

2024 Postdoc Annual Review Process (via PeopleSoft)

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

Timeline: April 15 – June 30, 2024

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 FY24 progress and accomplishments, as well as setting expectations and goals for FY25.
- 4) PI/Mentor completes assessment after reviewing the Postdoc’s entries, adds further comments on FY24 progress and expectations for FY25 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**”.