

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 of 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, X53645

To access PMP forms visit:

www.umbc.edu/hr/forms

PMP Reminder

Rating Period: April 1, 2009—March 31, 2010

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