

Performance Management Form Instructions

The performance management form is designed to support the year-round performance management cycle.



- 1) **Strategy and Objectives (Beginning of fiscal year)**
Know and understand Marquette's strategy and your department's goals and objectives.
- 2) **Goal Setting (Beginning of fiscal year)**
Working with your supervisor, determine what is expected of you over the next year, and consider how your goals or job responsibilities will contribute to your department's goals and Marquette's strategic plan.
- 3) **Development Planning (Beginning of the fiscal year)**
Determine options for growth and development.
- 4) **Performance Appraisal (Late Spring of fiscal year)**
Working with you supervisor, reflect on your goals and performance over the past year.

Step 1 (Strategy and Objectives)

Familiarize yourself with [Beyond Boundaries: Marquette's Strategic Plan](#) and the goals of your department.

Step 2 (Goal Setting)

Working with your supervisor, determine what is expected of you over the next year, and consider how your individual goals will contribute to your department's goals and Marquette's strategic plan.

- 1) Fill in the information at the top of the form.

Name []
Title []
Department/College []

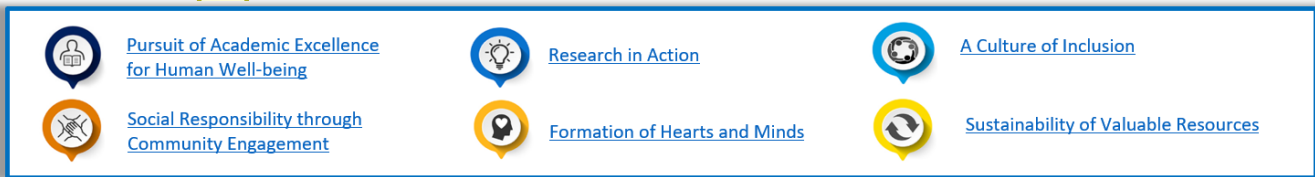
Performance Year Start/End []
Supervisor []

Step 2 (Goal Setting) cont.

- 2) Enter your goals in the second column, aligning them to your department goals and/or Beyond Boundaries Theme in the first column, if applicable.
- 3) There is room for up to 5 goals and they should be listed in priority order (highest to lowest) If you have more, begin another form, although best practice is to limit goals to 4-5 per year to ensure they are achievable in addition to your regular daily work.

Step 3 (Development Planning)

- 4) Assess areas for growth and create an action plan to achieve them. Typically, development goals are skills and capabilities designed to maximize your potential. Add any development goals to the Performance Management Form.



Theme or Department Goals	Goals (List in priority order)	Progress Updates	End of year self-evaluation (Outcomes and accomplishments)	Supervisor review (Include assessment of strengths and areas for development)
	Goal #1:			

Ongoing Feedback, Coaching, Recognition and Goal Progress

It is important to meet regularly with your supervisor and other stakeholders to review progress, celebrate achievements, identify areas of improvement, and adjust as needed. Document any achievements, progress, or changes on the form throughout the year.

Step 4 (Performance Appraisal)

The **Performance Management Form**, which you should be updating throughout the year, will serve as a basis for this discussion. The form is available on the [Performance Management website](#).

- 1) Review your goals, job responsibilities and progress updates and complete the end of year self-evaluation. This is where you provide your feedback not just on the content of your work, but how you performed it. Consider not only what went well, but also any areas for improvement.
- 2) Enter your comments on how you demonstrated Marquette’s mission and values during the performance year.

Please describe what you have done to demonstrate Marquette’s mission and values this year?	
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Step 4 (Performance Appraisal) cont.

- 3) Complete the overall summary to expand upon your self-evaluation or document other, additional activities.

Overall Summary – Employee:

[
]
]

- 4) Save to your computer and email it to your supervisor.

Send	To	Manager, Francis
	Cc	
	Bcc	
	Subject	Pat's Performance appraisal
<hr/>		
	Pat Marquette Performance Appraisal.docx 34 KB	

Here is my performance appraisal.

- 5) Your supervisor will complete their sections of the form and schedule a performance appraisal meeting to discuss the information.
- 6) After the meeting, your supervisor will send the form to you for your acknowledgement and sign-off. You have the option to add comments. Note that the employee's signature is to acknowledge receipt of the review, not to indicate agreement with it.

Employee comments (optional):

[

]
]

By typing my name or signing below, I acknowledge receipt of this review:

Name: [] Date: []

Employee: Save to your computer and email to your supervisor.

- 7) The supervisor will send a copy of the completed form to the employee and to Human Resources at humanresources@marquette.edu.