

Performance Management

Policy 5.25

Office of Human Resources

Applies to: Staff

POLICY

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Ohio State is committed to fostering a high performance culture. To achieve this, we strive to provide each member of our community with clear performance objectives, ongoing coaching and feedback, professional development and recognition for outstanding work.

Policy Details

I An effective performance management system:

- A. Requires a shared responsibility between supervisor and employee.
- B. Clarifies and aligns performance objectives with university and unit goals and institutional values.
- C. Includes feedback and coaching concerning job performance.
- D. Identifies training and professional development needs.
- E. Measures and documents performance.
- F. Provides input for human resource decisions (e.g. compensation, recognition, etc.).

II Key Foundational Elements

The university supports flexibility in performance management systems; however, every system must include the foundational elements listed below:

- A. Performance planning – Clear performance objectives should be identified and communicated at the beginning and throughout the performance cycle. These performance objectives should align with unit and university goals and institutional values.
- B. Coaching – Supervisors should use coaching to help employees develop and use their talents for individual and institutional success. Coaching should occur on a regular basis and include a discussion of professional development.
- C. Feedback – Feedback is information about observed behavior that is appreciative or constructive. It is often helpful for staff to receive feedback from more than one source. Customers, peers and direct reports can provide important feedback to supplement the supervisor's observations.
- D. Performance review – This is the culminating communication of the performance cycle, focusing on areas of achievement, areas for improvement and goals for the future.

III Performance Review Guidelines

The [performance review](#) component warrants particular guidelines due to its significance in providing data for critical human resource decisions.

- A. All employees must receive a performance review at least once a year. Supervisors may conduct additional reviews as needed.
- B. Classified civil service staff must receive a review prior to the end of their probationary period, whether initial or promotional, unless terminated during the initial probationary period.
- C. Employees who are members of collective bargaining units will be reviewed in accordance with the terms of the applicable collective bargaining agreement.

Performance Management Procedure Manual

Ian Pickup



Performance Management Procedure Manual:

This book delves into Performance Management Procedure Manual. Performance Management Procedure Manual is an essential topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Performance Management Procedure Manual, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to Performance Management Procedure Manual
- Chapter 2: Essential Elements of Performance Management Procedure Manual
- Chapter 3: Performance Management Procedure Manual in Everyday Life
- Chapter 4: Performance Management Procedure Manual in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Performance Management Procedure Manual. This chapter will explore what Performance Management Procedure Manual is, why Performance Management Procedure Manual is vital, and how to effectively learn about Performance Management Procedure Manual.
3. In chapter 2, this book will delve into the foundational concepts of Performance Management Procedure Manual. The second chapter will elucidate the essential principles that need to be understood to grasp Performance Management Procedure Manual in its entirety.
4. In chapter 3, the author will examine the practical applications of Performance Management Procedure Manual in daily life. The third chapter will showcase real-world examples of how Performance Management Procedure Manual can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Performance Management Procedure Manual in specific contexts. The fourth chapter will explore how Performance Management Procedure Manual is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Performance Management Procedure Manual. The final chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Performance Management Procedure Manual.

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