# ANU Focus process workflow

## Goal setting 1 December – 31 March

Mid-cycle check-in 1 June - 31 July

End of cycle reflection and evaluation 1 October – 31 December

# Cycle commences 1 December:

all employees notified that the ANU Focus 'Goal setting' period has commenced.

1 June: all employees notified that the Focus 'Mid-cycle check-in' period has commenced.

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

1 October: all employees notified of the commencement of the 'End of cycle reflection and evaluation' period.

### Step 1

- Employee or supervisor drafts goals.
- Employee and supervisor discuss.
- **Employee** notifies supervisor (notify function) once drafted.
- Supervisor reviews and completes goal setting step.

#### Step 2 (employee)

- **Employee** enters progress comments against goals, and shares with supervisor.
- Employee and supervisor discuss.

# Step 2 (supervisor)

- Supervisor adds their comments. indicates performance 'on track' or 'not on track' and marks mid-cycle checkin complete.

#### Step 3

- Opportunity for supervisor and employee to add any new goals prior to end cycle evaluation. During 1-31 October before Step 4.
- Supervisor marks this step complete.

# Step 4 (employee)

- Employee assesses themselves against goals, adding in their comments to the document.
- Employee completes step.
- **Employee selects** 'complete' to submit to supervisor.

#### Step 4 (supervisor)

- Supervisor assessment and rating of employee.
- Supervisor and employee discuss.
- Supervisor completes Focus document.

Cycle complete by 31 **December**: once approved the completed Focus agreement is available in 'Historical Documents'.

- Regular conversations between supervisor and employee throughout the cycle.
- > Supervisor and employee can add goals up to and including Step 3 throughout cycle.
- During December employee and supervisor can have reflection and goal setting at same meeting, closing off one year and opening the next year.

