

# Performance Review and Development (PRD) Package

Checklist for: \_\_\_\_\_  
(employee name)

## EMPLOYEE

Complete the following items under your status category and forward the appropriate files to your Supervisor (if you are unsure about your employee status category (**non-represented** or **represented**), contact Susan McAllister in HR, x5683).

### Non-Represented Employee (S&E, Unit 99)

- ASPR with List of Publications (S&Es only)
- Employee Self Assessment Worksheet

### Represented Employee (RX, CX, TX)

- Employee Self Assessment Worksheet

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**ALL EMPLOYEES**, check the box when you have completed the task and forward all applicable documentation to the appropriate person:

- Verified/Signed Property Report\*
- Training Profile Report\*
- Employee Institutional Requirements Signed Form\*
- JHA completion?
- Travel voucher(s) or Foreign Travel Report(s) (if applicable)
- Request to Engage in Outside Employment (if applicable)
- Request to Teach at UCB (if applicable)

\* Forward these documents to your Supervisor

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## SUPERVISOR

Complete/update the following items for either your **non-represented** or **represented** employee.

### Non-Represented Employee (S&E, Unit 99)

- PRD Form
- Position Description

### Represented Employee (RX, CX, TX)

- PRD Form
- Position Description

**SUPERVISOR**, this ENTIRE checklist can assist you when in completing an employee's evaluation package for non-represented and/or represented employees. Forward the employee evaluation files to your Department Head via e-Room when they are completed.