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Performance Achievement & You at GSU

Navigating the Performance Achievement System

A Grambling State University Office of Human Resources Presentation
Training and Professional Development Series
Division of Finance and Operations Administration

The GSU Performance Achievement System

Grambling State University's Performance Achievement System is a process by which managers and employees work together to plan, monitor and review an employee's work objectives and overall contribution to the university. It is designed to increase employee engagement and thereby significantly improving Work and Behavioral Expectations. It features a series Goal Oriented Work and Behavioral Tasks assigned to individuals to accomplish Departmental Goals.



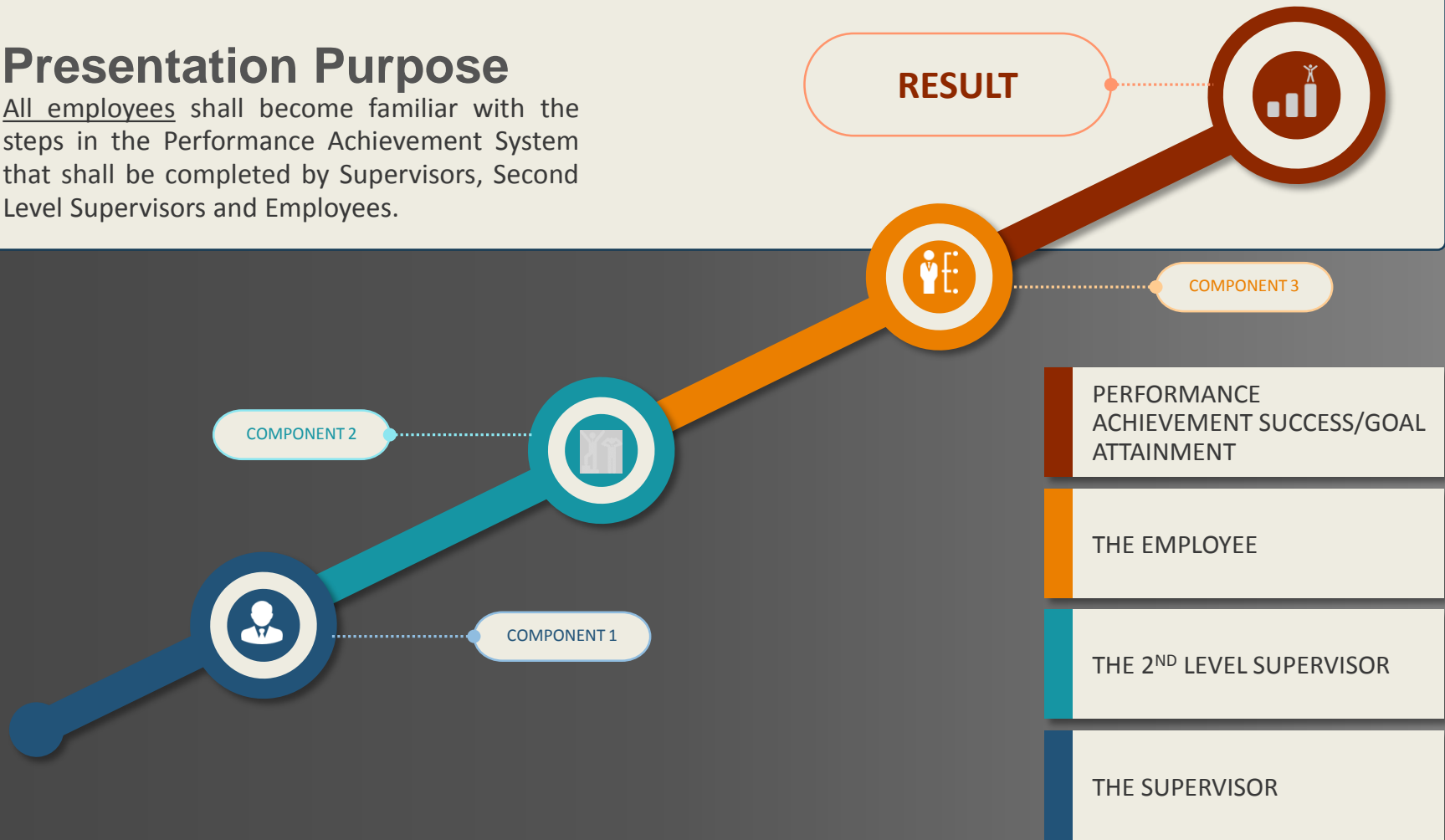
PeopleAdmin & You at GSU



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Presentation Purpose

All employees shall become familiar with the steps in the Performance Achievement System that shall be completed by Supervisors, Second Level Supervisors and Employees.



“GEARS” FOR SUCCESS-DEFINITIONS



SUPERVISOR

(Usually a Department Head) The person responsible for assigning **WORK** and **BEHAVIORAL TASKS** to employees to ensure that departmental goals are accomplished in accordance with established Division goals, timelines and benchmarks.



2ND LEVEL SUPERVISOR

(Usually a Vice President or Dean) The person responsible for establishing written goals and priorities for the Division that are in alignment with the President’s Priorities or Strategic Plan for the university. The Second Level Supervisor shall approve the Work and Behavioral Task assigned by the Supervisor for each employee in the Department.



EMPLOYEE

The person hired to serve in a position and is responsible for performing the established duties required in the position (The Work and Behavioral Expectations; KPIs)

THE PERFORMANCE ACHIEVEMENT “PLANNING” PROCESS

SUPERVISOR

Reviews job descriptions and determines the role each subordinate plays in accomplishing departmental goals; develops PLAN; sets meeting with 2nd Level Spvrs.

SUPERVISOR

Supervisor sets meeting with Employee and reviews PLAN, ensuring he/she understands his/her role and expectations;

The Performance PLAN is the foundation upon which the annual actions are built and the tool used for evaluating performance in the next phase of the Performance Achievement process.



2nd LEVEL SUPERVISOR

During meeting with Supervisor, 2nd Level Supervisor ensures that each coincides with goals/priorities for the Division/Institution & 2nd Level APPROVES PLAN

EMPLOYEE

Employee acknowledges understanding of the job description, work and behavioral expectations for the year. The employee acknowledges and implements the PLAN.

HUMAN RESOURCES

Once the Planning Process is complete HR will document the completion and report to the Division Head if there are Incomplete Planning documents.

SUPERVISOR

Reviews completes an EVALUATION of how well the employee performed the tasks, duties, and responsibilities as established Performance PLAN. Work Expectations and Behavioral Expectations are evaluated.

SUPERVISOR

Supervisor sets meeting with Employee to review the EVALUATION results.

THE PERFORMANCE MANAGEMENT “EVALUATION” PROCESS

The Performance EVALUATION is a review of the manner in which the employee executed the tasks, duties and responsibilities that were assigned by the Supervisor for that year. This tool is vital to individual, departmental and institutional growth, development and success.



2nd LEVEL SUPERVISOR

The Supervisor meets with the 2nd Level Supervisor to review the performance of the Employee. The 2nd Level Supervisor discusses any concerning parts of the EVALUATION and APPROVES when in agreement.

EMPLOYEE

Employee reviews all content of the EVALUATION and discusses any areas of concern or disagreement. If in agreement he/she APPROVES/ACKNOWLEDGES. The document then helps identify the “needs” of the employee and department

HUMAN RESOURCES

Once the Evaluation portion of the Performance Achievement process is complete HR will document the completion and report to the Division Head if there are and incomplete Evaluations.

AN OVERVIEW OF THE **PLANNING** “GEARS” FOR PROCESS SUCCESS



AN OVERVIEW OF THE **PLANNING AND EVALUATION**
"GEARS" FOR PROCESS SUCCESS

