To: Deans, Directors and Department Chairs  
Fiscal Officers  

From: Karen Touzeau  
Associate Vice Chancellor for Human Resource Services  

Date: May 19, 2011  

Subject: Performance Appraisals for Administrative, Service and Support Staff  

The Board of Curators has made the decision to require annual performance appraisals for all benefit-eligible, administrative, service and support staff. The policy can be found at the following link on the Human Resources website under Policy #501; Performance Appraisals: http://www.umsystem.edu/ums/departments/hr/manual/workplace.shtml  

The performance appraisal provides an ideal opportunity for collaborative, two-way communication between supervisors and their employees. It provides the framework to ensure you are both working towards the same goals and have the same commitments.  

No specific form is required; however in addition to the existing appraisal document, we have placed new sample forms on our website for your use. They can be found at this link: http://hrs.missouri.edu/policies-and-procedures/workplace/performance-appraisals.php.  

The samples include:  
- Appraisal form for University Staff  
- Appraisal form for Service/Maintenance Staff  
- Self-Appraisal form  
- Probationary Employee Appraisal form  

You do not need to send copies of the performance appraisals to Human Resource Services, but you should keep copies of individual employee appraisals in your employee files.  

If you need any additional information or training on performance appraisals, please contact your human resources professional. You can find the human resources professional assigned to your division or college, at this link. http://hrs.missouri.edu/about-us/division-responsibility.php  

I’ll be sending out reminders for you over the next few months with additional information on managing employee performance.  

Warmly,