1. INSTRUCTIONS FOR SRDP/DAP PROCESS – 2012/13

The time has come to begin planning for the annual performance review process, known as the Staff Review and Development Plan (SRDP), which includes a Development Action Plan (DAP). Please note that there is a new resource this year – online DAP training! For more information, please see #2 below.

Your Manager or Supervisor will communicate internal due dates for your respective department or unit.

Here are a few points to remember as you complete your evaluations:

- SRDP’s must be completed for all ITS employees.
- You should complete the Staff Input portion of the SRDP and a draft of the DAP and submit it to your manager or supervisor.
- Your manager or supervisor will complete a personal interview with you.
- Remember: Sign your SRDP after your interview. Your signature signifies that you have received their SRDP, not that you are in agreement with it. If you wish to make comments, you may attach a separate sheet of paper to your SRDP document.
- All SRDP’s must include a completed Development Action Plan that is agreed to by you and your supervisor or manager.

As you are writing your DAP for next year, please consider one of the many opportunities of the Climate & Diversity programming. Visit their website/blog to learn more: http://sites.psu.edu/connectrespect/blog/

If you have questions on the process or other information related to the SRDP, please contact your ITS HR Representative (Deb Johnson – daj8@psu.edu, Molly Kline – mzk2@psu.edu, Susan Morse – snm4@psu.edu)

2. DEVELOPMENT ACTION PLAN ONLINE TRAINING

Did you know that there is now training available online to assist you with completing your Development Action Plan (DAP)? This training as created based on the face-to-face
training that was offered last spring. View the training at your convenience and in the location of your choice by visiting:
http://www.psu.edu/dept/itshr/professional-development.html

Would you like Face-to-Face Development Action Plan training?
Please contact your ITS HR Representative for more information. (Deb Johnson – daj8@psu.edu, Molly Kline – mzk2@psu.edu, Susan Morse – snm4@psu.edu)

3. UPDATE ON PENN STATE’S PERFORMANCE MANAGEMENT RE-ENGINEERING PROJECT – by Diane Weller

Penn State is currently working with Sibson Consulting, a national human resources consulting firm, on its Performance Management Re-Engineering Project. Improving performance management will enable Penn State to:

- Solidify the accountability culture
- Improve trust and morale
- Attract top talent and replace retiring talent
- Improve performance where needed

Sibson Consulting offers Penn State senior-level consultants with broad and deep higher education experience and also draws upon experience outside of academia to introduce effective practices to Penn State. Sibson is working closely with OHR, the President’s Council, the HR Sub-Committee of the Board of Trustees, the leadership steering committee, and HR representatives across the university. They recently conducted on-campus focus groups and distributed a survey to elicit feedback - thank you to those who participated!

The first Phase of this project (diagnosis and discovery) has been completed, and the results of the information-gathering that occurred over the last several months have been shared with the steering committee. Phase 2 will involve the design of a performance management program, including technology specifications, for staff at Penn State, and determining elements of effective execution. The expected timing of this phase is quarters 1 and 2 of 2013.

Phase 3 of the project will involve finalizing technology selection, developing training and communications materials for program launch, and program implementation. The expected timing of this phase is quarters 3 and 4 of 2013.

Chris Lucas, Christy Long, and I represent ITS on the Steering Committee for this project. If you have questions please let us know.

4. New Hires

Sherwyn Saul, Programmer/Analyst, Education Technology Services
Megan Kohler, Instructional Designer, Education Technology Services
Leah Salter Deleo, IT Project Manager, Weblion
Scott Reid, Programmer/Analyst, Admin Information Services
Tonia Kephart, Administrative Support Assistant, Telecommunications & Network Services
Mack Messner, Facilities Engineer, ITS Facilities Management

5. Upcoming Events

Climate and Diversity Presents: Health EAP & WorkLife Benefit Overview Session
Friday, March 29, 2013
2:00 pm – 3:00 pm
E102 Paterno Library / Foster Auditorium
Presenter: Matt Verdecchia

Do you know about all of the services available through Health Advocate? Attend this session to learn more about this valuable benefit! Bring questions that you have as well!

6. Climate and Diversity Information

CALL FOR VOLUNTEERS!
The ITS Climate Diversity Team is looking for volunteers with experience in one or both of the following areas:

• Marketing graphics: Duties here would include creating posters for programs, help with web graphics, and more.
• Multimedia: Duties here would include Climate/Diversity video production, from shooting the video to editing.

If you have these skills, we would appreciate any help you can offer in these areas. Plus, keep in mind this would look great on your SRDP!

If you would like to volunteer or have any questions, please contact Shelley Gette at sfg1@psu.edu or your unit's ITS Climate Diversity Team representative.

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Please visit the ITS Climate and Diversity blog/site: http://sites.psu.edu/connectrespect/blog/ to find Climate and Diversity resources, news, updates from ITS senior management, stories on climate and diversity issues, and more. You can also follow the Climate and Diversity Team on Twitter: @ConnectRespect