

Recommended Talking Points For Discussing The Performance Management Process With Staff

Instructions

1. Use the enclosed talking points to speak with employees about the performance management program.
2. You can share the talking points in a formal setting, such as a staff meeting, or informally during one-on-one meetings.
3. Record any feedback or concerns and share them with Human Resources. We will use this feedback to develop employee communications and training.

Talking Points

Background

- The Performance Management System is linked to the Drake University Strategic Plan, in particular, to Goal III, to "recruit and retain faculty and staff of the highest quality."
- The Performance Management System, developed with the help of the Human Resource Advisory Group, recognizes that in order for Drake University to achieve its goals, all of us will need to play a part.
- This is the second year of the Performance Management System. We are still new to the process and will undoubtedly continue to learn and grow each year.

Goals of the Performance Management System

- Provide staff with critical information about their performance and role in the University. Everyone's role is important and this system reinforces that message.
- Provide employees an opportunity to discuss development opportunities with managers.
- Install a fair, consistent system for evaluating performance, allowing for celebration of high performance and corrective action for poor performance.
- Connect performance with the overall goals of the University.
- Develop managers' feedback skills so that they can motivate, recognize and develop staff.
- Provide focus and clarity for everyone on the priorities of the University.
- Provide context and support for everyone achieving professional development objectives tied to the strategic plan.

Process

- The Performance Management System has three main parts: Goal Setting, Performance Evaluation, and Pay Decisions .The three main parts are interconnected. One cannot be done successfully without the input from the others.
- Managers and employees will set individual goals, linked to departmental and University priorities, by September 30, 2004.
- The goals will be a part of the standard performance evaluation process, which will occur in March-April 2005. However, in order to evaluate the accomplishment of goals, we must first set those goals at the beginning of the year.

What to expect:

- Expect that your manager will ask you to meet with him/her before the deadline of September 30 to discuss your performance goals and development plans for the coming year.
- Expect that your conversation on goals and development will be a dialogue, not a monologue!
- Expect to be challenged to help set your goals, and to make them align with departmental and University goals and priorities.
- Expect your manager to discuss your progress many times during the year.
- Expect to be held accountable for your performance relative to the goals, as year-end appraisals will reflect specifically on your goals and performance.