2023 Postdoc Annual Review Process (via PeopleSoft)

Notification to Directors of Administration, Faculty, and Postdocs regarding process and guidelines for completing the annual review.

**Timeline:** May 1 – June 30, 2023

**Performance Management in PeopleSoft**

The performance management process, including annual reviews, will be documented in PeopleSoft. The fastest way to access performance management materials:

- **Postdoctoral Fellows can** [CLICK HERE].
  - Click through the different tabs to familiarize yourself with the available options. Enter your progress and goals into the comments for each tab.
- **Faculty PIs can** [CLICK HERE].

**Process Steps**

1) Postdoc (“Employee”) completes the self-evaluation for each section:
   - a. Research/Grants
   - b. Teaching/Lecturing
   - c. Skills/Training
   - d. Service/Engagement

2) Postdoc submits the form by clicking “Start Sharing” and sends message to PI/Mentor (“Manager”) by selecting “Notify”.

3) Postdoc and PI/Mentor meet to discuss the FY23 progress and accomplishments, as well as setting expectations and goals for FY24.

4) PI/Mentor completes assessment after reviewing the Postdoc’s entries, adds further comments on FY23 progress and expectations for FY24 goals, and completes “Mentor Evaluation”.
   - a. All 8 ranking must be selected in order to submit and complete the review.

5) PI/Mentor submits review by selecting “Complete Annual”.