Performance Reviews and Goal Setting

Agenda
- The value of performance management
- Setting expectations and goals

Performance Management Is an Ongoing Process
- Set expectations
- Provide feedback
- Document, discuss, and reward
Why Bother?

• What about the process is of most value to you?
• What is of little value?

Step 1: Set Expectations

✔ University expectations
✔ Job description
✔ Goals (approximately 1-3)

Performance is...

What + How + Goals
A goal describes one end-state or specific result desired. Action steps and milestones help you get there!

Goal Types

**Innovative:** develop a new process, tool, or system

**Problem solving:** solve an existing challenge or problem

**Efficiency:** improve a current process

**Professional growth:** improve job skills and knowledge

Set SMART Goals

- **Specific**
- **Measurable**
- **Attainable**
- **Realistic**
- **Time frame**
Developing Goals

- Employee and supervisor develop goals together
- Plan follow-up throughout the year

Writing Powerful Goals

- Include details and action steps
- Goals should align (departmentally, organizationally)
- Make sure they are high enough
- List possible obstacles and how they might be overcome
- Identify help needed and from whom
- Identify measurements and milestones

Sample Goal 1

Schedule training for staff regarding p-cards.
Sample Goal 2
Train all departmental staff on the new p-card payment management portal by January 29, 2016 and ensure that all are proficiently using the new portal by February 17, 2016.

“The Form”
It’s a tool to facilitate discussion

Agenda Recap
- The value of performance management
- Setting expectations and goals