



Staff Performance Management

Fiscal Year '20-21 / Fiscal Year 2022

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Employee Name	
Lamar ID	Job Title
Department	

Time in Present Position (Years/Months)	
Performance Period	
From	To
Manager	

Ensure accuracy of time in position and what time period you will be discussing with the employee.

1. Performance Planning

- Schedule planning meeting with employee. Determine frequency of future meetings.
- Determine major areas of responsibility (4-6).

2. Carrying Out The Plan

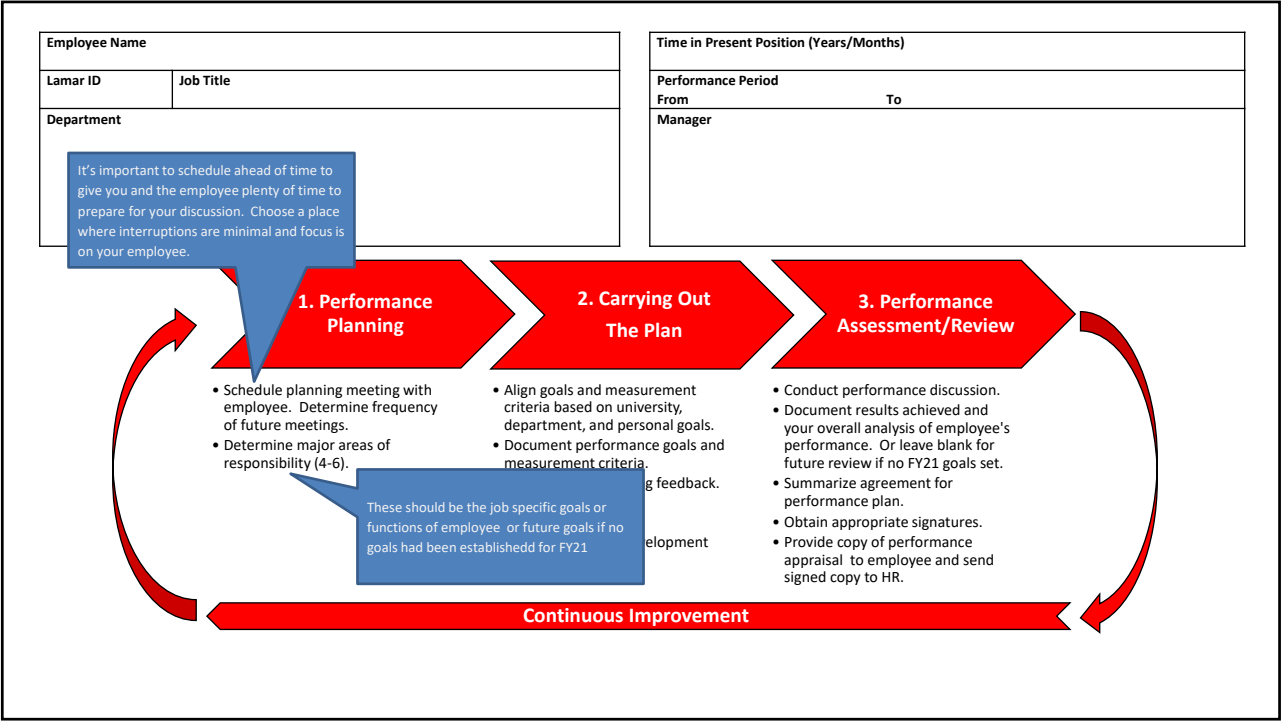
- Align goals and measurement criteria based on university, department, and personal goals.
- Document performance goals and measurement criteria.
- Provide/solicit ongoing feedback.
- Provide coaching and encouragement.
- Discuss individual development plan.

3. Performance Assessment/Review

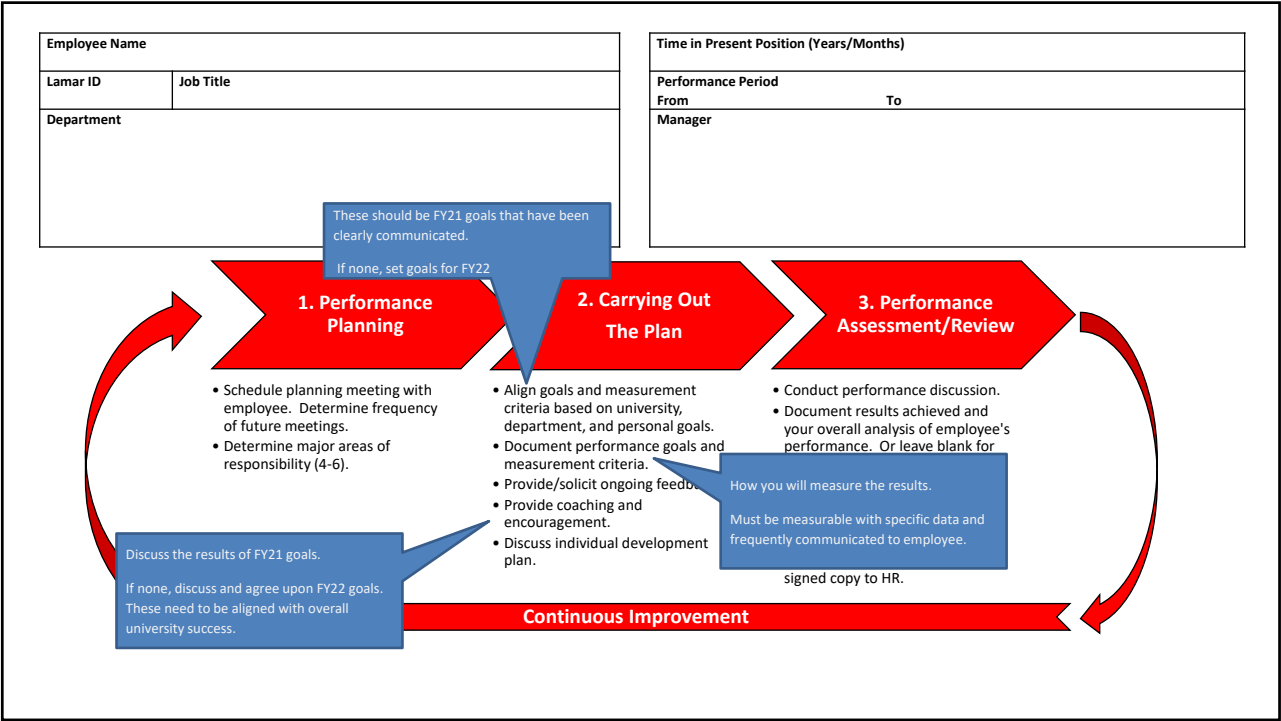
- Conduct performance discussion.
- Document results achieved and your overall analysis of employee's performance. Or leave blank for future review if no FY21 goals set.
- Summarize agreement for performance plan.
- Obtain appropriate signatures.
- Provide copy of performance appraisal to employee and send signed copy to HR.

Continuous Improvement

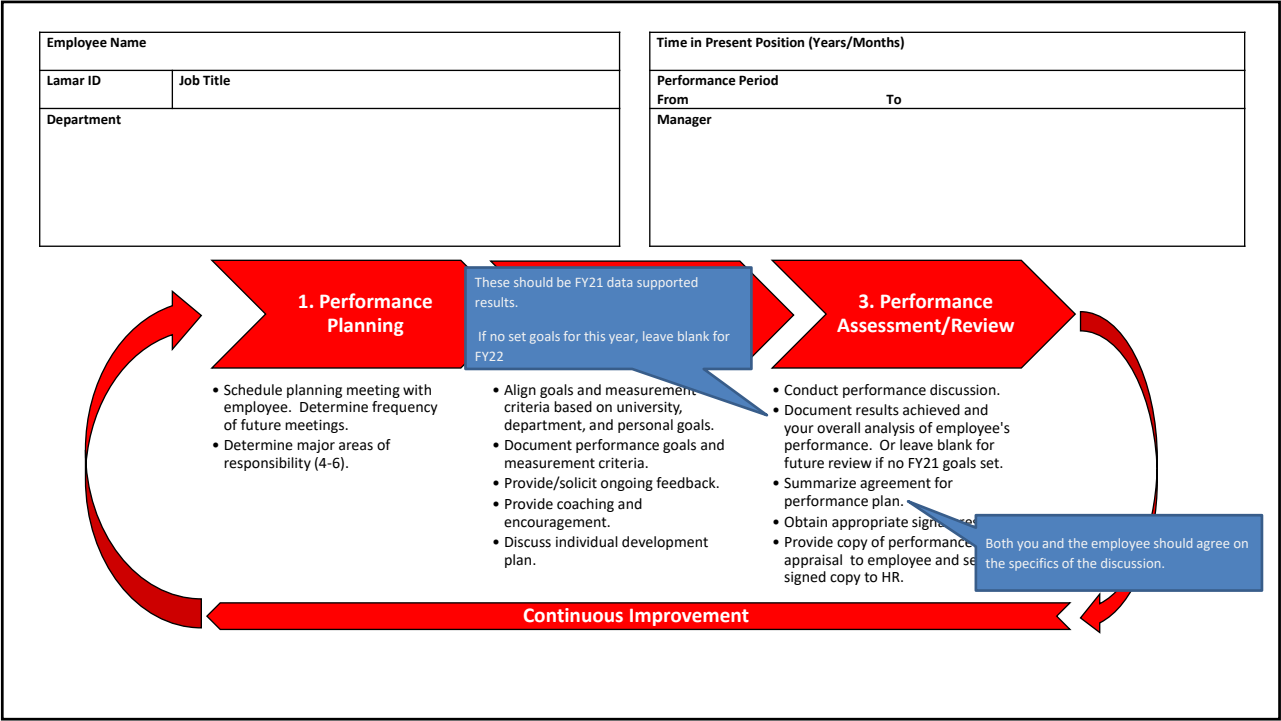
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Plan Performance		Review Performance
Goals	Measurement Criteria	Results Achieved
<div>These are goals set by the supervisor & employee focusing on the key functions of the employee's position during the performance period. **Include support needed by Manager to achieve each goal.**</div> <div>University Goal: Increase communication score on employee satisfaction survey results. Manager Support Needed: Implement crucial conversations training</div> <div>Departmental Goal: Communication score for HR Department. Manager Support Needed: Weekly meetings and minutes sent each week.</div> <div>Personal/Career Goal: Become certified in Human Resources. Manager Support Needed: Budget and schedule SPHR preparation and exam.</div> <div>Position Specific Goal: Digitize filing by March 31, 2021 Manager Support Needed: Ensure equipment is Available.</div> <div>Position Specific Goal: Establish lunch and learns for leaders on communication. Manager Support Needed: Train the trainers and provide topics based on leadership feedback survey.</div> <div>Position Specific Goal: Manager Support Needed:</div>	<div>Quantitative and/or qualitative measures used to evaluate results of set goals during the performance period.</div> <div>Discuss a specific university goal that the department and employee affect.</div> <div>What support does the employee need from the manager to achieve the goal? Must be agreed upon and tangible support. It should be frequent and effectual.</div>	<div>Results of goals/measurements or ** Leave blank for goals to be reviewed at next performance evaluation**</div>

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Plan Performance

Review Performance

Goals	Measurement Criteria	Results Achieved
Agree upon a specific, objective measurable data point that will be frequently and reliably communicated to employee.	Quantitative and/or qualitative measures used to evaluate results of set goals during the performance period.	Results of goals/measurements or ** Leave blank for goals to be reviewed at next performance evaluation**
University Goal: Increase communication score on employee satisfaction survey results. Manager Support Needed: Implement crucial conversations training	FY21 score 3.5, increase score to top quartile of 3.75	
Departmental Goal: Communication score for HR Department. Manager Support Needed: Weekly meetings and minutes sent each week.		
Personal/Career Goal: Become certified in Human Resources. Manager Support Needed: Budget and schedule SPHR preparation and exam.	Budget Sept 2020, exam May 2021	Passed exam June 2021
Position Specific Goal: Digitize filing by March 31, 2021 Manager Support Needed: Ensure equipment is Available.	Results should be understood and expected	
Position Specific Goal: Establish lunch and learns for leaders on communication. Manager Support Needed: Train the trainers and provide topics based on leadership feedback survey.		
Position Specific Goal: Manager Support Needed:		

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Performance Assessment/Review

Manager's Summary Regarding Overall Performance

Lynn did an amazing job getting her certification. This helped her organize the project plan for increasing communication scores and digitizing files.

Summarize the discussion. Add milestones and follow-up dates.
Leave blank if discussing FY22.

Overall Rating:

Rating Description

Consistently Exceeds Expectations

Frequently Exceeds Expectations

Fully Meets Expectations

Some Improvement Needed

Significant Improvement Needed

For familiarity, use this legend if rating on results of FY21
Leave blank if discussing FY22.

Plan Performance Date:

Review Performance Date:

Employee:
Supervisor/
Manager:
Department
Reviewer:

Signature: _____ Date _____
Signature _____ Date _____
Signature: _____ Date _____

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