

Performance Appraisal – Frequently Asked Questions

Who is required to receive an annual written performance review?

All non-faculty, full-time, and part-time regular employees that have started prior to the end of the previous calendar year will receive a written performance review from their supervisor during the annual performance appraisal period. The annual performance review period occurs each year beginning in March. Specific deadlines are determined and announced by the Department of Human Resources.

Why are performance appraisals important?

Performance appraisals are a powerful communication tool. . The appraisal process provides an opportunity to receive annual written feedback, to assess training and development needs, to clarify expectations, and to discuss goals. The performance appraisal process leads to more efficiency in the department/university and contributes to personal growth and job satisfaction.

As a *supervisor*, how can I prepare myself to conduct a review?

All new supervisors and supervisors new to Marquette University should attend training on how to conduct an effective performance review. The training gives you the opportunity to discuss how to evaluate performance and provide constructive feedback. Click for current training opportunities. (LINK)

Supervisors should:

1. Track performance throughout the year, keeping notes on accomplishments and issues
2. Update job descriptions
3. Look at attendance records

As an *employee*, what should I do to prepare to participate in my review?

Employees can attend training sessions on how to participate in the review process. The sessions give employees an understanding of how to document their contributions and establish goals. [Click for current training opportunities.](#)

What should I do if I disagree with my review?

First, you should speak with your supervisor to try to resolve the issues. If necessary, you may then speak with the senior manager in the Department. You may also attach a written statement to your review that will become a part of your personnel record. The Department of Human Resources is always available to help you try to resolve such issues.