



ANU Focus Performance System Quick Guide

For Professional 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.

The screenshot displays the 'Employee Self Service' dashboard. A grid of icons includes 'ANU Delegations', 'Approval Proxy', 'University Staff Directory', 'Absences', 'Personal Details', 'Talent Profile', 'Focus (Performance)', 'Banking', 'Training', 'Payroll and Remuneration', 'HR Forms', and 'Historical eForm PDRs'. The 'Focus (Performance)' icon is highlighted in yellow and shows a 'Next Due Date: 01/03/2024'. Below the grid, the user profile for 'ANU Officer 7 (Technical)' is visible for the period '3 Mar - 31 Dec 2024'. The 'Goal setting' section is active, showing a 'Work Goals' subsection with instructions to specify 3-5 agreed work goals. A 'Notify' dropdown menu is open, listing options: Print, Export, Notify (highlighted), Last Updated, and Overview. The bottom of the screen indicates 'No goals have been defined in this section.'

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.

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

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

The screenshot displays the 'Manager Self Service' dashboard. At the top, there are six tiles: 'Approvals' (0), 'My Team', 'Focus - Team Performance', 'Manage Timesheet', 'Delegations', and 'Learning and Development'. The 'Focus - Team Performance' tile is selected, leading to the 'Team Performance' section. This section includes 'Team Documents' (2 In Progress Documents), 'Administrative Tasks', and 'Performance Status' (No data to display). Below this, there are tabs for 'Team Documents' and 'Delegated Documents'. A search bar is present with the text 'Search by Name...'. The 'Define Criteria' section lists two team members: 'Beate Team Member UHRTRN03' and 'Amy Team-Member', both ANU Officer 7 (Technical) with a focus period from 1 Jan to 31 Dec 2024 and a due date of 1 Mar 2024. The 'In Progress' section shows the selected employee, 'Employee name', ANU Officer 7 (Technical), with a focus period from 3 Mar to 31 Dec 2024. The 'Goal setting' step is highlighted as 'Complete'. The goal setting process is divided into 'Work Goals' and 'Development Goals'. The 'Work Goals' section includes a sub-section for 'Goal 1.5' and the 'Development Goals' section includes a sub-section for 'Development goal 1'.

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.

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

In Progress

Employee name

Step 2 of 4

Checkpoint

Share with Supervisor

Work Goals

Goal 1.5

Summary

Employee

Employee name

Type comment here...

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 >**

In Progress

Employee name

Step 2 of 4

Checkpoint

Complete

Share with Employee

Work Goals

Goal 1.5

Summary

Employee

Employee name

Goal on track

Manager

Supervisor name

Select Rating

Type comment here...

Employee and You > Complete.

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

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 in the middle of the year. 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**.

In Progress

Employee name

Step 3 of 4

Review set goals

Complete

You cannot see your updates

Share with Supervisor

Work Goals

Goal 1.5

Summary

Employee

Employee name

Manager

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 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.

The screenshot displays the ANU Focus cycle interface. At the top, it shows 'In Progress' and 'Employee name' (redacted). Below this, it indicates 'Step 3 of 4' and 'Review set goals'. A message states 'cannot see your updates' with a 'Share with Employee' link. The main content area includes 'Work Goals' (with a '+', '-', and '...' menu), 'Goal 1.5', 'Summary', and 'Employee' sections. A modal dialog titled 'Add / Review Participants' is open, showing a search bar with the placeholder 'Search former supervisor here' and a search icon. Below the search bar, it says 'Search Results' and '1 row'. A search result is displayed with a person icon, a redacted name, and the location 'Chancery Bldg 10A'. The dialog has 'Cancel' and 'Continue' buttons.

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 for the year, adding in their comments in the 'Summary' comments box.

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 and evaluation 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

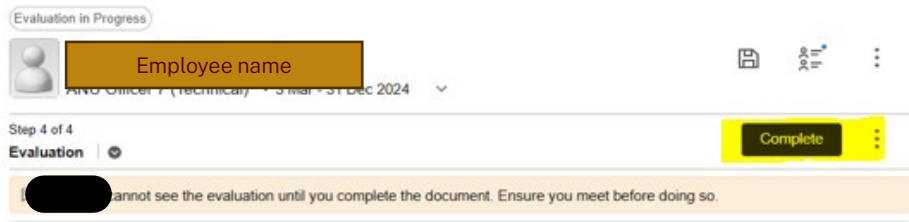
Following the meeting, supervisor must add reflection and evaluation comments, and mark the end of cycle step **Complete**.

The evaluation includes a drop-

down to select one of four ratings:

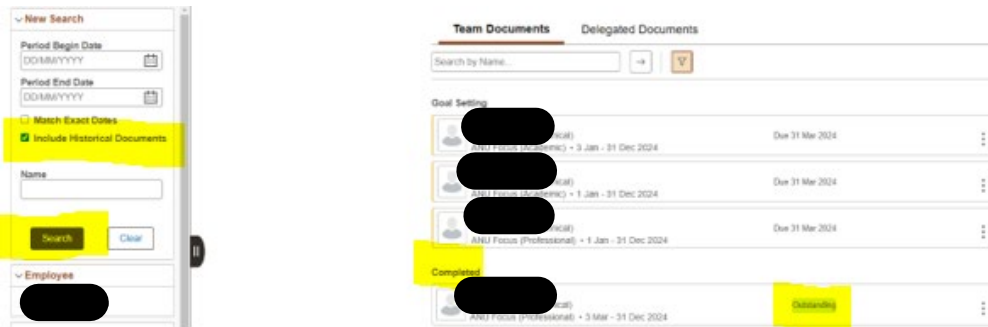
- Outstanding
- Often exceeds expectations
- Meets expectations
- Does not meet expectations

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.



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.