

ARTS & SCIENCE

HUMAN RESOURCES ADMINISTRATION

NYU Performance Communication Guide for Arts & Science

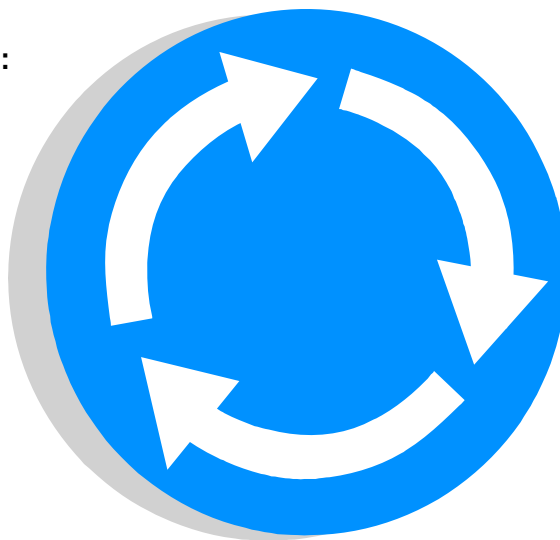
Effective communication and feedback about performance are critical to the success of every employee and to the success of the University overall. At its core, performance communication is an ongoing dialogue between employees and their managers/supervisors that provides the following benefits:

- Creates a shared understanding of goals and other expectations critical for success
- Fosters an environment of continuous feedback and professional development
- Provides employees with the opportunity to assess their own performance
- Helps employees improve what they do and how they do it, thus enabling them to provide greater support to the goals of their school or unit and the University

Arts & Science Performance Communication Cycle

Beginning of the Year [September - December]:

Manager and employee meet to discuss and establish performance expectations, special projects, goals, and other initiatives for the coming year. Enter goals in PeopleSync.



Throughout the Year:

Manager and employee meet regularly to discuss progress on goals and expectations. Midpoint reviews in PeopleSync launch in January.

End of the Year [May/June]:

Employee and manager assess, review and discuss the employee's performance. Self-evaluation and manager's evaluation entered in PeopleSync.

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At the beginning of the performance cycle:

Manager and employee meet to discuss and establish performance expectations, special projects, goals, other initiatives and longer-term career aspirations for the next academic year. These goals entered into PeopleSync by the employee and approved by the Manager.

Throughout the next 6 months:

Manager and employee meet regularly (weekly, monthly, or quarterly) to discuss progress on goals and performance and, if necessary, realign or re-prioritize goals. There is a mid-point review in January. Employees and managers will meet to discuss, review, and reach an understanding of where they are on overall performance, special projects, goals and initiatives.

At the end of the performance cycle:

Employees will assess their own performance against goals and expectations. Managers will assess employee's performance based on their own observations, the employee's self-assessment will be entered in PeopleSync, and – as appropriate - feedback gathered from other sources. Employees and managers will meet to discuss, review, and reach an understanding of performance on goals. Self-evaluation and managers feedback are entered in PeopleSync.

Employees are encouraged to keep notes on their performance. Managers are also encouraged to keep notes on their employee's performance throughout the year.