UAB aspires for the performance management process to be strengths-focused and ongoing so that there are no surprises. The process consists of two structured conversations, goal setting, and ongoing check-ins throughout the year.

The Performance Management Process
Check-in → Stop → Look back → Summarize → Plan forward

- **Annual Employee Evaluation**
  - Self-evaluation performed by employee
- **Formal Performance Evaluation**
  - Manager evaluation
  - Employee and manager discuss performance
  - Complete evaluation
- **Annual Goal Setting Conversation**
  - Agree on project/task goals
  - Outline professional development plan

- **Periodic Performance Check-ins**
  - Regular check-ins
  - Review goal progress, successes, and challenges
  - Build relationships