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# Memo

**To:** Higher Education Managers  
**From:** John Polding, Associate Vice President – Human Resources  
**Date:** February 6, 2009  
**Re:** July 1, 2008 - June 30, 2009 - Managerial Performance Appraisals

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It is time to begin the annual performance appraisal process for higher education managers. Performance appraisal guidelines may be found by clicking on the Employee Relations link at the Human Resources webpage. Within the listing of Programs and Services, click "Reappointment and Performance Appraisal". Next, click "Managerial and Senior Managerial Level Performance Appraisal". Guidelines will be found within the Procedures links.

To access the online appraisal form, click on the Higher Education Managers Reappointment List and Appraisal Form link. This will bring you to the WP Connect page where you must use your NT username and password to log in. Under the Employee Applications link, select the Managerial Performance Appraisal link located in the Appraisals section. Select your direct report's name and the rating period, and his/her appraisal form will appear. Instructions for completion are located on the form. Please be sure to select the July 1, 2008 - June 30, 2009 appraisal period.

Please note the forms cannot be routed electronically. When you complete the form, print the entire form and complete the signature section and submit to your supervisor. **BE SURE TO FORWARD A COPY OF THE SIGNED FORM TO THE REAPPOINTMENT CANDIDATE & EVALUATOR AT EACH LEVEL OF THE REVIEW PROCESS.**

Completed forms are due to the appropriate Vice Presidents by June 22, 2009. Forms are due from the Vice Presidents to the Office of Human Resources by July 13, 2009, at which point they will be forwarded to the President.

Thank you for your attention and focus on this important annual process. If you have any questions, please contact the Office of Human Resources at ext. 3594.