 

 Performance Excellence – Continuous Process Roadmap for Supervisors of Support Staff

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| **Process** | **Resources Needed** | **Timing** | **Action Steps** |
| **Annual Review meeting with the employee** | * Annual Review Form * Position Description * Self-Review Worksheet * Performance Log * Goal Setting & Professional Development Form * Job Competencies & Performance Expectations | On the annual review date, or within a two week time period of that date | **At least 1 month in advance of the annual review date:**   * Schedule the review meeting with the employee * Provide the employee with the Self-Review worksheet, their position description, and the Goal Setting Form   **Prior to the meeting:**   * Review the prior year’s Goal Setting form and the Performance Log to aide in evaluating the overall performance for the year * Review the employee’s position description to assess if any changes or updates are needed * If an individual is to receive “does not meet expectations” consult with Kris Hynes ([hynes@msu.edu](mailto:hynes@msu.edu)) prior to the meeting.   **During the meeting:**   * Complete the annual review form, ensuring to discuss each topic on the form while incorporating employee feedback * Discuss the position description and reach a consensus on any changes or updates that are needed * Provide an evaluation level with rationale * Sign and date the Annual Review and Position Description forms and send original copies to [SolutionsCenter@hr.msu.edu](mailto:SolutionsCenter@hr.msu.edu). keep a copy for yourself and provide the employee with a copy |
| **Performance Planning meeting with the employee** | * Performance Planning Form * Goal Setting & Professional Development Form * Position Description | As the second part of your annual review meeting  **OR**  As a separate meeting within 30 days of the annual review meeting | **Prior to the meeting:**   * Draft a set of goals and a professional development plan for the upcoming year for the employee * If an individual is to receive “does not meet expectations” consult with Kris Hynes ([hynes@msu.edu](mailto:hynes@msu.edu)) prior to the meeting.   **During the meeting:**   * Complete the Performance Planning form, ensuring to discuss each topic on the form * Gather the employee’s feedback and discuss goals and a professional development plan for the upcoming year; come to a consensus and finalize those plans * Sign and date Performance Planning and Goal Setting forms and send original copies to [SolutionsCenter@hr.msu.edu](mailto:SolutionsCenter@hr.msu.edu). keep a copy for yourself and provide the employee with a copy |
| **Continuous Feedback** | * Goal Setting & Professional Development Form * Performance Log | Throughout the year | * Ensure that you are providing both positive and reinforcing feedback to the employee throughout the year, discussing progress on goals and the professional development plan * Document **significant** conversations, email communications, training provided, coaching & counseling, and recognition provided to the employee |

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