Creighton Performance Management System – Log Feature

Instructions: How to Effectively Use the Log

The log feature in the Creighton Performance Management System is a tool for staff and managers to track performance and activities over the course of the performance cycle. It serves as a documented record of performance, where one can track accomplishments, department/personal wins and improvements. The log resource will help provide context when sitting down with one’s manager or supervisor to have a performance conversation to help recall pivotal events, details and skills improved upon. This log is a live, visible document between an employee and manager so please see below for what should be kept in the performance system log and what should not.

What to include:

- Goal accomplishments throughout the year
- High level overview of each month (major tasks worked on, challenges, project milestones)
- Things one would like to improve upon. (Ex. I would like to work on personal scheduling and time management as our department is going to be stretched next month and this will lead to more efficient work.)
- When recording an event or development opportunity, it can be helpful to include date and program details.
- Accolades and recognition from peers or customers

What not to include:

- FMLA or health-related matters
- Personal reflective information that one does not wish to discuss with a manager
- Corrective action information