

Professional Staff Term Renewal Checklist for Supervisors

Begin these steps approximately 3 months before a Term appointment expires. All steps are mandatory.

Professional Employee Evaluation

Helpful Resources:

- [UUP Professional Performance Management](#)
- [How To Guide: Professional Employee Performance Module \(Supervisor View\)](#)
- [Professional Employee Evaluation Form \(.doc\)](#)

Professional Employee Performance Program

Helpful Resources:

- [UUP Professional Performance Management](#)
- [How To Guide: Professional Employee Performance Module \(Supervisor View\)](#)
- [Professional Employee Performance Program Form \(.doc\)](#)

Unclassified Service Appointment Form (Hirezon/Interview Exchange)

Helpful Resources:

- [Hirezon/Interview Exchange Login Link](#)
- [How to Guide: Unclassified Service Appointment Form](#)

For Hirezon/Interview Exchange access issues, please contact hr@oswego.edu.

Please view the [Hirezon/Interview Exchange Overview Document](#) for additional assistance.