

Have you had your Mid-Year Feedback Session?

Supervisor Checklist

- Set a date for the Mid-Year Feedback Session
(October – November)
- Gather documentation
- At the Meeting:
 - * Review expectations with the employee
 - * Assess and update goals (as needed)
 - * Identify training/development needs
 - * Provide feedback
 - * Sign the cover sheet (employee and supervisor)

Employee Checklist

- Complete self- assessment (optional)
- Identify training/ development needs
- Assess/update goals (as needed)

Questions/Concerns?

Contact:
Elmer Falconer,
ext. 53645

To access PMP forms visit:
<http://hr.umbc.edu/pmp/>

Remember, PMP: It's a process NOT an event.

PMP Reminder

Rating Period: April 1, 2018 — March 31, 2019,