

# EHRA Non-Faculty

## 2024 - 2025 Performance Management Cycle

All of the Performance Management Cycle steps listed below are completed on **NinerTalent**. The Employee Self-Appraisal opens on **March 1, 2025**. All steps are due for completion, on **June 30, 2025**.

Step

1

### Employee Self-Appraisal

The employee is provided an opportunity to highlight their perspective on their performance for the cycle, sharing strengths, needs and accomplishments. **Though this is an optional step, employees must log into NinerTalent to select the option to bypass the evaluation** if they choose not to complete the Self-Appraisal.

RESPONSIBLE PARTY: EMPLOYEE

Complete by 3/31/2025

Step

2

### Supervisor Appraisal

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

RESPONSIBLE PARTY: SUPERVISOR

Complete by 6/15/2025

Step

3

### Supervisor Releases Appraisal

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

RESPONSIBLE PARTY: SUPERVISOR

Complete by 6/22/2025

Step

4

### Employee Acknowledges Appraisal

The employee acknowledges the appraisal to confirm that (1) the appraisal was reviewed and (2) that the performance appraisal discussion took place between the supervisor and employee.

RESPONSIBLE PARTY: EMPLOYEE

Complete by 6/30/2025

### Rating Scale

The 3-pt. rating scale should be used by both the employee and supervisor to evaluate performance in the Employee Self-Appraisal and the Supervisor Appraisal.

**3** - Exceeding Expectations

**2** - Meeting Expectations

**1** - Not Meeting Expectations