



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

March 19, 2019

OFFICE OF BUSINESS AFFAIRS MEMORANDUM FY19-23

Distributed via Campus Email

To: President, Vice President, Deans, Directors, and Department Heads

From: Corey Bradford 
Senior Vice President for Business Affairs

Re: **Performance Evaluations**

This memo will provide information regarding training and the timeline for completing annual performance evaluations for Prairie View A&M Non-faculty employees in accordance with TAMUS Regulation 33.99.03 Performance Evaluations for Nonfaculty Employees. The on-going dialogue with your employees throughout the year is an integral and fundamental part of the performance management process. Annual performance evaluations are a culmination of the 2018 year-long dialogue of your employee's expectations and concerns as well as goals and opportunity for development.

- The time frame for performance evaluations is January 2018 – December 2018
- Performance evaluations will be completed from April 1, 2019 – May 31, 2019
- **The deadline for all 2018 performance evaluations in Workday is May 31, 2019**

The Office of Human Resources will offer training for supervisors regarding conducting performance evaluations and the Workday evaluation process. HR Contacts (administrative support staff) will also be trained to run reports and track the status of the evaluations within their department.

The training sessions will be held from **March 21, 2019 – April 26, 2019**. Training times and locations are available in TrainTraq. The trainings will highlight the following:

- Supervisors – setting goals and the evaluation process in Workday, conducting an effective evaluation meeting, and reviewing and updating position descriptions.
- HR Contacts – tracking the department's evaluation status in Workday, mail merging to efficiently communicate the status with supervisor/employees.

Register online for upcoming training session: Log into TrainTraq, locate the session by clicking on the “Find Classroom Training” tab. Enter the session number (below) in the search filter, then Search. If the session does not appear, reset the search by clicking the “Reset” link to the right of the Search button.

2112631: Performance Management Strategies of Non-Faculty employees
2113725: Performance Evaluation Training for HR Contacts (Administrative Support Staff)

Any questions pertaining to the training should be directed to Senior HR Training Specialist, LaDonna Harris at laharris@pvamu.edu ext. 1724. Questions related to the performance evaluation process should be directed to HR Manager, Maria Herrera at mdherrera@pvamu.edu ext. 1731.

xc: Ruth Simmons, President