

Completing the Performance Management Plan for University Staff

- Use the Performance Management Plan form for the current evaluation period included with the CLAS HR performance evaluation email and posted on the [CLAS HR Website](#).
- Only the “General Info” and “Expectations & Goal Setting” tabs need to be completed at this time. The remaining tabs will be completed at the end of the evaluation period. There is no signature requirement for submitting the plan.
- **“General Info” tab**
 - The evaluation period for university staff is July 1st – June 30th. Dates for the current evaluation period are confirmed in the CLAS HR performance evaluation email and posted on the CLAS HR website.

Employee Name and Title	
Employee ID	
Review Evaluation Period	
Supervisor Name and Title	

- **“Expectations & Goal Settings” tab**
 - List 3-5 goals to accomplish for the next year. Both the employee and supervisor sections must be completed in the "Goal Setting" section.

Example Goal		
Goal Setting	Employee	Employee will write a SMART goal statement here during goal setting: I will create a professional development session for each month for the HR team.
	Supervisor	This is great goal, what types of topics will you be exploring? Could you include areas of DEI, employee well-being and retention, and
Mid-Point Check In	Employee	
	Supervisor	
Summary Evaluation	Employee	
	Supervisor	

NOTES:

- Goals may focus on a variety of areas including university strategic goals, school/college/unit and department priorities, job related projects, professional/job related behaviors to be improved, or skills/practices that could be further developed.

- Goals may also carry over from previous years.
- Goals should be Specific, Measurable, Achievable, Relevant, Timely (SMART) and agreed upon by the employee and supervisor.
- This will be utilized to fill in goals, updates, progress and/or completion throughout the year.
- Core Competencies (communication, interpersonal skills, customer services, accountability, and job knowledge) should also be included in expectations, goals, and the plan for the year.

The “Ongoing Notes” and “Mid-Point Check Ins” tabs are optional, but are highly encouraged and can be used to ensure the employee is aware of all of these competencies and commitments at the goal setting meeting. The tabs can be completed at any point throughout the evaluation cycle. Between the Expectations/Goal Setting and Mid-Point Check In meetings, regularly scheduled informal conversations are to be conducted to review work, coaching opportunities, accomplishments, projects, and professional development.