

# GPS: EMPLOYEE GUIDE

## PURPOSE & GOALS:

- Designed to facilitate meaningful conversations between supervisors and employees about goals, career development, and self-reflection.
- Enhance communication, align individual goals with departmental and institutional objectives, and foster a productive work environment.

## TIMING:

- Semi-annual discussions recommended - October & April
- After the conversation and Etrieve submission, you will get a copy of your supervisor's comments.

## ACTION ITEMS:

### BEFORE:

- Reflect on previous goals and areas for growth.
- Review job description and prepare any questions or concerns.
- Identify potential professional development opportunities
- Forward GPS template to supervisor ahead of conversation.

### DURING:

- Utilize template during GPS conversation

### AFTER:

- Initiate & complete Etrieve form and send to supervisor before the October & April deadlines

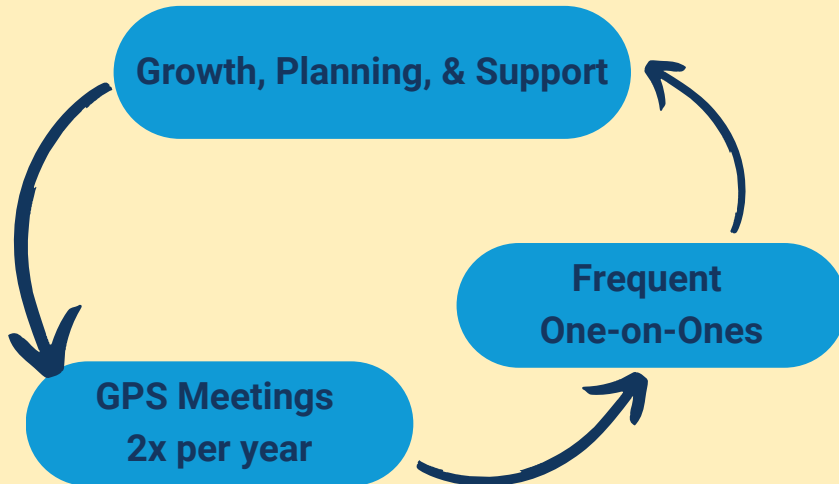
## KEY TAKEAWAYS:

- GPS is a continuous process aimed at fostering growth, improving communication, and aligning personal goals with institutional objectives.
- Being prepared for a GPS conversation is the best way to navigate it without stress.
- Reach out to your supervisor with questions or concerns about the process.

## RESOURCES:

- Access [PARS](#) to view job description
- [GPS Toolkit with forms & template](#)
- Review the [Staff Development catalog](#), [OIT Training](#), etc. for professional development opportunities
- [GPS Teams Channel](#)

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## ONE-ON-ONES:

- Provide a space for open dialogue, allowing employees to address concerns, ask questions, and request support - leading to stronger working relationships.

## EMPLOYEE FEEDBACK:

- The GPS Program has a **dual-ranking system**; just as your supervisor provides you with feedback, you have the opportunity to provide feedback on how your supervisor facilitates the GPS conversation.
- Speak with your supervisor before the GPS conversation to gain insights and collaborate on ideas and shared visions for your office.

## EMPLOYEE RELATIONS:

It is recommended that employees have regular one-on-ones with supervisors. When performance and/or conduct concerns occur, appropriate discussions should take place.

If you have questions regarding corrective action or performance improvement, contact the Employee Relations Office.