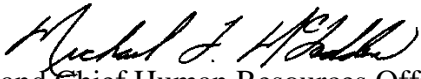


**MEMORANDUM**

**TO:** Howard University Community

**FROM:** Michael F. McFadden   
Interim Vice President and Chief Human Resources Officer

**DATE:** June 2, 2014

**SUBJECT:** 2014 Performance Evaluation Program

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The end of a performance cycle is a tremendous opportunity to not only recognize staff accomplishments and achievements, but also prepare the workforce for the next performance cycle by setting clearly defined goals and objectives. Beginning June 1, 2014, supervisors and managers are required to complete performance evaluations for their direct reports reflective of the performance period **July 1, 2013 through June 30, 2014.**

The Performance Evaluation Program (PEP) is applicable to all University non-faculty and non-student employees who were hired on or before March 31, 2014 (or on or before December 31, 2014 for Department of Public Safety, Physical Facilities Management, and University Libraries *union employees*). A supervisor or manager must have supervised the employee for 90 days as of June 30, 2014 in order to evaluate the employee. It also should be noted that performance evaluations are required for both supervisory and non-supervisory staff.

This year's Performance Evaluation Program will follow the timeline listed below:

<b>July 1, 2013 through June 30, 2014:</b>	FY14 Performance Management Cycle
<b>June 1 through June 30, 2014:</b>	FY14 Performance Evaluation Period
<b>June 1, 2014:</b>	Updated PEP forms, instructions, and guides are available at the following link: <a href="http://www.hr.howard.edu/Compensation">http://www.hr.howard.edu/Compensation</a>
<b>June 4 through June 13, 2014:</b>	Supervisor and Manager PEP Information Sessions (see schedule below)



**June 30, 2014:**

Completed FY14 PEP forms due to the  
Department of Compensation & Performance  
Management at [PEP2014@howard.edu](mailto:PEP2014@howard.edu)

**PEP Information Sessions**

All supervisors and managers are encouraged to attend one of the PEP information sessions. However, those who have been appointed since the last evaluation period are **required** to attend in order to gain insight and understanding of the University's performance management guidelines.

**Schedule of PEP Information Sessions  
Professional Development Leadership Academy  
Howard Center, Vashon Conference Room, #304  
2225 Georgia Avenue, NW**

Supervisor and Manager PEP Information Sessions	<b>Wednesday, June 4, 2014</b>	12:00 p.m.—2:00 p.m.
Supervisor and Manager PEP Information Sessions	<b>Thursday, June 5, 2014</b>	12:00 p.m.—2:00 p.m.
Supervisor and Manager PEP Information Sessions	<b>Thursday, June 12, 2014</b>	12:00 p.m.—2:00 p.m.
Supervisor and Manager PEP Information Sessions	<b>Friday, June 13, 2014</b>	12:00 p.m.—2:00 p.m.

**Completion and Submission of PEP Forms**

All completed PEP forms must be electronically submitted to Department of Compensation and Performance Management, Office of Human Resources via [PEP2014@howard.edu](mailto:PEP2014@howard.edu) by no later than **close of business on June 30, 2014**. PEPs will not be accepted by fax, hard copy, or via OHR staff's personal email address. Completion of the performance evaluation process is mandatory for all supervisors and managers with subordinate staff. Managers who fail to submit their completed PEP forms for their employee groups will be reported to their Cabinet Officers and may be subject to appropriate disciplinary action.

Questions regarding performance evaluations should be directed to Michelle Lamb Moone, Director of Compensation & Performance Management by email at [Michelle.Moone@howard.edu](mailto:Michelle.Moone@howard.edu) or by phone at (202) 806-2930.

### **FY15 Performance Planning**

Supervisors may complete advanced goal setting and performance planning for FY15 at the time of completion of FY14 performance evaluations or at the beginning of the **FY15 Performance Management Cycle**.

The **FY15 Performance Management Program** will follow the timeline listed below:

<b>July 1, 2014 through June 30, 2015:</b>	FY15 Performance Management Cycle
<b>June 1, 2014:</b>	Performance Plan and Goal Agreement form, Dictionary of Behavioral Titles, and a Department and Employee Performance Planning Guide are available at <a href="http://www.hr.howard.edu/Compensation">http://www.hr.howard.edu/Compensation</a>
<b>July 1-31, 2014:</b>	FY15 Performance Planning and Goal Setting
<b>July 31, 2014:</b>	Completed FY15 Performance Plan and Goal Agreements due to the Department of Compensation & Performance Management at <a href="mailto:PEP2015@howard.edu">PEP2015@howard.edu</a>

Department heads (directors and above) may schedule an appointment for individual coaching to complete department performance plans by contacting Michelle Lamb Moone, Director of Compensation & Performance Management by email at [Michelle.Moone@howard.edu](mailto:Michelle.Moone@howard.edu) or by phone at (202) 806-2930.