



## Human Resources



TO: UMMS Employees

FROM: Deborah L. Harnois, MS, MBA, JD, Deputy Executive Vice Chancellor, People Strategy  
Cheryl Ramsey, Ph.D., Executive Director, Learning & Organizational Development

DATE: April 23, 2021

SUBJECT: Preparing for your Performance Appraisal - Training

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You will soon be scheduling a meeting with your Manager for your annual performance appraisal. The performance appraisal program offers employees and managers with a meaningful opportunity to engage in a constructive and collegial process that ultimately benefits all involved.

You may recall that the performance appraisal forms are organized around a series of UMMS Core Competencies. HR has presented monthly online and live sessions to the UMMS 6+1 Core Competency Program over the past six months. This Performance Appraisal training will reacquaint you with the UMMS Core Competencies and how they fit into the performance review process.

This past month, HR hosted Individual Development Plan (IDP) conversations to introduce the IDP, a talent management tool to assist you in your career and professional development. This training will provide you with additional direction of where to access the IDP and supporting IDP resources. These include resources that will help guide discussions with your manager to better understand your development needs and translate those needs to a defined learning and/or career path.

Overall, the Performance Appraisal training will refamiliarize you with the Appraisal form and process as well as provide you with the steps you can take now to ensure that you have a successful performance appraisal meeting this spring and throughout the year.

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**Please see the Performance Appraisal training details and registration below.**



## Learning Objectives

- Understand key elements of the UMMS performance appraisal policy and process
- How to prepare for your review
- How to make the most of your review meeting
- UMMS Rating Scale and Definitions
- UMMS Core Competencies
- Review of the Individual Development Plan (IDP)
- Steps to take after the review
- Resources and Contacts

## Join Us

To register for a 'Performance Appraisal' training session, please click on the 'Registration' link below for your preferred time and date.

Registration  
April 27, 11  
a.m.

Registration  
April 28, 9  
a.m.

Registration  
April 29, 1  
p.m.