

**YOU@PSU Performance Management Cycle: April 1, 2017- March 31, 2018  
(End-of-Year Activities: April & May 2018)**

<p align="center"><b>STEP ONE: Setting Goals &amp; Expectations (Use PDF Form)</b></p>	<p align="center"><b>STEP TWO: Mid-Year Check In (Use PDF Form)</b></p>	<p align="center"><b>STEP THREE: End-of-Year Review (Use Workday)</b></p>
<p align="center"><b>Ongoing Conversations between staff members and their supervisors throughout the year; Goal setting document available to track progress and record conversation highlights</b></p>		
<ul style="list-style-type: none"> <li>• Staff member meets with supervisor to discuss expectations and set 2-5 goals for the 2017-18 performance management cycle</li> <li>• Staff member captures the agreed upon goals in the goal setting worksheet</li> <li>• Staff member updates Job Responsibility Worksheet in online tool (if applicable); supervisor reviews and approves in online tool</li> </ul> <p align="center"><b>LEADERS</b></p> <ul style="list-style-type: none"> <li>• HRSP's provide leadership teams performance results for the previous year</li> <li>• Leadership teams meet to discuss ratings and agree on norms; norms are shared with staff members during the goal setting process</li> </ul>	<ul style="list-style-type: none"> <li>• Review goals and progress (make adjustments as needed)</li> <li>• Check-in re: expectations and acknowledgement of successes and challenges</li> <li>• Notes of check-in meetings can be captured in a variety of ways or in the check-in worksheet</li> </ul>	<p align="center"><b>PREPARATION:</b></p> <ul style="list-style-type: none"> <li>• Staff member completes self-evaluation in Workday</li> <li>• Optional: staff member and supervisor obtain feedback from others (e.g., peers, customers, etc.)</li> <li>• Supervisor reviews and summarizes performance feedback for staff member in Workday</li> <li>• Peer supervisors conduct ratings calibration meetings (two levels)</li> </ul> <p align="center"><b>DELIVERY:</b></p> <ul style="list-style-type: none"> <li>• Staff member meets with supervisor to discuss end-of-year review and receive an overall rating of their performance; acknowledgement of meeting occurs in Workday</li> <li>• Staff member and supervisor begin to discuss next year's goals and development opportunities</li> </ul>
<p align="center"><b>Recommended Timing: June 1 –August 31, 2017</b></p>	<p align="center"><b>Recommended Timing: November 1- December 31, 2017</b></p>	<p align="center"><b>Recommended Timing: April 1- May 15, 2018</b></p>