

# Meet & Confer Employees 2008-2009 Performance Development Discussion



Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

**Instructions for the Performance Development Discussion meeting:**

- This agenda intends to guide the discussion for employees and supervisors; first as a self-reflection for the employee and then an agenda framework for the performance discussion.
- List “discussion points” on this agenda in advance of your performance development discussion meeting.
- At the end of the meeting, three copies of performance development discussion form should be made: one for employee, one for supervisor and one sent to Human Resources to be placed in the employee’s personnel file.
- Any additional documents or documentation used during the discussion may be kept by the supervisor and employee, but do not need to be sent to Human Resources.

Agenda Items	Discussion Points
<p><b>1. Performance on primary Job Responsibilities</b> Review and update job description. Identify any suggestions, additions, deletions or revisions to your current job description if applicable. <b>(Please send an electronic version to Human Resources)</b></p>	
<p><b>2. Major Accomplishments</b> Note any activities and/or accomplishments completed during the past year that you feel were notable or of significant value. Address your performance on major job responsibilities.</p>	
<p><b>3. Obstacles to Effective Work Performance</b> List any notable obstacles you encountered in accomplishing your job responsibilities during this past year. Discuss any workload concerns you have and suggest alternative resolutions.</p>	

**4. Organizational Contribution**

Discuss your work in relationship to the GRCC mission, vision, values, ends and strategic direction.

Suggest ways in which you can contribute to the **strategic goals, college action projects and student success.**

Review **department action plans** and dashboard measures for goals, progress and future action.

Discuss your contributions to an environment that promotes GRCC values...**Responsiveness, Accountability, Innovation, Diversity, Excellence, Respectfulness, and Service.**

**5. Departmental/Organizational Leadership**

Discuss your ideas regarding departmental and organizational growth, direction, communication and/or effectiveness that address current and future opportunities and contribute to student learning.

BCO and/or supervisor discussion points:

- Are your PDD's/Learning Plans/evaluations complete for your staff?
- What motivates your staff? Are you motivating your employees to do their utmost for the benefit of our students and other stakeholders and for the success of the organization?
- Are you utilizing informal and formal rewards and recognition programs?
- What improvements have you initiated based on your department feedback? (either internal customer service or administrative evaluation feedback)
- Do you participate in wellness initiatives and encourage your staff to do the same?
- Have you participated in Diversity Learning Center offerings and encouraged your staff to do the same? (We are measuring participation as part of our diversity index on the College dashboard)
- What have you done to help with stress management for you and your employees?

<p><b>6. Recognition for Team Participation</b></p> <ul style="list-style-type: none"> <li>• Identify those College Teams and Departmental Teams in which you are an active member.</li> <li>• Identify Community service (Boards, projects or volunteer work)</li> </ul>	
<p><b>7. Employee/Supervisor Learning Commitment through a Learning Plan</b> The employee and supervisor should jointly complete the Learning Plan.</p>	<p>Learning Plans are to be completed in the first quarter of 2008-2009. Learning Plans are accessed through your webbuilder account ( <a href="http://www.grcc.edu/webbuilder">www.grcc.edu/webbuilder</a> and sign in under your Novell username and password). The Learning Academy for Faculty and Staff will use the aggregated learning plan data to determine needs of the institution and offer the appropriate learning opportunities. You and your supervisor have the responsibility to complete this learning plan throughout the next twelve months.</p> <p><b>Learning Plan 2007-2008 Completed Hours:</b></p> <p>Note: Your Learning Plan <b>hours</b> are documented and can be obtained by visiting the Learning Academy website at <a href="http://www.grcc.edu/la/pdr">www.grcc.edu/la/pdr</a> . External learning opportunities are documented through the Leave of Absence forms....<b>please make sure your professional development report accurately reflects your 2007-2008 completed hours. Adjustments should go to <a href="mailto:learningacademy@grcc.edu">learningacademy@grcc.edu</a>.</b></p>
<p><b>8. Comments (Employee and Supervisor)</b></p>	

**Note to supervisor:** If employee performance does not meet your minimum expectations, please contact Human Resources to develop a “Performance Improvement Plan” for the employee.

The above listed topics have been discussed by:

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_