**Staff Performance Plan**

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| **Name: Jane Doe**  | **Employee Number: 12345** |
| **Position: HR Partner** | **Department: University HR** |
| **Direct Supervisor: Krystyna Varnado** | **Annual period: July 20-June 21** |

**What would you like to gain from this performance plan?**

Supervisor: Continued growth and development in current role

Employee: Prepare to become a manager. Start to gain leadership/management skills

**Purpose:** *Briefly describe the purpose of the position (may be taken directly from the summary section of the job description)*

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| The Human Resources Partner provides consulting and day to-day operations support to University leadership in the areas of employee relations, wage and salary administration, talent acquisition, and policy/procedure administration. Additionally, the partner helps to implement and communicate human resources strategies and programs. This position requires an individual who is skilled in human resources practices, relationship management and demonstrates effective communications with individuals at all levels within the supported lines of business. |

**How purpose is achieved:** *Highlight the main duties and accomplishments of this position to fulfill its purpose (may be taken directly from the job duties portion of the job description)*

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| 1. Serves as a dedicated, proactive resource for assigned business units. Responds to questions and requests for information in a timely fashion. Advises on policies and procedures and makes recommendations for decision making.
2. Consults and supports leaders on the talent acquisition process including but not limited to assessing need, composing job descriptions, posting jobs, identification of recruitment sources, assistance with interviewing and selecting, managing the online application system, job offers, and reporting. Provides information and guidance on compensation and classification.
3. Implements and provides training on tools and resources for hiring, employee relations, classification/compensation, and performance management. Conducts needs assessments for HR initiatives and programs. Assists in the development and facilitation of training programs.
4. Assists in resolving problems or concerns of general grievance and other human resources issues. Participates in investigations, helps to resolve workplace problems and ensures adherence to the university grievance process.
5. Participates in the development and implementation of new HR programs, policies and processes.
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**How to ensure purpose is fulfilled:** *Provide a description of goals and objectives for the next review period (may attach a PIP or Development Plan).*

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| **If performance improvement is needed**- *spell out exactly what the duties should look like to perform at expectation** Job postings
* Review and edit before posting
* Once posted, communicate the appropriate hiring toolkit
* Review your postings and conduct regular clean-up
* HR is the role model
* Your professionalism should never be questioned
* Be where you are supposed to be when you are supposed to be
* Model the behavior outlined in our policies
* Training sessions- Participate as a facilitator in our Cornerstone trainings

**For continued growth and development within the job***- The basics are already being done, so focus is on how to take the job/performance to the next level** Manage the New Leader Orientation project to completion by deadline
* Work more interdependently with other HR team members to enhance communication and consistency
* Attend webinars on subjects such as Dealing with Difficult Employees or Building Resiliency or Working Remotely

**For growth and development for advancement***- The employee is already exceeding performance expectations so the focus is on promotional growth and/or staying engaged and motivated in current role** Begin classes for a Master’s degree
* Take the lead on projects and be a resource for the other partners
* Gain supervisory experience by managing the student workers
* Join staff council or other University committees
* Train a back-up for the Cornerstone updates
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**Additional Comments:**

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| *This section may be used by the supervisor or to the employee to convey appreciation or support or additional information not already covered.*  |

**Frequency of on-going meetings to discuss progress on goals/objectives:**

**□ Monthly □ Quarterly □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Acknowledgements:**

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**Employee Signature Date**

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**Supervisor Signature Date**

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**Department Head Date**