

2024 Annual Performance Review Process:

- On April 1, all employees will receive an email with links to the annual review forms.
- All Staff – You will receive two emails. You will have two forms to choose from when you login. If you supervise others, please choose the Supervisor form. If you do not supervise others, choose the Staff form.
- All Managers – You will receive multiple emails for each of your direct reports as well as your own review.
- CHS Faculty Form – CHS Faculty will complete their annual reviews online in talent.okstate.edu (forms will open online on April 1). You will provide a narrative and attach documents as listed below. You will receive a follow up email from the Provost's office with additional details.
- Due Date – All Performance Reviews are **due June 10, 2024** for OSU CHS Faculty and Staff and OSU Tulsa staff (forms will open online on April 1)

Where Can I Find the Forms?

Reminder that there are electronic performance review forms for CHS Faculty and Staff/Tulsa Staff in talent.okstate.edu (use Google Chrome).

1. **April 1 - HR will send an email to all employees opening the online forms.**
2. All Supervisors need to inform their staff as to when they want the self-reviews completed.
3. Staff complete your self-review by the supervisor deadline.
4. **Staff reviews are due with all electronic signatures by 5:00pm, June 10, 2024.**

To start the self-review (after April 1):

1. Login with okey to: talent.okstate.edu
2. Hover over Performance tab, then click on Performance Review
3. Decide which review you need to do (best fit)
4. Click on Complete Self-Review (ignore deadline, just remember all completed by June 10, 2024)

CHS Faculty:

You will follow the above instructions to get to the forms.

Complete the following prior to meeting with your department chair:

1. Online annual review self-assessment
2. Attach compliance training certifications (includes HIPAA, Safety, Code of Conduct, etc) to your review
3. Work effort form (to be provided by your Chair) and supporting documentation

Please contact your HR Consultant for questions regarding the annual review process or training. Tulsa.hr@okstate.edu or 918-594-8221. Thank you.