

**Organizational Citizenship Expectations & Behaviors
Personnel Programs
Performance Review Process –End of the 2005 Review Cycle**

Next Steps:

- ☑ All Library staff will be participating in some form of performance review for 2005.
- ☑ All Library staff will be collaborating with supervisors and incorporating Organizational Citizenship Expectations & Behaviors into their Work Plans and/or PRDs for 2006.

Next Steps for Faculty

1. All Library Faculty will complete Work Plans for 2006 by incorporating *Organizational Citizenship Expectations & Behaviors*.
(See handout on *Organizational Citizenship Expectations & Behaviors*)
2. All new Library Faculty employed less than six months should complete a self-assessment or evaluation of progress, adjustment and/or things accomplished for 2005.
3. Plan and schedule your Annual Performance Review with your PRC.
4. Use resources and timeline developed for faculty. Pay close attention to timeline and observe due dates as close as possible.
(Due date for Faculty for Work Plan is February 15, 2006)

Next Steps for Exempt, Non-Exempt, Long-Term Contractual Staff and Graduate Assistants

Library Staff have the option of using the University PRD form or using their own form developed for their department. However, all staff must use the cover page of the PRD form and the rating scale (2nd page).

1. All Exempt, Non-Exempt and long term contractual staff complete PRDs.
2. All new Exempt, Non-Exempt and Long-Term Contractual staff employed less than six months should complete a self-assessment or evaluation of progress, adjustment and/or things accomplished for 2005.
3. All Library staff--Plan for final appraisal and schedule session.
(See *Personnel Programs Web page URL for information on format for final appraisal*)
How To Conduct the Self–Assessment
Performance Review and Development
Conducting the Performance Review Meetings
PRD Mid-Years Self Assessment
4. All new Exempt, Non-Exempt and Long-Term staff members who have not attended the University Human Resources training session on PRDs should register for a training session ASAP. (Before 2/28/06)
5. All Library staff complete **Action Plans** for 2006 developing by goals and/or expectations and *incorporating Organizational Citizenship Expectations & Behaviors*.
6. Pay attention to timeline and observe due dates as close as possible.
(PRD due date is February 28, 2006)
7. First year Graduate Assistants are being evaluated under the *Enhanced Graduate Assistant Program Policy* and will use the Associate Staff Performance Review form.

Form: <http://www.lib.umd.edu/ASD/LPO/PRD/PRD.html>

8. Second year Graduate Assistants will work with supervisors for assessing performance.

Library Resources

Learning Curriculum Workshop---- *Giving and Receiving Feedback.* January 18, 2006, 1:00-4:00p.m., RM 6137 MCK.

Presented by Paula Basile and Marvin Pyles, University Personnel Services Department, this session is designed to assist supervisors in improving their skills at both giving and receiving feedback. This interactive session will allow participants to experience different methods of giving feedback, as well as allowing attendees to create their own "action plan" for skills learned at the session. Although this presentation is designed for supervisors in mind, it is open to anyone interested in attending. To register, please use our online registration form (<http://www.lib.umd.edu/groups/learning/spring2006reg.html>) or e-mail the lib-learning reflector (lib-learning@umd.edu). Please put "Giving and Receiving Feedback" in the subject line of your e-mail. *Registration for this workshop is limited to 25 staff members.*

Graduate Assistant Enhanced Program Guidelines

<http://www.lib.umd.edu/groups/learning/librarygaorientation.html>

We will be working on other resources and ways to support staff and will notify everyone as soon as plans are confirmed in the Spring of 2006.

University Human Resources:

http://www.personnel.umd.edu/OrgDev/PrdWebPage/what_is_PRD.htm

<http://www.personnel.umd.edu/OrgDev/PRDforms.htm>

PRD Frequently Asked Questions

PRD Policies and Procedures C

Coming Soon! On-line PRD Help

Library Personnel Programs

<http://www.lib.umd.edu/groups/learning/personnelprograms.html>

Faculty Oversight Committee

http://www.lib.umd.edu/groups/lfa/FAROC/faroc_index.html

Timeline for Faculty

<http://www.lib.umd.edu/groups/learning/facultyperformancereviewtimeline.html>

(Partially updated FAROC only at this time)

Timeline for Staff

<http://www.lib.umd.edu/groups/learning/staffperformancereviewtimeline.html>

(Updated for 2006)

*If you should have questions about **Next Steps** please contact Sue Baughman (4-0964), Johnnie Love (5-9048), or Maggie Saponaro (4-1499).*

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