



**SFA Human Resources  
Regional Union Meeting Agenda**

**Objective:**

To discuss the performance development process improvement initiative for SFA

**Agenda Item:**

- Why is SFA developing a new performance development process?
- How will employees benefit from the new performance development process?
- What are some of the unique new components of the performance development process?
- What questions do you have?



### SFA Human Resources Regional Union Meeting Agenda

#### Why is SFA developing a new performance development process?

- ❑ Employees reported (survey results) that they are unsatisfied with current GPAS system
  - GPAS does not allow employee's to actively engage in their own career development
  - GPAS results are not currently linked to training or recognition
  - GPAS only allows feedback at 2 points in year
  - GPAS requires cumbersome administrative processes

...In response to these concerns, SFA is creating a new, web-enabled Performance Development Process.

- ❑ The new Performance Development Process will:
  - Focus primarily on employee growth and development
  - Include an Individual Development Plan (IDP) as a key component for defining and developing skills needed to be successful in the PBO
  - Provide opportunity to record continuous feedback on exceptional employee efforts that contribute to PBO goals
  - Utilize an easy-to-use tool that is available anywhere, at anytime, allowing “real-time” feedback and handling of large amounts of data simultaneously
  - Align individual and team goals, objectives, and development opportunities to organization goals using an SFA Skill Model and Organization Balanced Scorecard

#### How will employees benefit from the new performance development process?

- ❑ Provide career growth and development opportunities
- ❑ Clarify performance expectations relative to team and organization goals
- ❑ Provide an opportunity to actively participate in his/her own career development
- ❑ Provide a venue for sharing and receiving continuous feedback
- ❑ Provide a tool that can be accessed anytime, anywhere which will specifically support the needs of employees who work from home or who are required to travel frequently



### What are some of the unique new components of the performance development process?

#### □ **Individual Development Plan (IDP)**

- *Performance Goals*: Employees, in consultation and partnership with their supervisors/managers, develop individual performance goals for the year. The defined goals will be focused on both performance outcomes and skill development areas.
- *Approaches*: Once the employee and supervisor have agreed to the individual's performance goals, the employee completes an Individual Development Plan (IDP). This IDP outlines the approach and timeframe for developing these skills (e.g., through training courses, seminars, mentoring opportunities, etc.)

- **Open Comments** - This section of the Performance Development Process provides Supervisors and Development Coaches, a means for sharing and documenting positive feedback acknowledging an employee's contribution to the achievement of the PBO goals. This component is focused on recognizing outstanding contribution *throughout* the performance year.