

Performance Management

Total allocated time: 25 minutes, including questions

Session Objective

Provide an overview of Performance Management capabilities for multiple employee types, and from various perspectives: employee, supervisor, department head, and human resources. Include functionality for managing annual reviews, promotion reviews, peer reviews, and improvement plans.

Assumptions: Performance reviews (including content and completion due dates) are different by employee types (Faculty, administrative, staff, hourly), employee groups (Faculty in one College versus another College), and employee status (civil service in probationary status versus permanent status). “360 degree reviews” are also conducted, in which feedback is collected from peers, supervisors, customers, etc.

Items to Demonstrate

1. Demonstrate tools for:
 - a. Tracking and monitoring due dates and completions, including reminders/notifications/alerts to conduct evaluations, and reminders to complete the review process once it has been started.
 - b. Analyzing rating trends and variations by team, organization, department, supervisor, etc.
2. Complete a series of performance evaluations, highlighting the flexibility allowed by group (i.e. to tie the evaluations to goals, etc.) and including standardized performance ratings for different employee groups and demonstrate how the results can be distributed to managers and employees.
3. Show the processes involved to save reviews into an employee’s record and carry information forward (or automatically insert) information such as goals, assigned trainings, and expectations into the next evaluation period form.

Q&A Session