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

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 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.

Access the position description by clicking on the job title under your employee’s name.
6. Choose 3-5 Organizational Goals using the competency guide. Choose the competency from the drop down menu, add description, and weight.

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.

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Check your math!

Total for Individual Goals

+ Total for Organizational Goals

= 100
7. Enter professional development activities on the Career Development Plan tab.

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.