**Performance Development Job Aid:**

**Model Emails for Launch of Evaluation Process**

These model emails are intended for managers and department heads to use as a guide to launching the performance evaluation process. They should be read carefully and modified to match your needs and circumstances. Remember to attach the self-evaluation form to the email.

**Model 1: When you are personally evaluating all email recipients**

Hi everyone,

It's time for our annual performance evaluation conversations, covering the period from DATE to DATE.  I look forward to the opportunity to have some dedicated time with each of you to talk about the past year and make plans for the future.  Aside from your performance, I'm also interested in finding out more about your professional development and how I can help you meet your goals.  I'll soon be sending you a meeting invitation for our discussion together.

I've attached the self-evaluation form.  Please take some time to complete it and send it to me at least a week in advance of our meeting.   Before you complete the form, I encourage you to reflect on all that you've accomplished in the past year, and consider gathering information from as many of these sources as apply for your position:

* Prior reviews
* Work products
* email
* Meeting notes
* Reports
* Colleagues

I am available to help and answer questions about any aspect of this process.  The Office of Human Resources also has training and support available.  I encourage you to check out their website for the program at <http://hr.williams.edu/staff-development/perf-dev/>.

I'm well aware of how busy you all are and I thank you in advance for your time and attention to this valuable process.

Sincerely,

**Model 2: When other managers in your department will also be completing performance evaluations for their employees.**

Hi everyone,

It's time for our annual performance evaluation conversations, covering the period from DATE to DATE.  This provides an important opportunity to have some dedicated time for you to speak with your supervisor about the past year and make plans for the future.  Aside from your performance, we're also interested in finding out more about your professional development and how we can help you meet your goals.  You'll soon receive a meeting invitation for your discussion with your supervisor.

I've attached the self-evaluation form.  Please take some time to complete it and send it to your supervisor at least a week in advance of our meeting.   Before you complete the form, I encourage you to reflect on all that you've accomplished in the past year, and consider gathering information from as many of these sources as apply for your position:

* Prior reviews
* Work products
* email
* Meeting notes
* Reports
* Colleagues

 Your supervisor and I are available to help and answer questions about any aspect of this process.  The Office of Human Resources also has training and support available.  I encourage you to check out their website for the program at <http://hr.williams.edu/staff-development/perf-dev/>.

I'm well aware of how busy you all are and I thank you in advance for your time and attention to this valuable process.

Sincerely,