

Staff Council Newsletter

STAFF COUNCIL... YOUR VOICE!

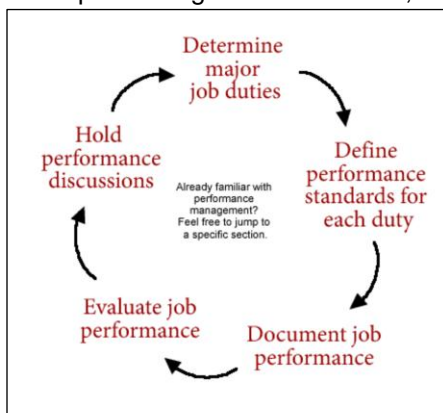
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Performance Management

Karen Lee, Coordinator, klee2@iupui.edu (as presented at the January 19, 2011 SC Meeting by Bridget Working and Mary Ellen McCann – Human Resources)
<http://hra.iupui.edu/management-resources.asp?content=performance-management>

When is the last time you had a conversation with your supervisor about your job performance? You and your supervisor should arrange for a time to have a conversation on a regular basis about your performance. As an employee, you have the right to request a conversation of this type with your supervisor. Working and McCann discussed the following in conjunction with the chart below:

- *Determine major job duties:* Have you ever been surprised to learn your job duties when you have met with your supervisor? Were they different than you thought they were? Performance management is making sure employees and supervisors know what is expected, what a good job looks like, and to receive feedback.
- *Define performance standards for each duty:* As a supervisor, you want to create an environment and opportunities for staff to be successful.
- *Document job performance:* The key is that if you are not meeting standards, you should hear about it when something happens. On the other hand, if you are meeting standards or excelling, you should hear about that, too. Dialogue between employees and supervisors should occur during this step. As employees, you are responsible for documenting the good things you do and relay them to your supervisor. They do not always hear the good things!
- *Evaluate job performance:* At a performance review, you should not be hearing about something you did not do correctly for the first time. You should be hearing about it when it happens. Communication must occur at all times. Service with Distinction standards (discussed in [Issue 1](#)) should be discussed at this time.
- *Hold performance discussions:* Discussions should be held at regular intervals set by the department. This can be monthly, biannually, or annually. If there is a dispute brought forward earlier, this is the time to measure the success of inter-



ventions or measures taken, or an opportunity to make further corrections. This is also the time to be sure your job description is up-to-date by taking a snapshot of what you do on a daily basis. Keep in mind that a change in your job description does not guarantee a promotion in rank.

FMI: See the URL above directing you to specific instructions on how to begin the performance management process.

The next **Staff Council meeting** is on March 16, 2:00-4:00 p.m., in CE 450C.

All are invited!

Speakers are:

Dan Rives (Univ HRA) re: Early Retirement Incentive Plan

Dee Metaj (IU Foundation) re: IUPUI IMPACT Campaign

Maggie Stimming (HRA) re: Flex Scheduling: How it works and how it can work for you!

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The Staff Council Newsletter is published bi-monthly. Articles or items for inclusion may be submitted to Karen Lee at klee2@iupui.edu. Let's spread the word about Staff Council! Permission is not needed to forward the Newsletter to others.