*my*Performance Matters

A newsletter for matters of employee performance at JHU — WINTER 2022

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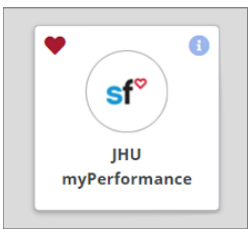
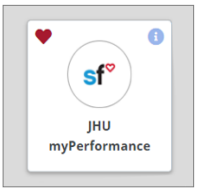


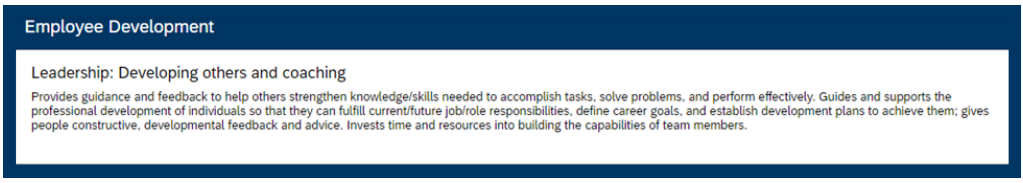
What's New? What's Now? What's Next? Q & A

What's New?



New *my*Performance Manager Forms!

Starting in FY22, *my*Performance will have new *manager* forms with an **Employee Development** section. This new section focuses on the leadership competency *Developing Others and Coaching* and is designed to evaluate managers on how well they support the development of employees who report to them. **Please note:** the performance forms for employees (*non*-managers) will remain the same.



The competency is being added to help:

- Support the institution's ability to attract, support, develop, and retain staff
- Increase professional development for staff
- Highlight a key element of the *my*Performance process
- Fulfill expectations for supervisor/manager/leader roles

Learn more about the new manager forms here:

Evaluating the Developing Others and Coaching Competency
Ask for Feedback: for Supervisors

What's Now?

Goals / Midyear Reviews

Goals: Employees using *my*Performance should have set both performance and professional development goals for FY22. If you have not set goals for FY22, please set at least one professional development and one performance goal. Entering goals on the Goal Plans allows you to easily copy your goals/major responsibilities from year to year.

Learn more about goals below:

Developing Your Goals — E-course
Managing Goals — Podcast
Goal Setting - Recorded FastFacts Session — Q&A Session
Setting Goals, for Employees — Quick Reference Guide
Setting Goals, for Supervisors — Quick Reference Guide

Midyear Reviews: Those on a July 1 Review Cycle will complete midyear reviews between December and January. Those on an Oct. 1 Review Cycle will complete midyear reviews between March and April. *Please contact your HR/ SuccessFactors Rep to confirm specific due dates for your area.*

Not sure who your rep is?

From the myPerformance homepage, select the ***Home*** dropdown menu > ***My Employee File*** > Scroll to ***Job Information*** and select ***Show More.***

Learn about midyear reviews below:

Midyear Review – Recorded FastFacts Session: Completing the Midyear Review in myPerformance Q & A.

Conducting a Midyear Review: for Employees — Quick Reference Guide

Conducting a Midyear Review: for Supervisors — Quick Reference Guide

What's Next?

Annual Reviews

For those on a July 1 Review Cycle, annual reviews are completed May through June. For those on an October 1 Review Cycle, annual reviews are completed August through September.

Q & A

What are some employee development best practices?

- Ensure you or those you supervise have at least one professional development goal each cycle
- Incorporate elements from each of the 70, 20, 10 development categories to maximize growth:

  —**On the job experiences (70%) –** Experience-based approach related to current role and/or cross-functional areas; includes job shadowing, observational learning, cross training/role rotation, stretch assignments, impact projects

  —**Feedback from others (20%) –** Coaching, mentoring, and developing through others

  —**Training – Professional Development (10%) –** Structured direct learning to develop capacity; attend training (instructor-led or online training), conferences, and/or self-study

- Incorporate conversations about development throughout the cycle; document discussions during midyear and annual reviews and encourage frequent, informal check-ins

How can areas of development be identified?

Employees and Managers can consider the following questions to assist in identifying areas of development:

- What skills, competencies, and knowledge need to be developed for the current position?
- What other professional skills would you like to develop?
- How do you feel about your development so far?
- What are your particular strengths? Are they being used in this role? If not, how might they be used? How can we continue to build and develop them?
- How do you identify opportunities for growth and learning?
- What types of development opportunities have you grown from the most?
- What are your challenge areas? What support do you need to build and develop these?
- How could you pass your expertise on to others?
- What is your preferred learning method?
- What do you want to be known for in terms of your skills, competencies, level of expertise, and reputation?
- Are there gaps between where you are and where you want to be?

Need assistance with having better conversations?

Manager's Checklist for Evaluating Employee Development Needs
How to Give Constructive Feedback: Situation, Behavior, Impact
Questions to Ask to Support Performance Conversations
Why Do I Avoid Giving Feedback?

For process and technical questions, please email your SuccessFactors/HR rep or Anne Moore at amoore@jhu.edu.