New Staff Member
To-Do Checklist

☐ Review the list of competencies
  ☐ Read the Overview of Competencies for New Staff Members
    ☐ Identify elective competencies you feel are appropriate
    ☐ Prepare to discuss with your supervisor

☐ Meet with your supervisor
  ☐ Prior to the meeting, obtain a copy of your job description from your supervisor (or in the alternative, access your job description in Workday)
  ☐ Discuss performance expectations as they pertain to the job description
  ☐ Discuss competencies
    ☐ Determine which elective competencies on which you will be evaluated
    ☐ Remind supervisor to edit competencies in Workday
  ☐ Discuss goals
    ☐ Discuss goals that support your role and align with department objectives
    ☐ Discuss how goals will be measured
    ☐ Discuss how successful completion of goal will be applied for the benefit of the department, division, or University

☐ Enter goals into Workday for approval/do Step 3: Set Review Content (Identify SMART Goals)
  ☐ Use the SMART goal worksheet
  ☐ Provide drafts to supervisor
  ☐ Finalize the drafts in a follow-up meeting
  ☐ Follow the instructions “How to Add, Edit and View Goals” to enter into Workday
  ☐ Make updates to goals as necessary
  ☐ Check notifications for cascaded goals and approval of updates to goals
  ☐ Add existing goals and enter the weight (as determined by your supervisor and you) on the evaluation

☐ If asked, provide documentation to supervisor
  ☐ Documentation includes:
    ☐ Work product
    ☐ Worksheets
    ☐ Self-Evaluation
    ☐ Training record
    ☐ Successes/Failures
    ☐ Feedback
☐ Have evaluation meeting with your supervisor
  ☐ Discuss your performance
  ☐ Do you have all of the tools/skills necessary to perform your duties?
  ☐ Prompt discussion on goals for the new evaluation year

☐ Acknowledge evaluation and meeting with Step 7: Provide Employee Comments
  ☐ Provide summary comments