

Division of Operations  
 Resources, Milestones, and Training  
 September 1, 2016 – August 31, 2017 Performance Management Cycle

NOTE: DivOps Training Sessions and Information can be found on PAGE 2

DivOps Timeline and [Resources](#)

<p><b>By 7/31/17</b></p>	<p>Staff complete and submit the self-assessment portion of the performance review form.</p> <ul style="list-style-type: none"> <li>• Access the DivOps Performance Review forms on the DivOps website (<b>includes self- assessment</b>) on the <a href="#">DivOps Website</a>. <b>DO NOT use the forms on the GW Work Place Learning &amp; Development website, <i>DivOps has three forms – please confirm with your supervisor which form to use</i></b></li> <li>• Find <a href="#">ideas</a> for creating Professional Development Plans.</li> <li>• <b>Special note:</b> By August 31st staff can submit to their supervisor additional self-assessment information based on anything that occurs during August since the</li> </ul>
<p><b>Between 8/1/17 and 9/15/17</b></p>	<p>Supervisors write performance reviews and obtain next level approval signature.</p> <p><b>NO PERFORMANCE REVIEW DISCUSSIONS MAY OCCUR UNTIL AFTER THE MANAGEMENT REVIEW PERIOD (NOT EARLIER THAN OCTOBER 9<sup>th</sup>)</b></p> <ul style="list-style-type: none"> <li>• Use <a href="#">The Form Tool</a> (<i>last bullet on the page</i>) to write accurate and concise performance reviews.</li> <li>• Suggest on the job <a href="#">learning opportunities</a> for employee Professional Development Plans.</li> <li>• Understand the role of the <a href="#">next level approver</a>.</li> </ul>
<p><b>9/15/17</b></p>	<ul style="list-style-type: none"> <li>• Staff draft and submit Goal Agreements outlining the priorities for the year ahead. Use the <a href="#">Goal Agreement</a> and <a href="#">learn how to draft goals</a> for the upcoming review period</li> <li>• Ensure that <a href="#">goals</a> are aligned with school/division priorities.</li> </ul>
<p><b>Between 9/15/17 and 10/6/17</b></p>	<p>Senior management review of performance reviews organization-wide. Review of ratings distributions, review of role model/fair/unacceptable documentation, and etc.</p> <p>Managers/Supervisors have discussions with staff about modifications to draft goal submission in order to prepare for that part of the review discussion.</p> <p><b>NO REVIEWS MAY BE CONDUCTED UNTIL AFTER THE MANAGEMENT REVIEW PERIOD!</b></p>
<p><b>Between 10/9/17 and 10/21/17</b></p>	<p>Staff and supervisors hold performance discussions and sign completed reviews. Staff and supervisors sign Goal Agreements.</p> <p>Print the two complementary discussion checklists to prepare for, facilitate, and ensure follow up on performance conversations: <a href="#">Reviewer’s Checklist</a> and <a href="#">Employee’s Checklist</a>.</p> <p>After discussions are held, managers send completed, fully signed reviews to Marion Flythe, HR Client Partner.</p>

The Division of Operations provides a multitude of learning opportunities to ensure that DivOps team members and managers are prepared to navigate the performance review cycle. [Please follow this link to register](#) for upcoming performance review related training.

Managers are encouraged to register team members that will benefit from participation in any of the trainings. If you have any questions about the training schedule, please contact Ayana Moore at [ajtmoore@gwu.edu](mailto:ajtmoore@gwu.edu).

### Writing Your Best Self-Assessment

*Designed for more experienced employees, including supervisors and non-supervisors*

- Register for this session to learn how to write an effective self-assessment and professional development plan. We will cover exactly what you should focus on when writing your self-assessment, how to develop a comprehensive professional development plan, and go over the tools and resources available to help you along the way.
- **Wednesday, July 12<sup>th</sup>, 2pm, Support 218**
- **Monday, July 17<sup>th</sup>, 2pm, Support 211**
- **Thursday, July 20<sup>th</sup>, 12pm, Support 218**
- **NIGHT SHIFT Session – Tuesday, July 18<sup>th</sup>, 11pm. The location will be confirmed by the Night Shift supervisors to employees.**

### SMART Goal-Setting

*Designed for more experienced employees, including supervisors and non-supervisors*

- Register for this session to learn how to write SMART goals. We will cover exactly what you should focus on when writing your goals, how to set goal milestones, and how to prepare for goal check-ins with your supervisor.
- **Thursday, July 20<sup>th</sup>, 2pm, Support 218**
- **Thursday, August 10<sup>th</sup>, 12pm, Support 211**
- **Monday, August 21<sup>st</sup>, 2:30pm, Support 211**

### Performance Review Writing Workshops (for supervisors to write reviews)

*Use this time to come write your performance reviews or ask any questions!*

- **Friday, August 11<sup>th</sup>, and Friday, September 8<sup>th</sup>, 10:00am-1:00pm, Support 211**

To request the trainings below for an individual or a group, please [register](#) or email [ajtmoore@gwu.edu](mailto:ajtmoore@gwu.edu).

### GW Performance Management Fundamentals

*Designed for new staff, including supervisors and non-supervisors*

- Register for this training to understand each major component in GW's PM process: goal setting, self-assessment, performance review writing, performance discussions and professional development. This session will help you make the most out of the upcoming review process and teach you how to effectively manage your performance all year long.

### Writing Effective Performance Reviews Refresher

*Designed for supervisors familiar with the PM process*

- All managers completed this training last May – Register for a quick refresher and to answer any questions you may have