



# 2022-2023 PERFORMANCE REVIEWS

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# GOALS AND OBJECTIVES



## ALL CS AND A&P EMPLOYEES

1. Access your performance review via MySPC.
2. Reflect on and document the goals you have, the contributions you have made to the College and your department, as well as on your opportunities for improvement.
3. Identify ways your supervisor can support you in your current role.
4. Acknowledge the role your supervisor's feedback has on your professional development.



## CS AND A&P SUPERVISORS

1. Access the performance reviews for employees you supervise via MySPC.
2. Reflect on and document the goals for the employee, their contributions to the college and your department, as well as opportunities for improvement.
3. Identify ways you can provide support.
4. Provide feedback on employees' progress in a manner that encourages them to grow as professionals.

# PERFORMANCE MANAGEMENT IS ABOUT...

## Goals

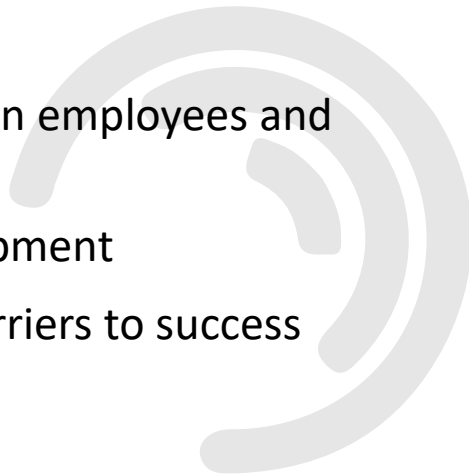
- Shifting focus from day-to-day operations to long-term SMART goals (Phase 1) that detail professional development opportunities and contributions to the organization

## Evaluation and Development

- Identifying how an employee performs in their job
- Identifying professional development opportunities to enhance performance

## Ongoing Conversations

- Holding meaningful conversations between employees and supervisors
- Continuous dialogue about career development
- Identifying performance strengths and barriers to success



# WHAT YOU NEED TO KNOW



## WHO?

ALL Career Service and Administrative & Professional employees hired on or before March 1, 2023 must complete the 2022-2023 performance review process.



## HOW? (PHASE 1)

Phase 1: Goal Setting  
August 20, 2022 to October 30, 2022

Note: You must enter goals and have your supervisor approve them prior to starting Phase 2: Performance Review.



## HOW? (PHASE 2)

Phase 2: Performance Review  
April 3, 2023 to June 23, 2023



## WHEN?

ALL PERFORMANCE REVIEWS  
MUST BE COMPLETED BY  
JUNE 23, 2023

Note: Employees should submit their review well in advance of this date.

# TIPS & RESOURCES

## Use Microsoft Word

- Compose your goals & answer the review questions in Word
- Copy and paste into online template

## SharePoint

- Checkout all the resources on [SharePoint](#)
- Sample goals, videos, and step by step directions

**Get it done early!**

**Save often!**







# INSTRUCTIONS FOR EMPLOYEES

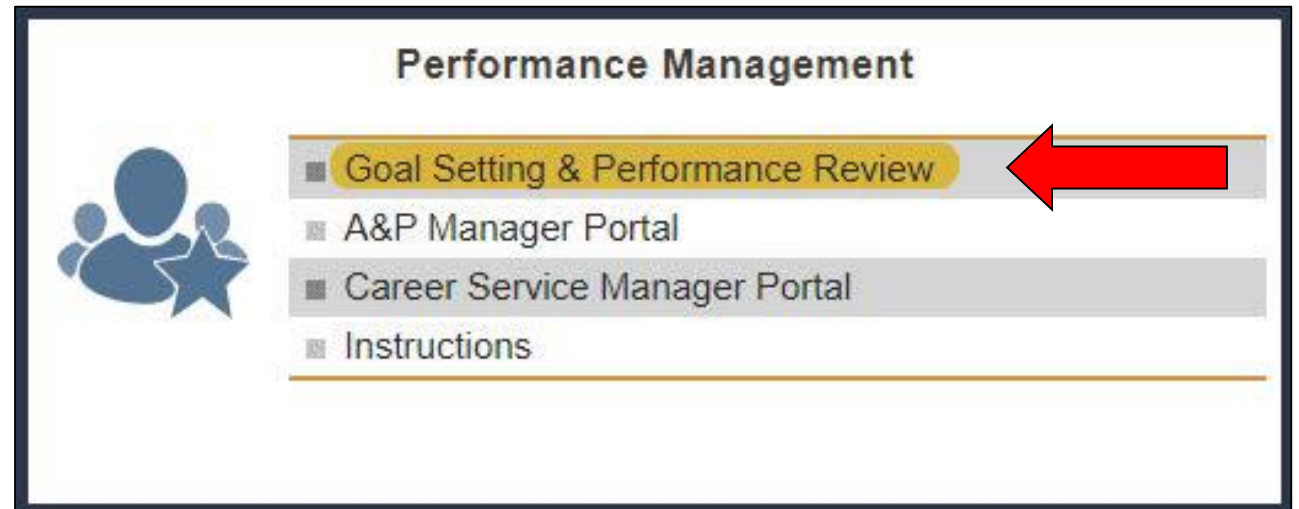
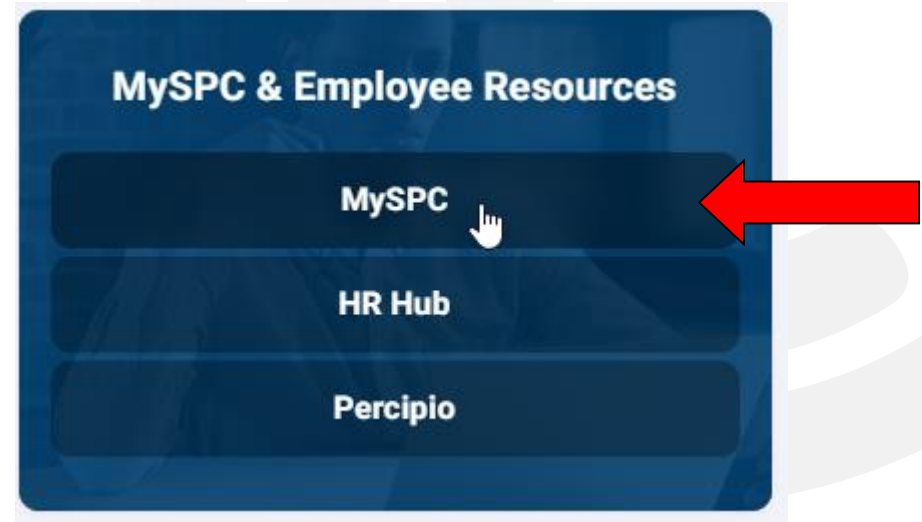
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# Employees

## PHASE 1: Accessing and Completing your Goal Setting and Performance Review

1. From the SPC Titan Hub, click the *MySPC* button under the *MySPC & Employee Resources* widget.
2. From the Performance Management module, click on *Goal Setting & Performance Review*.



# Employees

## PHASE 1: Accessing and Completing your Goal Setting and Performance Review

3. To create a new 2022-2023 Performance Review, use the drop-down menu review year, select the year 2022-2023, then click the *Create Review* button.
4. To edit, open or view your existing 2022-2023 performance review, click the *Edit* or *View* button.

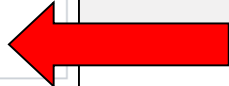
A&P Goal Setting and Performance Review

Employee:

Review Year	Status	
2019-2020	Manager Approved	Edit
2018-2019	Open	Edit
2017-2018	Completed	View
2016-2017	Employee Submitted	View
2015-2016	Employee Submitted	View
2014-2015	Open	Edit

Add New Review

Review Year:



Career Service

Employee.

Goal Setting & Performance Review

Review Year	Status	
2019-2020	Open	Edit
2018-2019	Goals Complete	View
2017-2018	Completed	View
2016-2017	Completed	View

Review Year:

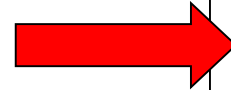




# Employees

## PHASE 1: Completing your Goal Setting

5. Review your goals in the top section of the plan.
6. Enter at least one SMART goal and one Professional Development goal.
7. Add any additional comments in the employee comments box.
  1. Click the “Show SMART Goal Example” or “Show Professional Development Goal Example” boxes for examples.
8. Once you have entered both a SMART goal and professional development goal, click the Employee Approval box and click the Save button at the bottom of the page.



**SMART Goals:**  Show SMART Goal Example

I want to achieve:	By doing:	Measurement / Results:
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Employee Comments:**

Supervisor Comments:

**Professional Development Goals:**  Show Professional Development Goal Example

I want to achieve:	By doing:	Measurement / Results:
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Employee Comments:**

Supervisor Comments:

**Employee Approval** 07/22/19 1:18PM  **Supervisor Approval**

[Return to Search Page](#)

# Employees

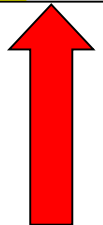
## PHASE 1: Completing your Goal Setting

9. Once you have checked the *Employee Approval* box and clicked the *Save* button, you may click the *Notify Supervisor* or *Ready for Review* button to notify your supervisor that you have completed the Phase 1: Planning and Goal Setting portion of your review.
10. Once both the employee and supervisor have entered comments and checked the approval boxes, this will complete the Goal Setting phase. Your 2022-2023 Performance Review status will then show “Goals Complete.”
11. You have now completed Phase 1: Goal Setting and Planning. You will not need to proceed with Phase 2: Performance Review until April 3, 2023.

REVIEW YEAR: 2020-2021	REVIEW STATUS: Open
EMPLOYEE: _____	EMPLOYEE ID: _____
SUPERVISOR: _____	<input type="button" value="Print"/> <input type="button" value="Notify Supervisor"/>



Employee ID: _____	Review Status: Open	<input type="button" value="Print"/>
Supervisor ID: _____	Review Year: 2020-2021	<input type="button" value="Ready For Review"/>



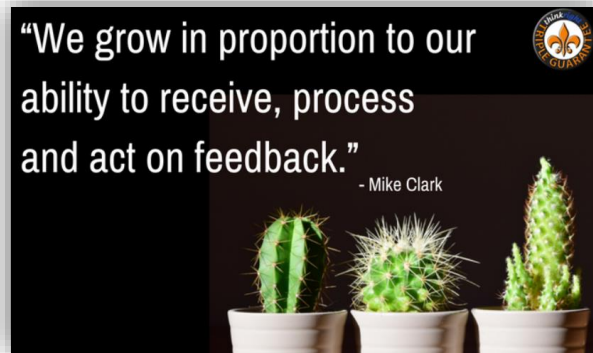
# Employees

## MEET & DISCUSS

### GENERAL GUIDELINES



- Listen: *Seek first to understand, then to be understood (Stephen Covey)*
- Be respectful
- Ask questions
- Clarify expectations
- Show appreciation
- Reflect



- Listen: *Seek first to understand, then to be understood (Stephen Covey)*
- Be open to your supervisor's perspective
- Summarize what you hear; ask questions
- Trust that your supervisor's intent is to help you grow as a professional and excel at SPC
- Be respectful
- Reflect

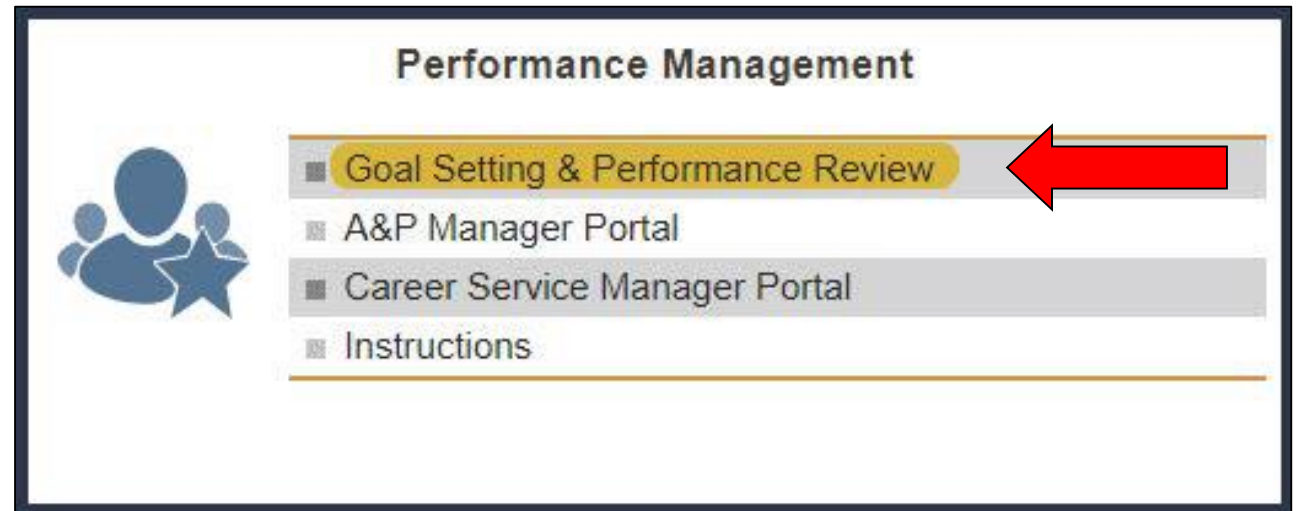


### GUIDELINES FOR RECEIVING DIFFICULT FEEDBACK

# Employees

## PHASE 2: Accessing and Completing your Goal Setting and Performance Review

1. From the SPC Titan Hub, click the *MySPC* button under the *MySPC & Employee Resources* widget.
2. From the Performance Management module, click on *Goal Setting & Performance Review*.



# Employees

## PHASE 2: Completing your Performance Review

3. Answer the three questions presented.
4. Your answers should be based on the conversation(s) you've had with your supervisor.

Employee and Supervisor Comments

What do you consider to be your greatest contribution(s) to your department or SPC this year?

Employee Comments:

Supervisor Comments:

How could you improve in your current role?

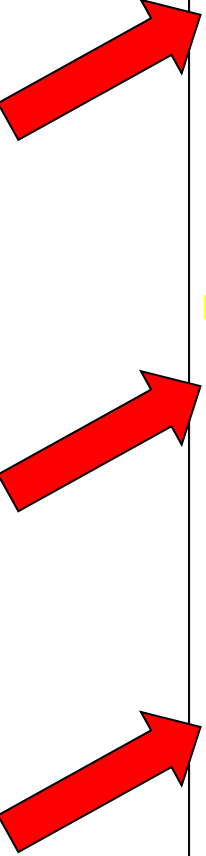
Employee Comments:

Supervisor Comments:

What support or resources do you need from your supervisor to improve in your current role?

Employee Comments:

Supervisor Comments:

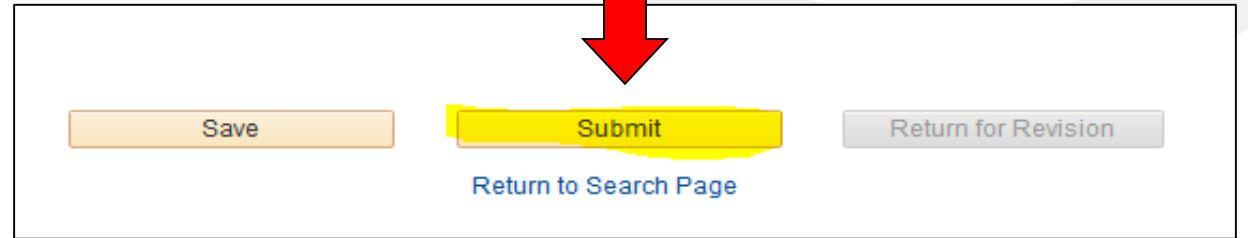




# Employees

## PHASE 2: Completing your Performance Review

5. Once you have answered all 3 questions, click the *Submit* button to submit to your supervisor.
6. Your review status will change to “Employee Submitted.” The review now moves to your supervisor. Once your supervisor has entered their comments and approved your review, you must finalize the review.



# Employees

## PHASE 2: Completing your Performance Review

7. To approve and finalize your review, go to MySPC, click on the appropriate section under employee services, then click the Edit button.
8. Once in your review, you will have the option to add final comments.
9. Make sure to click the finalize button!

A&P Goal Setting and Performance Review

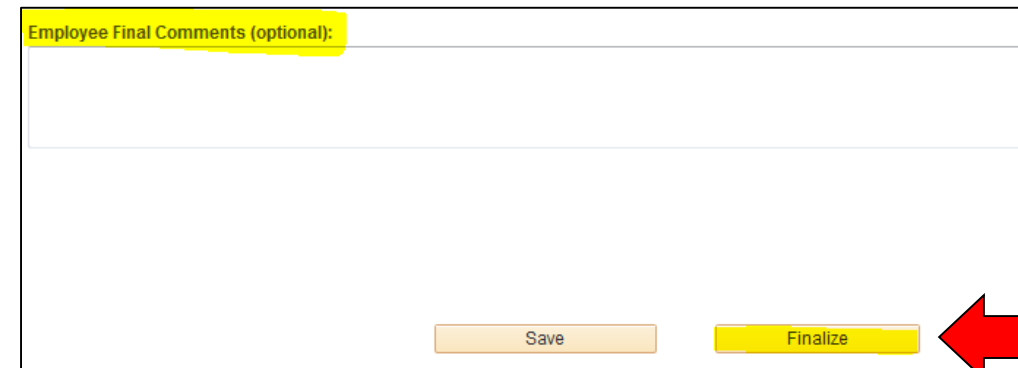
Employee: . . .

Review Year	Status	
2019-2020	Manager Approved	Edit
2018-2019	Completed	View
2017-2018	Completed	View
2016-2017	Employee Submitted	View
2015-2016	Employee Submitted	View
2014-2015	Employee Submitted	View



Employee Final Comments (optional):

Save Finalize



# IMPORTANT DEADLINES

## Phase 1: Planning and Goal Setting

- Opens August 20, 2022
- Closes October 30, 2022
  - Don't wait! Your goals must be submitted and approved by your supervisor prior to this date!

## Between Phases

- Regularly meet with your supervisor and discuss your goals and progress.
  - This should be occurring at a minimum of once per quarter and should be a meeting/conversation where you specifically discuss these items.

## Phase 2: Performance Review

- Opens April 3, 2023
- Closes June 23, 2023
  - Don't wait! Your review must be submitted, approved by your supervisor, and finalized by you, prior to this date!



**YOU'RE ALL DONE**



# INSTRUCTIONS FOR SUPERVISORS



# Supervisors

## PHASE 1: Accessing Employee Goal Setting and Performance Reviews

1. From the SPC Titan Hub, click the *MySPC* button under the *MySPC & Employee Resources* widget.
2. From the Performance Management module, click the appropriate Manager Portal(s).



# Supervisors

Tip: If you do not see an employee listed, they did not submit their goals yet.



## PHASE 1: Accessing Employee Goal Setting and Performance Reviews




- Once in the manager portal, click on the magnifying glass to sort. You cannot type in names or employee numbers into the fields. You must use the magnifying glass to search.
- Click on the magnifying glass next to the year and select 2022-2023. Click *Search*. Now you will see the reviews for all your direct reports for the 2022-2023 review year.
- You will want to meet with each of your direct reports to discuss their goals for the 2022-2023 year. To review and comment on your employee's goals, select the employee's review from the menu by clicking on view.


Administrative & Professional  
Goal Setting & Performance Review

Supervisor:

Show Only My Direct Reports  Show All Employees Who Report to Me

Emplid:   Status:  

Name:   Year: 2020-2021  



Career Service  
Goal Setting & Performance Review

Supervisor:

Direct Reports  All Reports

Supervisor ID:   Employee ID:  

Supervisor Name:   Employee Name:  

Status:   Year: 2020-2021  Performance Feedback Type:  

# Supervisors

## MEET & DISCUSS

### Tips for Giving Feedback

- Make it a two-way conversation
- Be positive
- Be specific
- Facts not feelings
- Words matter
- Balance negative feedback with praise



# Supervisors

## PHASE 1: Completing the Goal Setting Section

6. Review the goals the employee entered and provide comments to both the SMART goal and professional development goal.
7. Once you have entered all of your comments, check the supervisor approval box at the bottom of the template.

The screenshot displays two sections for goal setting: SMART Goals and Professional Development Goals. Each section includes three input fields: 'I want to achieve:', 'By doing:', and 'Measurement/Results:'. Below these are 'Employee Comments:' and 'Supervisor Comments:' fields. The 'Supervisor Comments:' fields are highlighted in yellow. At the bottom, there are checkboxes for 'Employee Approval' (checked) and 'Supervisor Approval' (unchecked), along with a timestamp '07/25/19 3:55PM' and buttons for 'Save', 'Submit', and 'Return for Revision'. A red arrow points to the 'Supervisor Approval' checkbox.

SMART Goals:  Show SMART Goal Examples

I want to achieve: By doing: Measurement/Results:

Employee Comments:

Supervisor Comments:

Professional Development Goals:  Show Professional Development Goal Examples

I want to achieve: By doing: Measurement / Results:

Employee Comments:

Supervisor Comments:

Employee Approval 07/25/19 3:55PM  Supervisor Approval

Save Submit Return for Revision

# Supervisors

## REGULAR DISCUSSION AND CHECK-INS

### Tips for Giving Feedback

- Make it a two-way conversation
- Be positive
- Be specific
- Facts not feelings
- Words matter
- Balance negative feedback with praise





# Supervisors

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Administrative & Professional  
Goal Setting & Performance Review


Supervisor:


Show Only My Direct Reports  Show All Employees Who Report to Me

Emplid:  

Name:  

Status:  

Year: 2020-2021 



Career Service  
Goal Setting & Performance Review

Supervisor:

Direct Reports  All Reports

Supervisor ID  

Supervisor Name  

Status:  

Employee ID:  

Employee Name:  

Year: 2020-2021 

Performance Feedback Type:  





# Supervisors

## PHASE 2: Completing Employee Performance Reviews

6. Answer the three questions presented.
7. Your answers should be based on the conversation(s) you've had with your employee.
8. Click the Approve button when complete.
9. Once you enter your supervisor comments and click Approve, the performance review will go back to the employee for final comments.

The screenshot shows a web form titled "Employee and Supervisor Comments" with three sections. Each section contains an "Employee Comments" field with the text "test" and a "Supervisor Comments" field. The "Supervisor Comments" fields are highlighted in yellow. Red arrows point from the instructions on the left to these fields. At the bottom of the form, there are three buttons: "Save", "Approve" (highlighted in yellow), and "Return for Revision".

**Employee and Supervisor Comments**

What do you consider to be your greatest contribution(s) to your department or SPC this year?

Employee Comments:  
test

Supervisor Comments:

How could you improve in your current role?

Employee Comments:  
test

Supervisor Comments:

What support or resources do you need from your supervisor to improve in your current role?

Employee Comments:  
test

Supervisor Comments:

Save Approve Return for Revision

**YOU'RE ALL DONE**

# IMPORTANT DEADLINES

## Phase 1: Planning and Goal Setting

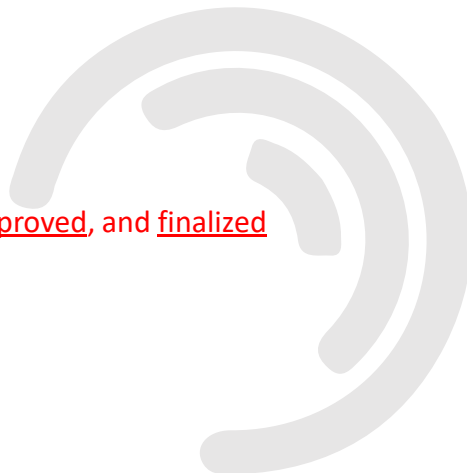
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## Between Phases

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  - This should be occurring at a minimum of once per quarter and should be a meeting/conversation where you specifically discuss these items.

## Phase 2: Performance Review

- Opens April 3, 2023
- Closes June 23, 2023
  - Don't wait! Employee reviews must be submitted, approved, and finalized by the employee prior to this date!



# COMMON STATUSES

<b>Phase 2 Status</b>	<b>Definition</b>
<b>Open</b>	<b>Employee started their review but still needs to submit to their supervisor.</b>
<b>Employee Submitted</b>	<b>Employee submitted their review to their supervisor. Supervisor needs to take action.</b>
<b>Manager Approved</b>	<b>The supervisor has approved the review. Employee must finalize.</b>
<b>Completed</b>	<b>The review is complete.</b>



# QUESTIONS?

