Performance Management at DU Overview & System Training For Managers

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
Updates for Newly Hired Employees

- Performance Planning launched on new employees hire date
- New Hire Onboarding Checklist launched 30 days after hire date
- All new hires are included in the Performance Management process
- Merit eligibility remains the same: July 1 cutoff
- 90 day blackout window for new hires only, relative to the division
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
Performance Management at DU

Phase 1
- 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 PLANNING
  - 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
### 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

<table>
<thead>
<tr>
<th>Competency</th>
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<tbody>
<tr>
<td>Inclusiveness</td>
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<tr>
<td>Work Quality</td>
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<tr>
<td>Communication</td>
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<tr>
<td>Dependability</td>
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<tr>
<td>Initiative</td>
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### Rating Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>Exceptional</td>
<td>4.5 – 5</td>
</tr>
<tr>
<td>Advanced</td>
<td>3.5 – 4.49</td>
</tr>
<tr>
<td>Solid</td>
<td>2.5 – 3.49</td>
</tr>
<tr>
<td>Developing</td>
<td>1.5 – 2.49</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>1 – 1.49</td>
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</tbody>
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### Merit Cycle

<table>
<thead>
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<th>Academic Cycle</th>
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<td>October 1 – September 30</td>
<td>July 1 – June 30</td>
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Performance Planning

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
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.
THANKYOU!