



Defining the Supervisor's Role

Performance Excellence Job Aid

for supervisors

Performance Excellence is a year-round experience, most successful when both staff and supervisors are actively involved. This job aid for supervisors describes the five steps to being an active participant in Performance Excellence, in support of team engagement and increased team/department outcomes.

To get the most out of Performance Excellence:

1	<p>Learn the online system.</p> <p>Find your team's reviews in myHR Learn, review goals, and become proficient in using the review to track progress and check-ins with your staff.</p>
2	<p>Discuss goals and expectations with your staff.</p> <p>Clarify team and department objectives, and then dialogue with your team about their SIMple goals, confirming their alignment. Are there performance expectations that need to be articulated? Take the time to discuss at the beginning of the year, so there are no surprises at the end.</p>
3	<p>Give feedback on performance.</p> <p>When you see exemplary work, or have constructive feedback, talk with the staff member. Specific performance feedback is a vital part of performance and engagement. Work with staff to identify when and how feedback will be delivered.</p>
4	<p>Encourage learning and development.</p> <p>Find out about staff members' growth aspirations, and help them get there by using performance excellence as a launch pad for a career development plan. Development can include skills or leadership training, stretch assignments, or giving/receiving mentoring. Workshops and on-demand training are available at learn.northwestern.edu</p>
5	<p>Reflect and dialogue.</p> <p>When the year-end comes, gather your documentation and take time to reflect on your staff member's accomplishments and areas for growth. Use the year-end conversation to reflect on the year that has ended and prepare for growth in the year ahead.</p>

Ready to login? [learn.northwestern.edu](#) Access additional tools and resources: [perform.northwestern.edu](#)

Help: For policy and process questions, contact your unit's HR Administrator. For technical support: 847-491-4357 (1-HELP) or consultant@northwestern.edu