

**Kansas State University
Employee Performance Review System
Supervisor's Guide - Action Steps**

Action Step # 1	Action Step # 2	Action Step # 3	Action Step # 4
<p>Recommended Timelines Probationary Review: 1- 30 days Annual Review: 1 - 30 days</p>	<p>Recommended Timelines Probationary Review: 31 - 90 days Annual Review: 31 - 120 days</p>	<p>Recommended Timelines Probationary Review: 91-120 days Annual Review: 121- 330 days</p>	<p>Recommended Timelines Probationary Review: 161 - 180 days Annual Review: 331- 365 days</p>
<p>Have you communicated clear expectations to the employee?</p>	<p>Are you gathering support data? Are you regularly asking for input and giving feedback? Have you scheduled feedback/review sessions?</p>	<p>Have you set the stage for the final review session?</p>	<p>Have you conducted the final review session?</p>
<ul style="list-style-type: none"> ● Use Employee Performance Review (PER-47) as a guide to discuss performance expectations ... performance criteria. ● Discuss timelines as they might apply to specific job expectations and skill development with employee. ● (Optional) Professional Development Growth Plan (PER-49). Determine if gaps exist between employee's knowledge/skill level and expectations. Write plan(s) and provide timelines, if applicable. ● (Optional) Performance Goals and Projects (PER-50). Write performance expectations using employee's job description and other job functions. Discuss goals and projects with employee and provide timelines, if applicable. 	<ul style="list-style-type: none"> ● Conduct feedback sessions at least quarterly ... formal conversations with employee to discuss performance and expectations. ● Observe performance ... collect data ... continue communication with employee. ● Collect data in useable format (notes to your self, log conversations, feedback from co-workers and other supervisors). Provide feedback on how you perceive employee is doing based on data collection. ● Determine how you and the employee identify success. ● Develop relationship and trust ... create environment of mutual respect ... coach when appropriate. ● Seek employee feedback – self-assessment. Ask for input on how employee perceives his or her performance (ask if there are problems you can help with or resources needed). ● Review performance components (forms) ... document observations. ● (Optional) Additional Professional Development Growth Plans (PER-49) and Performance Goals and Projects (PER-50) may be established. 	<ul style="list-style-type: none"> ● Prepare for final review session ... pull information together and review ● (Optional) Ask employee to complete the Employee's Annual Report of Activities (PER-48) ● Review met and unmet expectations. ● If expectations are unmet, there is still time to coach and mentor employee. ● Compile key performance issues to discuss during final review session ● Allow some time to mentally prepare before the final review session. ● Notify employee of final review session ... one month in advance, if possible. 	<ul style="list-style-type: none"> ● 30 days prior to review end date, supervisor is notified of performance review due ● Finalize documentation of the conversations identifying past performance and future goals ● Overall rating is assigned. Supervisor/Reviewer and Approver sign and date the Employee Performance Review (PER-47). ● Supervisor and employee meet to discuss past performance and future goals. ● All components (forms) are completed and signed and sent to HR to finalize review. ● If any key performance issues need further attention, these may be carried forward to the next review period as a performance recommendation, goal, or growth plan.
<p>Performance expectations and measurements are clear.</p>	<p>Data is being gathered. Feedback is being given and received. Employee has been informed of feedback/ review sessions.</p>	<p>Preparation for final review session is done.</p>	<p>Final review session conducted and performance plan developed. All completed components (forms) sent to HR.</p>