



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

Market Leading Partners

THE CHRONICLE
of Higher Education



Vitae

ellucian.

**INSIDE
HIGHER ED**

insidehighered.com

 HireRight.

 **JOBTARGET**
Connecting Talent with Opportunity


Jobelephant.com
Incorporated

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 to 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 and 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

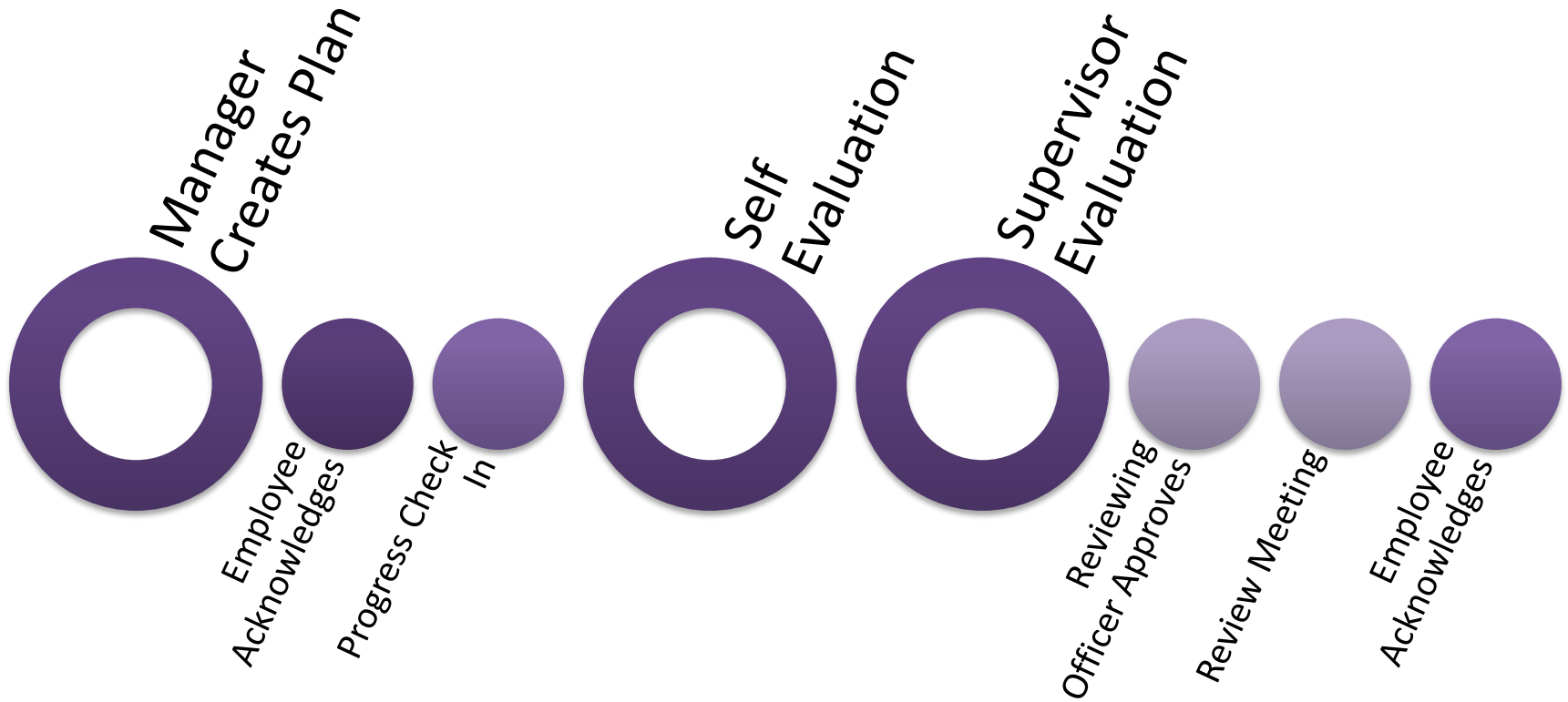
Acknowledgements

- 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



In Site Demonstration

- Let's Take A Look!