



Salt Lake
Community
College

GPS

Agenda

- GPS – what is it
- Setting Goals
- Example
- Resources

Performance Evaluations

Common Problems with Typical Performance Appraisals

- They are annual
- Seem to be a lecture
- Rarely focus on developing an employee
- Connecting performance appraisals to pay

GROWTH PLANNING SUPPORT

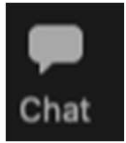
GPS

An ongoing process of communication between a supervisor and an employee that occurs throughout the year, in support of accomplishing the strategic objectives of the organization.

Real-time Performance

- Performance discussed in real-time
 - An employee is consistently late for work
 - An employee has the responsibility to generate a weekly process and report, they have missed the last two weeks
- Do we just discuss the improvements?
What else can be discussed?

Real-time Performance



Chat Question:
What else can be discussed besides
improvements?

Real-time Performance

More than 90% of employees would prefer their manager to address mistakes and learning opportunities in real-time, according to a study in 2019 by from Wakefield Research.

MANAGER/SUPERVISOR & EMPLOYEE ROLE

- Steps for a successful GPS
 1. Prepare for the meeting
 2. Meet & Plan
(Meet every quarter)
 3. Follow-up

COMMUNICATION

PREPARE FOR THE MEETING

- Review any past goals or accomplishments
- Decide on the development you want to convey
 - What resources are there
 - Research when it is offered, is it feasible, are there cost associated
 - Make notes the topics you want to cover
- Stay on track

MEETING

- Free from distraction
- Review the items you have prepared
- Ask and Listen
 - Share your perspective on the ideas that have been shared
 - Decide together how you want to achieve the goals/development

FOLLOW-UP

SUPERVISORS

- Check-in informally on a regular basis
- Milestones

EMPLOYEE

- Act on the plan
- Ask questions
- Schedule meetings if necessary



Goal Setting - SMART GOALS

S	Specific	What will be accomplished? What action will be taken?
M	Measureable	What data will measure the goal (How much? How many? How well?)
A	Achievable	Is the goal doable? Does the employee have the necessary skills and resources?
R	Relevant	How does the goal align with the broader goals? Why is the result important?
T	Time-based	What is the time frame for accomplishing the goal?

COLLEGE VISION, MISSION & VALUES

Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of our students.

MISSION:

Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.

VALUES:

- Collaboration
- Community
- Inclusivity
- Learning
- Innovation
- Integrity
- Trust

TYPES OF GOALS

- Performance
- Appropriate to the level of the position
- Related to job responsibilities and deliverables
- Aligned to higher level goals
- Developmental
- Learning-oriented
- Support higher level performance in the employee's current job and career advancement

ADAPTIONS

- Different type of employees will require different types of growth, planning and support

EXAMPLE

Interests & Strengths that are not being utilized or could be utilized more	Development Opportunities (list activities/ opportunities involving the interest & strengths)	Action Steps for Success (what knowledge, skills and abilities need to be enhanced)	Date to be achieved
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I have had some hiring experience but I haven't been able to utilize it at the College

When planning, keep in mind: Specific, Measurable, Achievable, Realistic, and Time-based

EXAMPLE

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Attend the PARs training, meet with HR talk about the hiring process, read the Hiring Policy.

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When a vacancy is available with within the department, you can chair the committee

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EXAMPLE

Interests & Strengths that are not being utilized or could be utilized more	Development Opportunities (list activities/ opportunities involving the interest & strengths)	Action Steps for Success (what knowledge, skills and abilities need to be enhanced)	Date to be achieved
<p>I have had some hiring experience but I haven't been able to utilize it at the College</p>	<p>Attend the PARs training, meet with HR talk about the hiring process, read the Hiring Policy.</p>	<p>When a vacancy is available with within the department, you can chair the committee</p>	<p>The first two areas can be successfully achieved within the next 2 months. The chairing of the committee will be determined when the vacancy happens.</p>

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SHARE

Share some non-confidential
GPS Goals?

GPS Website

Name _____ Meeting Date _____

Growth:

What accomplishments have been made recently:

What professional objectives would I like to work towards:

Planning:

Interests & Strengths that are not being utilized or could be utilized more	Development Opportunities (list activities/ opportunities involving the interest & strengths)	Action Steps for Success (what knowledge, skills and abilities need to be enhanced)	Date to be achieved

GPS Template

GPS for _____

Last updated: 4/3,

Goal	Vision, Mission, Value Relation	Notes: (Support Needed, Resources, Challenges, etc)	Priority	Initial Due Date	Completion Date	Initiator

TALENT MANAGEMENT



Why is this important?

- Provides feedback
- Set expectations for future
- Ongoing professional development
- Open & improved communication
- Opportunity to review position description for applicability

Real Example

Growth:

What accomplishments have been made recently:

"I have been actively learning and growing as a fairly new employee here at SLCC. I enjoy taking on new responsibilities as well as having the opportunity to be creative. I feel like I am making great progress and I am excited to continue growing and evolving with this department as time goes by ."

What professional objectives would I like to work towards:

"I would like to take workshops in diversity, leadership, and self-improvement. I am also working on completing my Associates and continuing on towards a Bachelor degree."

Real Example

Interests & Strengths that are not being utilized or could be utilized more	Development Opportunities (list of activities/ opportunities involving interest and strengths)	Action Steps for Success (what knowledge skills, and abilities, need to be enhanced)
<p>Being creative and doing art is who I am. I love being involved in anything creative, inventive or outside of the box. I love finding new and improved ways of doing things and helping people be the best they can be.</p>	<p>Continuing to decorate the office in new fun ways is always great. Being on committees that support creative thinking and abstract thought. Attending classes that support helping people who need support is always awesome for me</p>	<p>Attend classes that develop leadership, increase understanding and knowledge. Attend meetings or committees that welcome new ideas and fresh perspectives. Encouragement to be involved in anything that supports my artistic/creative side.</p>

Real Example



Real Example



FAQ'S

- Will I have to turn in paperwork to HR for the Growth, Planning and Support Program?
 - Answer: Some type of reporting will occur. The employee and the supervisor at the departmental level will retain the documentation notes.

FAQ'S

- Does this affect the faculty evaluation process?
 - Answer: No, this is for full-time administrators and staff. The faculty evaluation process remains the same.

FAQ'S

- Can supervisors still ask for alternative forms for feedback?
 - Answer: Yes, information may be collected to aid the feedback conversations.

FAQ'S

- Without a formal review, how will annual pay for performance (merit) be distributed?
 - Answer: The pay per performance is administered based on the guidelines issued by the HR and the Budget office approved by Executive Cabinet. Information will be sent to supervisors and will be available on the HR website.

FAQ'S

- Will I have to complete a six-month probationary evaluation?
 - Answer: A formal document is not required to be submitted to HR. Monthly conversations are encouraged for the new employee with the supervisor. The probationary period for Full-Time Staff is six months which may be extended by three months upon approval from Employee Relations. Contact in Employee Relations to discuss probationary extension and terminations.

FAQ'S

- Is this an optional program
 - Answer: No, it is expected that supervisors are participating in the GPS program with their employees.

CONTACT

Human Resources Department

Questions about GPS program

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