ANU Focus process workflow

Goal setting

1 December – 31 March

Checkpoint 1 June - 31 July End of cycle reflection and evaluation

1 October – 31 December

Cycle commences 1 December:

Email to each eligible employee notifying that the ANU Focus 'Goal setting' period has commenced.

1 June: employees notified that the Focus 'Checkpoint' 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: 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.
- Employee and supervisor discuss.

Step 2 (supervisor)

- Supervisor adds their comments, indicates 'on track' or 'not on track' and marks Checkpoint complete.

Step 3

- Opportunity for supervisor and employee to add any new goals prior to end cycle evaluation.
- Supervisor marks this step complete.

Step 4 (employee)

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

Step 4 (supervisor)

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

Cycle complete by 31 December: once approved the completed Focus document is available in 'Historical Documents'.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

