



for staff

Defining the Staff Member's Role

Performance Excellence Job Aid

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

To get the most out of Performance Excellence:

1	<p>Learn the online system.</p> <p>Find your review in myHR Learn, learn how to add your goals, and become proficient at tracking your progress.</p>
2	<p>Set SIMple goals.</p> <p>Ask questions to understand team and department objectives, draft specific and meaningful goals and discuss with your supervisor.</p>
3	<p>Ask for feedback on your performance.</p> <p>Check in with your supervisor regularly about how you're doing. Don't wait to find out at the end of the year. Ask specific questions, like "What one thing about my work would you like me to focus on improving?"</p>
4	<p>Own your learning and development.</p> <p>Work with your supervisor to find ways to align your work to your career objectives, and identify formal and informal learning, stretch assignments and other opportunities. Workshops and on-demand training are available at learn.northwestern.edu</p>
5	<p>Reflect and document.</p> <p>When the year-end comes, take time to document your outcomes and reflect on your performance by writing a thorough self-review and submitting it to your supervisor.</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