Performance and Development Review (PDR)

DSL Senior Leadership Team
May 5, 2015
Agenda

• Why PDR
• Changes for DSL
• PDR Features
• PDR Process and Tool
• Support and Resources
Why PDR

DSL Engagement Survey: Performance Measurement

On-line system:

– Facilitates continuous development and feedback year-round.
– Establishes a place where documents and notes can be stored and accessed at any time.
– Allows goals to be modified and progress to be tracked throughout the year.
Changes for DSL

• Interactive on-line system.
• More emphasis on Goal Setting and Mid Year check-in.
• Builds foundation for future talent and development activities (e.g., 360-degree feedback)
PDR: Who and Features

WHO

DSL  Administrative Staff and Other Academic Staff*
  –  June 2015-16
DSL Support Staff
  –  June 2016-17

PDR Features

•  Goal setting for work and development
•  Specific Job Knowledge and Skills
•  8 Core Competencies
  –  Specific descriptors for each level
  –  2 Levels:
    •  Individual
    •  Manager/Senior
•  Competency rating scale 1-5
•  Overall rating
2015-16 Process

Goal Setting
Mid-year Check-ins
Year-End Review
Mid Year Check In

**Employee** Updates
Goals, Accomplishments and Activities

**Manager** Review Updates

Conversation
Annual Review Process

1. Employee Self Assessment
2. Manager Assessment
3. Conversation
4. Manager Finalizes Form
5. Employee Acknowledges Receipt

Manager Requests Feedback (optional)
Goal Setting (Work and Development)

- Click the Add Goal text in the diagram to create a new goal.
- Click the Add Goal button when it pops open.
Work Goals

Create a New Goal
Choose what type of goal to add.

Add Goal
Edit your goal below.

Enter or paste your Goal Name and Goal Description
These fields are required.

Status for the goal can be indicated here.
Development Goals

Repeat the process you used for setting “Work goals”.
Specific Job Knowledge and Competencies

Specific knowledge and skills required for one’s job may include technical skills, knowledge of software packages, professional standards, work processes, knowledge of regulations, etc. These may come from a current job description, if available. Exclude items listed in the Core Competencies below.

At year end only, rate overall performance on the employee’s Specific Job Knowledge and Skills and/or on the requirements of their Job Description, and add supporting comments.

* List job knowledge and skills here.

1. Resolves basic computer problems.
2. Uses discretion and knows who to go to assist with more complex system needs including new applications and upgrades for Word, SAP, and Excel.
3. Responsible for ongoing communication with registrants and speakers, sending email reminders, updates, and maintaining waiting list.

For Reference: Core Competencies to be rated during Annual Review

Below are the Core Competencies on which each employee will be reviewed annually. These Competencies are view-only during the Goal Setting and Mid-Year Updates and Check-In phases. During the Annual Review, the Core Competencies will include descriptors, and each competency will have a rating and a comment.

Core Competencies

- Collaborating & Building Relationships
- Communicating with Influence
- Demonstrating Strategic Agility
- Developing the Potential of Self and Others
- Exercising Integrity and Credibility
- Focusing on the Customer
- Fostering an Inclusive Community
- Implementing Proactively & Decisely

For more information, please click here
Roadshow, Support and Resources

• Information session:
  – Deans and Directors:
  – Managers: June - July
  – Employees: June - July
• Training for PDR Phases
  – June-August
• Online Resources
  – PDR Training Guides
  – PDR Quick cards
  – PDR Bundles
Questions
Contact Information

• Dyanm@mit.edu
• Extension 3-1967
• http://hrweb.mit.edu/performance/pdr