TO: IUSB Performance Review Managers
FROM: Human Resources
RE: 2014 Performance Reviews

The following is information you will need to complete 2014 performance reviews:

**Review Eligibility**

1. **Hire date:** employees who are in the new hire evaluation/probationary period will not be eligible for a formal annual review. However, managers should provide new employees with feedback that coincides with their four month evaluation/probationary period.

2. **Who is eligible for a 2014 review?**
   a. All full time employees.
   b. The employee classifications for this review process are: professional, support and service employees.

**Review Timelines:**

1. For 2014, the review period will end on 12/31/14. Performance reviews need to be completed signed and sent to HR by **March, 9, 2015**.

**Review Process:** There a few small changes to the process this year and they are as follows:

1. **Timelines:** as noted above, the review period has changed to January 1, 2014 through December 31, 2014 with performance review completion by **March 9, 2015**.

2. **Employee Self-Reviews:** employee self-reviews or 360 reviews are considered best practices. Some managers have required them and some have not. This review cycle employee self-reviews are optional but I would encourage everyone to have their employee do a self-review. Next year we will move to the 360 performance review system where self-reviews will be required for all reviews.

3. **Manager Directed Reviews:** managers prepare the final review, not the employee being reviewed. The review manager can include input from the employee for the final review via the self-review process or through a discussion with the employee regarding their views on how well they did in achieving goals.

**Guidelines and Information**

On this web page you will find the following documents to help you prepare the 2014 reviews; Please read these!

1. **Indiana University South Bend 2014 Performance Review Timelines:** this is a quick overview of the 2014 review preparation process and includes: deliverables, timeline and due dates. This is designed to help you stay on track in preparing your reviews. I will also be sending reminder emails to you regarding when specific actions are due.

2. **Indiana University South Bend Performance Management Review Guidelines:** this is a new step by step manual for completing a performance review for 2014. It also includes mini guides on writing SMART goals and self-reviews.

3. **Indiana University South Bend Annual Performance Review Form:** the form remains the same as it has been for the last several years.