

## I. Overview

As a supervisor, one of your most challenging and rewarding responsibilities is managing the performance of the staff you supervise. **Performance Management** within the University of Maine System is designed to promote and enhance collaboration and communication between employees and their supervisors. It consists of three essential components:

- **Mutually established goals/priorities** for the employee that are tied to departmental and University goals,
- **Ongoing support, coaching, and feedback** by the supervisor,
- **A performance assessment meeting accompanied by a written document** (sometimes called a performance evaluation) at least annually.

This tutorial is offered to help you navigate the third area of Performance Management—**the assessment meeting and the written document**. Throughout this tutorial, the assessment meeting and accompanying document will be referred to as the Performance Assessment.

