

**TRAVIS COUNTY PERFORMANCE & GOALS CHECKLIST –
Commissioner Court DEPARTMENT MANAGERS**

Done	Task	Date to Complete By
<i>For Beta Department Managers Only- Beta Annual Review</i>		
	<i>Continue to monitor goals & competencies (behaviors); Note status/goal progress within SAP System as needed.</i>	<i>March– June 2019</i>
	<i>Send Email to Employees: "Please Begin Self-Evaluation" which is due June 30, 2019; Your HR Specialist will provide this email for you in early June.</i>	<i>By June 15, 2019</i>
	<i>(Optional) Attend How to Deliver a Performance Review and/or Hands-on with Performance & Goals – Annual Review (Signup through ESS – Learning – Search for course; Classroom and E-learning available); Visit with your HR Specialist for Department on-site courses if needed.)</i>	<i>Early June – early July 2019</i>
	<i>Begin conducting Annual Reviews</i>	<i>Late June/July 2019</i>
	<i>Complete System Input for beta Annual Review</i>	<i>By July 24, 2019 for delivery no later than July 31, 2019</i>
	<i>Communicate beta Annual Review Feedback to Employee & New Goals for Review Period (July 1 – June 30, 2020)</i>	<i>By July 31, 2019</i>
	<i>See timeline below for July 1, 2020– June 30, 2021 Review Period To-do's</i>	<i>SEE BELOW</i>
Done	Task	Date to Complete By
<i>For All Other Commissioner Court Department Managers Only- Beta Annual Review</i>		
PREPARING FOR PERFORMANCE & GOALS (P&G)		
	Attend Basics of Performance Management for Managers at Travis County (Signup through ESS – Learning – Search for course; Classroom and E-learning available)	Classes April 4 – April 24, 2019
	Email to Employees: "New Performance & Goals Coming"; attach FAQs for SAP Performance & Goals or provide link to Travis Central area	By April 30, 2019
	Attend Workshop on Setting Employee Performance Goals (Signup through ESS – Learning – Search for course; Classroom and E-learning available); Visit with your HR Specialist for Department on-site courses if needed.	Classes May 2 – June 6, 2019
	Ensure Employees Are Assigned/have link for Overview of Performance Management for Employees <i>* All classes and registration can be assigned and found through SAP Employee Self Service, select Learning and search for course. Classroom and E-learning available)</i>	Classes and Online May 30 – June 21, 2019
	Take on-line course: SAP Performance & Goals for Managers (SAP ESS – Learning – Search for course; Classroom and E-learning available)	No later than June 7, 2019
	(Optional) Attend Hands-on with Performance & Goals – Getting Started (Signup through ESS – Learning – Search for course. This hands-on lab should be taken AFTER the E-learning SAP Performance & Goals for Managers course.)	Classes from May 28 – July 2, 2019



	Email to Employees: "ACTION: Goals Ready for Review Period"	By July 1, 2019
	Acknowledge in P&G System Goals shared with employee	No later than July 31, 2019
MID-YEAR REVIEW PERIOD		
	Monitor Goals & Competencies (Behavior)	July 1 – December 31, 2019
	Communicate to & schedule Employees for Mid-Year Review	By December 15, 2019
	Complete System Input for Mid-Year Review	December 15, 2019 - January 31, 2020
	Communicate Mid-Year Feedback to Employee	By January 31, 2020
ANNUAL REVIEW		
	Continue to monitor goals & competencies (behaviors); Note status/goal progress within P&G System as needed.	January – June 2020
	Send Email to Employees: "Please Begin Self-Evaluation" which is due June 30, 2019	By June 15, 2019
	Complete System Input for Annual Review	By July 24, 2020 for delivery no later than July 31, 2020
	Communicate Annual Review Feedback to Employee & New Goals for Review Period (July 1 – June 30, 2021)	By July 31, 2020

