

ANU Focus



- ANU Focus introduction and overview
- ANU Focus cycle and process
- Probationary employees
- Further information and resources



Based on employee feedback key outcomes of the new process include these changes

| FROM | TO | BECAUSE |
|----------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Variable performance cycle | Consistence cadence | <ul style="list-style-type: none">• Employees can consistently plan and track Focus documents• Aligns with ANU planning cycle |
| Inflexible online tool | Dynamic online tool | More user friendly |
| Emphasis on compliance | Focus on effective conversations and development | Increases employee engagement and success |
| System focus | Training, guidance and education focus | Forward looking and growth minded |



The ANU Focus performance process will help to drive a culture of meaningful conversations, development and accountability

Emphasis on effective conversations

Consistent annual cycle for everyone

Dynamic online tool in HORUS

Training, guidance, education focus

Reporting: completion, status, ratings

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
|-------------------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| Goal setting | ■ | | | | | | | | | | | ■ |
| Checkpoint | | | | | | ■ | | | | | | |
| End of cycle evaluation | | | | | | | | | | ■ | | |

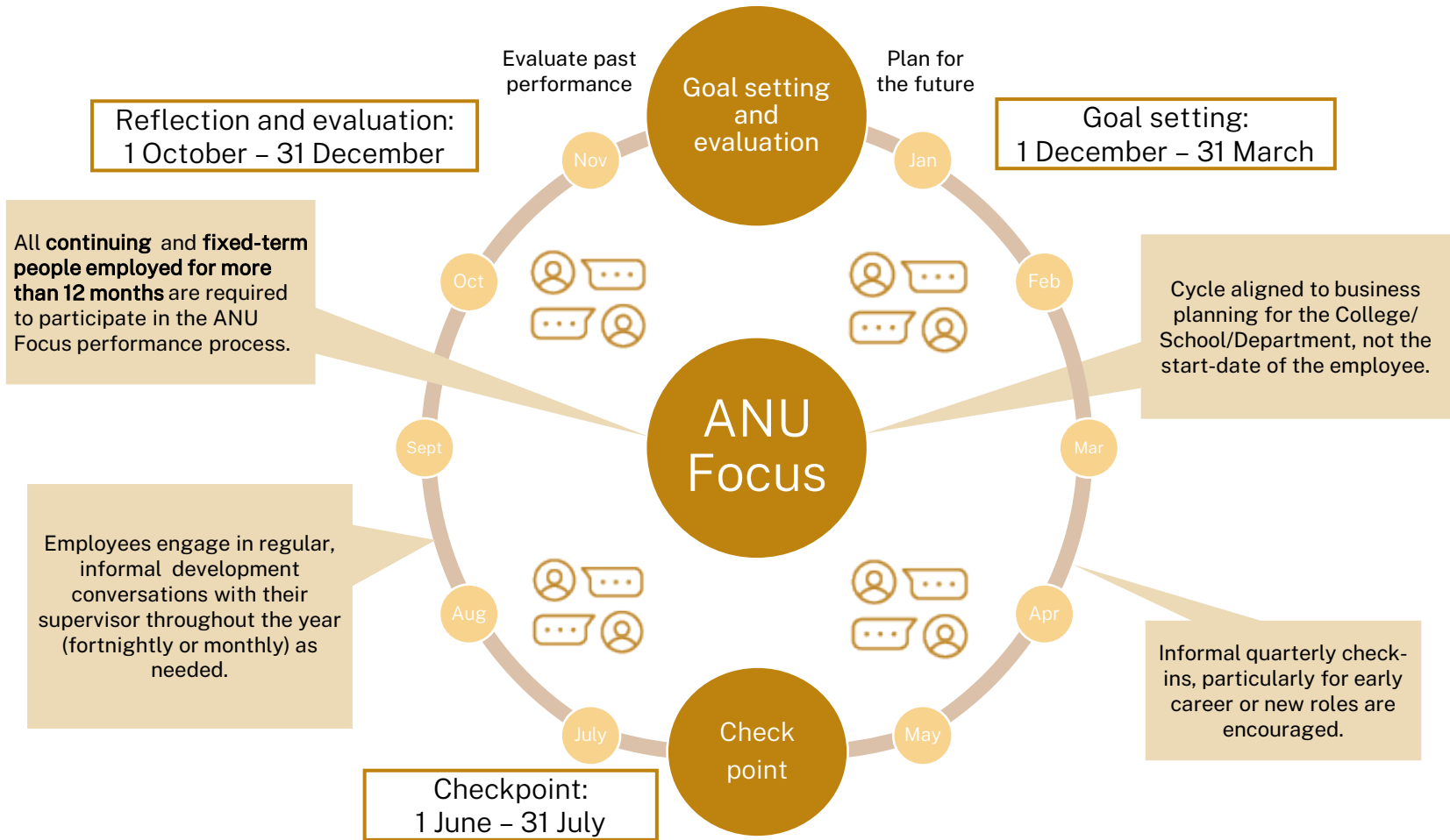
Key features

- ✓ Academic and Professional employees to have equitable experience of role, performance and career discussions, and frequency of how these are recorded
 - Focus is a tool to record discussions and progress at least every 6 months, with emphasis on regular discussions outside of the tool.
- ✓ Probation period follows the same process, but from employee commencement date, with employee and supervisor to receive reminders throughout process.
- ✓ Performance ratings for supervisor to employee (4 total): 'Outstanding', 'Often exceeds expectations', 'Meets expectations', or 'Does not meet expectations'.

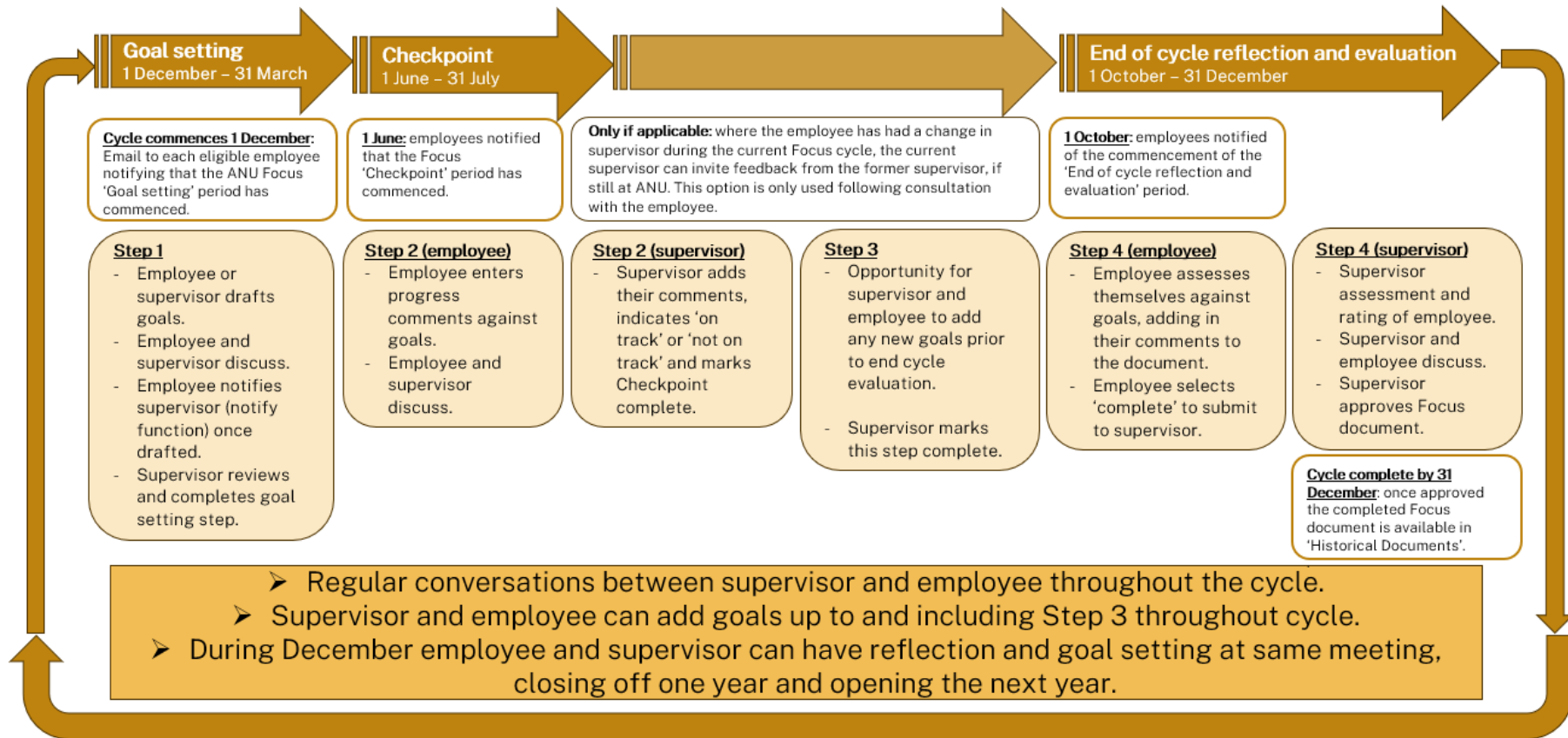
Next steps 2024/2025

- Launch 2 Dec (for 2025 cycle)
- Supervisor and employee info sessions 2 + 4 Dec
- Skill builders: 'Goal Setting' and 'Giving Feedback' Nov 2024-March 2025





ANU Focus process workflow



Probation scenarios

Focus probationary document
 Focus 2025 standard Focus document
 Focus 2025 standard Focus document (created to draft/copy from previous document)
 Commence 2026 standard Focus document

| Existing probationary employee | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Aug-25 | Sep-25 | Oct-25 | Nov-25 | Dec-25 |
|--------------------------------|----------------------------------------------------------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Probation end date 27 Feb 2025 | Focus 2025 standard Focus document for annual cycle, then commence 2026 annual cycle from Dec 2025 | | | | | | | | | | | | |

| Existing probationary employee | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Aug-25 | Sep-25 | Oct-25 | Nov-25 | Dec-25 |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Probation end date 3 March 2025 | Focus probationary document, then catch up standard Focus document April-Nov, then align to annual cycle from Dec | | | | | | | | | | | | |

| New starter employee ≥ 3 Dec 2024 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Aug-25 | Sep-25 | Oct-25 | Nov-25 | Dec-25 |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Start date 3 Dec 2024 (Professional continuing) | 6 month probationary Focus until June 2025, then catch up standard Focus document July-Nov, then align to annual cycle from Dec | | | | | | | | | | | | |

| New starter employee ≥ 3 Dec 2024 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Aug-25 | Sep-25 | Oct-25 | Nov-25 | Dec-25 |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Start date 4 April 2025 (Professional continuing) | 6 month probationary Focus until Oct 2025, then prepare to align to annual Focus cycle from Dec | | | | | | | | | | | | |

| New starter employee ≥ 3 Dec 2024 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Aug-25 | Sep-25 | Oct-25 | Nov-25 | Dec-25 |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Start date 3 Dec 2024 (Academic continuing) | 2 year probationary period until Dec 2026, at which point would then join the standard annual Focus cycle | | | | | | | | | | | | |



ANU Focus process summary

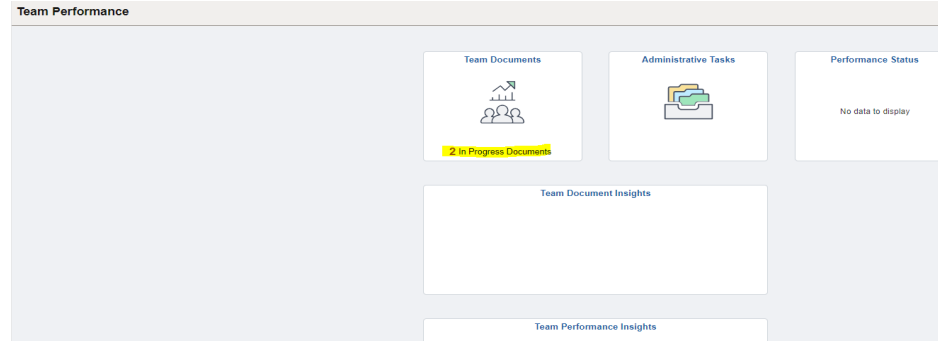
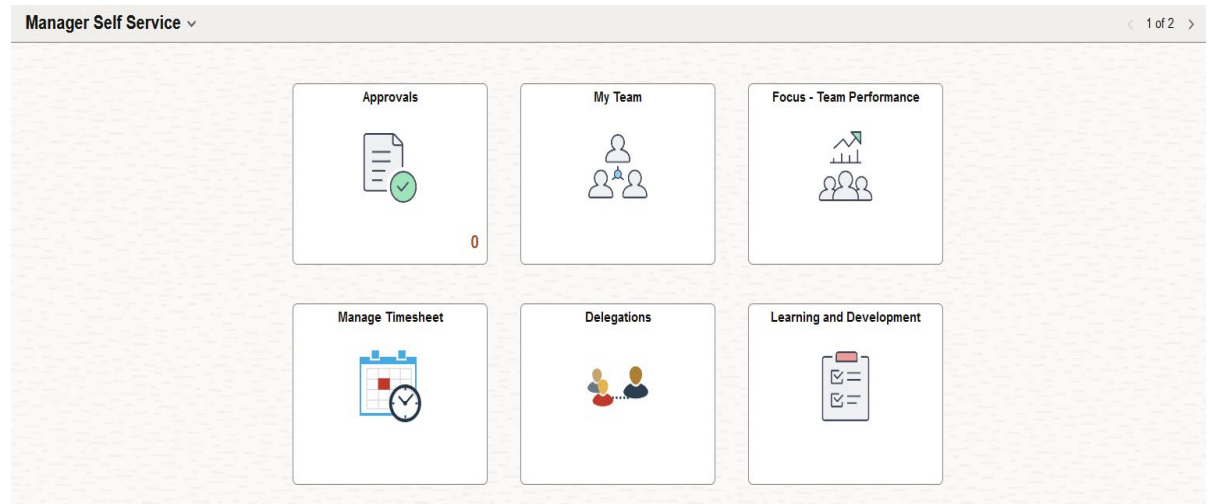
| Item | Detail |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cadence and template | <ul style="list-style-type: none"> • Cadence same for all employees (once probation is complete). • Calendar year (January-December) with the flexibility to commence goal setting from 1 December through to 31 March. • Four templates total: professional non-probationary, academic non-probationary, professional probationary, academic probationary. • User experience will be one template relevant to employment status at any one time. |
| Cycle duration | <ul style="list-style-type: none"> • 13 months for everyone (except probationary employees), allowing for overlap month of December (12 monthly documented conversation plus 6 monthly check in). |
| Probation | <ul style="list-style-type: none"> • If employee is a new starter post 2 December 2024, a Focus probationary template will be used, similar to the annual cycle Focus template, which will be initiated from employee start date and go through to probation end date. • Existing employees who are currently on probation as of 2 December 2024 will fall into one of two categories: <ol style="list-style-type: none"> 1. Those probationary employees who have a probation end date of 28 February 2025 or earlier will have a standard annual cycle Focus document created (either academic or professional as relevant); or 2. Those probationary employees who have a probation end date of 1 March 2025 or later will have a Focus probationary document created (either academic or professional as relevant), in place until their current probation end date. <u>If the probation end date is confirmed during:</u> <ul style="list-style-type: none"> ○ March-August 2025 the employee would then go on a standard Focus document until 1 December 2025; or ○ September-November 2025 the employee would prepare to join the next standard annual Focus cycle from 1 December 2025. • Employee acknowledgement within the Focus document of WHS responsibilities (including if a supervisor) and ANU Code of Conduct. • Automatic reminders to employee and supervisor until action taken, specifically: start date, mid-way through probation and one month prior to probation date. • If probation is confirmed, then the employee aligns to the usual Focus process cadence: <ul style="list-style-type: none"> ○ If probation is confirmed between December-August that employee will have another standard Focus template created on the 1st of the month following their probation date, completing to the end of the year. ○ If probation is confirmed between September-November employee can prepare to align to the next annual cycle i.e. commence their next Focus document from 1 December in line with the annual cycle. • If probation is not confirmed or there are concerns the supervisor needs to discuss with their HRBP, as early as possible during the probation period. Existing performance management processes are used in this scenario. |
| Ratings | <ul style="list-style-type: none"> • <u>Checkpoint</u> – two ratings: performance ‘On track’ or ‘Not on track’. • <u>End of cycle evaluation of employee</u> – four ratings: ‘Outstanding’, ‘Often exceeds expectations’, ‘Meets expectations’, or ‘Does not meet expectations’. |



Supervisor view

Supervisor logs in through

HORUS > **Manager Self Service** and clicks on the **Focus - Team Performance** tile > and clicks on **Team Documents**.



- Supervisors can copy from their goals.
- Supervisors can copy goals from an existing team member Focus document.
- Supervisors can add a participant i.e. a previous supervisor from the current Focus cycle, following consultation with employee.

Team Performance

The dashboard displays three main sections: 'Team Documents' with a '2 In Progress Documents' indicator, 'Administrative Tasks' with a folder icon, and 'Performance Status' with 'No data to display'. Below these are sections for 'Team Document Insights' and 'Team Performance Insights'.

Team Documents | Delegated Documents

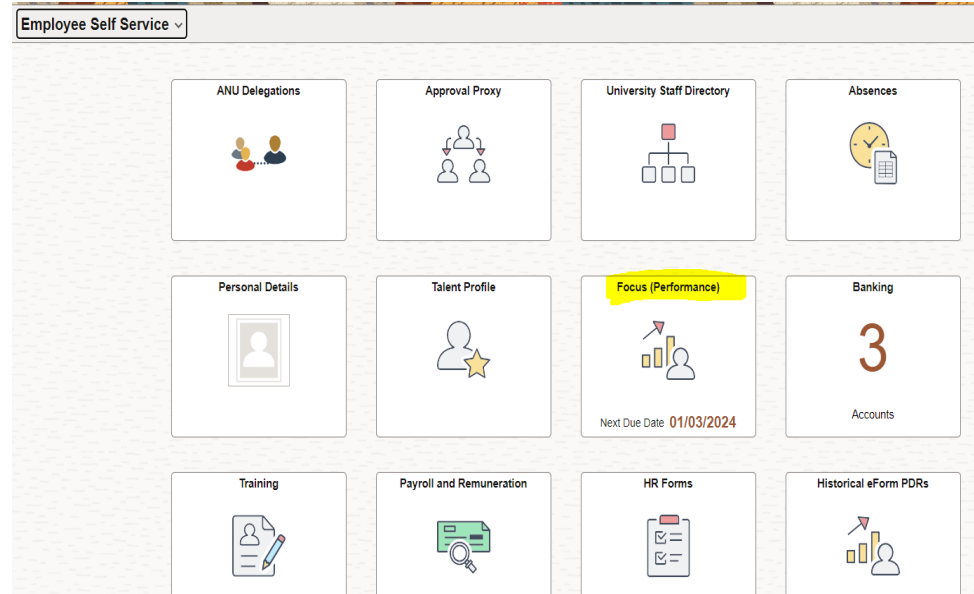
Search by Name...

Define Criteria

| | | | |
|--|------------------------------------------------------------------------------------------------------------------|----------------|---|
| | Beate Team Member UHRTRN03 ANU Officer 7 (Technical) ANU FOCUS (Professional) • 1 Jan - 31 Dec 2024 | Due 1 Mar 2024 | ⋮ |
| | Amy Team-Member ANU Officer 7 (Technical) ANU FOCUS (Professional) • 1 Jan - 31 Dec 2024 | Due 1 Mar 2024 | ⋮ |

Employee view (Professional)

- Employee logs in through HORUS, via Employee Self Service and clicks on **Focus (Performance)**.
- The tile displays the Next Due Date coming up for actioning the next stage.
- Employees cannot copy goals or add participants i.e. past supervisors.
- **Note:** for professional employees they can view past PDRs on the **Historical eForm PDRs** tile. For Academic employees they can view/update their Academic workload split, as well as view past PRDs on the **Academic Workload Summary** tile.



Employee view (Academic)

- Employee logs in through HORUS, via Employee Self Service and clicks on **Focus (Performance)**.
- The tile displays the Next Due Date coming up for actioning the next stage.
- Employees cannot copy goals or add participants i.e. past supervisors.
- **Note:** for professional employees they can view past PDRs on the **Historical eForm PDRs** tile. For Academic employees they can view/update their Academic workload split, as well as view past PRDs on the **Academic Workload Summary** tile.

Employee Self Service ▾

The dashboard displays a grid of service tiles:

- Executive Induction
- ANU Delegations
- Approval Proxy
- University Staff Directory
- Absences
- Personal Details
- Talent Profile
- Focus (Performance)** (highlighted)
- Banking
- Training
- Payroll and Remuneration
- HR Forms
- Accounts (with a large '2' indicating the next due date)
- Academic Workload Summary (highlighted)

Performance Management (ESS)

[Edit Academic Workload](#) | [Historical eForm PDRs](#)

Employee name: [] Empl ID: [] Empl Rec: 0 [Help](#)

Academic Workload - Summary

Reports To: [Supervisor role and name](#)

| Start Date | Research % | Education % | Service/ Leadership/ Public Policy % | Workload Status | Comments | |
|------------|------------|-------------|--------------------------------------|-----------------|----------------------|------------------------|
| 06/04/2022 | 80 | 10 | 10 | Approved | View | Delete |

[Add new Workload split](#)

[Return to Job Selection page](#)

For noting

- Supervisors and employees can add goals to the Focus document until the final evaluation step of the process.
- Notifications are triggered when **Complete**.
- Audit records are available for up to 3 years.
- For Professional employees: Historical PDRs in the **Historical eForm PDRs** tile.
- For Academic employees: Historical PDRs and Academic workload split within **Academic Workload Summary** tile.



Key next steps for the Focus cycle

- [Skill builder sessions \(online\)](#): ‘Goal Setting’ and ‘Giving Feedback’ from late November 2024 through to March 2025.
- 2025 [Focus](#) launch from 2 December 2024. Supervisor and all employee info sessions 2 and 4 December 2024, respectively.
- Employees and supervisors ensure that 3-5 goals are set for the employee - open from 2 December 2024, with deadline 31 March 2025.
- Set SMART goals that align with the University’s strategic priorities.
- Performance conversations should be forward-looking with a focus on future development.
- Experiment with regular feedback conversations rather than once or twice-yearly performance discussions.



We are on an iterative journey with you

- This change is one part of our effort to create the ANU we all want.
- We have incorporated best practices and employee feedback to shape the ANU Focus design.
- There will be things in the ANU Focus process to be improved during implementation – please keep giving us feedback on what works well, and what needs improvement.
- We will work together – we need your help to champion this change.



Resources and contacts for guidance throughout the ANU Focus process

- [Focus website](#)
- [Focus SharePoint site](#)
- Email: HRD.Development@anu.edu.au

