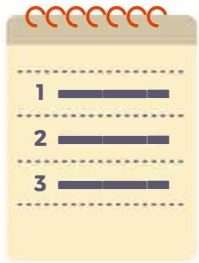




# UNIVERSITY OF DENVER PERFORMANCE MANAGEMENT

## PLANNING - PLAN FOR SUCCESS

- Employee sets their own goals
- Supervisor cascades goals to their direct reports
- Employee asks for approval of their goal plan
- Supervisor approves their direct reports goal plans



What will I be rated on?

**Job Knowledge; Comprehension**

**Competencies**

- Work Quality
- Communication
- Inclusiveness
- Dependability
- Initiative

**Goal Plan**

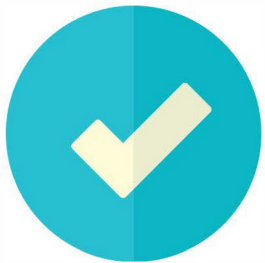
## DISCUSSIONS - ONGOING

- Employee and direct supervisor meet at regular intervals to track progress and provide/receive feedback
- Goals can be updated to show progress, edited to reflect changes in priorities or adjusted as needed



## END - PLAN FOR NEXT YEAR

- Employee completes self appraisal (with approved goals listed and rated in form)
- supervisor completes direct report's appraisal(s)
- supervisor schedules a review meeting with direct report(s)
- supervisor electronically signs off on final appraisal
- Employee signs off on final appraisal



## Who uses Performance?

All benefited staff, and faculty who supervise benefited staff

## How is my rating weighted?

Job Category (job description): 60%  
University Competencies: 20%  
Performance Goals: 20%

## What tasks do I need to complete?

To check on tasks you have to complete, log into Performance and check your "To Do" list

## What is a SMART goal?

Specific  
Measureable  
Acheivable  
Realistic  
Timely

## What is my username?

Your username is your preferred email address in Banner.

## For any and all questions:

Visit [www.du.edu/performance](http://www.du.edu/performance) or email [performancemanagement@du.edu](mailto:performancemanagement@du.edu)