

Employee Name:		Position Title:	
Department:		Evaluating Supervisor:	

INTRODUCTION

The performance management process is intended to create an ongoing dialogue between the supervisor and employee. This process enhances the supervisor/employee relationship by incorporating clear communication and constructive feedback throughout the performance review period. This form is to be used by the Supervisor to prepare for and complete the annual employee evaluation as required by [System Regulation 33.99.03](#) and [Standard Administrative Procedure 33.99.03.M0.01](#).

MANDATORY EMPLOYEE TRAINING

TAMUG employees are required to be current on all System mandated training to be eligible for merit increases.

Supervisors are required to review the employee’s training transcript before selecting the appropriate certification statement below – transcripts are available by accessing TrainTraq through [Single Sign On](#). The required Employee Training sessions are identified in [System Regulation 33.05.02](#) and include *Orientation to the A&M System; Creating a Discrimination-Free Workplace; Ethics; Reporting Fraud, Waste and Abuse; and Information Security Awareness*.

- The Employee is **not** current on all System *Required Employee Training* courses listed above.
- The Employee is current on all System *Required Employee Training* courses listed above.

POSITION DESCRIPTION

Position descriptions should be reviewed for accuracy and acknowledged through PATH at this time.

- Check this box to acknowledge the Position Description was reviewed and any necessary changes were made in PATH.

PERFORMANCE PLAN

Individual performance goals will need to be identified for the 2017-2018 performance review period. To assist with this process, please complete the [2017-2018 TAMUG Performance Goals and Objectives Worksheet](#) by listing measureable performance goals for the upcoming evaluation period (at least one objective is required), then discuss with the employee during their performance evaluation review meeting. Any professional development activities needed to support these performance goals should be noted. This document should be saved electronically so that its contents can be copied and pasted into the new HRIS (Workday) upon implementation in December 2017. Please send courtesy copy of this document to HR.

- Check this box to acknowledge that the 2017-2018 TAMUG Performance Goals and Objectives Worksheet has been completed and discussed with the employee.

SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Please submit form to TAMUG HR, Powell Marine Engineering Complex #123