



Performance Management 2023 Frequently Asked Questions

Talent Development | Performance Management

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Introduction

This document aims to supplement the information shared in the Performance Management Review Process 2023 training for the following intended audience: HR partners (HR support), supervisors, and leaders at USF. While this list, while not exhaustive, is a list of frequently asked questions that we have received.

*Please continue to visit this document, as we will continue to update it as new questions are received.

FAQs

Question	Answer
<p>What are the differences in processes and forms for staff, hourly, and admin evaluations?</p>	<p>There is one form for staff, hourly, and administrative employees; the process is the same for all.</p> <p>RESOURCES Performance Management for Success</p>
<p>How will we get all the updated and needed information about the Performance Management Processes?</p>	<p>We are conducting a series of virtual training sessions for this purpose now and will post recorded sessions on the PM page. We will continue to update this page and provide support as the PM process evolves.</p> <p>RESOURCES Performance Management for Success Live Webinars</p>
<p>Will older forms be accepted for this performance review cycle?</p>	<p>Yes, older forms are acceptable if you have already used an older form to evaluate your employees. For those that are just starting the process, we highly recommend that you use the new form.</p>
<p>What about the Upcoming Goals & Values section of the form, is that part of both the Employee's Self-Assessment and the Manager's assessment?</p>	<p>Yes, both the employee and their supervisor are asked to incorporate the values while assessing their goals in their performance evaluations. The virtual training sessions address this and the recording can be found on the PM page.</p> <p>RESOURCES Performance Management for Success</p>
<p>In looking at the performance review form, it looks as though we should have next year's goals written before assessing this year's performance, is that the case?</p>	<p>Filling out this portion of the form after you assess performance is OK. Please ensure that this portion of the form is complete by the end of the cycle (Sept. 1, 2023).</p>

FAQs (continued)

Question	Answer
<p>Is the expectation that employees set their own goals?</p> <p>Do Managers set goals for employees?</p>	<p>The leader should cascade team goals and work with their employees if adding different goals. They should be SMART goals and we highly recommend attending our training around this, if you have any questions. Link below.</p> <p>RESOURCES Live Webinars *See SMART Goal Setting training</p>
<p>Do you recommend that all our employees/supervisors participate in the current performance review cycle, even though performance reviews in our department were conducted in January 2023?</p>	<p>Yes, our recommendation is to introduce the new timeline in preparation for the launch of Oracle next year. If you choose not to this year, you can expand and do a longer evaluation period for next year. This timeline follows the university's fiscal year.</p>
<p>It looks like this form is not set up to accept my 5 goals, what do I do and how do I make them fit?</p>	<p>For this performance review cycle, add multiple goals inside of each goal box field, for example, if you have 4 goals, place goals 1 and 2 into the Goal 1 field, and goals 3 and 4 into the Goal 2 field. This year, we are somewhat limited, but going forward the new software will accommodate up to 5 goals.</p>
<p>What about 2024? Will we use the same form?</p>	<p>Our PM process is evolving. We will continue to keep you informed and supported as we move into 2024. Our new software, Oracle, is scheduled to be launched in 2024, which will greatly simplify and streamline our current process.</p>
<p>Will your team be holding meetings with each department around the new performance review cycle?</p>	<p>We are offering online training for our leaders and partners, as well as continuing to update the Employee Success Center Performance Management page with resources. Our goal is to provide what you need now, while also allocating resources toward the Oracle software launch.</p> <p>RESOURCES Performance Management for Success (usf.edu)</p>
<p>Is there still a probationary evaluation?</p>	<p>Continue using the current form. The Employee Success Center (PM page) will be updated as the PM process evolves.</p>

Summary

Please email training@usf.edu if you are not able to get your questions answered through this resource.