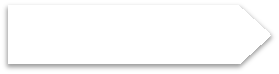
**Insert Employee Name:**

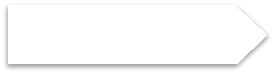
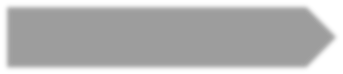
**New Employee’s First Year – Roadmap to Success**



**Days 31-60**

### Connect:

 Continue periodic check-ins with manager



**Connect**

**Learn**

**Build**

**Do**

**Days 61-90**

**Connect:**

Continue periodic check-ins with manager

Continue to build strong working relationships internally and across the system

Encourage collaborative partnerships

**Learn:**

Complete functional/on-the-job training Continue organizational learning & acclimation Identify any additional learning areas/needs

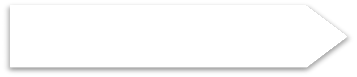
**Demonstrate Progress:**

Own responsibility of actions and become accountable for your work

Begin working independently on projects Demonstrate autonomous decision-making Self-evaluation progress on initial SMART goals

**Next Steps:**

Prepare for performance conversation with manager Identify future SMARTER goals



**Days 1-30**

**Connect:**

Meet your manager

Introductions with team, internal partners, peers, and customers

Meet your assigned UWSA Ambassador Tour the building(s)

**Learn:**

Understand role & performance expectations Participate in functional and on-the-job training Attend new employee welcome session Review policies, procedures, protocols

Ask about unspoken norms Be curious and ask questions

**Logistics & Compliance:**

Access to building, parking, equipment, systems Complete new hire tasks (complete I-9, obtain WisCARD, submit W-4 and direct deposit)

Participate in benefits info session and enroll Complete mandated training (Open Records, Info Security, Title IX, Child Neglect Prevention) Review Code of Ethics & reporting

**Next Steps:**

Setup periodic check-ins with manager Set initial SMARTER goals

 Setup regular meetings with team members and internal partners

 Begin to network internally and build strong working relationships

### Learn:

 Review organizational charts and continue organizational learning

 Participate in functional and on-the-job training  Ask about department short and long-term goals  Understand how your role connects to the greater

mission

 Attend new employee sessions on safety and legal topics

### Demonstrate Progress:

 Begin exercising autonomy in job duties

 Identify any additional needs for training, tools, and access

 Understand your role in team success

 Self-evaluate progress on initial SMART goals

### Next Steps:

 Ask your team, partners, and customers for feedback  Setup performance conversation with manager

Employee Signature and date: Supervisor Signature and date: By signing this form is not necessarily that you agree, but it is acknowledged and discussed.

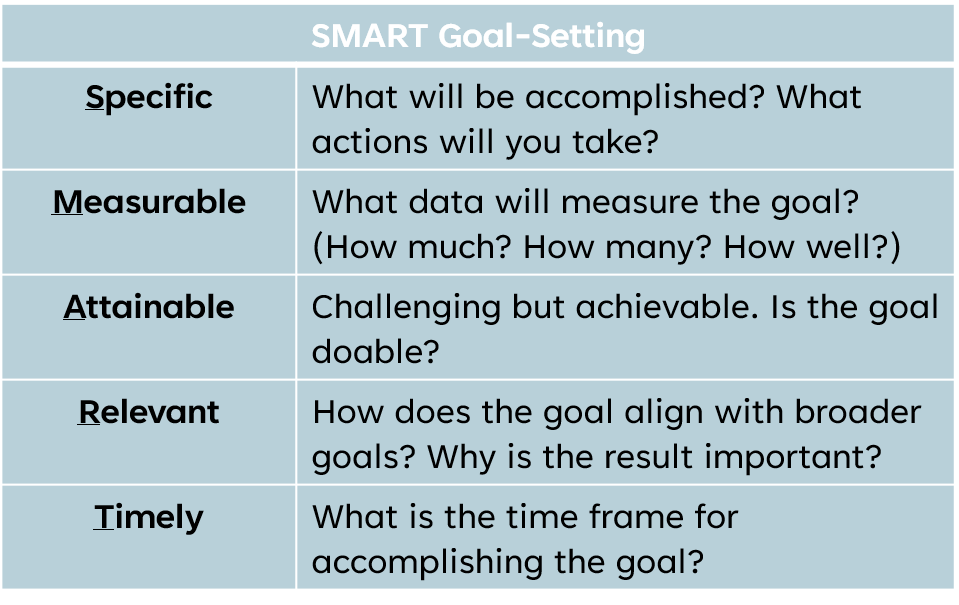
[PERFORMANCE MANAGEMENT](https://www.wisconsin.edu/uwsa/hr/hr-services-and-support/performance/)

**SMART GOALS & CORE VALUES**



Employees should be able to see their goals reflected in the accomplishment of department, division, and system goals.

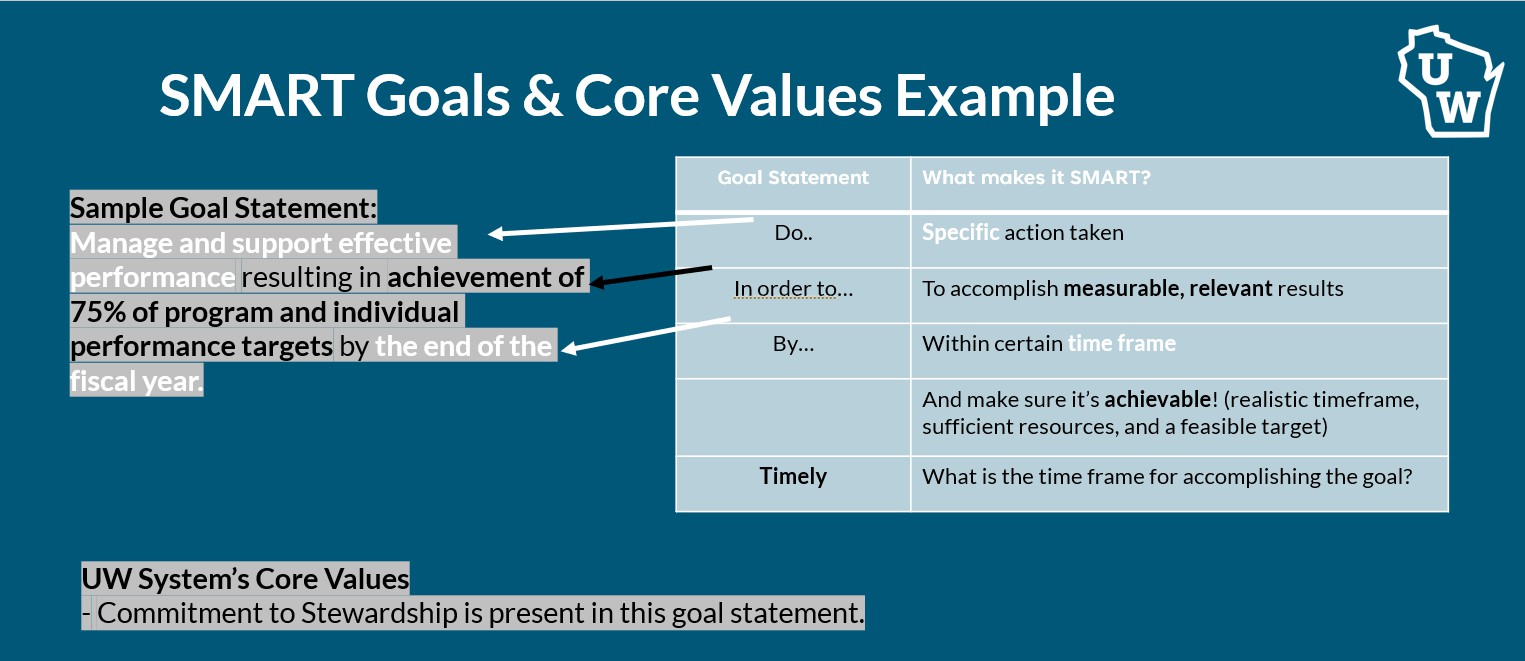
Engagement is created when I can see how my work and my efforts contribute to the greater whole.



Using Core Values to Drive Performance

* Purpose-driven
  + Our purpose drives all that we do
* People-focused
  + We value and promote all who work, live, and learn in the UW System, as well as those in the communities we serve across the state
* Commitment to Stewardship
  + We are accountable to each other, to the UW System, and to the Wisconsin Idea. The decisions we make are focused on the best interests of those who work and learn at the universities in the System and the state of Wisconsin.

When developing your SMART goals, it is important to refer to the UW Systems Core Values and think through how these Core Values can be incorporated into your goals.



# Specific

**SMARTER Goal-Setting**

**What will be accomplished? What actions will you take?**

# Measureable Attainable Relevant

**Timely Evaluate Revise**

**What data will measure the goal? (How much? How many? How well?)**

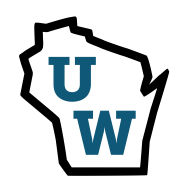
**Challenging but achievable. Is the goal doable?**

**How does the goal align with broader goals? Why is the result important?**

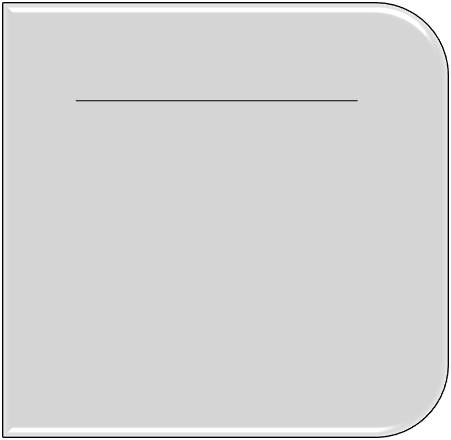
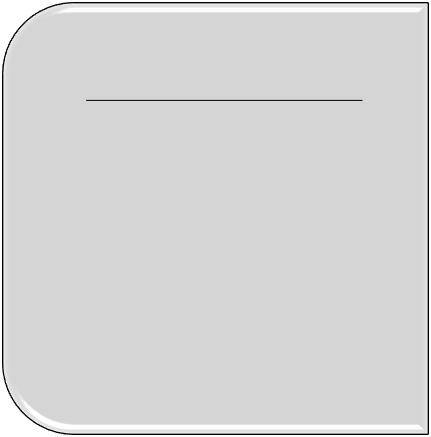
**What is the time frame for accomplishing the goal? Evaluate progress towards goals**

**Revise as needed**

* Help ensure clarity of expectations around desired accomplishments
* Contribute to better calibration in performance assessment between you and your supervisor
* Contribute to greater consistency in performance assessment across the organization

DEVELOP SMART GOALS THAT ADDRESS BOTH PERFORMANCE AND DEVELOPMENT

## Performance Goals



* Job-related and role-driven;
* Connected to key responsibilities and deliverables
* Aligned to division and organization
* Usually 3-5 goals

## Development Goals

* Learning-oriented
* Future-focused
* Support higher level performance and career advancement



[Video: Performance Management - Employee](https://uwservice.wisconsin.edu/video_learning/ep-employee/index.php)

[Flowcharts: Electronic Performance Management in HRS](https://uwservice.wisconsin.edu/docs/publications/performance_flow.pdf)

**Insert Employee Name:**

**New Employee’s First Year – Roadmap to Success**

**Develop SMART*ER* Goals**

Align individual goals with the mission & vision of your department, the [Mission of the University of Wisconsin System,](https://www.wisconsin.edu/about-the-uw-system/#missions) and the [Mission of the UW System Administration.](https://www.wisconsin.edu/about-the-uw-system/#missions) **Note: This sheet is optional and intended for use during the introductory period or until SMART*ER* Goals are defined and documented in the ePerformance Management system in your portal.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Specific**  Specific position duties, goals, or expectations | | **Measurable**  How will this be measured? | **Achievable/Attainable** What tools and resources do you need to achieve the goal? | **Reasonable/Relevant** How does this support our departmental and/or organizational mission & vision? | **Time Sensitive/ Time Bound** When do we want to accomplish this goal? | **Evaluate Progress**  For use at evaluation.  Has there been progress? Is this work completed? Are revisions  needed? | **Revise**  Identify any revisions to previously established goals. |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |

Employee Signature and date: Supervisor Signature and date: By signing this form is not necessarily that you agree, but it is acknowledged and discussed.