Performance Development Guide – Managers

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, select the submit button at the bottom of the page. This will release the task for the professional staff member to electronically sign.
7. Set up a meeting with the professional staff member to discuss their accomplishments, strengths, learning, and growth opportunities.

Adding a Co-Planner to Complete the Performance Development Task

If someone else should participate in the professional staff member's performance development task, you can add them as a co-planner.

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 in question under the "your tasks" box.
4. Select "add co-planner" from the options drop-down box in the upper-right corner of the review.
5. Search for the co-planner and then select the plus icon next to their name.
6. Select the done button.
7. You can remove the co-planner at any time by selecting the X icon next to their name in the add co-planner box.

Sending the Review Back to the Professional Staff Member Step

Sometimes a professional staff member submits their step and needs to make edits afterward. Since the performance development task is in the manager's queue once the task is submitted, the professional staff member cannot access it. If the task is in the manager step in the process, the manager can send the task back to the professional staff member for edits. If the task is at any other point in the process, email hrperform@drexel.edu for assistance.

To send a review back to the professional staff member step:

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 in question under the "your tasks" box.
4. Select the "reopen step" button at the bottom of the overview page. Alert the professional staff member that they now have access to edit the review – they will not receive an additional email.

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 for the professional staff member in question 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's 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 task has been signed by the manager, it is considered complete. Any performance tasks that have been completed in Career Pathway will be available to the professional staff member and the manager for future reference.

To access a professional staff member's 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 "my team" tab and select my team.
4. Select the box on the left for the professional staff member in question.
5. Click on the performance icon to the right.
6. Select the reviews tab below the performance icon; this will display any performance tasks in the system for that professional staff member.
7. Click on the review title; this will open a .PDF.