Online Assessment Tracking Database

Sam Houston State University (SHSU)
2014 - 2015

Human Resources

Goal	**Develop A Strong Employee Development Process** 🔑
	The Human Resources Department will develop a strong employee development process.

Objective (P)	**Integrate Staff Development Into The Staff Appraisal Process** 🔑
	The Human Resources Department will integrate the use of the Learning Management System into the staff appraisal process to promote continuous learning and improvement for department managers and employees.

KPI Performance Indicator	**Link Training And Professional Development To Performance** 🔑
	The Human Resources Department will link training and professional development to performance, utilizing core competencies established for managers and staff employees. Appraisal factors will be linked to the corresponding core competencies, providing managers and employees with the ability to select training and development sessions to enhance knowledge and skills in the area of the applicable core competencies.

Result	**Training And Professional Development Linked To Performance** 🔑
	The Human Resources Department linked training and professional development to performance, utilizing core competencies for managers and staff employees. Appraisal factors in the Cornerstone Performance Management System are linked to the corresponding core competencies. This information provides managers and employees with the ability to select training and development sessions in the Cornerstone Talent Management System to enhance knowledge and skills in the area of the applicable core compentencies.

Objective (P)	**Implement The Cornerstone Performance Management System**
	The Human Resources Department will complete the implementation of the Cornerstone Performance Management System.

KPI Performance Indicator	**Pilot Group Implementation Of Cornerstone Performance Management System**
	The Human Resources Department will complete the implementation of the Cornerstone Performance Management System and initiate the annual appraisal process for a pilot group of managers and employees during April 2015.

Result

Completed Pilot Group Implementation Of Cornerstone Performance Management System 🔑

The Human Resources Department completed the implementation of the Cornerstone Performance Management System and initiated the annual appraisal process for a pilot group of managers and employees during April 2015. The pilot group was successful, without any technology issues experienced during the appraisal process. The Human Resources Department met with the pilot group of employees and supervisors to gather additional feedback regarding their experience with the Cornerstone system. This feedback will be used for future updates to the system.

Goal

Facilitate Continuous Improvement Within Department

Facilitate continuous improvement efforts within the Human Resources Department.

Objective (P)

Consolidation Of Classification System

The Human Resources Department will consolidate staff position classes within the classification system.

KPI Performance Indicator

Provide More Reliable Compensation Analysis And Career Paths

The Human Resources Department will consolidate staff position classes within the Staff Classification System in order to provide more reliable compensation data analysis and aid in the design of staff position career paths.

Result

Compensation Analysis And Career Paths 🔑

The Human Resources Department completed a review of 150 Coordinator and Specialist classifications during January 2015. Seventy-nine classifications were reduced to ten. The Human Resources Department completed the analysis of 128 Position Description Questionnaires for the clerical and administrative support position review for the non-academic divisions of the University. Twenty-nine classifications were reduced to four administrative support classification descriptions, to be effective September 1, 2015.

Objective (P)   **Compensation Review For Staff Internal Pay Equity**

The Human Resources Department will complete a compensation review of staff job offers and reclassification requests for internal pay equity.

KPI Performance Indicator   **Review Of Staff Job Offers And Reclassification Requests**

The Human Resources Department will review each staff employee job offer and reclassification request for internal pay equity, addressing any concerns with the applicable hiring supervisor or department administrator.

Result   **Staff Job Offer And Reclassification Request Process**

The Human Resources Department reviews each staff employee job offer and reclassification request for internal pay equity, addressing any concerns with the applicable hiring supervisor or department administrator.