

## Performance Process in Detail with Resources

Timeline	Supervisor Actions	Employee Actions	Resources- Can be found in NeoEd or <a href="#">Here</a>
August/September	<p>Host collaborative conversation with employee addressing goal setting and clarifying expectations.</p> <p>Approve employee goals in NeoEd. Document check-in in NeoEd using Journal Entry.</p>	<p>Attend collaborative conversation with supervisor addressing goal setting.</p> <p>Create and document goals in NeoEd.</p>	<p><a href="#">Clarity &amp; Initials Priorities Check-In</a></p> <p><a href="#">SMART Goal Setting Worksheet</a></p>
September - December	<p>Schedule and conduct regular informal check-ins (weekly, bi-weekly, or monthly) with employee focusing on progress towards goals, roadblocks, learning, recognition, or course correction.</p> <p>Document notes in NeoEd using Journal Entry/Check-in.</p>	<p>Attend regular scheduled informal check-ins with supervisor. Ask for feedback on goal progression, course correction, or learning. Share roadblocks and achievements.</p>	<p><a href="#">Check-In Questions</a></p> <p><a href="#">How to Ask for Feedback</a></p>
January	<p>Schedule and conduct mid-year review for employee. Meeting should focus on reviewing employee goals, recalibrating if needed, celebrating their progress, and identify any areas for improvement.</p> <p>Document notes in NeoEd using Journal Entry/Check-in.</p>	<p>Attend mid-year review meeting. Self-reflect on progression towards goals prior to meeting. Ask for feedback.</p>	<p><a href="#">Check-in Questions</a></p> <p><a href="#">Self-Reflection Prompts</a></p>

February – May	<p>Schedule and conduct regular informal check-ins (weekly, bi-weekly, or monthly) with employee focusing on progress towards goals, roadblocks, learning, recognition, or course correction.</p> <p>Document notes in NeoEd using Journal Entry/Check-in.</p>	<p>Attend regular scheduled informal check-ins with supervisor. Ask for feedback on goal progression, course correction, or learning. Share roadblocks and achievements.</p>	<p><a href="#">Check-in Questions</a></p> <p><a href="#">How to Ask for Feedback</a></p>
May/June	<p>Schedule and conduct formal year-end review for employee. Review and discuss employee's self-reflection on goal outcomes, personal and professional growth, and future aspirations.</p> <p>Document notes in NeoEd using Journal Entry. Complete Performance process by providing end of year feedback and category for goals.</p>	<p>Conduct self-reflection and self-assessment in NeoEd.</p> <p>Attend formal end of year reflection with supervisor. Share reflections on goal outcomes, personal and professional growth, and future aspirations.</p>	<p><a href="#">Self-Reflection Prompts</a></p> <p><a href="#">End of Year Reflection Facilitation Guide</a></p>