



SOUTHERN UNIVERSITY AT NEW ORLEANS Performance Planning Form

Evaluation Period: _____

Employee Name: _____

Department: _____

Title: _____ Date of Hire: _____

Part 1: Conduct a Performance Planning meeting. This discussion should occur:

- the day of or within one month of the Annual Review, or
- within one month of the end date of a Performance Improvement Plan (if applicable), or
- for new employees, it should occur within one month of date of hire.

Part 2: The following should be accomplished during the Performance Planning discussion:

Review position description and clarify expectations around specific job related tasks and duties.

Set measurable goals aligned with Southern University-Baton Rouge core values and unit/college values where applicable.

Complete an employee development plan, outlining skill building actions for the year.

Discuss performance and behavior necessary to meet expectations for the review period; include a review of the four performance levels.

Discuss type of support needed from supervisor.

Part 3: Plan a date to do at least one mid-cycle check-in to review progress related to the established goals and development plan. General feedback should occur throughout the year.

Signature below indicate that the meeting was held with employee.

Employee's Signature: _____

Date Discussed: _____

Supervisor's Signature: _____

Date Discussed: _____

Supervisors: Please remember that a critical component of the Performance Excellence program is to provide ongoing performance feedback, coaching and development opportunities throughout the performance period. These conversations should occur regularly during the year.