2022-2023 Employee
Performance Management

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## The 2022-2023 Performance Management system is now open!

Please see the Performance Management Documents section to access training materials and instructions on how to enter goals into the system.

**Looking for faculty performance reviews?** The instructor performance management system is maintained by the Center for Excellence for Teaching and Learning (CETL).

### Phase 1: Goal Setting and Planning (August 20, 2022 - October 30, 2022)

- Each A&P and Career Service employee must have at least one SMART goal and one professional development goal.
- Employees and supervisors should meet to discuss goals.
- **Zoom information sessions are scheduled to be held on September 15th, 20th, and 28th. Register online through Percipio.**
- **Goals need to be entered (and approved) no later than October 30, 2022!**

### Phase 2: Performance Review (April 3, 2023 - June 23, 2023)

- This phase of the Review process begins in early April 2023.
- All employees hired prior to March 1, 2023 must complete the 2022-2023 review process. If a NEW employee starts after that date, they are exempt from the 2022-2023 cycle.
- If you did not enter goals into the system during phase 1, you will need to enter goals and have your supervisor approve them prior to starting your performance review (phase 2).
- **All 2022-2023 Performance Reviews should be entered (and approved) no later than June 23, 2023!**

### Tips

- Type your goals and/or answers to the questions in Microsoft Word then copy and paste into the system template.
- Use the SMART goals template to write your goals.
- Step by step directions are in the Performance Management Document library.

Please contact Organizational Effectiveness and Success at oes@spcollege.edu or call 727.341.4358 if you have any questions.

## Performance Management Documents                    See all

🔄 Sync    📊 Export to Excel                    ≡ All Documents ⌄    ⓘ



2022-2023 Instructions (this year)
August 19, 2022



SMART Goals Worksheet.docx



Sample SMART Goals.pdf

| 📄 | Name ⌄ | Modified ⌄ | Modified By |
|---|---|---|---|
| 📁 | 2022-2023 Instructions (this year) | August 19, 2022 | Ralph Reid |
| 📁 | Archive | May 9, 2022 | Dorothy Hopkins |
| 📄 | Sample SMART Goals.pdf | April 27, 2022 | Ralph Reid |
| 📄 | SMART Goals Worksheet.docx | April 28 | Phi Nguyen |

## FYI SUPERVISORS

Your employee(s) will not show up in your manager portal until they have entered and saved their goals.