



ANU Focus Performance System Quick Guide

For Academic employee annual cycle

Step 1: Goal Setting

1 December - 31 March

Notification

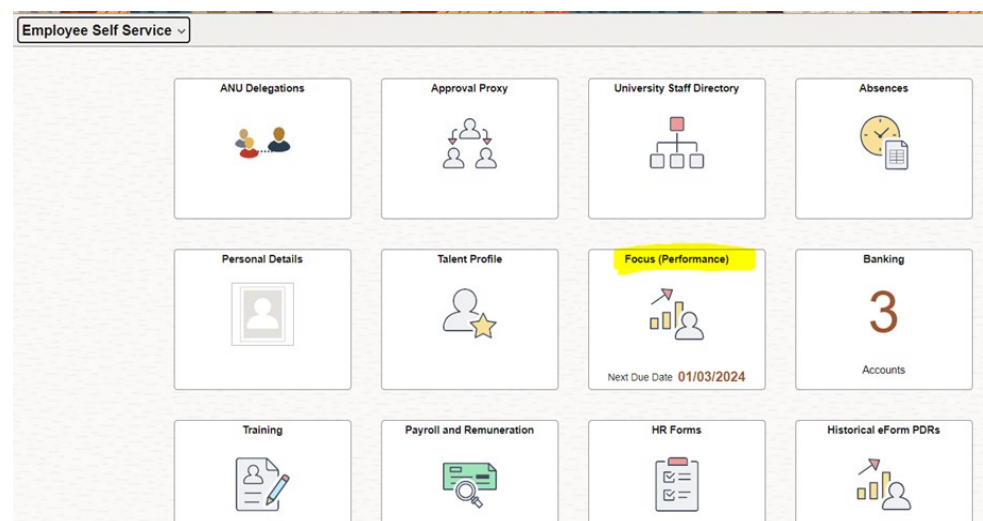
1 December (or next business day thereafter) all eligible employees notified that the ANU Focus goal setting period has commenced.

Pre-goal setting meeting

The supervisor and employee have an initial discussion about the employee drafting goals.

Employee goal setting

Employee logs into HORUS, via Employee Self Service and clicks on **Focus (Performance)**



The employee drafts goals, by clicking on the + icon, adding goals accordingly, and then notifies supervisor - **Notify** function.

Academic work goals are split into sections as follows:

- Research
- Education
- Service
- Development

There is also a prompt for the employee to review, and update if needed, their academic workload distribution.

The screenshot shows the 'Goal setting' process for an employee. At the top, there's a header with 'Employee name' and 'Employee ANU level'. Below this, it indicates 'Step 1 of 4' and 'Goal setting'. The main content is divided into four sections: 'Check and Update Academic Workload' (with a sub-section 'Academic Workload Review & Update'), 'Research Goals', 'Education Goals', and 'Service Goals'. Each of these sections currently displays 'No goals have been defined in this section.' A dropdown menu is open on the right side, showing options: 'Print', 'Export', 'Notify' (which is highlighted in yellow), 'Last Updated', and 'Overview'.

Supervisor goal setting approval

The supervisor and employee meet to discuss goals.

Supervisor logs in through HORUS > **Manager Self Service** and clicks on the **Focus-Team Performance** tile, then **Team Documents** tile.

The supervisor selects the relevant employee, reviews the information, and completes the goal setting step (step 1) by clicking **Complete**.

The screenshot shows the 'Manager Self Service' dashboard. At the top, it says 'Manager Self Service'. Below this is a grid of six tiles: 'Approvals' (with a document icon and a green checkmark, showing '0'), 'My Team' (with a group of people icon), 'Focus - Team Performance' (with a group of people and a bar chart icon), 'Manage Timesheet' (with a calendar icon), 'Delegations' (with a group of people icon), and 'Learning and Development' (with a checklist icon). Below this grid is a 'Team Performance' section. It contains several tiles: 'Team Documents' (with a group of people and a bar chart icon, showing '2 In Progress Documents'), 'Administrative Tasks' (with a folder icon), 'Performance Status' (with a bar chart icon, showing 'No data to display'), 'Team Document Insights' (with a bar chart icon), and 'Team Performance Insights' (with a bar chart icon).

Both supervisor and employee receive a system email confirming that step 1 is complete.



Step 2: Checkpoint

1 June – 31 July

Notification

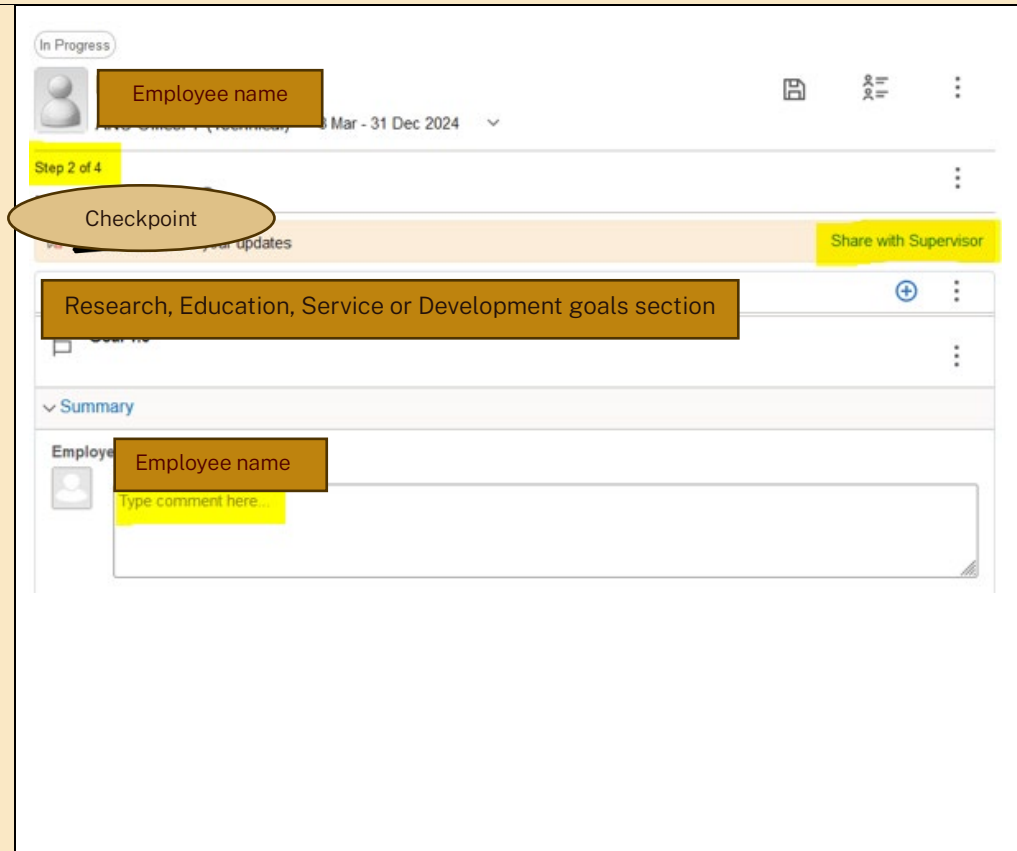
1 June (or next business day thereafter) all eligible employees notified that the ANU Focus Checkpoint period has commenced.

Employee progress

Employee enters progress comments against goals for each work goals section:

- Research
- Education
- Service
- Development

Once employee completes and saves comments they click **Share with Supervisor > Supervisor and You**. The supervisor will be notified at this point.



Checkpoint meeting

After supervisor reviews employee comments, they organise a meeting with the employee to discuss progress, and make any necessary changes.

Complete checkpoint

Following the meeting, supervisor must complete **Select Rating**, i.e. performance 'On track' or 'Not on track', and comments.

Supervisor clicks on: **Share with Employee > Employee and You > Complete**.

Both supervisor and employee receive a system email confirming that step 2 is complete.

The screenshot displays a performance review interface. At the top, it shows 'In Progress' and 'Employee name' (redacted). A date range 'Mar - 31 Dec 2024' is visible. The progress bar indicates 'Step 2 of 4' and a 'Checkpoint' label is highlighted. A 'Complete' button is present. Below the progress bar, there is a 'Share with Employee' button. The main content area is titled 'Research, Education, Service or Development goals section'. Underneath, there is a 'Summary' section with 'Employee' information (redacted) and 'Goal on track'. The 'Manager' section shows 'Supervisor name' (redacted) and a 'Select Rating' dropdown menu. A text input field for 'Type comment here...' is also visible.

Step 3: Review Set Goals

1 October – 15 November

Notification

1 October (or next business day thereafter) all eligible employees notified that the ANU Focus end of cycle reflection and evaluation period has commenced.

Note: Step 3 is an ancillary step to step 4: it is the final opportunity to add any goals that may have occurred since the Checkpoint. During step 4, no further goals can be added as this is the final step for evaluation.

Review set goals

Opportunity for employee and supervisor to review recorded goals, and add any relevant goals not documented. Once both employee and supervisor have reviewed set goals, and ensured that any updates are shared via the **Share with Supervisor/Employee** function, the supervisor marks this step **Complete**.

Note: once this step is completed no further goals can be added.

The screenshot shows a user interface for 'Review set goals'. At the top, it says 'In Progress' and 'Employee name' is visible. Below that, 'Step 3 of 4' is highlighted. The main heading is 'Review set goals'. A message states 'cannot see your updates' with a 'Share with Supervisor' button. A section titled 'Research, Education, Service or Development goals section' is highlighted. Under 'Summary', there is an 'Employee' section with 'Employee name' and a text area. Below that is a 'Manager' section with 'Manager's comments are not shared'.

Step 4: End of Cycle Reflection and Evaluation

1 October – 31 December*

*Step 3 and 4 can be completed any time during 1 October – 31 December. It is advised that step 3 is completed as early as possible during 1 October – 15 November, followed directly by step 4.

Former supervisor feedback

Only if applicable. Where the employee has had a change in supervisor during the current ANU Focus cycle, the current supervisor can invite feedback from the former supervisor, if still at the ANU. This option is only used following

The screenshot shows a user interface for 'Review set goals'. At the top, it says 'In Progress' and 'Employee name' is visible. Below that, 'Step 3 of 4' is highlighted. The main heading is 'Review set goals'. A message states 'cannot see your updates' with a 'Share with Employee' button. A section titled 'Research, Education, Service or Development goals section' is highlighted. Under 'Summary', there is an 'Employee' section.

consultation with the employee.

If using this option the supervisor selects the participant icon (top right of the document), searches for the former supervisor by name or email, selects that supervisor, and clicks **Continue**.

The former supervisor receives an email notifying them of the feedback request and instruction on how to complete it.

The current supervisor receives an email notifying them when the previous supervisor has completed their feedback.

Note: when searching for the former supervisor, it may take 15-20 seconds to load and show the result.

Employee assessment

Employee assesses their performance against the set goals, adding in their comments.

Employee also needs to acknowledge WHS and Code of Conduct via the drop-down.

Employee submission

Employee clicks **Complete** to submit assessment and comments to their supervisor.

Email notification to supervisor.

End of cycle reflection meeting

After supervisor reviews comments, they organise a meeting with the employee to discuss their reflection and evaluation of the employee.

Complete end of cycle reflection and evaluation

Following the meeting, supervisor must add reflection and evaluation comments, and mark the end of cycle step **Complete**.

Note: the evaluation includes a drop- down to select one of four ratings:

- Outstanding
- Often exceeds expectations
- Meets expectations
- Does not meet expectations

Both supervisor and employee receive a system email confirming that step 4 (final step) is complete.

Completed Focus document

When supervisor completes end of cycle reflection and evaluation, the record is stored in **Historical Documents** (within Focus tile homepage) for both employee and supervisor.

New Search

Period Begin Date
DDMMYYYY

Period End Date
DDMMYYYY

Match Exact Dates

Include Historical Documents

Name

Search Clear

Employee

Team Documents Delegated Documents

Search by Name

Goal Setting

[Redacted]	[Redacted] - 3 Jan - 31 Dec 2024	Due 31 Mar 2024
[Redacted]	[Redacted] - 1 Jan - 31 Dec 2024	Due 31 Mar 2024
[Redacted]	[Redacted] - 1 Jan - 31 Dec 2024	Due 31 Mar 2024
[Redacted]	[Redacted] - 3 Mar - 31 Dec 2024	Outstanding

For supervisors they will see the Focus status of all their employees, including rating for any completed Focus document. For employees they will be able to see their own completed Focus document.