

Penn State Performance Management Cycle: April 1, 2018- March 31, 2019
 (End-of-Year Activities: April & May 2018)

STEP ONE: Setting Goals & Expectations	STEP TWO: Mid-Year Check In	STEP THREE: End-of-Year Review
Ongoing performance conversations between staff members and their managers throughout the year		
<ul style="list-style-type: none"> Staff member meets with manager to discuss expectations and set 2-5 goals for the 2018-19 performance management cycle Staff member updates Job Responsibility Worksheet in online JRW tool; manager reviews and approves in online JRW tool <p style="text-align: center;">LEADERS</p> <ul style="list-style-type: none"> HR Strategic Partners provide leadership teams with performance results for the previous year Leadership teams meet to discuss ratings and agree on norms; norms are shared with staff members during the goal setting process 	<ul style="list-style-type: none"> Staff member reviews goals and progress (make adjustments as needed) Staff member meets with manager to check-in re: expectations and acknowledgement of successes and challenges 	<p style="text-align: center;">PREPARATION:</p> <ul style="list-style-type: none"> Staff member completes self-evaluation Optional: staff member and manager obtain feedback from others (e.g., peers, customers, etc.) Manager reviews and summarizes performance feedback for staff member Peer managers conduct ratings calibration meetings (two levels) <p style="text-align: center;">DELIVERY:</p> <ul style="list-style-type: none"> Staff member meets with manager to discuss end-of-year review and receive an overall rating of their performance Staff member and manager begin to discuss next year's goals and development opportunities
<p style="text-align: center;">Recommended Timing: June 1 –August 31, 2018</p>	<p style="text-align: center;">Recommended Timing: November 1- December 31, 2018</p>	<p style="text-align: center;">Recommended Timing: April 1- May 31, 2019</p>