Performance Feedback Program (PFP) Process

The PFP cycle is supported by coaching, continued communication, and timely feedback. The cycle consists of three phases: Expectation Setting and Goal Review; Self-Assessment; and End of Year Review and Discussion. The completion of the steps in the cycle is linked to the merit process. Supervisors and employees are accountable for and expected to meet on a regular basis throughout the year. This allows opportunity to:

- Review specific accomplishments
- Address areas of performance requiring improvement
- Adjust goals as needed

The goal of the process is to engage, support, and maintain the growth and success of all employees and the College. The information provided below outlines the truncated and the full review year PFP cycle steps.

### TRUNCATED PFP CYCLE STEPS

This year the PFP will have a shortened cycle that will cover the time period of September 2015 – August 2016. The PFP cycle should be completed by all management and professional and non-exempt staff who are not a part of the union.

### FULL PFP CYCLE STEPS

The annual PFP process provides a framework to recognize performance against goals and behaviors required for success, employee achievements, and to begin the conversation about performance goals for the upcoming review period. As the College changes, the process helps to align employee performance with the College’s strategic goals and success and future opportunities. To view the full PFP cycle steps, [please click here](#).

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