



INFORMATION AND INSTRUCTIONS

Northeastern State University

Goal-Focused Work Plan

(aka Performance Appraisal)

Timeframe for completion:

The supervisor has the option to complete performance appraisal or Goal-Focused Work Plans on employment anniversary dates or may choose a departmental date. All employees are to have a performance evaluation or a developmental plan on file by November 1st of each year that is less than one year old.

Recommendation: All employees in a single department with the same job title should be evaluated using the same format. Exempt, supervisory or management positions are appropriate to be evaluated using the Goal-Focused Work Plan. Clerical, hourly or non-exempt are appropriate to be evaluated using the Performance Appraisal form. A department Dean or Director should decide the most appropriate form to use for that department or position level.

Steps to Completion:

1. Review job description and update to ensure it accurately describes the job responsibilities.
2. Remember that productive two-way communication with the employee and supervisor is the number one goal for the completing performance appraisal.
3. Hold a short meeting to advise the employee of the process for performance appraisal this year.
4. While meeting, provide a copy of the Goal-Focused Work Plan - Employee to the employee and request that it be reviewed and completed and that the employee prepare for an open discussion using this as an outline.
5. Schedule a time that is mutually convenient to meet for the discussion. Meet in a private location.
6. The supervisor should complete the Goal-Focused Work Plan – Supervisor Talking Points as an outline of items for possible discussion during the meeting.
7. Allow the employee to follow the outline on the Goal-Focused Work Plan - Employee and provide input. The employee should talk 80% of the time in the meeting.
8. Take time to thank the employee for the contribution made over the last year.
9. Use the Goal-Focused Work Plan Summary to document the plan to which the employee and supervisor have agreed.
10. Complete the documents (Goal-Focused Work Plan – Employee, Goal-Focused Work Plan – Supervisor Talking Points and the Goal-Focused Work Plan Summary) with signatures from both parties and forward to the Office of Human Resources for inclusion in the personnel file.



Goal-Focused Work Plan - Employee

The Goal-Focused Work Plan is designed to provide a formal opportunity to open communication between the employee and supervisor. NSU wants to foster a work environment where each individual is accountable for the job being performed. Individual contributions should be aligned with the Mission, Vision and Values of the University and how individuals perform responsibilities should be consistent with the Service Excellence Values.

NSU's process should make performance reviews easier and foster a safe-environment for the exchange of ideas, the review of accomplishments and goal-setting for the coming year. Employees should approach the process using critical self-awareness. There are no scores or points to be assigned in this Work process. Employees must take ownership and communicate participation in what has been accomplished in the year within the department. Management should take time to thank employees for their contribution. Employees will focus on goals for the coming year taking into consideration how these will benefit the individual, the department and the University as a whole. Employees decide the skills that will be utilized and how those skills will be enhanced to successfully accomplish goals for coming year.

Name	Date
Department	Job Title
Please provide a list of your proudest work moments/achievements from this past year. (You may list 1 or more.)	
1.	
2.	
3.	
4.	
Please summarize how you believe this work-year has progressed.	
Please give me your ideas on how we can work as a team to build on what we have done to make our work even more effective over the coming year.	
The big accomplishment I want to achieve this coming year is:	

Please give three reasons why you want to accomplish this.

1.

2.

3.

How do I benefit by achieving this?

How does the University benefit from this being achieved?

What are the three most important skill(s) required to accomplish the above?

1.

2.

3.

I will need to learn/upgrade the following skill(s) to be able to achieve this.

How will I develop this/these skill(s)?

Employee Comments for the meeting.

Employee Signature

Date

Supervisor Signature

Date



Goal-Focused Work Plan Summary
Complete at Goal-Focused Work Plan Meeting

Employee Name	Job Title	Tenure on Job
Supervisor Name	Department	Date of Meeting

This form is to be used during the goal-focused Work plan meeting between the employee and supervisor. It is used to document the plan to which the employee and supervisor have agreed. This collaborative process is designed to reach consensus between the employee and supervisor on accomplishments for the coming year. Attach the completed (3 forms) Goal-Focused Work Plan – Employee, Goal-Focused Work Plan – Supervisor - Talking Points and this form. Send all to the Office of Human Resources for inclusion in the personnel file.

List the ideas on what we will do together to build on what we have done to make our work even more effective over the coming year.
The big accomplishment to be achieved this coming year is:
The reasons we want to accomplish this are:
Here is how the(se) accomplishment(s) will benefit the University and our Department.

Here is how this aligns with NSU's mission, vision, values and service excellence values.

Here is what will be done to build on my skills.

Employee Comments.

Supervisor Comments.

Employee Signature

Date

Supervisor Signature

Date

Next Level Supervisor

Date



Goal-Focused Work Plan – Supervisor

Talking Points

The Goal-Focused Work Plan is designed to provide a formal opportunity to open communication with employees and supervisors. NSU wants to foster a work environment where each individual is accountable for the job being performed. Individual contributions should be aligned with the mission, vision and values of the University and how individuals perform responsibilities should be consistent with the Service Excellence Values.

NSU's process should make performance reviews easier and foster a safe-environment for the exchange of ideas, the review of accomplishments and goal-setting for the coming year. Employees should approach the process using critical self-awareness. There are no scores or points to be assigned in this Work process. Employees must take ownership and communicate participation in what has been accomplished in the year within the department. Management should take time to thank employees for their contribution. Employees will focus on goals for the coming year taking into consideration how these will benefit the individual, the department and the University as a whole. Employees decide the skills that will be utilized and how those skills will be enhanced to successfully accomplish goals for coming year.

Supervisors should use this document for talking points. The idea is to let the employee speak at least 80% of the time. The summary form is for plan consensus for the coming year.

Name	Date
Department	Job Title
What are the most important moments/achievements from the past year. Those accomplishments that have had the biggest positive impact on the Department or NSU. (List 1 or more.)	
1.	
2.	
3.	
4.	
5	
How have I seen this employee progress over the last year. (Tell the employee during the meeting.)	
My ideas on how we can work as a team to build on what we have done to make our work even more effective over the coming year.	

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Here are the areas where I will tell the employee thank you for his/her contribution to the work, department, mission, vision, values and service excellence values.

Here are the areas/items that I would like for the employee to accomplish.

How does the University benefit from this being achieved?

What are the three most important skill(s) required to accomplish the above?

- 1.
- 2.
- 3.

How can I assist the employee in building/improving skills to accomplish the above.

General Comments I would like to make.

Supervisor Signature

Date