March 1 Staff Performance Management Cycle

Planning stage due April 15

Quarter 1 Develop Planning Stage

- Determine staff roles in accomplishing university, college/ department, or unit strategic plans.
- Download the <u>2018 19 Staff</u>
 <u>Performance Planning and Evaluation</u>

 <u>Form.</u> (Save to desktop before using.)
- Prepare the planning stage for each employee.
 For assistance, click <u>here</u>.
- Use a checklist to aid with the planning process.
- Meet with each employee to discuss and review the position description and planning stage.
- Provide a copy of the planning stage to the employee.

Quarter 2

Focus on Development

- Consider how you can develop your employees and support the accomplishment of their goals for the year.
- Provide feedback and direction regarding accomplishment of goals, and realign as needed.
- Affirm positive progress and contribute support and guidance as needed.
- Make notes of accomplishments toward goals thus far to aid in preparing the evaluation stage.

Review period start March 1

- Schedule an appointment for each employee's performance evaluation.
- Request a self-evaluation from the employee.
- Consider soliciting performance feedback from colleagues or customers.
- Meet with the employee to review the performance evaluation.
- Submit completed performance evaluation to Human Resources no later than the last day of the review period.
 - Review <u>checklists</u>, <u>tips</u>, <u>and a quick</u> reference on preparing the evaluation.

Quarter 4
Evaluation Stage

- Provide a mid year check in with your employee. This is a time for intentional feedback regarding accomplishment of goals.
- Realign goals, as needed, to reflect emerging issues in your area.
- Make notes of accomplishments toward goals thus far to aid in preparing the evaluation stage.
- If performance adjustments are needed, consider reviewing <u>Tips for</u> <u>Difficult Conversations</u>.

Quarter 3
Provide Feedback

Recommended mid-year check-in October 15

My evaluations are due February 28/29

Click <u>here</u> to view available trainings on management and performance management or to request training.

Click <u>here</u> for checklists, tips, quick references, and forms to assist with your performance management processes.