 

 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) 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. keep a copy for yourself and provide the employee with a copy
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| **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) 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. keep a copy for yourself and provide the employee with a copy
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| **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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