



## **ANNUAL PERFORMANCE REVIEW PROCESS INSTRUCTIONS**

At CWRU, regular communication between an employee and supervisor about job expectations and performance is expected, and annual reviews are required per the [Annual Performance Review Process Policy](#) and [Annual Performance Review Process Procedure](#). Periodic performance discussions – formal and informal – throughout the year (including a mid-year review) are encouraged.

The purpose of the Annual Review is to provide summary feedback to staff members on their performance for the prior year, and to provide clear goals and development plans for the coming year. Engaged supervisors who offer frequent constructive feedback and provide guidance in setting goals can help employees develop professionally and enhance performance.

The Annual Review is tied to compensation increases; **any increase is merit-based, not a cost-of-living increase.**

The Annual Review consists of three documents: (1) the Self-Assessment; (2) the Performance Evaluation; and (3) the Salary Merit Addendum.

### **STEPS**

#### **Notification of Annual Review**

1. Supervisor receives notification from HR Records or their Management Center HRA that Employee's Annual Review date is upcoming by receiving the Salary Merit Addendum.
2. Supervisor notifies Employee of review date and whether Supervisor requires Employee complete the Self-Assessment.

#### **Self-Assessment**

1. A Self-Assessment is strongly encouraged and may be required by Supervisor. If Employee completes the Self-Assessment, they may leave sections blank if appropriate or desired. Employee may include additional narratives or other addenda to their self-assessment.
2. Employee should provide a copy of the Self-Assessment to Supervisor, around one month prior to Employee's review date.

#### **Performance Evaluation**

1. Supervisors should review the [Annual Performance Review Process Policy](#), [Annual Performance Review Process Procedure](#), and Performance Matrix for additional details about the Annual Performance Review Process. Supervisors should further review the Employee's job description prior to completing the Performance Evaluation. The Annual Review should be based on the job description on file.

2. Supervisor completes the Performance Evaluation. Supervisor should review the Self-Assessment, if provided, when completing the Performance Evaluation.

The Performance Evaluation should be completed by Employee's primary supervisor.

- ” Additional feedback from secondary supervisors is encouraged and can be attached as addenda.

If Employee has had more than one primary supervisor during the year (e.g. the employee transferred positions or supervisors), Supervisor should reach out to the prior Supervisor for feedback for the period of time Employee reported to them, and that should be incorporated into the Annual Review in a proportional manner. Supervisor may include additional narratives or other addenda to the Performance Evaluation.

- ” When a supervisor is evaluating a supervisor, they are encouraged to speak to supervisees.

3. Supervisor completes the Salary Merit Addendum, including any proposed merit increase.

In evaluating the Employee, the Performance Matrix illustrating the distribution of rating percentages are guidelines across the university, not to be used as a goal for each department.

Employees who receive an overall rating of Successful or higher may be eligible for the maximum annual merit pool.

4. Supervisor submits the Performance Evaluation and the Salary Merit Addendum to the

2. Supervisor should send the entire Annual Review (comprised of the Self-Assessment, executed Performance Evaluation, and Salary Merit Addendum) to Supervisor's management center HR office or to the central HR Records Office at [HRRecords@case.edu](mailto:HRRecords@case.edu), as directed by the management center.
3. After the HR Records Office receives the Annual Review approved by all parties, the