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

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 my username?
Your username is your preferred email address in Banner.

What is a SMART goal?
Specific
Measureable
Achievable
Realistic
Timely

For any and all questions:
Visit www.du.edu/performance or email performancemanagement@du.edu