

Performance Management Quick Sheet

Timeline

3/1/2024	2/28/2025	3/1/2025	3/15/2025	3/30/2025	4/30/2025
Start of Review Period	End of Review Period	Complete Self-Evaluation	Manager completes Manager's Evaluation	Schedule 1:1	Complete Annual Performance in Workday

Structure

1. Self-Evaluation Questions
2. Overall Evaluation
3. Supplemental Evaluation Comments
4. Supporting Documents
5. Acknowledgements

Rating

- 4: Highly Effective
- 3: Successful and Effective
- 2: Some Improvement Required
- 1: Significant Improvement Required

SMART Goals

Specific: Clearly define the goal.

Measurable: Establish criteria for measuring progress.

Achievable: Realistic and attainable.

Relevant: Aligns with College and/or department objectives.

Time-Bound: Set a specific timeframe.

Example: I plan to enhance my Excel skills by taking an online course by the end of August 31st, 2024. I will achieve my goal by completing the course with a passing grade. This will help me develop a higher-level skill set within my current role.

Performance Factors

- Quality of Work and/or Productivity
- Flexibility
- Initiate Action
- Dependability and Reliability
- Interpersonal Relations, Collaboration, Teamwork
- Customer Focus
- Technology Skills
- Safety Compliance
- Communication
- Use of Resources

Workday Steps

1. Complete Self-Review
2. Manager Completes Review
3. Post-Review and Acknowledgement

