



SFA Human Resources Weekly Status

For Week Ending September 1, 2000

Accomplishments:

- Compiled the SFA Skill Catalog incorporating professional, managerial and functional competency comments
- Met with the Performance Appraisal (Development) Team to provide an update on the direction of Performance Development activities and SFA's selection of Perform.com
- Drafted a Fact Sheet for the new Performance Development Process
- Reviewed the Performance Development Process Communications/Education plan with Calvin and revised accordingly
- Developed a Benefits one-pager to explain the benefits of the new SFA Performance Development Process to the Leadership Team
- Developed a diagram depicting the Performance Development Process using three steps: Goal Setting, Expectation Setting, and Professional Development Progress Check
- Perform.com demonstrated the updated IDP and Open Comments pages and began discussions regarding further tailoring of the tool to meet SFA's needs
- Met with HRG and OGC to discuss compliance with regulations and codes in developing the new Performance Development Process
- Initiated the development of an equivalent "Personnel Manual Instruction" document to explain SFA's new performance development process for submission to HRG for approval
- Submitted Deliverable 30.1.6b Monthly Implementation Report to Calvin and Carol Seifert
- Submitted Deliverable 30.1.4b Working Session Summaries to Calvin and Carol Seifert
- Received the 201 series PD templates and initiated development of Position Descriptions
- Developed meeting agenda and talking points for discussions with union representatives within the regions
- Drafted "Announcement" and "Check the Web" posters according to the Communications/Education Plan (*will hold until decision is made to communicate with employees*)
- Initiated the search for a comprehensive listing of all SFA email addresses and GPAS data (showing evaluator relationships) to send to Perform.com for loading of participants into the database
- Continued work on the development of a business case for the HRIS



Next Steps:

- Submit a draft of the Skill Catalog
- Initiate design and development of the Performance Development Job Aide
- Continue to refine the Performance Development process and ensure compliance with all related codes and regulations (discuss with HRG and OGC as needed)
- Receive and send necessary personnel data to Perform.com to load participants into database
- Revise and send Regional Union meeting materials to locations in advance
- Continue work on the development of a business case for the HRIS
- Continue to refine the Human Resources Long-Term Plan
- Draft Position Descriptions/KSAs for new HR positions