2022 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 11 – June 30, 2022

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 FY22 progress and accomplishments, as well as setting expectations and goals for FY23.

4) PI/Mentor completes assessment after reviewing the Postdoc’s entries, adds further comments on FY22 progress and expectations for FY23 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”.