Performance Management at DU
Overview & System Training

Human Resources & Inclusive Community

Mia Elizardi, MA, GCDF, SHRM-SCP, CCSP
Performance and Career Development Consultant
• Performance Planning (first 6 weeks) - formerly "Goal Setting" and Performance Review (last 6 weeks) are required

• Quarterly Check-ins are system generated reminders, but no task requirement

• Managers can now roll back forms and assign goals to direct and indirect reports

• System-Generated Reminders

• Employees must sign off on Performance Planning
Resources to support YOU!

- Your Division Representative for Performance Management
- Performance Lead, Mia Elizardi
- System Administrator, Gerry Hoenings
- performancemanagement@du.edu
- www.du.edu/performancemanagement
- Your HR Partner
Phase 1

PERFORMANCE PLANNING
• Set clear, concrete, and connected expectations about results:
  1. Create Job Goals & Objectives
  2. Review Competencies
  3. Discussing development opportunities for job specific short-term and long-term career goals:

Phase 2

QUARTERLY CHECK-IN
• Solicit and provide feedback, coaching, and recognition
• Review progress to date
• Adjust goals as needed
• Update priorities or expectations
• Supervisor to explore barriers and how to remove them
• Celebrate accomplishments

Phase 3

QUARTERLY CHECK-IN: MID-YEAR
• Solicit and provide feedback, coaching, and recognition
• Review progress to date
• Adjust goals as needed
• Update priorities or expectations
• Supervisor to explore barriers and how to remove them
• Celebrate accomplishments

Phase 4

YEAR-END PERFORMANCE REVIEW
• Provide fair ratings for Job Goals and Objectives and Competences
• Provide clear examples and evidence of ratings
• Capture accomplishments and outcomes
• Review progress on Professional Development Plan
• Conduct formal “no-surprises” review meeting

Performance Management at DU

Pioneer@Work
### Job Goals and Objectives

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Professional Development</th>
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<tbody>
<tr>
<td>60%</td>
<td>40%</td>
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### Competencies

- Inclusiveness
- Work Quality
- Communication
- Dependability
- Initiative

### Rating Scale

- Exceptional (4.5-5)
- Advanced (3.5-4.49)
- Solid (2.5-3.49)
- Developing (1.5-2.49)
- Unsatisfactory (1-1.49)

### Merit Cycle

- October 1 – September 30

### Academic Cycle

- July 1 – June 30
What do I need to do in order to be successful this year?

Three Sections of Performance Planning:
1. Write Job Goals and Objectives
2. Review Competencies
3. Create Professional Development Plan

Three tools to support this process:
1. Reference your Job Description
2. Talk with your manager
3. Consult Team, Unit, Organizational Goals – IMPACT 2025
Performance Planning

Performance Planning - Employee
- Drafts Job Goals and Objectives, Reviews Competencies, Drafts PD Plan
- 18 Days to complete
- Due Jan 24th

Manager Review
- Modify – edit, add, delete
- Not required, timebound
- 18 days to review
- Due Feb 11th or auto-advance

Employee Acknowledgement
- Review Manager modifications
- REQUIRED sign off
- 6 days to complete
- Due Feb. 17

- Data will then become active & viewable in “Your Action Items” and in managers queue
*Look for announcements about training and the system in The Bridge.

www.du.edu/performancemanagement
THANKYOU!