



**SFA Human Resources
Weekly Status**

For Week Ending August 18, 2000

Accomplishments:

- Reviewed and revised workshop materials/approach for discussion with HRG re: impact of new SFA HR organization
- Received and incorporated feedback from Channels/Units regarding functional competencies
- Drafted SFA Competency Catalog incorporating professional, managerial and functional competencies
- Drafted Skills Assessment job aid
- Packaged and submitted Deliverable 30.1.4a HR Modernization Communications to Calvin and Carol Seifert
- Drafted Long-Term HR Strategy storyboard
- Oriented Leslie Bovee (SFA Intern) to the HR Modernization Support Team
- Drafted and reviewed performance appraisal options with Calvin Thomas

Next Steps:

- Receive and incorporate feedback from Channels/Units regarding competencies
- Analyze vendor demonstrations for the Performance Appraisal System and select vendor
- Continue to refine the long term HR strategy storyboard
- Continue drafting Position Descriptions/KSAs for new HR positions
- Meet with Candy Cane and Calvin to discuss options for performance appraisal process
- Review additional performance appraisal vendor options
- Finalize next steps for developing performance appraisal process and set expectations regarding performance appraisal functionality by October 1