



ANU Focus Performance System Quick Guide

For continuing or fixed-term Professional employees 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 professional employee the standard probation duration is 6 months.

For a fixed-term professional employee the probation period is determined by the duration of the fixed-term appointment, and is specified in the employment offer letter. Further information about 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', should be completed within the first month of employment.

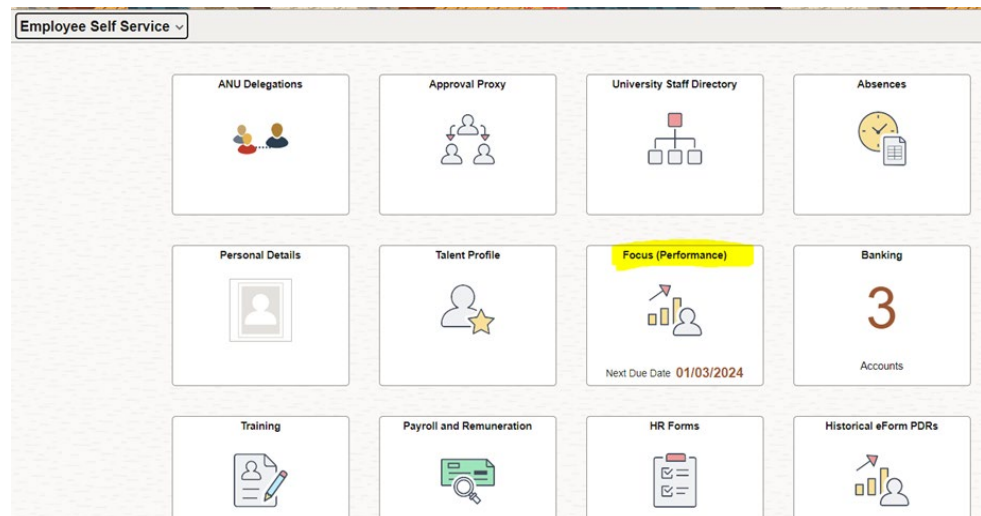
Pre-goal setting meeting

The supervisor and employee have an initial discussion about the employee drafting goals.

Employee goal setting

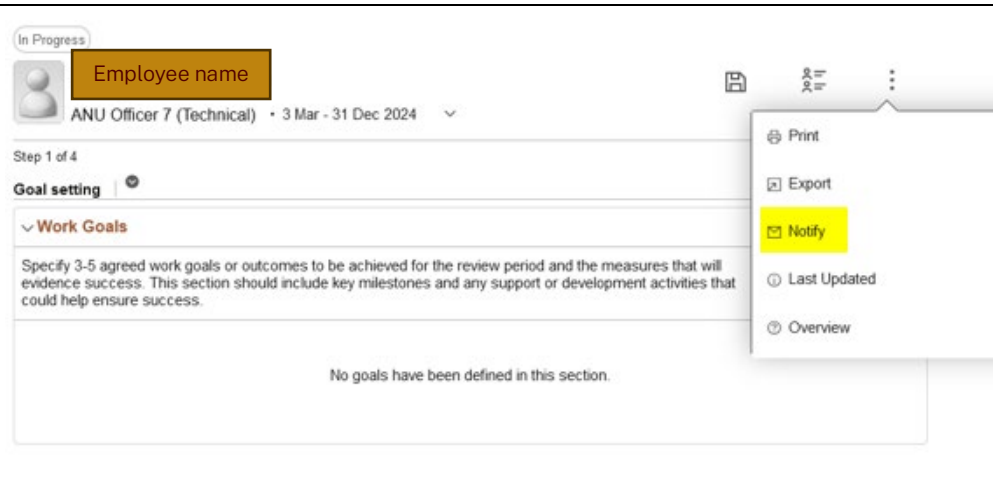
Employee logs into HORUS, via Employee Self Service and clicks on **Focus (Performance)**

The employee drafts goals, by clicking on the + icon, adding goals accordingly, and then notifies



supervisor - **Notify** function.

Note: to save goals click on the 'Done' button on the top right of the screen when drafting goals.



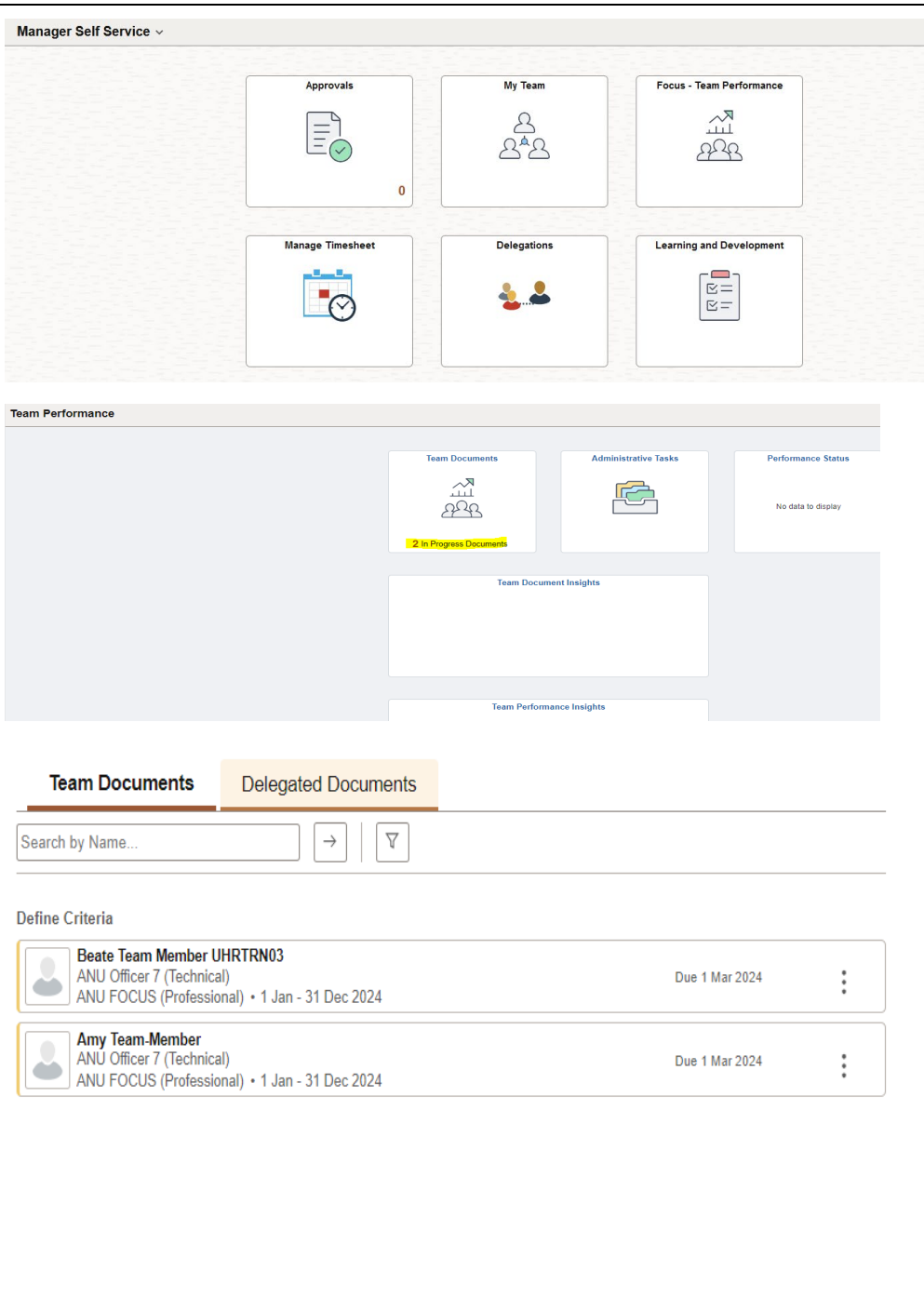
Supervisor goal setting approval

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.



Professional employee work goals are split into sections as follows:

- Work
- Development

In Progress

Employee name

ANU Officer 7 (Technical) - 3 Mar - 31 Dec 2024

Step 1 of 4

Goal setting

Complete

Work Goals

Specify 3-5 agreed work goals or outcomes to be achieved for the review period and the measures that will evidence success. This section should include key milestones and any support or development activities that could help ensure success.

Goal 1.5

Development Goals

Set 1-2 development goals. These may be for the current performance cycle or longer-term career aspirations. Consider the following:

- What skills could you develop which would assist you in your role?
- How might your talents and strengths be better utilised and/or developed further?
- How do these goals align with your career aspirations?
- What specific actions will you take to achieve this, and by when?
- What support will you need to achieve these goals?

Development goal 1

Step 2: Checkpoint 1

Step 2, 'Checkpoint 1', should be completed at the halfway point of the probation period i.e. roughly halfway between the employee commencement date and employee probation end date.

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.

Note: Focus will say 'Checkpoint 1' at this step, even though there are no subsequent 'Checkpoint' steps in the process. This is the way that the system is configured. It doesn't impact how the Focus document functions.

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

ANU Officer 7 (Technical) - 3 Mar - 31 Dec 2024

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 > Employee and You > Complete**.

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

The screenshot displays a performance review interface. At the top, it shows 'In Progress' and 'Employee name' (redacted). A date 'Mar - 31 Dec 2024' is visible. Below this, 'Step 2 of 4' is highlighted in yellow, and a 'Checkpoint' label is circled in orange. A 'Complete' button is also highlighted in yellow. A 'Share with Employee' button is visible on the right. The main content area is titled 'Work Goals' and includes a 'Goal 1.5' section. Below this is a 'Summary' section with 'Employee' and 'Manager' fields. The 'Employee' field shows 'Employee name' (redacted) and 'Goal on track'. The 'Manager' field shows 'Supervisor name' (redacted) and a 'Select Rating' dropdown menu. A text box for 'Type comment here...' is also present.

Step 3: Review Set Goals

Step 3 is an ancillary step to the final Step 4: it is the final opportunity to add any goals that may have occurred since Checkpoint 1. During the final Step 4, no further goals can be added as this is the final step for evaluation.

The timing of Step 3 is just before the final Step 4 is completed. Both Step 3 and Step 4 should be completed within the final few months or weeks of the 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 the 'Review set goals' step (Step 3 of 4) in a Focus document. At the top, it says 'In Progress' and shows the employee's name. A 'Complete' button is highlighted in yellow. Below the step title, there is a message: 'cannot see your updates' and a 'Share with Supervisor' button, also highlighted in yellow. The main content area is titled 'Work Goals' and contains a 'Goal 1.5' section. Underneath, there is a 'Summary' section with an 'Employee' field containing the employee's name and a text area for comments. A 'Manager' section below shows a message: 'Manager's comments are not shared'.

Step 4: End of Cycle Reflection and Evaluation

This is the final step of the probationary Focus document, and should be completed in the last 1-2 months of the probation period. The specific timing of this will depend on the employee's probation period duration.

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.

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

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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.

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.

The screenshot shows the 'Employee submission' step of an evaluation process. At the top, there is a header with a profile icon, a dropdown menu for 'Employee name', and a date range '3 Mar - 31 Dec 2024'. Below this, it indicates 'Step 4 of 4' and 'Evaluation'. A yellow 'Complete' button is visible. A message states: 'cannot see the evaluation until you complete the document.' Below this, there are sections for 'Work Goals' and 'Development Goals', each with a dropdown arrow and a list icon.

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 one of two ratings:

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

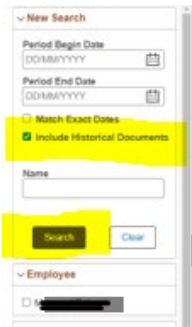
Both supervisor and employee receive a system email confirming that step

The screenshot shows the 'Manager' step of the evaluation process. It features a dropdown menu for 'Albus Supervisoris' with a 'Your rating is mandatory.' note. A tooltip shows two options: 'I recommend confirmation' and 'I don't recommend confirmation'. Below this, there is a text area for comments with a note: 'Comments are required with a minimum of 20 characters.' At the bottom, it indicates 'Evaluation in Progress' and 'Step 4 of 4' with a yellow 'Complete' button. A message states: 'cannot see the evaluation until you complete the document. Ensure you meet before doing so.'

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.



Team Documents		Delegated Documents	
Search by Name: <input type="text"/> <input type="button" value="→"/> <input type="button" value="v"/>			
Goal Setting			
	ANU Officer 7 (Technical) ANU Focus (Academic) + 3 Jan - 31 Dec 2024	Due 31 Mar 2024	
	ANU Officer 7 (Technical) ANU Focus (Academic) + 1 Jan - 31 Dec 2024	Due 31 Mar 2024	
	ANU Officer 7 (Technical) ANU Focus (Professional) + 1 Jan - 31 Dec 2024	Due 31 Mar 2024	
Completed			
	ANU Officer 7 (Technical) ANU Focus (Professional) + 3 Mar - 31 Dec 2024		

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.