Performance Management

Department Goals

Competencies and ASPIRE

Simplified Process & Organizational Alignment

When setting individual SMART goals:

- Review and tie goals to HS Goals.

- Review and tie goals to other department needs

- Please review slides 4-7 on how to write SMART goals

Health System Goals

1. To become the safest place to receive care

2. To be the healthiest work environment

3. To provide exceptional clinical care

4. To generate biomedical discovery that betters the human condition

5. To train heath care providers of the future to work in multi-disciplinary teams

6. To ensure value-driven and efficient stewardship of resources

S.M.A.R.T GOALS

What is a S.M.A.R.T goal?

A S.M.A.R.T. goal is defined as one that is specific, measurable, achievable, results-focused, and time-bound.

Goals comprise of 50% of each employee's evaluation

Breaking it Down

- **S**PECIFIC: Goals should be simplistically written and clearly define what you are going to do.

- **M**EASURABLE: Goals should be measurable so that you have tangible evidence that you have accomplished the goal.

Breaking it Down (cont.)

- **A**CHIEVABLE: Goals should be achievable; they should stretch you slightly so you feel challenged, but defined well enough so that you can achieve them.

- **R**ESULTS-FOCUSED: Goals should measure outcomes, not activities.

Breaking it Down (cont.)

- **T**IME-BOUND: Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal.

Simplified Process & Organizational Alignment

When setting individual competencies:

- Identify with your supervisor 3-5 competencies to develop throughout the year

- At least one competency should align with the ASPIRE values (see next 5 slides)

- The rationale
  - Begin to embed the values in all we do
  - Promote aligned behavior across the Health System

Accountability

Accountable for Results

Acknowledging and assuming responsibility for where we have succeeded and failed in terms of our actions, decisions, policies and results

- Own your commitment and outcomes
- Define and set clear expectations
- Be responsible for your mistakes and help to create solutions

Takes responsibility for accomplishing goals and achieving quality results. Follows through on commitments; is always there in a clutch.

Stewardship

Responsibly and carefully managing our resources and commitment to continual improvement and learning while acknowledging shortcomings or problems in our journey

- Reduce waste
- Commit to continuous improvement in all you do
- Provide value-added work

Strategic Focus

Understands the University's long-term objectives and focuses current activities on what is critical to achieving aligned goals for self, Department/School and the University and eliminating no-valued activities.

Professionalism

Impact

Approaching all that we do, in a collaborative way, to deliver excellent care through the lens of helpfulness, positivity, kindness and competency

- Offer help
- Act conscientiously
- Be courteous
- Be present
- Act collaboratively

Consistently displays professionalism and confidence; creates a positive first impression as an individual and as a representative of the University

Integrity

Being honest, open and fair through our behaviors, attitude and treatment of others

- Be transparent
- Promote fairness
- Leverage talent
- Respect confidentiality

Uncommon Integrity

Trusted, authentic, self-aware, above reproach. Operates by and adheres to the University's core values and holds others accountable for them. Interacts with others in a way that gives confidence in self and the organization. Acts in the University's best interests and puts that interest above personal gain or unit or office. Works within the limits of authority to achieve goals.

Respect

Being mindful of building a diverse and inclusive environment while showing compassion for everyone through our caring and intentional ways

- Engage in active listening
- Be inclusive in decision making and planning
- Set and clarify expectations for follow up

Commitment to Diversity and Equity

Demonstrates a commitment to equity and diversity in one's work. Collaborates with and involves others with divergent viewpoints, as well as diverse people and groups, contributing to developing an environment that is equitable, inclusive, respectful and cooperative.

Excellence

Creativity and Innovation

Conducting ourselves in a manner that surpasses ordinary standards through our preparation, collaboration, collaboration and proactivity in all that we do.

- Focus on service
- Anticipate needs
- Promote growth

Uses the imagination to create something new or different, such as work products, inventions, works of art, or performances. Identifies new and different approaches for solutions to situations, problems and

opportunities.

Developing Your Performance Plan

Determining Your Developmental Area

- Employees must have, at a minimum, one developmental activity, you are welcome to more.

- Employees should work with their supervisors to define a developmental activity that supports their overall career ambitions.

Development Plan

The Development Plan serves two purposes:

1. Allows employees to identify and document learning associated with performance goals and competency development.
2. Encourages employees to think about and plan for their career development and related activities.
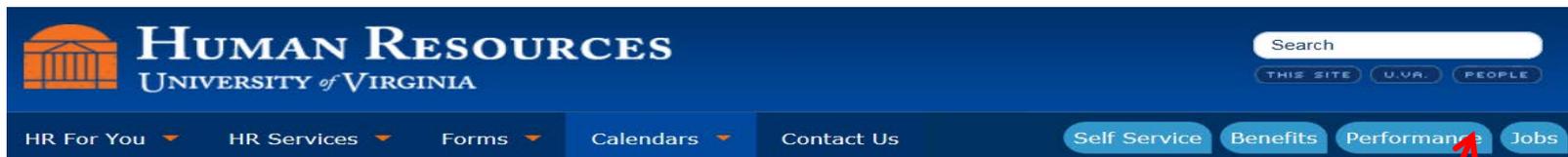
Development activities are listed in the UVa Competencies Mapped to Development Activities

The plan is not evaluated, just revised as necessary.

Things to Do Now

- Input all information into the 2016/2017 Performance Evaluation document found at the following link:

  http://www.hr.virginia.edu

- For more resources please visit: Performance Management Toolkit