Improvements to Performance Management FY16
FY15 was a good year overall for PM at Emory
- 93% completion rate; up 2% from FY14
- Distribution of 3s, 4s and 5s more “normal” than years past, though slight skew from FY14 to FY15

Several changes made to FY16 process
- Based on FY2015 results and suggestions for improvement

Key areas for improvement:
- Lessen amount of time required
- Make Upward Feedback more accessible
- Increase opportunities for PM training
FY2016 changes

- Comments no longer required for all competencies:
  - Only for a rating of 1, 2 or 5 will a comment be required (from the manager).
  - Otherwise a rating only is sufficient.

- Comments are required for the “what” and “how” sections:
  - there will only be 3 required comment boxes – one for the “what” competencies and one for the “how” competencies, as well as Overall at the end.
  - This of course is not true if conditions for #1 above are met.

- The minimum number of people required to be able to provide upward feedback will decrease from 3 to 2.
  - This will allow more people to participate in providing upward feedback.

- The minimum number of returned upward feedback forms required so that a manager’s supervisor can read the upward feedback will decrease from 3 to 2.

- Upward feedback process: The manager will no longer have to check off the names of someone’s direct reports.
  - All he/she will need to do is confirm the list of DRs is correct and select “save”
  - The manager cannot begin completing their evaluation until after UF is launched.
# Available Training

- Listed in ELMS

<table>
<thead>
<tr>
<th>Room</th>
<th>Date</th>
<th>Course Time</th>
<th>ELMS Course</th>
<th>Brief Course Description</th>
<th>Enrollment Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1D</td>
<td>Monday, June 13</td>
<td>2:30-4p</td>
<td>Performance Management Updates</td>
<td>General PM content overview and 2016 PM updates.</td>
<td>Manager &amp; Non-manager</td>
</tr>
<tr>
<td>5C</td>
<td>Friday, June 24</td>
<td>9-11a</td>
<td>Performance Management: Goal Setting</td>
<td>Learn how to set appropriate SMART goals for employees and how to add these goals to the PeopleSoft tool.</td>
<td>Manager only</td>
</tr>
<tr>
<td>1.432</td>
<td>Monday, June 27</td>
<td>9-10:30a</td>
<td>Performance Management Updates</td>
<td>General PM content overview and 2016 PM updates.</td>
<td>Manager &amp; Non-manager</td>
</tr>
<tr>
<td>1D</td>
<td>Monday, July 11</td>
<td>1:30-3:30p</td>
<td>Performance Management: Performance Feedback</td>
<td>Learn how to actively engage in dialogue with employees and provide greater feedback by using the STAR and STAR-AR strategies.</td>
<td>Manager only</td>
</tr>
<tr>
<td>5C</td>
<td>Tuesday, July 19</td>
<td>1:30-3:30p</td>
<td>Performance Management: Recognizing and Motivating your Employees</td>
<td>Participants will actively share different ideas with other managers on how to provide recognition and motivation using the AMP process (autonomy, mastery and purpose).</td>
<td>Manager only</td>
</tr>
<tr>
<td>1D</td>
<td>Thursday, July 21</td>
<td>9-10:30a</td>
<td>Performance Management Updates</td>
<td>General PM content overview and 2016 PM updates.</td>
<td>Manager &amp; Non-manager</td>
</tr>
</tbody>
</table>
Don’t forget

- If you want to do a “group launch” for your school/division, fill out form on page 22 and submit to me
- User guides for managers and employees on the Emory PM website
- I cannot identify names for PM once submitted – is truly anonymous – honest!
- Contact me if you have any issues