

Performance Development Guide – Professional Staff Members

Steps in the Process

The performance development process is comprised of the following steps:

1. The professional staff member completes their step, documenting strengths and accomplishments, areas for learning and growth, and ideas about how their manager can support their learning and growth.
2. The manager responds to the professional staff member's entries and offers their own ideas.
3. The manager and professional staff member meet to discuss. This conversation should focus on promoting a positive, strengths-based conversation between the professional staff member and the manager
4. The professional staff member electronically signs.
5. The manager electronically signs; this closes out the process.

Accessing the Performance Development Task

To access the performance development task:

1. Log into DrexelOne and select the employee tab.
2. Click on Career Pathway under the “my career” channel.
3. Select the performance development task for the professional staff member under the “your tasks” box.
4. Select “get started” at the bottom of the overview page.
5. Follow the instructions on the accomplishments, strengths, learning, and growth page.
6. When you have finished entering your responses to all the prompts, select the submit button at the bottom of the page. This will release the task for the manager to enter their responses.

Electronically Signing the Performance Development Task

Once the manager completes their step in the process, they should meet with the professional staff member to discuss accomplishments, strengths, learning, and growth opportunities, and then both will electronically sign the review. Professional staff members will sign first.

To sign the review:

1. Log into DrexelOne and select the employee tab.
2. Click on Career Pathway under the “my career” channel.
3. Select the performance development task under the “your tasks” box.
4. Select “get started” at the bottom of the overview page.
5. Review the accomplishments, strengths, learning, and growth page. Both the professional staff member and the manager's comments will be visible. Select save and continue.
6. The last page is the signature page. Type your name in the box and select the sign button **and then the submit button**. This will complete the performance development process.

Accessing Past Performance Tasks

When the performance development tasks has been signed by themanager, it is considered complete. Any performance tasks that have been completed in Career Pathway will be available to the professional staff member and the managerfor future reference.

To access a past performance task:

1. Log into DrexelOne and select the employee tab.
2. Click on Career Pathway under the “my career” channel.
3. Hover over the performance tab and select “performance reviews”.
4. Select the “my personal reviews” tab.
5. Click on the performance task title; this will open a .PDF.