



Don't Forget That Performance Reviews Are Due June 30, 2016!

Information on this page was current as of the day of publication. For the latest information visit the [Auburn University Performance Management](#) page.

The month of June is when many of us think about the sweltering heat, summer vacations, or an icy glass of sweet tea.

For many Auburn University supervisors, June is also the month for performance reviews. In fact, Auburn University Human Resources Development (HRD) has already received several hundred performance reviews from our supervisors. **We remind supervisors who have yet to complete their year-end reviews that they must conduct and submit them to Human Resources by June 30, 2016.**

If you have any questions about the performance review process or require additional assistance, the Auburn University HRD team is able and willing to assist. Contact information is listed below.

Performance reviews are important to both the supervisor and the employee for multiple reasons. As previously mentioned in an email that we sent to supervisors, there are some important considerations to remember regarding the University's performance review process.

- The principle role of being a supervisor and manager is demonstrating performance leadership practices -- planning, coaching, rewarding, and recognizing employees. These supervisory practices increase the probability of successful performance outcomes. The annual performance review at Auburn is a serious part of those practices. A well-completed performance review will provide clarity to the employee as to expectations and what behaviors they have demonstrated -- either supporting or not supporting the successful achievement of desired performance outcomes in the past year. It also provides the foundation for planning and clarifying future expectations for the next performance year.
- Every employee has a right to expect clear direction and feedback from their supervisor to increase the likelihood of success. As employees represent the single largest annual expense investment made by the University, the role of supervisor/manager is essential to achieving the University's vision and mission by effectively managing this investment in people. Simply put and by definition, the supervisor and manager "get things done through others." Auburn University's annual performance review captures the progress to this end not only for the employee, but for the supervisor/manager as well.
- Per recommendations resulting from the Climate Study that was recently conducted for Auburn University, performance expectations related to an employee's commitment to diversity and inclusion will be assessed in upcoming performance evaluations. More information will be forthcoming from the University and Human Resources.

For more information on the Performance Management Timeline and Process, visit http://www.auburn.edu/administration/human_resources/compensation/ccp/timeline.pdf.

Performance management forms may be found in the Forms section of the HR website. Please contact your Human Resources Liaison or Human Resources at 844-4145 or univhr@auburn.edu for more information.