



SFA Human Resources Weekly Status

For Week Ending September 8, 2000

Accomplishments:

- Revised and submitted the SFA Skill Catalog to Calvin and John for initial review
- Developed Agenda, Talking Points, a listing of anticipated questions and draft email for use in preparing for Regional Union Meetings to be facilitated by Calvin and John with a focus on communicating initial messages about the new SFA Performance Development Process
- Worked with Perform.com to tailor the site (Comments and IDP) to meet SFA's needs
- Continued to refine the Performance Development Process and ensure compliance with all related codes and regulations (discussed with HRG and OGC as needed)
- Created a "Description Document" for the SFA Performance Development Process based on the current codes and regulations and reviewed with Calvin, John and Tia
- Received SFA email addresses and GPAS data (showing evaluator relationships) and compiled into single document for use by Perform.com
- Initiated the design and development of the Performance Development Process Job Aide
- Drafted "Performance Development Process" Status Update and Fact Sheet for Calvin's use in the Leadership Team Meeting
- Developed Performance Development Process one-pager documenting benefits, critical success factors and process diagram for use in communicating with SFA Leadership Team and stakeholders
- Continued work on the development of a business case for the HRIS
- Continued work on the Human Resources Long-Term Plan

Next Steps:

- Receive and incorporate feedback on SFA Skill Catalog
- Send necessary personnel data to Perform.com to load participants into database
- Continue working with Perform.com to tailor SFA's site and load data
- Participate with HR Team in a 'learning session' to be facilitated by Perform.com
- Draft Job Aide to validate with Perform.com subject-matter experts
- Finalize 'high-level' business case for the SFA HRIS



- Continue to refine the Human Resources Long-Term Plan
- Draft Position Descriptions/KSAs for new HR positions
- Deliver Performance Development Process communications if appropriate approval has been received from Calvin

Risks/Issues:

Risks	Mitigation Strategy
<input type="checkbox"/> External stakeholders (HRG, Union, OGC) must review/approve SFA's Performance Development Process before new system is implemented	<input type="checkbox"/> Developed SFA's "Description Document" for stakeholder review
<input type="checkbox"/> Due to need for approval by external stakeholders, Calvin has decided to withhold communicating to employees	<input type="checkbox"/> Developed Communication/Education Plan and related communications materials in anticipation of approval. Continue to work with Calvin and discuss benefits of sharing/implementing specific components of the communication plan
<input type="checkbox"/> Due to need for approval by external stakeholders, SFA employees have not been involved in the development of the Performance Development Process	<input type="checkbox"/> Ensure involvement of key stakeholder groups through implementation of specific components of the Performance Development Process 'communication plan'
<input type="checkbox"/> Due to tight deadline of Oct 1, there will be insufficient time to conduct a comprehensive pilot	<input type="checkbox"/> Conduct pilot with HR Team members, Modernization Partner, SFA Leadership Team and SFA U