

THE BEGINNING OF THE PERFORMANCE CYCLE

At the beginning of the performance cycle (after June 1) employees and their supervisors should set objectives for the new cycle, review competencies, mission/values, and develop a professional development plan. This can take place during the formal review for the year prior. While objectives can change if the needs of the department or University change during the year, the process of writing objectives for employees is very important to establish clear expectations and accountability.

Set Objectives/Key Responsibilities

Objectives/Key responsibilities are intended to make explicit the outcomes and results each employee will be held accountable for in the performance cycle. The employee and their supervisor should identify objectives that ensure proper alignment with strategic priorities and department goals. The supervisor should finalize the objectives and communicate to the employee the priority and weighting that each objective/key responsibility has.

Instructions

1. Identify three or more objectives/key job responsibilities for the employee for the coming performance period.
 - The form includes space for five objectives/key responsibilities; however, a minimum of three should be identified and the number of objectives will depend on the level and scope of the employee's job responsibilities and projects. Consider your department goals and the University's strategic priorities when creating objectives and specify how the objective connects to the department or University goals.
 - Ensure objectives/key responsibilities meet the S.M.A.R.T. criteria: (specific, measurable, attainable, relevant and time-bound).
 - Objectives/key responsibilities link to the job being performed. If two or more employees perform the same job responsibilities, objectives and key responsibilities should be the same for these employees.
2. Indicate a weighting for each objective/key responsibility based on your assessment of the priority and commitment required for each.

Objective example:

"Greet all visitors to the department and obtain the purpose of the visit, the person with whom they wish to visit, and direct them appropriately. At all times, record messages for those not in the office and obtain the following: name, phone and email address of the visitor, date and time of the visit, purpose of the visit, and the visitor's message."

Competencies and Mission/Values at Work

Competencies and Mission/values at work are meant to signify the behavioral aspects of the employee's performance on the job. There are two sets of competencies: **Supervisor** for those with supervisory or governance responsibility for other employees, and **Employee** for individual contributors. Employees and their supervisors are encouraged to discuss the Competencies, Mission and Values at the beginning of the cycle to communicate expectations for the year.

Professional Development Plan

The Professional Development Plan is intended to identify skills, knowledge, and abilities for future growth, growth in the current job and opportunity for performance improvement. The Professional Development plan may be unique for each employee, unless there is a common skill that needs to be

developed by all employees.

1. Employee and supervisor should establish a plan to develop the employee's skills, knowledge and abilities for future growth and development, growth in the current job, or performance improvement.
2. Provide a timeline for progress.
3. Ensure that the employee is compliant in all required training mandated by the University.