

Performance Process Overview

1



August/September: Annual Goal Setting

- Employee and supervisor meet for collaborative conversation
- Each employee sets 3-5 SMART goals, goals should align with one or more institutional value/initiative

***If employee starts outside this window, please begin here.**

2



September - December: Regular Check-Ins

- Employee and supervisor meet for regular (weekly, bi-weekly, monthly) and informal check-ins that address progress towards goals, roadblocks, learning, recognition, or course correction
- Documentation can be simple reflection notes (can be done in NeoEd)

3



January: Mid-Year Review

- Conduct semi-structured check-in between employee and supervisor to recalibrate goals if needed, celebrate progress, and identify development areas
- Document in NeoEd

4



February - May: Regular Check-Ins

- Employee and supervisor meet for regular (weekly, bi-weekly, monthly) and informal check-ins that address progress towards goals, roadblocks, learning, recognition, or course correction
- Documentation can be simple reflection notes (can be done in NeoEd)

5



May/June: Year-End Reflection & Planning

- Employee self-reflects and self-assess on annual goals
- Employee and supervisor meet for conversation based on employee reflection, goal outcomes, personal growth, and future aspirations
- Set the stage for next year's goal-setting cycle