

## How to Complete the EHRA Performance Plan Form

1. Login to the [AppState Careers](#) system.



2. Go to the [Performance Management Portal](#).



3. Click on "[Performance Plan Creation](#)".

### Your Action Items

Item	Description	Due Date	Status	Action
SHRA Performance 2016-2017 for Emily Wilson	<a href="#">Performance Plan Creation</a>	2016-09-30 Due in 7 days	Upcoming	<a href="#">View</a>

4. Read the first two tabs.



#### Tabs one and two:

- Links to video tutorials and resources
- Cycle and schedule
- Approvers' workflow
- Program components
- Rating scale

5. Choose 3-5 **Individual Goals**. Add names, descriptions, and weights for the Individual Goals, and a weight for the "Organizational Values Goal" at the bottom of the page.

\* Individual Goal Name

\* Individual Goal Description

\* Weight

\*The total of the weights assigned across all goals should equal 100. This field should contain numerals only.

Remove Entry?

Access the position description by clicking on the job title under your employee's name.

**Mark Bachmeier**  
Director of Human Resources

Individual goals should be related to projects, critical functions, or common goals that each employee will work toward.

Use your employee's position description to help set goals. Many EHRA positions have not been updated and will need to be modified.

The organizational values goal focuses on the interactions and relationships we build in the workplace. This goal is a shared goal that helps support the University's strategic initiatives supporting diversity and inclusion.

## Organizational Values Goal

All ASU Staff (EHRA Non-Faculty and SHRA) will have this goal in their performance plan. The weight for this goal should be set at **no less than 5%**.

I will contribute positively to the work environment through positive interactions with others.

For Supervisors: I will maintain a safe and productive work environment for all employees.

\* Weight

\*The total of the weights assigned across all goals should equal 100. This field should contain numerals only.

Remove Entry?

6. Choose 3-5 **Organizational Goals** using the competency guide. Choose the competency from the drop down menu, add description, and weight.



## EHRA Organizational Competency Guide

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• <a href="#">Accountability</a></li> <li>• <a href="#">Adaptability</a></li> <li>• <a href="#">Advocacy</a></li> <li>• <a href="#">Analytical Thinking</a></li> <li>• <a href="#">Attention to Detail</a></li> <li>• <a href="#">Change Management</a></li> <li>• <a href="#">Client/Customer Service</a></li> <li>• <a href="#">Collaboration/Team Work</a></li> <li>• <a href="#">Communication</a></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Decision Making</a></li> <li>• <a href="#">Developing Others</a></li> <li>• <a href="#">Impact</a></li> <li>• <a href="#">Initiative</a></li> <li>• <a href="#">Innovation</a></li> <li>• <a href="#">Integrity</a></li> <li>• <a href="#">Leadership</a></li> <li>• <a href="#">Leading/Living The Vision And Values</a></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Planning and Organizing</a></li> <li>• <a href="#">Problem Solving</a></li> <li>• <a href="#">Resilience</a></li> <li>• <a href="#">Safety Awareness</a></li> <li>• <a href="#">Stress Tolerance</a></li> <li>• <a href="#">Supervision</a></li> <li>• <a href="#">Tenacity</a></li> <li>• <a href="#">Valuing Diversity</a></li> </ul> |
|--|---|--|

Click on the competency to be take to its definition and description page.

[Click HERE](#) to access the full EHRA Competency Guide with descriptions and definitions.

In the fields below:

1. Choose at least 3, but not more than 6, organizational competencies from the drop down menu and set goals for your employee.
2. Add a description and weight for each goal.
3. Select "Add Entry" to add another goal field.

\* Organizational Goal

\* Description

\* Weight

\*The total of the weights assigned across all goals should equal 100. This field should contain numerals only.

Remove Entry?

Organizational goals should be the same for all employees in your division. Use the SHRA institutional goals if you need ideas!

Click on the link to access the EHRA Competency Guide. This guide provides definitions, key actions, and sample job activities.

Use your employee's position description to help set goals. Many EHRA positions have not been updated and will need to be modified.

Check your math!

Total for Individual Goals  
+ Total for Organizational Goals

= 100

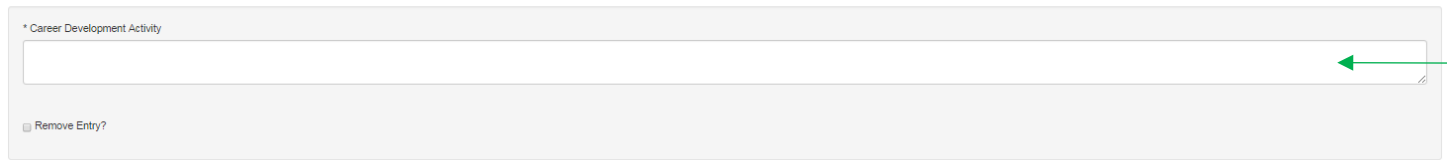
7. Enter professional development activities on the **Career Development Plan** tab.

**Career Development Activities**

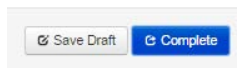
The performance plan defines activities for employee growth or defines corrective actions for performance deficiencies. Development goals include training programs, committee work, conference presentations or attendance, or related activities that maintain, develop or broaden employee skills relevant to their current position and/or their career path or to their role in service to the work unit or the broader University community.  
Development activities are not rated at the end of the review period, but will be reviewed for progress and future planning.

\* Career Development Activity

Remove Entry?



8. Click **Complete** to send the plan to the Second Level Supervisor.



9. Employee: Click **Acknowledge** to indicate that you and your supervisor have met and discussed your plan.

