Performance Management Training
Agenda

• About PeopleAdmin
• Key Performance Management Roles and Terms
• Tuskegee University Performance Process Overview
• Site Demonstration
About PeopleAdmin

Wide range of customers with one thing in common: Higher Education

14 YEARS 700+ CUSTOMERS

Very small to huge
Public & private
2 year & 4 year
Research & Teaching

Award Winning

“Particularly strong in higher education recruitment.”
– Gartner, June 2104
Who is taking part in the process?

• Employee
• Supervisor
  – Co-Reviewer
• Reviewing Officer
  - This is the 2nd level supervisor
• Human Resources
Performance Plan

- Details expectations of the Supervisor/Organization
- Used to communicate the Plan to the employee
- Shared between the Supervisor and employee
- Goal = employee successful contribution to organizational objectives.
Evaluations

• Employee Self Evaluation
  – Employee reflects on their performance in regard to components communicated in Performance Plan.

• Supervisor Evaluation
  – Supervisor provides an assessment of employee performance of the objectives on the Performance Plan.
  – Formal rating of the objectives set in place on the Performance Plan.
Progress Notes

• Progress Notes are similar to journal entries that can be recorded at any time during the review period.

• Confidential to the author
  – Employee unable to see Supervisor Notes
  – Supervisor unable to see Employee notes
Acknowledgements

• A record that an individual received and has had the opportunity to read/understand a specific document.

• Two Acknowledgements
  – Employee acknowledges Performance Plan
  – Employee acknowledges Supervisor Evaluation
Approval

• A record that an individual received and has had the opportunity to read/understand and approves a specific document.

• One Approval
  – Reviewing Officer approves the Supervisor Evaluation
Review Process

Manager Creates Plan
Employee Acknowledges
Progress Check

Self Evaluation

Supervisor Evaluation
Officer Approves
Review Meeting
Employee Acknowledges
In Site Demonstration

• Let’s Take A Look!