



OFFICE *of*
HUMAN RESOURCES

EAST TENNESSEE STATE UNIVERSITY

Before 6 Months

1. Review performance and complete the Probationary Evaluation. Not available in eVals system before 5th month of employment.
2. Set short-term and long-term performance goals. Use the SMART goal system to create realistic goals specific to their position that align with the department's goals as a whole.
3. Schedule a time to meet with the employee to review evaluation and goals. This should be a one on one conversation. Allot enough time to properly discuss all the topics at hand and receive feedback from the employee. Address all of the employee's questions, concerns and needs.
4. Develop a Career Development plan by identifying gaps in skills or knowledge. This process should determine strengths and weakness of the employee while figuring out how to best utilize their strengths and address their weaknesses through training or another productive method.