Professional Development Annual Cycle
for Supervisors & Employees

Gonzaga University’s performance management cycle will now be referred to as a “Professional Development Cycle”. This change encompasses an effort to better represent Gonzaga’s Mission and Cura Personalis (care for the whole person) within our professional career. Professional Development more accurately reflects the full picture of developing our employees as individual and team contributors, as well as providing guidance and resources for meeting and maintaining the expectations and standards of Gonzaga University.

The Professional Development Cycle consists of three phases:

- **Phase 1:** Setting the individual plan for employees for the year. Use the Employee Plan as the tool to aid in ongoing coaching conversations.
  - Supervisor writes the plan.
  - Employee acknowledges the plan after discussing with the supervisor.
  - Update or add to the Employee Plan as often as you like.

- **Phase 2:** Conducting a mid-year, or periodic, check-in with employees to ensure they are on track and have the resources they need.
  - Supervisors and employees who meet regularly regarding work and any issues that arise, already meet this check-in. Just review the Plan to make sure it is up to date, and this step simply needs to be marked as complete.
  - For supervisors and employees who don’t meet regularly, this provides a reminder and opportunity to ensure development is on track. Update the Employee Plan as needed.

- **Phase 3:** Completing the annual review.
  - The employee completes their self-review.
  - The supervisor completes the review and obtains Reviewing Officer approval prior to discussing the annual review with the employee. Employee acknowledges the review.