PERFORMANCE PLANNING – Defining Performance Expectations

Effective Performance Planning Begins with Clear Expectations that are communicated by defining:

- Required competencies: skill set, knowledge, and abilities.
- Role definition and task expectations: jobs, duties, and assignments for which the employee is accountable.
- Organizational Direction: understand direction and objectives of academic plan and align personal efforts and goals to reflect priorities.

Performance and development planning are critical to the performance management program. They begin with a deliberate approach to orienting a new employee to their role by explaining how they contribute to the organizational goals; and providing essential information about the university, the department, and the job. An important aspect of the planning process is to determine expectations for performance and have written documentation (e.g., job description) to help support job standards. It is critical to have discussions with the employee as soon as they enter your organization, since employees are most responsive to this information during their first days.

As a manager, you can help a new employee succeed if you invest your time in describing the job, duties, and responsibilities. Explaining the importance of the position and how it contributes to the success of the organization as a whole helps to paint a clear picture for employees. A meaningful conversation will include your expectations and performance standards, how the performance will be monitored and evaluated, and outline critical skills to perform and establish priorities.