

FY19 Performance Management

Step-by-Step Guide

<p>Alignment & Planning</p>	<p>Step 1: Leadership selects 3 goals aligned to key organizational priorities (<i>drawn from the Work Plan, departmental projects, etc.</i>); 1 goal may be focused on professional development (<i>required for all nursing roles in all settings</i>)</p> <p>Step 2: If desired, utilize the SMART Goal Repository for hypothetical examples of goals as a starting point. Other goal-setting resources available via the Performance Management Website</p>
<p>Refine & Define</p>	<p>Step 3: Discuss with your extended leadership team (<i>administrators/managers</i>) to refine goals for cascading to your team</p> <p>Step 4: Determine Meets & Exceeds performance outcomes; see the SMART Goal Repository for examples</p>
<p>Formalize & Follow-up</p>	<p>Step 5: Leadership communicates service line, department, or unit plan to team members for local-level planning.</p> <ul style="list-style-type: none"> • <u>Pre Workday Go-live:</u> Use the SMART Goal Planner for planning purposes • <u>Post Go-live:</u> Formally cascade/enter within Workday <p>Step 6: Cascade/Enter goals into Workday (<i>Workday training materials forthcoming</i>)</p> <p>Ongoing:</p> <ul style="list-style-type: none"> • Encourage team members to attend current (<i>Giving & Receiving Feedback</i> and <i>Leadership Essentials</i>) and forthcoming offerings for <i>Goal Setting</i> • Check-in on a frequent basis with team members to evaluate performance and guide as needed • Empower team members to solicit feedback year round; supplement by also requesting on their behalf

This guide is intended to offer an easy method for following leading practices; however, if you and your team have already set goals or have defined a team-specific goal-setting process, please feel free to follow that plan