



ANU Focus Performance System Quick Guide

For a continuing Academic employee during their probationary period

Step 1: Goal Setting

The start date of the Focus probationary document will be from the employee commencement date. The final end date of the Focus probationary document will be the employee probation end date.

For a continuing Academic employee the standard probation period is two (2) years.

Further information about Academic probation periods is detailed [here](#).

Notification

Employee receives Focus system email once their probationary Focus document has been created. The supervisor will also receive an email notifying them that a Focus document has been created for the employee. This will happen on or near the employee's commencement date.

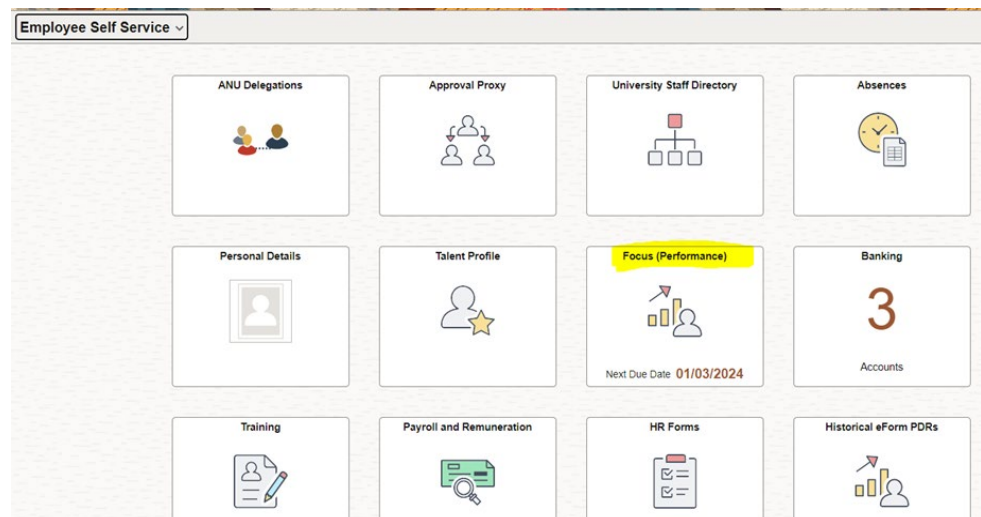
Step 1 of the process, 'Goal Setting', for a continuing Academic who has just commenced should be completed within the first month of employment.

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.

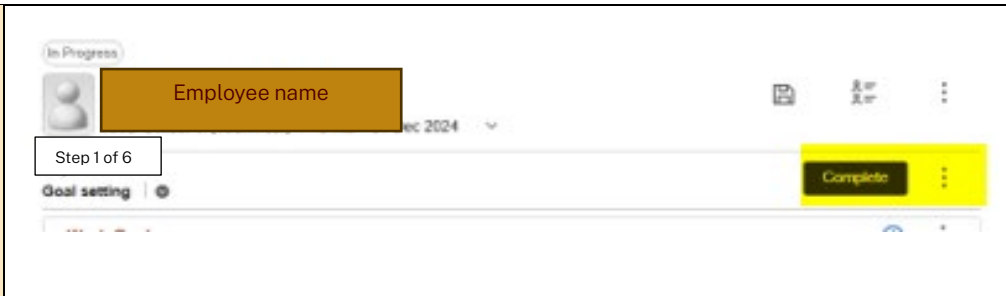
Supervisor goal setting approval

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**.

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



Step 2: Checkpoint 1

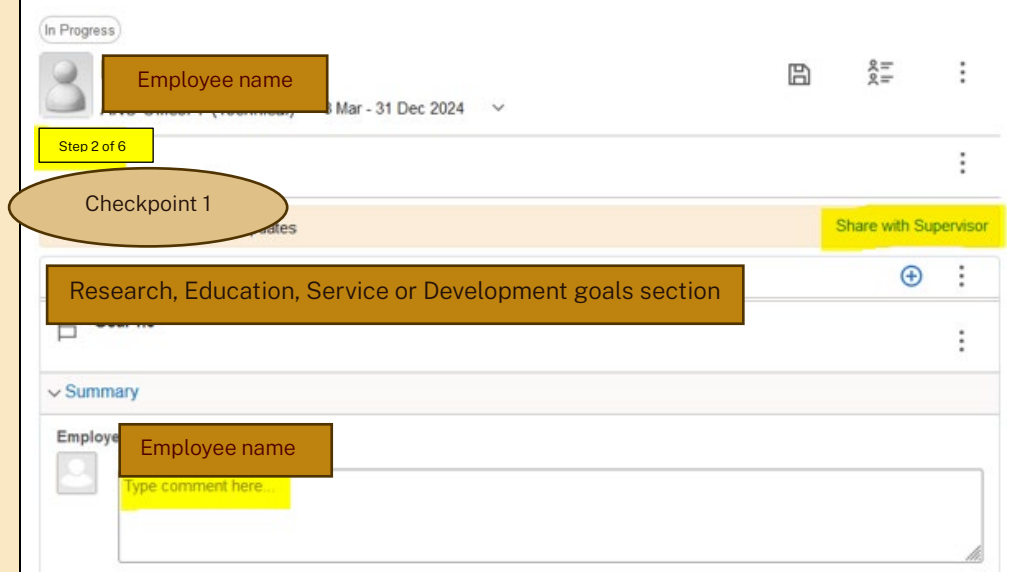
Step 2, 'Checkpoint 1', should be completed at the 6 month point after commencing in the role. Due dates for each step for a probationary employee Focus document are displayed in the top left of the Focus document when clicking on the drop-down function there.

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 1 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 web-based performance management interface. At the top, it shows 'In Progress' and 'Employee name' (redacted). A date range 'Mar - 31 Dec 2024' is visible. A progress indicator shows 'Step 2 of 6'. A 'Checkpoint' label is highlighted in a yellow oval. A 'Complete' button is highlighted in yellow. Below this, there is a 'Share with Employee' button. A section titled 'Research, Education, Service or Development goals section' is highlighted in a yellow box. Underneath, a 'Summary' section is visible, showing 'Employee' (redacted) with a 'Goal on track' status. Below that, the 'Manager' section shows 'Supervisor name' (redacted) and a 'Select Rating' dropdown menu. A text input field for 'Type comment here...' is also present.

Step 3 and Step 4: Checkpoint 2 and Checkpoint 3

Step 3, 'Checkpoint 2', and Step 4, 'Checkpoint 3', occur every 6 months and follow the same process outlined in Step 2.

See 'Step 2' instructions for how to complete subsequent 'Checkpoint 2' and 'Checkpoint 3'.

During the two (2) year probation period the employee and supervisor should check in on progress at least every 6 months, and document progress at each of these checkpoints in the Focus document.

Much more frequent discussions between employee and supervisor are encouraged, in addition to completing the checkpoint steps every 6 months. System reminders will be sent to employee and supervisor if a step hasn't been completed and is nearing the due date or has past the due date.

Step 5: Review Set Goals

Step 5 is an ancillary step to the final Step 6: it is the final opportunity to add any goals that may have occurred since the last checkpoint. During the final Step 6, no further goals can be added as this is the final step for evaluation.

The timing of Step 5 is just before the final Step 6 is completed. Both Step 5 and Step 6 should be completed within the final few months of the probation period. That is, for a two (2) year probation period, these steps would be completed in months 22-24 of the two (2) year/24 month probation period.

Reminder: due dates for each step are visible within the Focus document at any point in the process, in the top left of the document when clicking on the drop-down function there.

Review set goals

Opportunity for employee and supervisor to review recorded goals, and add any relevant goals not yet 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 software interface for reviewing goals. At the top, it says 'In Progress' and 'Employee name' with a dropdown arrow. Below that, a yellow box highlights 'Step 5 of 6' and another yellow box highlights 'Complete'. A 'Share with Supervisor' button is also visible. The main content area is titled 'Research, Education, Service or Development goals section' and contains a 'Summary' section with 'Employee' and 'Manager' fields. The 'Employee' field has a yellow box over the name and a text area below it. The 'Manager' field has a black box over the name and the text 'Manager's comments are not shared'.

Step 6: End of Cycle Reflection and Evaluation

This is the final step of the probationary Focus document, and should be completed in months 22-24 of the two (2) year/24 month probation period.

Former supervisor feedback

Only if applicable.

Where the employee has had a change in supervisor during the current Focus probationary document, 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 'Add / Review Participants' dialog box in the ANU Focus system. The dialog is titled 'Add / Review Participants' and features a search bar labeled 'Search former supervisor here'. Below the search bar, the search results are displayed in a table with one row. The row contains a participant icon, the text 'Former supervisor name, job title, location shows here', and the location 'Chancery Bldg 10A'. The dialog also includes 'Cancel' and 'Continue' buttons. The background shows the 'Review set goals' section of the system, with a 'Step 6 of 6' indicator and a 'Complete' button.

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 in the 'Summary' section.

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 probation period reflection meeting

After supervisor reviews comments, they organise a meeting with the employee to discuss their reflection and evaluation of the employee at the end of the employee's probation period.

Note: this final step is also where the supervisor either:

- recommends probation is confirmed; or
- does not recommend probation is confirmed.

Complete end of cycle reflection and evaluation

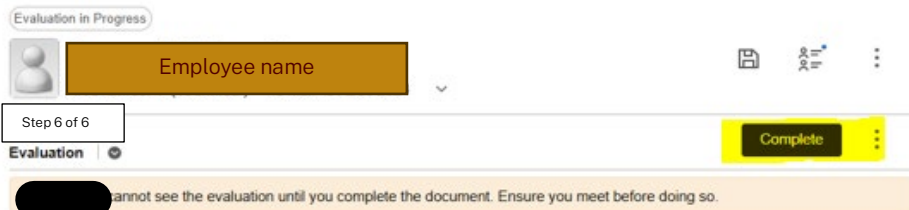
Following the meeting, supervisor must add reflection and evaluation comments, and mark this final step **Complete**.

Note: the evaluation for a probationary Focus

document includes a drop-down for the supervisor to select one of two ratings:

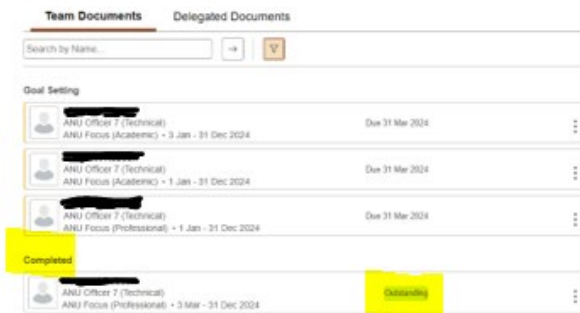
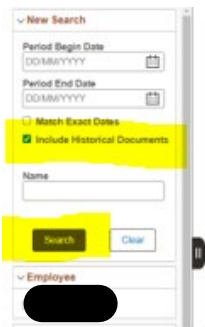
- I recommend confirmation (of probation)
- I don't recommend confirmation (of probation)

Both supervisor and employee receive a system email confirming that Step 6 (final step) is complete.



Completed Focus document

When supervisor completes the final step, 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.