Objectives

• Focus performance as a management process designed to achieve University goals

• Establish clear and measurable performance goals and objectives against which accountability will be established and performance assessments will be conducted
Objectives

- Define a common set of behavior expectations that are linked to System values and support the achievement of University goals and objectives
- Clearly and consistently communicated to all management employees
Performance management

Performance management is the process of planning, measuring and assessing work performance.
Performance evaluations ........

- Must be done for ALL managers
- Aligning personal performance to the goals of the University
- Measures performance based on Core Performance Factors and Job Specific Objectives.
What Performance Management does for you?

• Promotes two-way communication and participation
• Provides a mechanism for determining and establishing goals critical to the University
• Focuses on desired results and the processes to achieve them
• Emphasizes individual contributions to success
What Performance Management does for you?

• Helps identify employee development needs

• Promotes individual and organizational success
Performance Management

Requirements

- Hire based upon expectations of the position and KSA’s of employee
- Develop meaningful/measurable expectations
- Provide regular/frequent performance feedback
Performance Management

Requirements

- Prepare timely, constructive Performance Review
- Reward/Recognize
- Identify/provide training
Performance Management Steps

1. Planning and Setting Goals
2. Monitoring Activities
3. Collecting Data and Measuring Results
4. Using Data for Decision-Making
5. Communicating Results
Setting Goals

SMART

- **Specific**
- **Measurable**
- **Attainable**
- **Relevant**
- **Time-Based**
5 Significantly and Consistently Exceeds Expectations: Performance consistently above standards in all or nearly all areas and far exceeds normal expectations.

4 Exceeds Expectations: Performance fully meets expectations and is generally above standards in multiple areas.

3 Meets Expectations: Performance fully meets standards in all areas and may exceed standards in some areas.

2 Needs Improvement: Performance is below standards in a number of expectations, but may meet standards in others.

1 Below Expectations: Performance is below standards in a number of critical aspects where substantial improvement is required.

NA Insufficient time in position to evaluate or not applicable.
Performance Factors

Expected Behavioral Level:

- Leadership
- Commitment to the University’s Mission, Vision and Values
- Management Practices
- Relational Skills
- Commitment to Diversity
Performance Factors (Cont.)

- Resource Management
- Communication Skills
- Accountability
- Responsiveness/Customer Service
- Decision Making/Problem Solving
- Work Environment/Safety
Job Specific Performance Objectives

- Additional behaviors that drive effective performance
- Should identify specific areas of responsibility or specific projects
- Objectives should be prioritized, with most important in block 1, next most important in block 2, etc.
The Performance Ratings

- Reflects relative importance of goals
- Not necessarily a mathematical average
- Must be a whole number between 1 & 5
- Ensure consistent application
Performance Development Plan

- Professional Growth Strategies
- Remedial Strategies
QUESTIONS?