

**Business and Finance**

**Performance management**

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# Performance management

Managing employee performance includes regular performance feedback and is an important, ongoing process. The Performance Management Process (PMP) tools here will help leaders successfully manage employee performance and help employees better understand core expectations and university policies related to job performance.

**Forms** **Key elements** **Learn** **Performance improvement**

When you have completed your unit's Performance Evaluations, enter the ratings into PeopleSoft and send the original forms to the Employee Service Center, mail code 1304.

Provide brief comments to support your ratings. If more space is needed, attach a separate sheet.

- [Manager self-evaluation sample](#)
- [Performance development plan](#)
- [Performance improvement plan](#)
- [Performance evaluation—management](#)
- [Performance evaluation—staff](#)
- [Staff self-evaluation sample](#)

## Get Help

Your [HR partner](#) can offer additional assistance for scheduling PMP training for your unit.

**Policies:**

- [SPP 309-01: Classified Staff Performance Evaluation](#)
- [SPP 808: Performance Management for University Staff](#)

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