

► Performance Excellence – Continuous Process Roadmap for Supervisors of Support Staff

Process	Resources Needed	Timing	Action Steps
Annual Review meeting with the employee	✓ Annual Review Form ✓ Position Description ✓ Self-Review Worksheet ✓ Performance Log ✓ Goal Setting & Professional Development Form ✓ Job Competencies & Performance Expectations	On the annual review date, or within a two week time period of that date	At least 1 month in advance of the annual review date: ➤ Schedule the review meeting with the employee ➤ Provide the employee with the Self-Review worksheet, their position description, and the Goal Setting Form Prior to the meeting: ➤ Review the prior year's Goal Setting form and the Performance Log to aide in evaluating the overall performance for the year ➤ Review the employee's position description to assess if any changes or updates are needed During the meeting: ➤ Complete the annual review form, ensuring to discuss each topic on the form while incorporating employee feedback ➤ Discuss the position description and reach a consensus on any changes or updates that are needed ➤ Provide an evaluation level with rationale ➤ Sign and date the Annual Review and Position Description forms and send original copies to the College of Ed HR Manager; keep a copy for yourself and provide the employee with a copy
Performance Planning meeting with the employee	✓ Performance Planning Form ✓ Goal Setting & Professional Development Form ✓ Position Description	As the second part of your annual review meeting OR As a separate meeting within 30 days of the annual review meeting	Prior to the meeting: ➤ Draft a set of goals and a professional development plan for the upcoming year for the employee During the meeting: ➤ Complete the Performance Planning form, ensuring to discuss each topic on the form ➤ Gather the employee's feedback and discuss goals and a professional development plan for the upcoming year; come to a consensus and finalize those plans ➤ Sign and date Performance Planning and Goal Setting forms and send original copies to the College of Ed HR Manager; keep a copy for yourself and provide the employee with a copy
Continuous Feedback	✓ Goal Setting & Professional Development Form ✓ Performance Log	Throughout the year	➤ Ensure that you are providing both positive and reinforcing feedback to the employee throughout the year, discussing progress on goals and the professional development plan ➤ Document significant conversations, email communications, training provided, coaching & counseling, and recognition provided to the employee