QUICK FACTS:

- USU has recommended a change from what is currently known as the Annual Appraisal Process to the new Performance Development Program.
- This change was recommended and developed by a USU committee comprised of staff, administrators, and faculty.
- This program formally launches on July 1, 2021.
- The scope of this new program is for staff employees only.
- The standard performance cycle will run on a fiscal year calendar (July 1 – June 30). The compliance requirement is that at least one performance and development check-in occur anytime during the fiscal year.
- For the current performance evaluation cycle, departments have the option to use the new electronic form in the pre-release beta system or continue with the existing/past forms. For those opting to use the new system now, the Office of Human Resources will use feedback from leaders and employees to make further refinements to the system, training, and process before launching July 1, 2021.
- The new system will support frequent brief performance and development check-in’s continually throughout the year. Each department may select a recurring performance cycle that works best for their team (e.g., quarterly, semesterly, semi-annually, or annually).

TALKING POINTS:

- The new program is designed to be simple, impactful, and focus on what matters most—our employee’s career growth and development.
- This shorter form concentrates on three areas: technical skills, teamwork, and continuous improvement.
- Completion, routing, tracking, and filing are automated in ServiceNow.
- As a team, we have selected our frequency of performance and development check-ins to be:______________________.
- A performance and development check-in is a meaningful discussion between the employee and their supervisor which focuses on staff performance and development.
- The process includes an employee self-evaluation, supervisor comments, check-in discussion, and can include development goals.

PowerPoint overview available at https://hr.usu.edu