

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

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Welcome to the 2015 annual performance evaluation season.

The university-wide deadline for the completion of all performance reviews is October 15; however, individual departments/senior management areas have established their own deadlines in advance of October 15. Please check with your HR representative if you have not already received that information.

As a reviewer, your role in the performance management process is to review the evaluations submitted to you via the electronic performance management tool in [HokieSpa](#). When an evaluation is ready to be reviewed, you will receive an auto-generated email from the performance management tool.

Once you have received the email, you should:

- Log into [HokieSpa](#) (click on “Hokie Team” and then “Performance Planning and Evaluation Tool”) and review the comments and ratings. If you believe a rating and or comment/s should be changed, return the evaluation to the supervisor and review your concerns with him/her.
- If you are in agreement with the evaluation, include any comment/s you have in the reviewer’s comments section and forward the evaluation to the budget authority.
  - For most senior management areas, the budget authority is simply a holding place for evaluations that are then returned to the supervisors for communication to the employee. In cases where there is a calibration team, the budget authority is the individual responsible for coordinating the review of the evaluations prior to returning them to the supervisor.

As a reminder:

- Staff hired after July 24, 2015 do not require an evaluation.
- Probationary staff hired/rehired between October 25, 2014 and July 24, 2015 inclusive must have either a performance evaluation or a probationary review by October 16, 2015.
- We strongly recommend a performance evaluation (in lieu of a probationary review) for employees who have an approved 2015 performance plan.

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

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