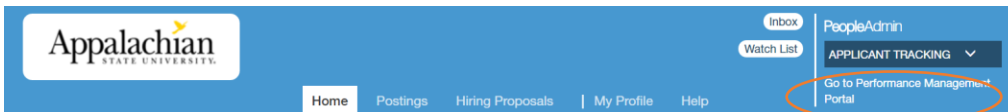


How to Complete the SHRA Performance Plan Form

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	Performance Plan Creation	2016-09-30 Due in 7 days	Upcoming	View

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. Add weights for the **Institutional Goals** (remember these must add up to 50).

EXPERTISE

- **Precision:** Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to meet the requirements of the employee's position and profession.
- **Resourcing:** Makes efficient and appropriate use of materials.
- **Innovation:** Continuously looks for ways to improve efficiency or quality.
- **Development:** Maintains technical skills and relevant professional credentials.

* Weight

*The total of the weights on this page must add up to 50. This field should contain numerals only.

Comments or Performance Improvement Plans

Remove Entry?



ACCOUNTABILITY

- **Productivity:** Completes required volume of work by established deadlines and stays productive throughout the workday.
- **Autonomy:** Generally completes work with few reminders or infrequent oversight.
- **Prioritizing:** Takes sufficient and appropriate measures to plan work, prioritize tasks, organize work flows, and set realistic goals.
- **Coordination:** Proactively seeks out needed information in order to complete work.

* Weight

*The total of the weights on this page must add up to 50. This field should contain numerals only.

Comments or Performance Improvement Plans

Remove Entry?



The institutional goals are designed to cover every aspect of the employee's position description. All of this work is done for you, you just have to talk about it!

Use the position description to compare the institutional goals and essential duties!

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

Mark Bachmeier
Director of Human Resources

CUSTOMER-ORIENTED

- **Clarity:** Actively listens to determine the most effective way to address customer needs and concerns.
- **Awareness:** Shows a solid understanding of customer needs, seeks out customer input to better understand needs, and develops ideas to meet those needs.
- **Attentiveness:** Follows through on commitments, despite time pressures or obstacles, and listens for and timely responds to customer requests.
- **Diplomacy:** Maintains a professional and respectful tone and exhibits diplomacy when dealing with frustrated individuals or during sensitive or confrontational situations.

* Weight



*The total of the weights on this page must add up to 50. This field should contain numerals only.

Comments or Performance Improvement Plans

Remove Entry?

TEAM-ORIENTED

- **Collegiality:** Communicates and engages directly, clearly, and tactfully with colleagues.
- **Collaboration:** Provides feedback and healthy dialogue on performance and operational issues, as requested. Willingly adapts to change and adheres to decided actions.
- **Contribution:** Makes decisions with others in mind, and willingly performs additional duties when team members are absent, during times of increased workload, or as otherwise required by management to meet business needs.
- **Attendance:** Absences are infrequent and do not place an undue burden on supervisor or colleagues.

* Weight



*The total of the weights on this page must add up to 50. This field should contain numerals only.

Comments or Performance Improvement Plans

Remove Entry?

COMPLIANCE & INTEGRITY

- **Compliance:** Complies with University personnel policies, including prohibitions on harassment, discrimination, and workplace violence, and protects confidentiality of records.
- **Safety:** Complies with all safety requirements for the position, including successful completion of training and proper use of personal protective equipment.
- **Ethics:** Chooses ethical actions even under pressure, avoids situations considered inappropriate or that present a conflict of interest, holds self and others accountable for ethical decisions, and addresses unethical actions directly.
- **Respect:** Appreciates individual and cultural differences, treats all people with dignity and respect.

* Weight



*The total of the weights on this page must add up to 50. This field should contain numerals only.

Comments or Performance Improvement Plans

Remove Entry?


SUPERVISION (for managers/supervisors)

**If your employee is a supervisor, you must enter a weight for the goal of Supervision. If not, enter a weight of 0.

- **Oversight:** Provides adequate stewardship of assigned resources, including budget, space, equipment, and staffing.
- **Goal-Setting:** Provides clear objectives that foster work unit development and align with University values and goals.
- **Talent Management:** Provides candid, timely, and constructive feedback on performance and behavior and appropriately balances positive and negative messages.
- **Leading:** Serves as role model. Engenders trust, commitment, and civility.

* Weight

Weight = 0 if
no supervision!



*The total of the weights on this page must add up to 50. This field should contain numerals only. Enter "0" here if your employee is NOT supervisor.

Comments or Performance Improvement Plans

Remove Entry?

The comments box on the institutional goals section is optional, meaning you only need to talk about the goals. You can choose to enter comments for clarification or to indicate areas that need improvement.

Remember: The clearer you are about expectations, the easier it will be to enter ratings at the end of the year!

If your employee is NOT a supervisor, you still have to enter a weight. Enter a "0" here if there are no supervisory responsibilities.

- Add names, descriptions, and weights for 2-4 **Individual Goals**, and a weight for the **Organizational Values Goal** at the bottom of the page (remember these must add up to 50). Select "Add Entry" to add another goal.

Individual Goals

In the fields below:

- Set at least 2, but not more than 4, individual goals for your employee.
 - Add a description and weight for each goal **as discussed in the employee's calibration session**. Weights for each goal do not have to be equal, but no goal can be weighted below 5%.
 - Select "Add Entry" to add a new field.
- **THE TOTAL OF THE WEIGHTS ON THIS PAGE MUST ADD UP TO 50.****

* Goal name

* Goal Description

* Weight

*The total of the weights on this page must add up to 50. This field should contain numerals only.

Remove Entry?

Organizational Values Goal

All ASU Staff (SHRA and EHRA Non-Faculty) 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 on this page must add up to 50. This field should contain numerals only.

Remove Entry?

The individual goals are NOT intended to cover all parts of the position description. (That's what the institutional goals do.)

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

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



Check your math!

- Institution Goals total must = 50
- Individual Goals total must = 50
(This includes the weight for the Organizational Values Goal)

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. Second Level Supervisor: Click **Approve** to send the plan to the employee for acknowledgment.

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