



HUMAN RESOURCES LAMAR UNIVERSITY

Staff Performance Management Guide

Introduction:

Lamar University is committed to the practice of meaningful, timely, and productive performance management for all employees. Thank you for supporting this commitment by thoughtfully completing and participating in Lamar University's performance management process.

The purpose of performance management is to improve communication about University and Department goals and the performance between an employee and their supervisor. The performance management review fosters:

- ongoing two-way communication between employees and supervisors,
- supports the development of clear, consistent, and measurable goals linked directly to the University's core values and mission,
- helps to articulate and support training needs and career development.

Effective performance management begins with respect for one another and ends with excellence in performance. It is the responsibility of every supervisor to develop and maintain open communication with their employees on an ongoing basis. These conversations should act as an opportunity to work with your employees to set goals and identify areas in which your support is needed to help with achieving those goals.

Plan Performance:

This area should be completed with your employee during the scheduled performance evaluation meeting. This provides clear direction for both the supervisor and employee to set a framework of reference for effective communication and deeper employee engagement.

The eval form has a dual purpose. If goals or performance metrics had been established for Fiscal Year '21, then you can evaluate the employee based on FY21 results.

If goals or performance metrics had not been established for FY21, then for FY22 identify areas where measurable goals can be set, achieved, and tracked over the next 6 months.

Objectives:

- ❖ Each section must be completed.
- ❖ Make sure the goals you set with each employee are aligned with the overall growth strategy of the University.
- ❖ Seek insightful answers from the employee. Let the employee brainstorm and identify goals that are specific to their responsibilities.
- ❖ Each goal must include support needed from the Manager to assist the employee in achieving those goals.

Example:

Position Specific Goal: Digitizing archived records from Spring 2020.

Manager Support Needed: Submit request for employee to gain access to program needed to store documents.

Measurement Criteria:

- ❖ This area must be attainable and measurable in a way that motivates employees to accomplish it.
- ❖ These measurements must be something that can be reviewed during the next meeting.

Example:

Measurement: All Spring 2020 records will be digitized by January 1, 2022.

Results Achieved:

- ❖ If FY21 goals or performance metrics were *established for FY21*, discuss the results with the employee and complete this section during this evaluation.
- ❖ If FY21 goals or performance metrics were *not* established for FY21, discuss with the employee goals and metrics for FY22. The Plan Performance will be reviewed at the next scheduled Performance Management Meeting and the results of this evaluation will be documented and submitted to Human Resources.

Example:

Results: Employee completed 90% of digitizing documents. Deadline was extended to complete goal to March 1, 2020

Performance Assessment/Review:

This area is to be completed by the Manager only & allows the manager to summarize the employee's overall performance.

- ❖ The results of this summary are not merit based but will address topics that were discussed in the Performance Management Meeting.
- ❖ The summary needs to be read/discussed with the employee before all participants sign.
- ❖ This should not be the time to bring up issues that have not been discussed, but rather a summary of the employee's overall performance.

This method of Performance Management:

- improves most when specific goals are established.
- should tie directly with department goals which are directly aligned with University goals.
- is conversational, ongoing, and collaborative.
- spurs individual development and growth through feedback and goal planning.
- allows the employee the autonomy to provide input into their career goals.
- provides leaders opportunities to engage with employees by supporting the employee's needs.

ALL COMPLETED AND SIGNED FORMS MUST BE EMAILED TO HR@LAMAR.EDU