

HRnovations
Your Partner in Growth

Performance Reviews and Goal Setting




Agenda

- The value of performance management
- Setting expectations and goals

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Performance Management Is an Ongoing Process




Provide feedback

Set expectations

Document, discuss, and reward

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Why Bother?

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



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Step 1: Set Expectations



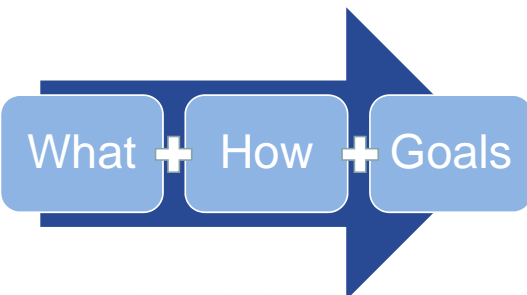
- ✓ **University expectations**
- ✓ **Job description**
- ✓ **Goals** (approximately 1-3)



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Performance is...



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A goal describes one end-state or specific result desired.



Action steps
and
milestones help
you get there!

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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*

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Set SMART Goals

- S**pecific
- M**easurable
- A**ttainable
- R**ealistic
- T**ime frame



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Developing Goals

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



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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**

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Sample Goal 1

Schedule training for staff regarding p-cards.

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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
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