


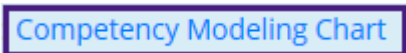














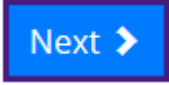



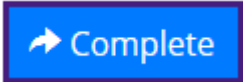
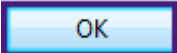


Create a Performance Plan

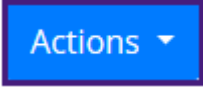

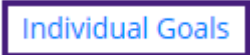

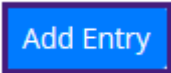
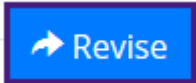
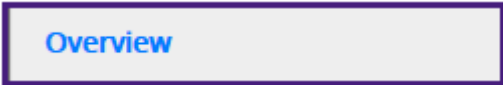
Step	Action
1.	<p>Click the LSUHSC Annual Evaluation link.</p> 
2.	<p>There are five (5) Action Steps to completing a Performance Plan.</p>
3.	<p>Action Step 1</p> <p>Review the employee's Position Description (PD).</p> <p>Click the Position Title link on the left side of the screen.</p> 
4.	<p>Review the Position Description (PD) focusing on the Position Summary, Duties and Responsibilities.</p> <p>If significant updates to the PD are required, discuss with your Dean's Office, Business Manager, and/or an HRM Compensation Consultant.</p> <p>Click the Close Tab button.</p> 
5.	<p>Action Step 2</p> <p>Click the Competency Modeling Chart link.</p> 
6.	<p>Click the Back button.</p> 
7.	<p>Review the Institutional Competencies.</p> <p>Click the Down button of the scrollbar to view the Teamwork and Collaboration competency description.</p> 

Job Aid

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8.	Click the Down button of the scrollbar to view the Information Sharing and Communication competency description. 
9.	Click the Down button of the scrollbar to view the Service to Our Stakeholders competency description. 
10.	Click the Down button of the scrollbar to view the Quality of Work and Innovation competency description. 
11.	Click the Down button of the scrollbar to view the Professionalism and Respect and Diversity and Inclusion competency descriptions. 
12.	Review the Professionalism and Respect and Diversity and Inclusion competency descriptions.
13.	Click the Next button. 
14.	Action Step 3 Begin setting goals in step 3. Click the SMART Goals link. 
15.	Click the Back button. 
16.	Click the Down button of the scrollbar to view the Individual Goals section. 
17.	Select the appropriate Goal Type from the drop-down list.
18.	Enter the Individual Goal Description and Metric(s) text.
19.	Enter 3 - 5 goals. Click the Add Entry button. 

Step	Action
20.	Repeat the process until all goals are entered. Click the Next button. 
21.	Action Step 4 The Professional Development Plan has four (4) questions.
22.	Click the Down button of the scrollbar to view the Professional Development Plan questions. 
23.	Answer the questions.
24.	Click the Down button of the scrollbar to view additional questions. 
25.	Click the Next button. 
26.	<i>NOTE: The Plan has been saved.</i> Click the Down button of the scrollbar to view available Resources . 
27.	Check the Talent Development page for new content as information becomes available. Click the Strategic Mission link. 
28.	Click the Back button. 
29.	<i>NOTE: If the Performance Plan is not complete, click Save Draft to complete later.</i> Click the Complete button. 
30.	Click the OK button. 

Job Aid

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31.	<p>From the Actions drop-down, <i>Print, Revise, or Copy</i> the Performance Plan.</p> <p>Click the Actions link.</p> 
32.	<p>If necessary, click the Revise link to revise.</p> 
33.	<p>Click the Individual Goals link.</p> 
34.	<p>Click the Down button of the scrollbar.</p> 
35.	<p>Click the Add Entry button.</p> 
36.	<p>Select the Goal Type from the drop-down list.</p>
37.	<p>Enter the Individual Goal Description and Metric(s) text.</p> <p>Click the Revise button.</p> 
38.	<p>The Plan has been marked as complete.</p> <p>Click the Overview link.</p> 
39.	<p><i>Step 1: Supervisor Creates the Plan</i> is now completed. Step 2: Employee Acknowledges the Plan is now In Process.</p>
40.	<p>Task Color Legend</p> <p>Grey - Not Started Orange - In Process Green - Complete Red - Overdue</p>
41.	<p>This completes <i>Create a Performance Plan</i>. End of Procedure.</p>