



Draft

Information Technology Department

Best Practice

Staff Performance Management Plans

Purpose:

The purpose of this best practice is to assure that all staff are adequately supported and in-turn support the initiatives of the Information Technology (IT) Department and the City. This will be performed with interests of the City operations and not conflict with other organizational or contractual development processes.

Applies to all IT City staff or Full-Time Onsite contracted staff supporting IT.

Practice:

Annual Performance Management Planning

Once a year, each member of the IT Department (both city staffed and contract staffed) will sit down with their respective direct supervisor and the IT Director to evaluate and construct a personal performance management plan.

This plan will include:

- 1. Annual Self Evaluation**
Staff should come prepared to discuss areas of accomplishments and areas of improvement.
- 2. Role, Accountability, and Critical Outcomes**
Roles will be discussed and defined (evolving roles will be clarified). Areas of responsibility with associated critical outcomes and expectations will be documented.
- 3. Personal Annual Quality and Performance Goals**
Individual quality and performance will be discussed and defined.
- 4. Professional Development and Competency Training**
Individual professional development plans will be evaluated and appended with competency training required.
- 5. BHAGs**
Believing that everyone should have at least one Big Harry Audacious Goal – this will be shared – but doesn't have to be professional.
- 6. Observations and Feedback**
This is an opportunity to discuss any observations and feedback.
- 7. Mentor/Mentoring Assignments**
If pertinent, a mentor will be assigned to give continued counsel regarding the individual's performance management plan. If appropriate, mentoring assignments will also be made.