

Employees

By following this checklist, you will complete all performance tasks for the first cycle in the Performance Management Program (PMP).

- Attend the Performance Management Foundations workshop offered in April through June 2019.
- Co-create three to five SMART goals with your supervisor.
- Draft an initial Professional Development Plan.
- By June 30, 2019, present my goals and plan to my supervisor at our one-on-one meeting for discussion.
- By June 30, 2019, acknowledge in the PMP that I met with my supervisor to review the Institutional Competencies, Individual Goals and Development Plan.
- Keep my goals and plan handy for discussion with my supervisor.
- Document progress towards goals and plan in Progress Notes each month.
- Document modeling of Institutional Competencies in Progress Notes each month.
- Attend the Performance Management Assessment workshop in November or December 2019.
- By January 2, 2020, complete a self-assessment in the PMP.
- By March 31, 2020, acknowledge discussion and receipt of performance rating from your supervisor in the PMP.
- By March 31, 2020, begin these steps again to start the new performance cycle.

Supervisors

By following this checklist, you will complete all performance tasks for the first cycle in the Performance Management Program (PMP).

- Co-create three to five SMART goals with each direct report.
- Provide guidance to each direct report on Professional Development Plan.
- By June 30, 2019, conduct a one-on-one meeting with each direct report to finalize goals and development plan for input into the PMP.
- Conduct monthly one-on-one feedback meetings with your direct reports.
- Document progress towards goals and development plan in Progress Notes each month.
- Document modeling of Institutional Competencies in Progress Notes each month.
- Attend the Performance Management Assessment workshop in Fall 2019.
- By March 31, 2020, evaluate your direct reports in the PMP.
- By March 31, 2020, discuss the performance rating entered into the PMP with each direct report during a one-on-one meeting.
- By March 31, 2020, begin these steps again to start the new performance cycle.
- Be sure to complete the Employee Performance Checklist items for your supervisor as well (if applicable).