

<b>Month</b>	<b>Action Item</b>	<b>Process</b>
May/June	Performance Planning/Objective Setting	<ul style="list-style-type: none"> <li>Review job description</li> <li>Review prior year goals</li> <li>Discuss division/department priorities</li> <li>Write 3-5 objectives</li> <li>Meet with employee to discuss and refine</li> </ul>
July	Finalize Objectives	Ensure employee has 3-5 SMART objectives established
August/September		
October	Mid-Year Review and Follow-Up	<ul style="list-style-type: none"> <li>Meet with employee(s)</li> <li>Review objectives</li> <li>What's going well/not-so-well?</li> <li>Discuss development</li> <li>Refine objectives</li> <li>Retain review in department</li> <li>Contact HR if there are performance improvement items before meeting with employee</li> </ul>
November/December/January	Ongoing Communication/Feedback	Continue to monitor and document performance
February	Schedule performance evaluations	<ul style="list-style-type: none"> <li>Schedule performance evaluations with staff</li> <li>Collect documentation</li> <li>Solicit Feedback from others</li> </ul>
March	Employee Self-Assessment and Review Input	Send Self-Assessment to Employee to complete and return prior to scheduled review meeting
April	Performance Review Meeting	<ul style="list-style-type: none"> <li>Discuss overall rating and evaluation with your Manager/Director/VP and/or HR if employee is "Needs Improvement" to ensure rating is appropriate</li> <li>Meet with employee</li> <li>Review objectives and results</li> <li>Review competencies and results</li> <li>Discuss plans for development</li> <li>Training, new projects, tasks, responsibilities, committee participation</li> <li>Ask for comments and signature</li> <li>Forward with appropriate approvals to <a href="mailto:humanresources@creighton.edu">humanresources@creighton.edu</a></li> </ul>
May	Development Planning	Continue discussions and plan for development items