

GPS: SUPERVISOR 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 & CONTENT:

- Semi-annual discussions recommended (April and October).
- Focus areas include SLCC's strategic plan, job description reviews, fiscal year outcomes, and professional development.

ACTION ITEMS:

BEFORE:

- Reflect on the employee's performance throughout the year.
- Regular one-on-ones are required to improve communication
- Update job description if necessary.
- Review the GPS template to ensure all goals and progress are recorded.
- Address any performance issues immediately as they arise, outside of GPS meetings.

DURING:

- Utilize template during GPS conversation

AFTER:

- An Etrieve form is required to track meeting completions, due October 15th and April 15th annually.

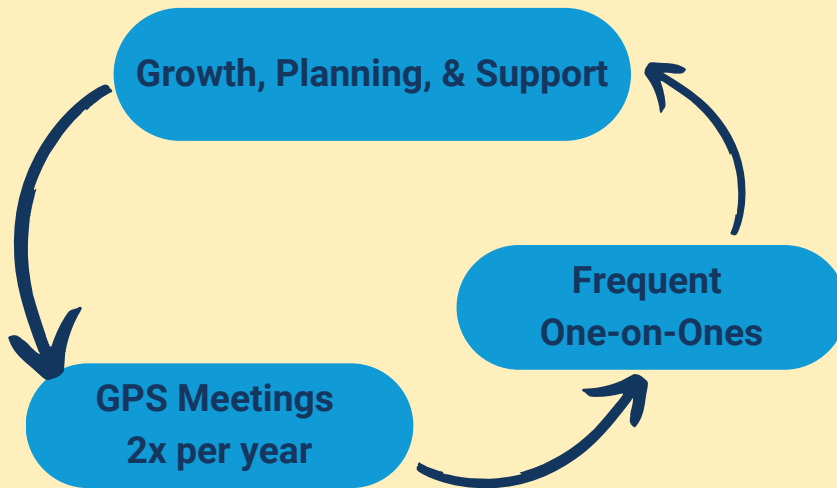
KEY TAKEAWAYS:

- Being prepared for the GPS conversation is the best way to navigate it without stress.
- Meeting regularly with employees can prevent difficult GPS conversations.

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 supervisors to address concerns, offer guidance leading to stronger working relationships.
- For resources for one-on-one meetings, please refer to the GPS Teams Page.

EMPLOYEE FEEDBACK:

- The GPS Program has a **dual-ranking system**; just as you provide feedback to your employees, they will have the opportunity to provide feedback on your facilitation of the conversation.
- Speak with your employee before the GPS conversation to gain insights and collaborate on ideas and shared visions for your office.

EMPLOYEE RELATIONS:

It is recommended that supervisors have regular one-on-ones with employees. 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.