



The BAMSI **2025 Annual Performance Review** process has begun
Monday, January 12th to February 28th

PERFORMANCE REVIEW TIMELINE:

01/12/26 - Reviews distributed by Human Resources. Employees will receive email notifications from ADP.
01/12/26 – 01/23/26 - Employee to complete self-assessment due by 01/23/26
01/23/26 – 02/06/26 Manager to complete Manager Assessment due 02/06/26
02/06/26 – 02/20/26 - Manager II to complete assessment due by 02/20/26
02/20/26 – 02/27/26 Reviews delivered to and acknowledged by employee due by 02/27/26
02/28/26 – Completed performance reviews due (acknowledged and completed)

PROCESS and REVIEW FORMATS

Again this year, employees will complete a “**self-assessment**” of their skill level and performance. Next, the supervisor will complete the “**manager assessment**” and assign an overall rating of either “Meets Expectations, Needs Improvement, and Does Not Meet Expectations.”

GOALS

All employees will be tasked with creating their own professional and developmental goals. Your supervisor may already have specific strategic goals or program goals they have shared with you. This process should be collaborative.

SUPPORT to HELP YOU THROUGH THE PROCESS

Tools and resources are available in the [HR page](#) on mybamsi and the “[Resources](#)” tab in ADP in addition to training and support from the ADP Champions, your management team and your HR Business Partner. You may also send an email to EmployeeRelations@bamsi.org for assistance.

TRAINING AVAILABLE:

- **Step by Step Resource Guides** (to be available in the “Resources” tab in ADP and HR page on mybamsi)
 - Self-Assessment User Guide
 - Manager Assessment User Guide
- **Virtual “Live Office Hours” for assistance**
[Click here to join Wednesday's at 9:30am](#)
Meeting ID: 236 988 739 344 1 /Passcode: 5nQ2nJ97

WHO WILL NOT BE RECEIVING AN ANNUAL PERFORMANCE REVIEW?

- Any Employee hired after June 30, 2025
- Any Employee who transferred to a new role after June 30, 2025
- Relief, Per Diem and Temporary Employees

Employees who were hired or transferred into a new position after June 30, 2025, will be receiving an orientation or transitional evaluation, so an annual review this year is not required. HR will distribute reviews in ADP only to employees who need to complete a review.

For questions, please contact your HR Business Partner or send an email to EmployeeRelations@bamsi.org.