

Q1 Action Items
Performance Management
Abilene Christian University

Before meeting with your employee:

- ☐ Find most recent performance appraisal and review it
- ☐ Give a copy to the employee to review if they do not have one
- ☐ Set a date to meet with employee and have a performance planning conversation
- ☐ Put reminders on your Google calendar to have quarterly meetings with employees

During the Performance Planning Conversation:

The following actions take place over the duration of a one-hour discussion between supervisor and employee:

- ☐ Review employee's job description and make necessary changes/additions
 - Send updated job description with original signatures to HR
- ☐ Relevant competencies (a list can be found in the instructions for the annual appraisal) should be discussion points for this conversation
- ☐ Set goals for the coming year
 - Use updated job description, prior year's evaluation, core competencies for the position, special projects, department goals, training activities, etc.
 - Improvement goals can be made
 - Continual development through training and other development opportunities is expected as a part of employment at ACU
 - Resources to consider: on the job training and cross training, on and off campus courses and workshops, professional and educational conferences, attending meetings of professional organizations, academic classes, degrees and certifications, etc.
 - SMAART goals formula may be used (information and a worksheet can be found in the Toolkit)
 - Discuss most important responsibilities, corresponding goals, and **how you will measure success** to establish if progress is being made
- ☐ Goals relating to using strengths can be made
 - Are there strengths the employee would like to utilize that are not currently a part of their position description? Brainstorm ideas on how to utilize them more.
 - What opportunities/goals is the employee going to pursue over the next 12 months that they can use their strengths to achieve?
 - For more information on the StrengthsQuest, contact the HR office (humanresources@acu.edu)
- ☐ Break long term goals (3 months or more) into short term goals (achievable in less than 3 months)
- ☐ Plan how the employee will accomplish goals
 - Discuss skills, education, experiences, and/or assistance the employee needs to accomplish short and long-term career goals. Include personal and professional growth ideas that employee believes are relevant to job satisfaction and success.