



Human Resources Technologies

Agile Performance

- ▶ Updated look
- ▶ Highly intuitive
- ▶ Provides more options for ongoing performance management
 - ▶ Reviews
 - ▶ Goals
 - ▶ Check-ins
 - ▶ Feedback
- ▶ This spring we will start off with Reviews

Performance Reviews

- ▶ Fully automated – online with auto-generated e-mails
- ▶ Workflow process
 - ▶ Self-Evaluation
 - ▶ Manager Evaluation
 - ▶ Meeting
- ▶ Same format as in past:
 - ▶ Core Competencies (7)
 - ▶ Comments
 - ▶ Functional Competencies (3)
 - ▶ Comments

Core Competencies

- ▶ Collaboration
- ▶ Communication
- ▶ Commitment to the Mission of the Academy
- ▶ Customer Service
- ▶ Diversity/Inclusion
- ▶ Judgment and Problem Solving
- ▶ Planning and Organizing

Rating Scale

- ▶ 1 - Unsatisfactory: Performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. A plan to correct performance, including timelines, must be outlined and monitored to measure progress.
- ▶ 2 - Improvement Needed: Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met. A professional development plan to improve performance must be outlined, including timelines, and monitored to measure progress.
- ▶ 3 - Meets Expectations: Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical goals were met.
- ▶ 4 - Exceeds Expectations: Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent. Annual goals were met or exceeded.
- ▶ 5 - Outstanding: Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of unit, department, or IMSA objectives. This rating is achievable by any employee though given infrequently

Performance Management

- ▶ Essential tool for high-performing organizations
- ▶ In many situations, it is the most important responsibility of a manager
- ▶ When done well, it results in numerous important outcomes for an organization, its supervisors, and its employees.

Intended Outcomes

- ▶ Clarify job responsibilities and expectations
- ▶ Enhance individual and group productivity
- ▶ Develop employee capacity through effective feedback and coaching
- ▶ Drives behavior to align with core values, goals and strategy
- ▶ Improves communication between employees and managers

Timeline

- ▶ April 2 – Reviews released
- ▶ April 13 – Self-Evaluation due
- ▶ April 27 – Manager Review due
- ▶ May 4 – Meeting complete