



May 2007

HR UPDATE

HUMAN RESOURCES NEWSLETTER

Performance Partnership

Syracuse University's Performance Partnership process emphasizes effective and frequent performance conversations between supervisors and staff. While the annual review should be a natural conclusion to this ongoing process, it is also an opportunity to get back on track with regular performance conversations.

It is important for both staff and supervisors to dedicate time and energy to make Performance Partnership more than just an annual check-in. Reviews can be an opportunity to discuss accomplishments, ongoing projects and new goals.

Conversation Tips for Staff

Preparation is key. Take advantage of the forms that are available to help you plan the conversation. Performance Partnership forms, along with the Competency Library, a Staff Self-Assessment Worksheet, and a Goals and Development Worksheet are available on the HR web site at http://humanresources.syr.edu/staff/nbu_staff/performance.html. Or, go to the HR home page and click on "Forms" in the "Quick Links" to access the Performance Partnership documents in the alphabetical list of links.

Your job description is an important tool to use when reviewing your role and responsibilities, and can be a critical tool to develop your goals for the next year. If you need a copy of your job description, contact Lisa Brennan, assistant director of WorkLife and Organizational

Development, at x2099 or librenna@syr.edu

Learn from the past and plan for the future. It's important to thoroughly examine both the highlights and the learning experiences from the past year. It's even more important to make a plan for the next year. Ask yourself how you can take your job to the next level and expand yourself professionally. Bring your ideas to the conversation, allowing room for your manager to join in and direct the planning process.

Initiate and follow up. If your manager hasn't yet set a date for your Performance Partnership conversation, initiate the process by completing a self-evaluation and scheduling time to meet and discuss your work. When the formal conversation is complete, follow up throughout the year to let your manager know where you stand with your goals. New projects and priorities can change your workload and an ongoing discussion about your work takes the pressure off of the annual review and leaves little room for surprises when you sit down to talk about your performance next year.

Conversation Tips for Supervisors

Preparation is key. While notes, outlines and examples of staff performance are critical, it's also important to prepare for the Performance Partnership meeting by making sure the time you dedicate to the conversation is free from interruption and not rushed. Laying the groundwork for a year's worth of work is important for both you and your employee and is best dis-

cussed when your full attention is available. Job descriptions are an important tool to use when reviewing the roles and responsibilities of your staff and can be a critical tool to develop goals for the next year. If you need a copy of any job description, contact Lisa Brennan, assistant director of WorkLife and Organizational Development, at x2099 or librenna@syr.edu

Discuss the details. General goals are good for projects that do not yet have firm details. Discussing details during the Performance Partnership conversation and throughout the year leaves little room for misinterpretation and provides clear direction for your staff.

Document and keep the file open. Forms based on the six job categories are available to assist in documenting performance and are available on the HR web site at http://humanresources.syr.edu/staff/nbu_staff/performance.html. Or, go to the HR home page and click on “Forms” in the “Quick Links” to access the Performance Partnership documents in the alphabetical list of links. Written documentation of these meetings confirms the dialogue and becomes a permanent part of the employee file. Keep a copy for reference throughout the year, and note projects or priorities that cause a shift in planned goals. Ongoing discussions with your staff members takes the pressure off of the annual review and leaves little room for surprises at next year’s Performance Partnership discussion.

It is a University expectation that all non-bargaining unit, non-faculty staff members participate in a formal performance review annually. In addition, the completed performance reviews should be linked to pay decisions. Departments should consult the Pay Administration Handbook for guidelines on linking performance to pay, which can be found on the HR web site at <http://humanresources.syr.edu/staff/payroll/admin.html>. All performance reviews for the period beginning July 1, 2006 should be completed and documentation submitted to Lisa Brennan in Human Resources in June 2007.

HR stands ready to assist with planning, facilitating, and documenting the process and welcomes your feedback on all aspects of Performance Partnership. Contact Lisa Brennan, assistant director of WorkLife and Organizational Development, at x2099 or librenna@syr.edu with questions and/or comments.

Questions or comments about HR Update? Do you have a topic suggestion for a future issue? Contact Elizabeth Wimer at erwimer@syr.edu or at 443-5366.