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.