

The annual period for conducting formal performance assessments of UNH staff began January 1<sup>st</sup>. *Completed, signed performance assessments are to be submitted to the Office of Human Resources by May 29<sup>th</sup>.*

The performance management process is anchored at the beginning and end of each review cycle with a comprehensive written performance assessment which has the following primary purpose:

- To define performance expectations including organizational objectives and strategies
- To provide a formal means of constructive, open and honest communication between the employee and supervisor
- To enhance employee development through ongoing performance feedback and through the identification of professional development activities linked to the priorities of the organization and the University.
- To measure and document job performance as a basis for promotion, compensation (e.g., merit increases), and other personnel management decisions

We encourage you to review the University's Performance Management Philosophy. The **Philosophy** as well as the University **Performance Assessment Form (PAF)** are available on HR web site at: <http://www.unh.edu/hr/pubs-frm.htm#perf>

Also included on this web site are:

- Overview of the process
- Instructions
- 3-Month Performance Assessment Form
- Job Competencies – Introduction.
- Guide to Job Competencies

If you have questions on the performance assessment process, please call Human Resources at 862-0501.

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