WAYNE STATE UNIVERSITY

Performance Planning and Development

Annual Review Process

Who? Manager and Employee
When? Anytime after May 01
What? Initial Conversation to discuss:

- What tools/forms you will use
- Who will complete which form
- Agree to Deadlines for completion

Who? Manager
What? First draft of performance Review form

Who? Manager and 1st Level Reviewer

What? Conversation to discuss first draft of Performance review

Who? Manager
What? Finalize Performance Review

Who? Manager & Employee

What? Discuss Review form
Sign and date form
Make copies for both Manager and Employee
Send original to Human Resources