

# FY'23 Annual Review Quick Start Guide



It's that time of the year again! Time to share with your Staff the things they are doing well, areas of improvement, and your goals and expectations for the next year. It is important to recognize employee's achievements and when necessary, provide constructive feedback. This **Quick Guide** contains provided best practices and helpful hints for your use in preparing and conducting your employee's performance appraisal for this year's annual review process.

## What You Need to Know

- This year's annual review cycle reflects the performance period of July 1, 2022 – June 30, 2023.
- University-wide Annual reviews currently apply to Staff.
- Competencies have been updated for individual contributors and people managers.
- There are two (2) versions of the annual evaluation form: (1) Leaders (individuals that supervise other staff); and (2) Individual Contributors (Staff).
- The final deadline to complete & submit your evaluations via Workday is September 1, 2023.

## How the Process Works

Using our Workday Talent Management module, you will complete your evaluation electronically. Additional instructions on how to navigate through the Workday module will be provided to you. Attend one of the sessions below to learn more.

## Training and Support

Julie Lloyd, Senior HR Director, will host sessions for Managers and Individual contributors to ensure you have a smooth review process. *\*Choose one session per Supervisor or Individual contributor*

People Manager/Supervisor Training (Process orientation, goal setting, giving feedback)

- Wednesday, June 14, 2023 @9:30 AM EST: Zoom Registration Link - <https://marymountuniversity.zoom.us/meeting/register/tJIsdeqvrDMrG9WqDR96ejqidlrohOtBG5xF>
- Or, Thursday, June 29, 2023 @1:30 PM EST: Zoom Registration Link - <https://marymountuniversity.zoom.us/meeting/register/tJYudeGorTwvHtzqiaqiYNCeVPA4YM6RBBEu>

Individual Contributor/Staff Training (Process orientation, goal setting, managing up)

- Wednesday, June 14, 2023 @11:00 AM EST: Zoom Registration Link - <https://marymountuniversity.zoom.us/meeting/register/tJlIcuhqDgVH9TcWPNM9w9JtVFTg6QoO59f>
- Or, Thursday, June 29, 2023 @3:00 PM EST: Zoom Registration Link - <https://marymountuniversity.zoom.us/meeting/register/tJAtdeghqjgoH9VCxFw6IDPZAXP7aSk e4FzH>

# FY'23 Annual Review Quick Start Guide

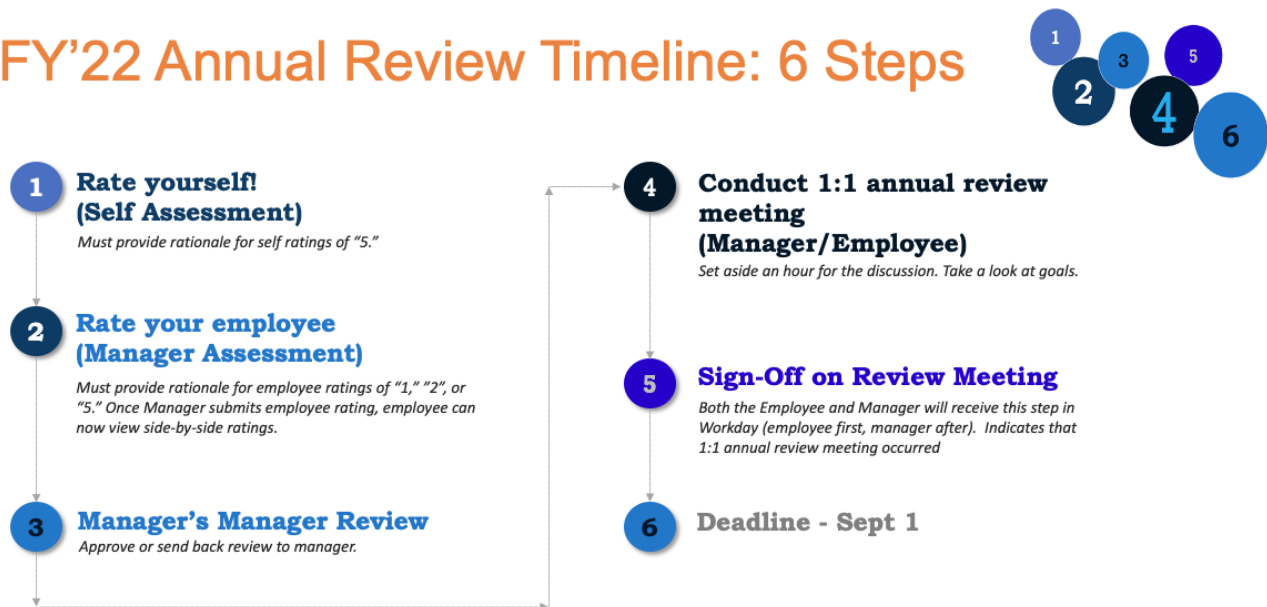
**Note:** All sessions will be recorded and posted to our Performance Management page *\*update coming soon!*

We encourage you to register early and join us!

## Six Steps to Performance Success!

Our goal is to make this year's process as easy as possible. Therefore, we've identified six steps to help make this process a smooth one. Make sure you leave plenty of time for each step to make the September 1 submission deadline.

## FY'22 Annual Review Timeline: 6 Steps



While preparing an appraisal, if you need help modifying an employee's job description or have questions about performance issues that have not already been addressed, please contact your HR Business Partner. If you need help completing the form or have questions about the review process, please contact [perfmgmt@marymount.edu](mailto:perfmgmt@marymount.edu).

After you have completed the form, conducted the appraisal and have all of the required signatures, please make sure you submit the evaluations via Workday by September 1, 2023.

Please mark your calendars so you have plenty of time to complete the process!

For additional guidance, email [Julie Lloyd](mailto:Julie.Lloyd@marymount.edu), Senior HR Director at (703) 284-1617. You may also connect with your HR Business Partner (listed below) if you have any questions or need additional information.

### HR Business Partners

Julie Lloyd  
Pamela Fajuyigbe  
Alyson McNair

Faculty & Staff under the Colleges, Centers, & Libraries  
Athletics, Finance & Operations  
Academic Affairs Staff, Advancement, Marketing & Communications, Office of General Counsel, and the President's office