

	<b>Professional Development Plan</b>	<b>Annual Performance Objectives</b>	<b>Annual Evaluation</b>
<b>University-wide due dates</b>	<ul style="list-style-type: none"> <li>Enter professional development activities <i>on/or before (To Be Announced)</i> of each year</li> </ul>	<ul style="list-style-type: none"> <li>Enter performance goals <i>on/or before (To Be Announced)</i> of each year</li> </ul>	<ul style="list-style-type: none"> <li>Each employee will have the opportunity to complete an annual self-assessment and their manager will complete the employee's annual review <i>on/or before (To Be Announced) of each year</i></li> </ul>
<b>What is in it for staff and Purdue University?</b>	<ul style="list-style-type: none"> <li>Purdue staff/supervisors will <b>upload key professional/skill development accomplishments from current and past performance periods into SuccessFactors</b></li> <li>Purdue staff/supervisors will <b>upload future development goals each year</b></li> <li>Professional development data entered into SuccessFactors will <b>remain in the system for the duration of the individual's employment at Purdue University</b></li> <li><b>Exception Reporting</b></li> </ul>	<ul style="list-style-type: none"> <li>Purdue executives, management, and professional staff and/or their supervisors will <b>upload and track current key performance goals</b> in SuccessFactors</li> <li>Performance <b>goals and comments entered into SuccessFactors will automatically appear on the annual evaluation</b> where both the supervisor and employee will have the opportunity to rate the employee's goal accomplishments.</li> <li><b>Exception Reporting</b></li> </ul>	<ul style="list-style-type: none"> <li>The employee and their supervisor individually <b>rate the employee's goal accomplishments</b> and enters supporting comments</li> <li>The employee and their supervisor individually <b>rate the employee's unit competency accomplishments</b> and enters supporting comments</li> <li><b>Exception Reporting</b></li> </ul>
<b>Staff and supervisor required activities</b>	<ul style="list-style-type: none"> <li>Staff and/or supervisor <b>upload key professional development accomplishments that have occurred during the past 12 months</b> into SuccessFactors</li> <li>Upload <b>at least one future professional development goal</b></li> </ul>	<ul style="list-style-type: none"> <li>Staff and/or supervisor <b>upload key performance goals for current performance period and track accomplishments</b> in SuccessFactors</li> </ul>	<ul style="list-style-type: none"> <li>Staff enters their <b>annual self-assessment ratings and comments</b></li> <li>Supervisor enters the staff member's <b>annual review ratings and comments</b></li> </ul>
<b>Access Resources</b>	<ul style="list-style-type: none"> <li><b>Click below to access resources</b> <ul style="list-style-type: none"> <li><a href="#">Professional Development Plan Brainstorming exercise</a></li> <li>short quick reference guide for <a href="#">staff / supervisors</a></li> <li><a href="#">detailed quick reference guide</a></li> <li><a href="#">access short video</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Click below to access resources</b> <ul style="list-style-type: none"> <li><a href="#">Annual Performance Goals Brainstorming exercise</a></li> <li>short quick reference guide for <a href="#">staff / supervisors</a></li> <li>detailed quick reference guide for <a href="#">staff / supervisors</a></li> <li>access short videos for <a href="#">staff / supervisors</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Click below to access resources</b> <ul style="list-style-type: none"> <li>short quick reference guide for <a href="#">staff / supervisors</a></li> <li>detailed quick reference guide for <a href="#">staff / supervisors</a></li> <li>access short videos for <a href="#">staff / supervisors</a></li> </ul> </li> </ul>