



***Dear Staff,***

It's that time again—Seminannual Performance Check-ins are due on August 6!

We introduced the [Performance Communication Process](#) in January 2021 and completed the first of two annual performance discussions with our supervisors called Seminannual Performance Check-ins. This process was developed in direct response to your request for ongoing performance feedback from your supervisor. **We hear you.**

### **PAFA Leadership Model**

Through our work with Caliper, and as announced at the All-Staff Meeting on March 5, we adopted nine Caliper competencies that support PAFA's Core Values, forming the [PAFA Leadership Model](#). The PAFA Leadership Model is values and competencies applicable to all of us and is used across all HR practices, including recruitment, selection, and onboarding. And yes, the PAFA Leadership Model is integrated into the Semiannual Performance Check-in form!



### **What To Do**

The [Semiannual Performance Check-ins](#) for the review period of **January 1 through June 30** are due **August 6**. Staff should begin completing their self-evaluation and have a performance discussion with their supervisor on how well they met expectations related to outcomes and the core competencies for the review period. As we did in January, all reviews will be completed using the Performance Tab in Paychex Flex. Your performance reviews from the previous cycle are located in Paychex Flex for your review. As a reminder,

here are [instructions](#) on how to access the materials.

### **Questions & Concerns**

Your first line of communication is your supervisor. If your supervisor is unable to answer your questions, then reach out to Carissa Patts, Human Resources Manager.

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