

Performance Management





Today You Will Learn...

- What Performance Management is
- What the manager's role is in the process
 - Setting objectives
 - Professional development
 - Annual performance review (APR)
- About Babson's competency model for assessment and development



What is Performance Mgt.?

The process of ensuring that employees:

1. Have objectives aligned with the College's strategic goals;
2. Understand their objectives;
3. Receive feedback and development on a regular basis; and
4. Are motivated and engaged!



Objectives

July-September

- Set performance objectives and measurement criteria with employees
 - These are used as a basis for the APR at the end of the year.
- Objectives should be tied to the strategic goals of the College and/or your organization's role.



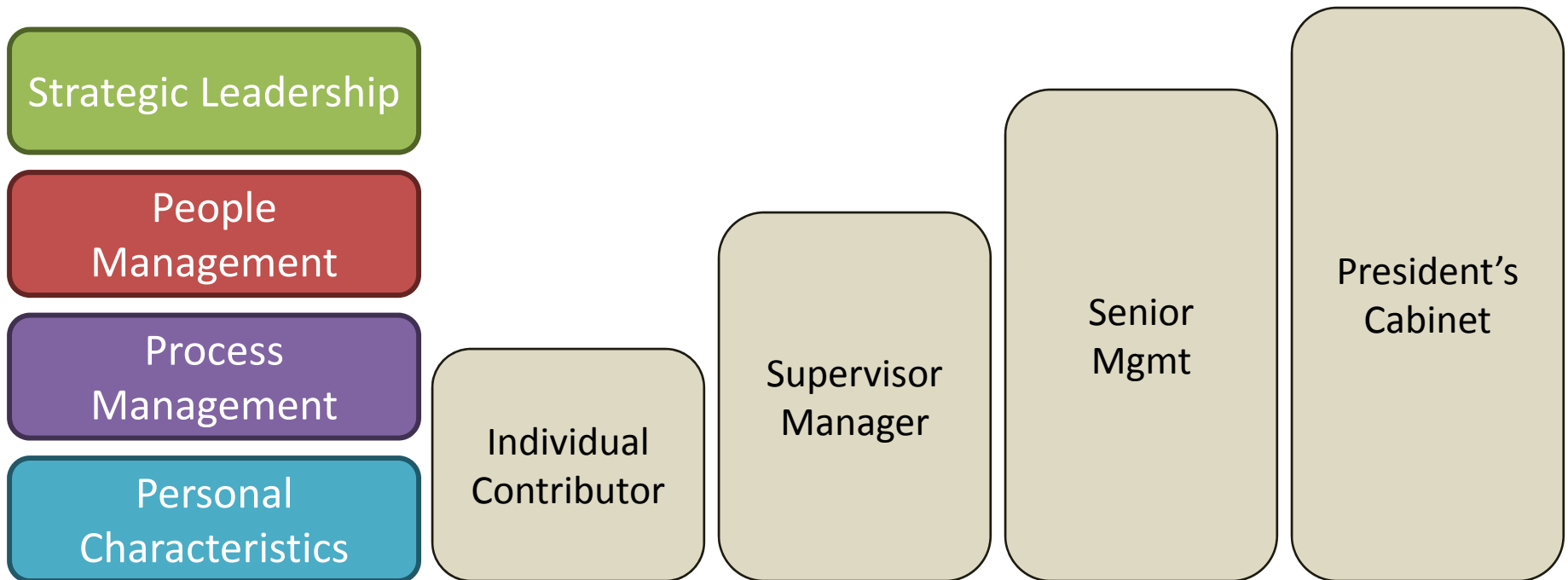
Development Plan

August-October

- Establish professional development plan
 - Discuss needs for the department and the employee's career development.
 - [Babson's Competency Model](#) outlines general skills and abilities. Gaps between employee proficiency and the position drive development.
- Managers finalize development activities within the constraints of time and budget.



Babson's Competency Model





Competencies

- HR has an online [Manager's Assessment](#) for identifying and prioritizing general competencies.
- This "competency sort" allows managers to:
 1. Identify the core competencies for a position; and
 2. Assess the proficiency of the employee currently in the role.



Annual Performance Review

April-May

- Conduct the APR – this is a discussion with employees about:
 - Outcomes/results of specific objectives
 - The manner in which objectives were achieved (i.e., competencies and core values)
- Reviews are documented using our online [ePerformance](#) system.



Common Questions

Q: Does everyone participate?

A: Yes, All employees (except faculty, union, and contract workers) participate in the process.

Q: What about non-exempt staff?

A: Yes, but their objectives may focus more on internal department processes. Projects or “focus areas” are entirely appropriate objectives.