

Performance Management Pilot for Controller's Unit and OSU IT Update about changes beginning October 1, 2022

What is changing?

- For professional faculty taking part in the pilot, the performance period will start in October 2022 and end in April 2023.
- Because of the shortened time period, there will be **two (2) check-ins** that are two months apart, rather than three check-ins that are three months apart.

Why did the performance period change?

The performance management pilot began in October 2021 when our pilot system, SuccessFactors, came online. At that time, the performance year was designed to be Oct. 1 through Sept. 30. Since then, we've learned that faculty salary increase decisions will be needed each May and then take effect (for 12-month faculty) on July 1. As a result, salary decisions for implementation on July 1, 2022, must be made by May 2022 so that information from employee performance check-ins can factor into the decision making.

We've addressed this problem by adjusting this year's performance period for participating professional faculty to October 1, 2022 – April 30, 2023. Appraisals should be complete before the Controller's Unit and OSU IT supervisors make determinations on the faculty salary increase decisions that are due in May 2023. Those salary increases will then take effect July 1, 2023. Following this current performance cycle, the new performance period will then begin on May 1 each year and end on April 30.

Are participating classified staff affected by these changes?

No. The performance year for classified staff is based on your Merit Increase Month, sometimes referred to as your "MIM." You and your supervisor can see your MIM in SuccessFactors by navigating to your profile and clicking on the Show More button of the User Info section. You'll still have three check-ins, scheduled approximately 3 months apart.

How do I set goals for a shorter performance period?

We still recommend using the SMART method that's used throughout this pilot. When you reach the Attainable and Reasonable stages, ask yourself what you can achieve during the seven months of this current performance cycle. It's okay to set goals that may take longer but consider breaking them up into chunks that can be achieved during the shorter time period.

Why are there only two check-ins now?

Trying to check in three times during a seven-month performance period seemed unreasonable for both employees and supervisors. The purpose of checking in is to talk specifically about goal progress and barriers. If you find that more check-ins are necessary to stay on track, that's okay too. SuccessFactors will only ask you to complete two.

I'm still not receiving email reminders from SuccessFactors. What's going on?

We hear you! We have opened a request with our vendor to get this fixed. We know it's a problem and appreciate your patience.

I'm receiving reminders from EvalS to set goals for the next year. What should I do?

If you've already moved into SuccessFactors, you do not need to complete new goals in EvalS. Please be patient. We think we've found a solution, but it requires multiple steps for the more than 300 people

taking part in the pilot – each of which must be done individually. In the meantime, consider setting up an email filter for EvalS messages. ([See item 4 in this blog post](#) for instructions.)

I still have questions about this change. What should I do?

We host a drop-in session each month where folks can ask questions. The next session is October 11th at 1PM on [Zoom](#). You can also contact the team at PerformanceManagementPilot@oregonstate.edu with any questions.