Getting Started

Performance Excellence Annual Plan Guide for Supervisors

Welcome to New Performance Excellence, an experience that is stronger, simpler and online. Northwestern’s New Performance Excellence is a year round process, and will be executed through myHR Learn. Learn how to get started here.

Familiarize yourself with changes

- Review SIMple goal framework – see Purpose and Goal-setting essentials job aid.
- Review new, simplified rating scale – see Ratings Definitions job aid.

Support staff goal-setting

- Ensure direct reports have copies of their job descriptions.
- Provide direct reports with departmental/team goals.
- Provide team members with goals if appropriate.

Access the system

- Login to myHR Learn at learn.northwestern.edu
- From the top menu bar, select “My Team.”
- “Learning Approval Team” will appear at the top. Click the dropdown arrow, and select “Performance Excellence Team.”
- The staff that you review for performance will be listed here. If you see any errors or omissions in this list, please contact the HR Administrator in your school or unit.
- To review staff goals at the beginning of the performance year, or throughout the year, click “go to” under your staff member’s name, and select “goals.”

Align with your staff

- Meet with your direct reports to review draft performance goals and development plan.
- Create and share a plan for regular check-ins with your staff. Consider adding performance check-ins to regular one-on-one meetings.
- Check in on goal progress throughout the year and adjust as needed.

Additional job aids and resources available at perform.northwestern.edu