Please refer to this document for answers to common questions regarding the Performance Review process. If you have additional questions, or have an employee relations concern, please refer to your [HR Partner](https://www.towson.edu/hr/current/partners.html) for support.

**What is the purpose of the performance review?**

The performance review is an important tool for assisting staff in effectively developing their skills and meeting their personal goals that support the mission and values of the university. Having a performance review provides staff with a roadmap to meet goals and improve overall engagement at work.

**What if my staff employee had multiple supervisors during the review period?**

Changes in staffing may mean that an employee had multiple supervisors, but the current supervisor of record should conduct the review. The current supervisor may be found on the report provided to all supervisors prior to conducting reviews. It is encouraged that the current supervisor contacts past supervisors, or those that provide day-to-day instruction, to obtain additional feedback regarding performance.

**What if my staff employee is leaving their position?**

Employees that completed the review period should receive a review, even if they are leaving the position. It is recommended that supervisors conduct a full review when possible. If the employee has already departed the position, the supervisor may work with their HR Partner to provide a note to the file regarding performance.

**Why does the form ask for the reviewer’s supervisor’s signature? When does the supervisor sign?**

The review process should be administered collaboratively and consistently. The reviewer’s supervisor shall review the content of the review **prior** to the review discussion between the supervisor and staff employee. The role of the reviewer’s supervisor is to ensure any specific areas of performance are noted, and a consistent approach is applied across the Division or College. The reviewer’s supervisor signs the review last.

**Can I ask for my staff employees to submit a self-assessment prior to the review?**

Absolutely! Many supervisors ask their employees to provide an assessment or list of accomplishments prior to the review discussion. In addition, staff employees have the option to add additional feedback or comments once the review is complete. Refer to ­­­­­­­­­­­­­­­the attachments emailed from your HR partner for a template self-assessment.

**What if my staff employee is currently on Family Medical Leave (FMLA), or was during the review period?**

If your staff employee is currently on FMLA, complete the review but do not hold the discussion until the employee returns from FMLA. The review shall only include an assessment of the performance while the employee was actively in the role.

**How do I return my performance review form?**

All signatures must be collected via DocuSign. Go to the attachments emailed from your HR partner for step-by-step instructions on submitting reviews. The OHR will **not** be accepting returned forms via email or campus mail, unless there is a specific need for an exception. Contact your HR Partner if you believe an exception is needed.

**Can I conduct my performance review meetings remotely via Zoom or WebEx?**

Yes. However, it is recommended that you conduct the review in person whenever possible. This allows for a better connection with your employee and will generally result in easier back and forth conversation and collaborative goal creation. However, if this is not possible due to a telework agreement that is in place, you can conduct the review remotely.