

TO: All staff (classified and university)
FROM: Kirk Wehner, Director of Compensation and Performance Management
DATE: September 14, 2015
SUBJECT: Annual Performance Evaluation Process for Staff (classified and university)

Welcome to the 2015 annual performance evaluation season.

As the annual performance evaluation season begins, I would like to encourage you to log into [HokieSpa](#) to complete a self-evaluation of your job performance (based on the goals outlined in your performance plan) from November 2015 through October 2015.

Once you have logged into Hokie SPA, click on “Hokie Team” and then “Performance Planning and Evaluation Tool.”

If you were hired or promoted into a new position during this period, your goals would be adjusted to reflect this shortened time frame.

The self-evaluation is your opportunity to consider your level of performance and contribution and share information with your supervisor before they begin their evaluation.

Once complete, your supervisor will receive an email notifying him/her that you have completed your self-evaluation and prompting them to begin their evaluation

An [on-demand presentation](#) that reviews the entire performance review process and the steps involved is available online.

If you have not already received information about the due date for your self-evaluation, please check with your supervisor/manager or HR representative.

For more information, please contact your manager/supervisor, HR representative, or the HR Service Center at 540-231-9331.