

# PERFORMANCE MANAGEMENT AT IANR

**Scope:** All regular staff employees within IANR and their managers (including faculty who manage staff).

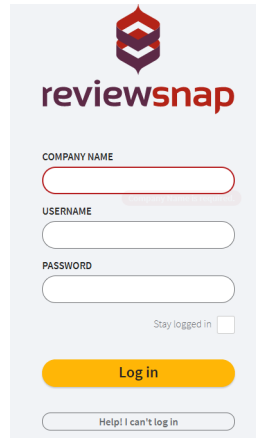
**Overview:** Employees and managers will meet twice per year to discuss six open-ended questions intended to focus on employee accomplishments, goals, and opportunities for growth and development. An online system will also be used to summarize the conversations.

**Login:**

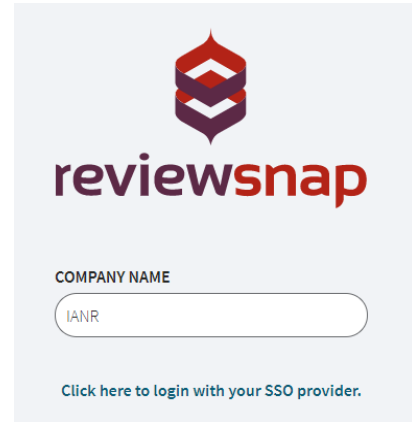
Type in [app.reviewsnap.com](http://app.reviewsnap.com) to your search bar.

Type in IANR into the Company Name bar.

Then login with your UNL credentials.



The screenshot shows the reviewsnap login interface. At the top is the reviewsnap logo. Below it are four input fields: 'COMPANY NAME' (with 'IANR' entered), 'USERNAME', 'PASSWORD', and a 'Stay logged in' checkbox. A yellow 'Log in' button is at the bottom, along with a 'Help! I can't log in' link.



This screenshot shows a simplified version of the login page. It features the reviewsnap logo and a 'COMPANY NAME' field containing 'IANR'. Below the field is a link that says 'Click here to login with your SSO provider.'

## Conversation Questions:

1. What accomplishments have you had since the last time we met?
2. Do we (me and my supervisor) think my accomplishments align with what is expected (most needed) for this position and our unit's priorities? Yes, Somewhat, or No. Explain.
3. What will you accomplish before the next time we meet?
4. What are your natural strengths and talents? How can you further utilize these in your job and within our team?
5. What challenges are you facing today?
6. How can I help you be your best?

## Performance Conversation Process

- 1 • Employee schedules conversation
- 2 • Employee and manager prep for conversation
- 3 • Conversation takes place
- 4 • Employee summarizes conversation online
- 5 • Manager reviews, adds comments, sends to employee
- 6 • Employee acknowledges review

## Common Missteps in the Process

Do not share your answers before the conversation.  
The focus is on the conversation.

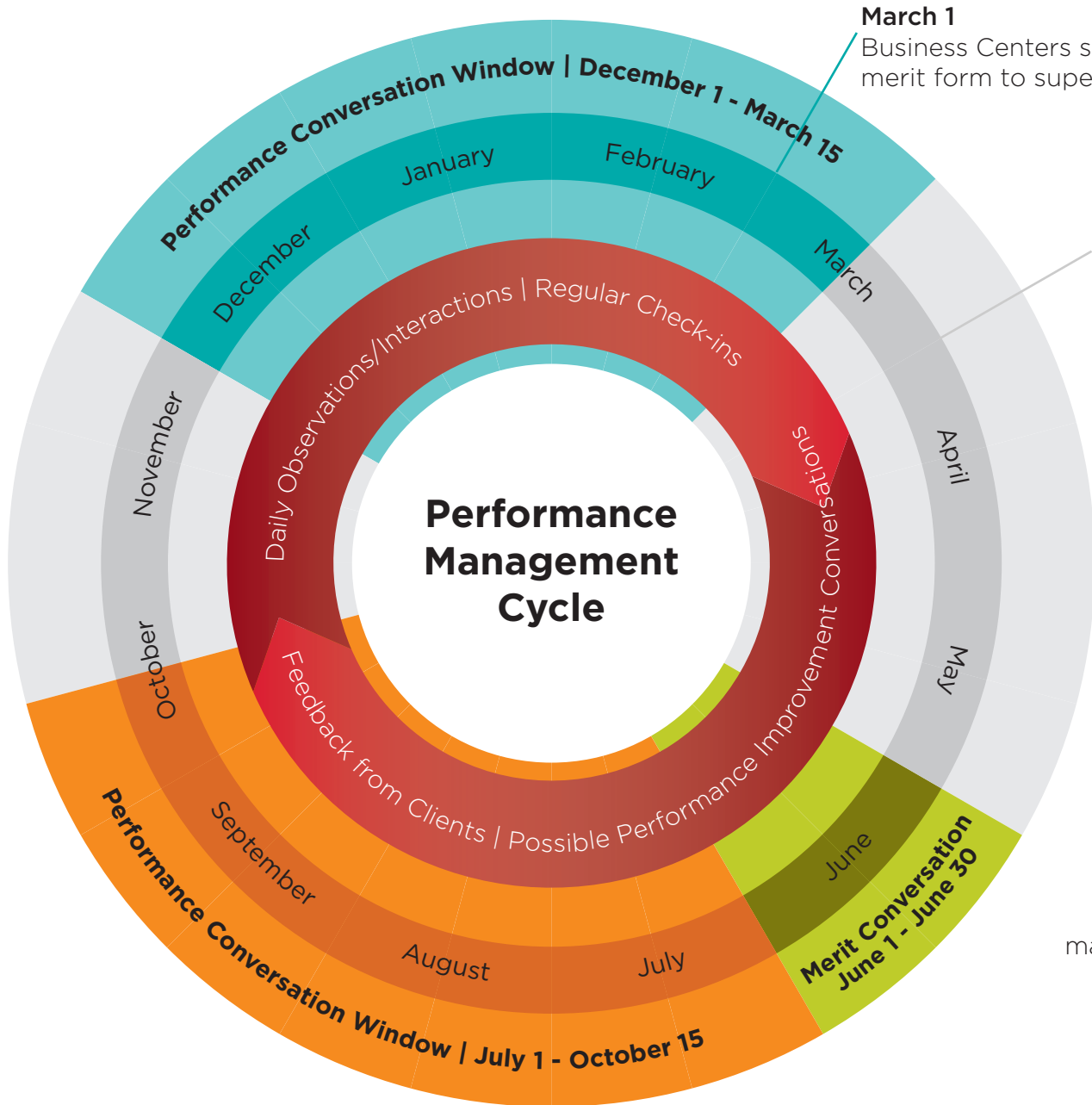
Employees – Talk about accomplishments **and** challenges.  
Managers – Recognize accomplishments **and** talk about the challenges/areas of improvement.

Transparency in the conversation – no surprises!  
Do not write new information in the summary.

Letting the answers and conversation go **stale**.  
Work to keep the answers and the conversation **fresh**.

## Additional Info:

Please visit the IANR HR website or email [IANRHR@unl.edu](mailto:IANRHR@unl.edu) or [becky.carter@unl.edu](mailto:becky.carter@unl.edu) if you have questions.



**March 1**  
Business Centers send merit form to supervisor

**March 31 (on or before)**  
Supervisors submit merit form to Business Centers using the following information:

- Performance Conversations
- Daily Observations/Interactions
- Regular Check-ins
- Feedback from Clients
- Performance Improvement Documentation

For more information on how to have performance management and merit conversations:

[ianrhr.unl.edu](http://ianrhr.unl.edu)  
[ianrhr@unl.edu](mailto:ianrhr@unl.edu)