

From: [Official HR Information](#)
Cc: [Human Resources](#); [Performance](#)
Subject: Annual Staff Performance Review (APR) Timeline + More!
Date: Tuesday, January 3, 2023 4:05:47 PM



Dear Faculty & Staff Colleagues,

Happy New Year! The 2022 Annual Staff Performance Review process is beginning this week with the EngageSU tasks launching on Thursday, January 5, 2023. That day, you will receive an email that will contain a link to enter EngageSU and begin the completion of the self-review evaluation. When the 2022 APR process opens, both the staff colleague and their direct supervisor can begin drafting evaluation responses. Supervisors will have the ability to save/submit multiple times as staff colleagues complete their self-review feedback.

What's New?

1. Refreshed evaluation questions for the self-review and supervisor feedback
2. A simplified workflow with fewer steps
3. The next level/indirect supervisor review will happen outside of the EngageSU system to allow immediate supervisors to gather feedback during their 1:1s and incorporate them into the final review

NOTES: New employees hired after October 1, 2022, will not receive an APR link since the duration of their employment would not support a complete annual review. These employees and supervisors are encouraged to set up a time for an informal discussion of progress. In addition, union-represented employees will continue to use their current process for evaluations.

If a staff colleague changed supervisors during the year, the former supervisor can be added as a co-planner to allow for additional feedback. More information can be found in the Supervisor FAQ linked at the end of this email.

Performance Review Timeline

Step Number	Task	Description	Responsible	Dates Open/Close
1	HR opens the performance review process for	Staff colleagues receive an email to log into EngageSU and	Staff Colleague	OPENS: January 5 th

	self-review. (OPTIONAL) but is highly encouraged	complete a brief self-review.		CLOSES: January 19 th
2	Direct Supervisors write reviews for staff colleagues	Supervisors draft staff colleague reviews and assign a rating. <i>If a supervisor submits the review, rather than saves, between 1/5/23 and 2/16/23 they can reopen and continue editing the review from the Performance Tab → Performance Review → click on staff colleagues in-progress review.</i>	Direct Supervisor	OPENS: January 5 th and allows multiple submissions until the closing date CLOSES: February 16 th
3	Direct Supervisors discuss staff colleague performance with the next-level (indirect) supervisor outside of EngageSU, if needed, and then finalize the review. Review meetings are conducted by the direct supervisor with the staff colleague.	Direct supervisors have a chance to review, finalize comments, and submit ratings to be viewable to staff colleagues. Direct Supervisors meet with each staff colleague to discuss performance reviews. Direct supervisors sign off on reviews in EngageSU.	Direct Supervisor	OPENS: February 16 th CLOSES: March 23 rd
4	Staff colleague confirms review meeting occurred and signs final review (OPTIONAL)	Following the meeting, the staff colleague signs the review online to confirm completion.	Staff Colleague	OPENS: March 23 rd CLOSES: April 5 th The system closes completely on April 6 th , 2023.

Coming Soon!

Supervisors of staff will be invited to an upcoming APR Supervisor Virtual Office Hour to learn more about the 2022 APR process and ask questions. Watch your inbox for an email soon.

Resources

- [Annual Staff Performance Review Webpage](#)
- Staff Colleague FAQ: [2022 Staff APR Frequently Asked Questions](#)
- Supervisor FAQ: [2022 Supervisor APR Frequently Asked Questions](#)
- We've curated a collection of LinkedIn Learning videos specific to giving and receiving feedback. [LinkedIn Learning Performance Evaluation Collection](#)

Please email performance@seattleu.edu if you have additional questions.

Thank you,

OFFICE OF HUMAN RESOURCES | SEATTLE UNIVERSITY

718 12th Avenue, Seattle, WA 98122-1090

hr@seattleu.edu