EHRA Non-Faculty
2025 - 2026 Performance Management Cycle

All of the Performance Management Cycle steps listed below are completed on **NinerTalent**. The Employee Performance Plan opens on **March 1, 2025**.

1 Employee Creates Plan

The employee and supervisor collaborate to create the goals and objectives plan together, setting specific and measurable goals for the coming year. This ensures that both parties are aligned on expectations and objectives for the year. The employee will enter the details in NinerTalent.

RESPONSIBLE PARTY: EMPLOYEE

Complete by 06/16/2025

2 Supervisor Approves Plan

The supervisor reviews the goals and objective plan to ensure all goals are consistent and align with the employee's position description and connects with the unit's strategic goals for the cycle. The supervisor may revise the plan as needed before sending it back to the employee for acknowledgment.

RESPONSIBLE PARTY: SUPERVISOR

Complete by 06/23/2025

3 Employee Acknowledges Plan

The employee reviews and acknowledges the plan to confirm that the discussion has taken place.

RESPONSIBLE PARTY: EMPLOYEE

Complete by 06/30/2025

4 Employee Completes Self-Appraisal

The employee has the opportunity to share their perspective on their performance for the cycle, including strengths, areas for growth, and key accomplishments.

Please note: this is an optional step, although a signature is required.

RESPONSIBLE PARTY: EMPLOYEE

Complete by 03/01/2026

5 Supervisor Completes Appraisal

The supervisor assesses how well their employee met the goals established this cycle by rating each goal and providing feedback.

RESPONSIBLE PARTY: SUPERVISOR

Complete by 06/01/2026

6 Supervisor Releases Appraisal

The supervisor releases the appraisal to the employee for review and acknowledgement.

RESPONSIBLE PARTY: SUPERVISOR

Complete by 06/15/2026

7 Employee Acknowledges Appraisal

The employee acknowledges the appraisal to confirm that the appraisal was reviewed and that the performance appraisal discussion took place between the supervisor and employee.

RESPONSIBLE PARTY: EMPLOYEE

Complete by 06/30/2026

Rating Scale

5	Exceeding Expectations
4	Exceeding Expectations
3	Meeting Expectations
2	Not Meeting Expectations
1	Not Meeting Expectations