



Performance Achievement System (PAS) Executing Planning and Evaluations

A Step-By-Step Guide for the Supervisors, Second Level Supervisors and Employees for Grambling State University's Performance Achievement System

https://youtu.be/kSJ_gN53GM8

<https://www.youtube.com/watch?v=p8cxmZLgsA>

THE ABOVE VIDEOS ARE NOT HOW WE DO IT! (Viewing is Optional-For Entertainment Only)

**THE VIDEO AND THE POWERPOINT BELOW IS A BRIEF SUMMARY OF OUR
PLANNING AND EVALUATION SYSTEM**

<http://gsunet/hr/pes.php>

http://gsunet/hr/docs/performance_achievement_tools_and_resources/Performance%20Achievement%20System%20Introduction.ppsx

If you're not sure of where you're going, any road will take you there. However, when you're sure of your desired destination...A DETAILED PLAN is executed and monitored to achieve the desired outcomes, goals and objectives. A PLAN that will ensure measurable results. This is your official Introduction to GSU's Performance Achievement System (PAS). It is advanced technology that provides Vice Presidents, Deans, Department Heads, and employees, the interactive tools to hit the target every time. Success is intentional. Grambling State University has fresh new leadership with a clear vision of where the university should be within the next ten years. The Performance Achievement System shall stimulate the development of cutting edge programs and services both for Academic and Non-Academic Support Divisions. The Performance Achievement System shall engage employees at every level and improve daily operations and outcomes for the university as a whole.

Grambling State University's Performance Achievement Philosophy and Key Components

- Performance achievement is an ongoing, continuous process of communicating and clarifying job responsibilities, priorities and performance expectations in order to ensure mutual understanding between manager(s) and employee (s).
- It is a philosophy which values and encourages employee development through a style of management which provides frequent feedback and fosters teamwork.
- It emphasizes communication and focuses on adding value to the university by promoting improved job performance and encouraging skill development.
- Performance Achievement involves clarifying the job duties, defining performance (work and behavioral expectations) standards, and documenting, evaluating and discussing performance with each employee.
- Shared Responsibility Among Supervisors, Second Level Supervisors and Employees.
- Establish clarity on work and behavioral expectations, position description and duties
- On-going communication between Supervisor and Employee
- Supervisors and Employees document year-round

Grambling State University's Performance Achievement System is a designed to plan, implement, review and evaluate the current day-to-day operation of individuals within the department. When used effectively, the PAS system will recognize, improve, and sustain quality employee performance within each office, department, college, school, and division of the University. It is a process by which managers and employees work together to plan, implement, monitor and review an employee's work and behavioral expectations to achieve the objectives of the Strategic Plan or the current goals and priorities for the university. It is designed to increase employee engagement and thereby significantly improving overall operations. It features a "Bank of Expectations" whereby each Supervisor can assign specific Work and Behavioral Tasks to accomplish Pre-Determined Departmental Goals.

All employees shall become familiar with their assigned role within the Performance Achievement System (i.e. Supervisors, Second Level Supervisors and Employees).

Definitions:

Supervisor: (Usually a Department Head) The person responsible for assigning work and behavioral task to employees to ensure that departmental goals are accomplished in accordance with established Division goals, timelines and benchmarks.

Second 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 his/her Division.

Employee: The person hired to serve in a position and is responsible for executing the established Work and Behavioral expectations required in the position (The Work and Behavioral Expectations are found in the “Bank of Expectations” or can be created by the Supervisor)

Bank of Work and Behavioral Expectations for Non-Faculty Positions:

<https://apps01.civilservice.louisiana.gov/asp/referenceandreporting/pesbankofexpectations.aspx>

By clicking on the hyperlink above, you will be routed to the “Bank of Expectations”, which provides supervisors in Louisiana State Employment with a list of sample Work and Behavioral Expectations relevant to the Performance Achievement System. The Work and Behavioral Expectations provided on this site may be used exactly as they are listed or they may be modified to more accurately reflect the duties of the position. Supervisors are not required to use expectations from this site, these expectations are merely being provided as an example of acceptable expectations for employee planning and evaluations.

To find the expectations that are most closely related to the position you must first select a main category of either Work Tasks - All Employees, Work Tasks - Supervisory Personnel, or Work Behaviors. After a main category is selected you may select a sub category, which will be displayed as a drop down list just below and is a subset of the main category you just selected.

Work Expectations: Duties that must be executed consistently with competence and professionalism to produce an expected measurable outcome.

Behavioral Expectations: Actions, persona, and demeanor that must be exhibited while performing the Work Expectations.

Work and Behavioral Expectations for Athletic and Faculty Positions:

Work and Behavioral Expectations for Athletics and Faculty can be found on the link below at the bottom of the page under “Documents and Resources”. The data for this category was provided by the Athletic Director and the Provost. Click on the “Performance Achievement Guide” for more information using the link below.

<http://gsunet/hr/pes.php>

STEPS IN PLANNING AND EVALUATION FOR THE PERFORMANCE ACHIEVEMENT SYSTEM (PAS)

Task Summary	Task Owner	Description
<p>The Planning Process is Initiated: The Supervisor uses the PAS Document to prepare the Planning Sessions.</p>	<p>Supervisor</p>	<p>The Supervisor shall ensure the Annual Planning document is consistent with the employee’s job description and the current Departmental and Division Priorities and Goals. The Work and Behavioral Expectations are listed in detail in the Planning Document for each faculty and staff in the department. When the Planning Documents are complete, a meeting is scheduled with the Second Level Supervisor to review the Planning Documents. When the Second Level Supervisor Approves the Planning Documents, a meeting is scheduled with the employee to discuss their job description and the implementation of the plan for the year. July 1st is the beginning of the Planning Year and it concludes April 30th for the 9 month faculty and June 30th for 12 month staff.</p>
<p>The Supervisor meets with the Second Level Supervisor and Approves or recommends changes to the Employee Planning Documents.</p>	<p>Second Level Supervisor</p>	<p>The Supervisor will meet with the Second Level Super to review the Planning Documents (recommendations and revisions are discussed at this meeting(s)) When a consensus is reached the Second Level Supervisor approves the Planning Document(s). It is agreed that the work and behavioral expectations must be successfully completed in order for the goals and priorities to be accomplished for the department and division.</p>
<p>Supervisor Meets with the Employee to discuss the Planning Documents.</p>	<p>Employee</p>	<p>The Supervisor schedules a meeting in advance with the employee to discuss the employee’s job description and the Work and Behavioral Expectations contained within the Planning</p>

		Document. The employee acknowledges an understanding of the job description, work and behavioral expectations for the year. The employee acknowledges and implements the planning document.
HR Acknowledge Planning Phase is complete and the PAS Report is generated.	Human Resources	Once the Planning Process is complete HR will document the completion and report to the Division Head on the status of Planning documents for their Division.
The Supervisor monitors the Employee Performance and Utilizes the Performance Development Tool if necessary. Progress Notes should be utilized to upload and acknowledge presentations, publications or any significant contributions to the Academy, Department or Division.	Supervisor	If the employee is not meeting the Work and/or Behavior Expectations; an action plan is initiated to get the employee on task. The Corrective Action Plan is documented on the Performance Development Tool. Click on the link below to see the Performance Development Tool. http://gsunet/hr/pes.php Documents & Resources: <ul style="list-style-type: none"> • GSU Performance Achievement Guide • Performance Achievement System Overview • GSU - Performance Development Tool
Important Dates: Planning Period: July 1– August 31 Evaluation Period: April 1 – April 30-Faculty April 1 – June 30- Non-Faculty	Supervisor	We recommend beginning Planning process as soon as the Evaluations are complete for the prior year.
The Evaluation Process is Initiated: The Supervisor uses the PAS Document to prepare the Evaluation Sessions.	Supervisor	The Supervisors prepares the Annual Evaluation documents in accordance with the successful completion of the Work and Behavioral Expectations. When the Evaluation Documents are complete, a meeting is scheduled with

		<p>the Second Level Supervisor to review the Evaluation Documents. When the Second Level Supervisor Approves the Evaluation Documents, a meeting is scheduled with the employee to discuss if they achieved their Work and Behavioral Expectations for the Year. The Performance Development Tool should have been initiated to provide an action plan if the employee was not on task for a project(s) during the year. Review the progress notes to review publications, presentations significant achievements outside of the job description.</p>
<p>The Supervisor meets with the Second Level Supervisor to discuss, review and approve the Employee Evaluation Documents.</p>	<p>Second Level Supervisor</p>	<p>The Supervisor will meet with the Second Level Super to review the Evaluation Documents (recommendations and revisions are discussed at this meeting(s) When a consensus is reached the Second Level Supervisor approves the Evaluation Document(s). It is agreed that the work and behavioral expectations must be successfully completed for the goals and priorities to be accomplished for the division. The Supervisor schedules a meeting with the Employee once the Second Level Supervisor approves the Evaluation.</p>
<p>Supervisor Meets with the Employee to review and discuss the Evaluation Documents.</p>	<p>Employee</p>	<p>The Supervisor schedules a meeting in advance with the employee to discuss the employee's Evaluation Document. The employee reviews, discusses, and acknowledges and the Evaluation Document.</p>
<p>HR Acknowledges the Evaluation Phase is Complete and generates the PAS Report for the President</p>	<p>Human Resources</p>	<p>Once the Evaluation Process is complete HR will document the status and provide a report to the Division Head on the Evaluations for the Division.</p>

Employee/ Supervisor View

Employees will be able to log directly into the PAS system by clicking on the <http://gsunet/hr/pes.php> link and then click on the **PAS Portal** link on the left of the screen.

Navigating the Employee Portal:

Users will be able to access the site through emails and using the **PAS Portal**. Once inside the PAS Portal go to the “Employee Portal” .

Your Action Items: This is where any activity needing to be completed by the employee will be visible. If an employee has nothing currently assigned to them this view will be blank, letting the employee know they having nothing due at that time. However, each time something is assigned to them, they will receive an email notification and that item will show your Action Items to complete.

EXAMPLES OF YOUR **ACTION ITEMS** ARE AS FOLLOWS:

1. PREPARE PLANNING DOCUMENTS WITH WORK AND BEHAVIORAL EXPECTATIONS
2. APPROVE PLANNING DOCUMENTS FOR ALL OF YOUR SUBORDINATES THAT HAVE BEEN PREPARED BY THE SUPERVISORS IN YOU DIVISION/DEPARTMENT
3. SCHEDULE A MEETING WITH THE EMPLOYEE TO DISCUSS THE PLANNING DOCUMENT (DETAILED WORK AND BEHAVIORAL EXPECTATIONS)
4. INITATE THE EVALUATION DOCUMENTS (WERE WORK AND BEHAVIORAL EXPECTATIONS ACHIEVED
5. REVIEW AND APPROVE THE EVALUATION DOCUMENTS FOR ALL OF YOUR SUBORDINATES THAT HAVE BEEN PREPARED BY THE SUPERVISORS IN YOU DIVISION/DEPARTMENT
6. SCHEDULE A MEETING WITH THE EMPLOYEE TO DISCUSS THE EVALUATION DOCUMENT (WERE THE WORK AND BEHAVIORAL EXPECTATIONS ACHIEVED)
7. APPROVE THE EVALUATION DOCUMENT

Home: This link will navigate users to their Action Items. Located in the top bar of every view in the employee portal. Treat this as “Home Base” if you get lost navigating.

My Reviews: Employees will be able to access all of their reviews across any positions they have held since starting with the organization from this link.

My Employee’ Reviews: *Supervisors* will be able to access all of their employees’ reviews, both current and historical via this link. Also note also, that *Second Level supervisors* will have access to all subordinates and will have the ability to search by supervisor to **facilitate secession planning**.

Task Notification:

All Performance notifications will be sent in a single email. Overnight the system will determine what users have tasks Coming Up, Due, and Overdue. If you have a task in that category, you will get an email that day. If you have completed your work, or do not have tasks assigned, you will not get an email. Emails will automatically start firing when the Program is activated.

Overdue: A task has not been completed and the Due Date has passed.

Due: A task is due today. This is the last date to complete the task on time.

Coming Due: A task is going to be Due within 7 days.

Open: Task is available.

Each email will have a link to navigate directly to the employee portal. This link will take users to their Inbox where they can view and take action on tasks assigned.