



2021 Staff Performance & Success Program Overview

With the recent launch of PageUp, TCU is in a new era as we transition from a paper-based, one-time annual evaluation to a cloud-based, on-going performance feedback program.

The goal of this program is to ensure you are actively involved in maximizing performance to create a productive and rewarding work experience. TCU is committed to our employees' ongoing growth and development by providing on-demand access to learning and training resources, as well as the ability to plan, reflect, and document accomplishments in PageUp.

TCU's 2021 Staff Performance & Success Program includes the following steps:

- Goal Setting & Planning: March 15
- Goal Check-ins & Feedback: May 31 & August 30
- Self-Evaluation: November 1
- Manager Rating & Meeting: November 29

During the year, you will receive system-generated communications from PageUp advising you to develop new goals, check-in on the status of goals and request/provide feedback. You are encouraged to use the time in between "Goal Setting & Planning" and "Goal Check-in & Feedback" for "Working, Learning & Journaling" by performing assigned tasks, attending or facilitating training opportunities that support success, and noting accomplishments and/or needs using PageUp's journal feature.

Core Competencies

New for the 2021 calendar year, all staff will be evaluated on six (6) core competencies. These core competencies are considered universal regardless of function or role. Competencies measure knowledge, skills, and observable behaviors that lead to success and align with the University's strategic plan [Vision in Action: Lead On](#).

- Communication
- Job Knowledge/Skill Application
- Critical Thinking/Problem Solving
- Teamwork/Collaboration
- Diversity, Equity, and Inclusion
- Responsibility and Integrity

Responsibilities

A successful performance management program requires both individual contributors and their manager share the responsibility by actively participating throughout the year. The last step of the process – "Feedback and Evaluation" – provides an opportunity for an annual assessment of individual contributors' performance through self-evaluation and manager's assessment.

Currently, TCU requires at least one annual performance evaluation for each staff employee in a regular position. The evaluation period is the calendar year. Any additional mid-year evaluations and/or progressive counseling are at the manager's discretion and should be in coordination with a team member in Employee Relations via email: resolve@tcu.edu.