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first step in the Employee Performance Review Process is setting performance expectations. Employees and their managers should work together to establish clear expectations for job performance., Performance Management Guide For Managers This guide applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject. The terms of a collective bargaining agreement generally supersede conflicting policies and rules., Performance management is the process by which evaluators and employees work together to plan, monitor, and review an employee's work objectives and overall contributions to the work unit. It is essential for helping HSU achieve its mission and strategic goals., The citation for this report should be: National Institute for Literacy, Guide to Performance Management for Community Literacy Coalitions, Washington, DC 2008 To order additional copies of this report, contact the National Institute for Literacy at EDPubs, PO Box 1398, Jessup,, Summary and the Discussion Guide for Annual Performance

Summary. This guide may also be used as a reference tool by supervisors who conduct performance appraisals of other employee classifications, such as Professional & Scientific. Where reference, Performance Management Guide (Rev 2/07) Page 1

Please note: the following Guide is under revision and existing references should be used until further notice.

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