

Performance Development

STAFF MEMBER RESPONSIBILITIES	PERFORMANCE DEVELOPMENT PROCESS	SUPERVISOR RESPONSIBILITIES
<ul style="list-style-type: none"> Develop performance goals, based on professional goals, and department needs. Be prepared to discuss goals with supervisor. Identify potential training needs and developmental opportunities that align with goals. 	 <u>Plan & Engage</u>	<ul style="list-style-type: none"> Develop performance goals based on departmental needs and employee aspirations. Where possible, allow staff to work on their professional goals and aspirations. Align goals with the RICE MILE, and departmental or division/school wide goals and needs. Identify training needs and developmental opportunities for staff.
<ul style="list-style-type: none"> Fill out self-assessment, if applicable. Discuss your performance over the previous year, including goals achieved, projects or work completed, and contributions. 	 <u>Assess</u>	<ul style="list-style-type: none"> Discuss and review performance and goals on a regular basis. Do not wait until the end of the year to review performance and goals. Whenever possible, provide performance feedback (both positive and negative). Poor performance should be address promptly. Supervisor should request information from staff about contributions, achievements, and related information.
<ul style="list-style-type: none"> Recognize your colleagues when applicable. Share your achievements – large and small – with your supervisor. 	 <u>Recognize & Reward</u>	<ul style="list-style-type: none"> Recognize and reward the contributions and achievements of your staff. This should happen throughout the year. Recognizing staff can be simple, free, and meaningful. Where applicable, find meaningful ways of rewarding staff, such as allowing more flexibility, autonomy, and creativity in their jobs.
<ul style="list-style-type: none"> Share your career goals and aspirations with your supervisor. Review the various opportunities for growth and development Rice has to offer. Get involved! There are several groups, committees, and other informal ways to network and contribute to Rice. 	 <u>Cultivate</u>	<ul style="list-style-type: none"> Get to know your staff and have discussions with them about their careers aspirations and professional goals. If possible, facilitate potential coaching or mentoring relationships for them. Allow your staff to engage in developmental opportunities (both training and on-the-job) as a means of growth.