

Performance and Talent Working Group Meeting Minutes

Date: Thursday, September 22, 2022

Time: 3:00 pm to 4:30 pm

WebEx

1. Welcome & Roll Call

Scott Bauer (TAMU)	x	Elvia Olivia (TTI)	x	Cassandra Casanova (TAMUCC)	x
Joy Bading (AL-EXT, AL-RSCH, TVMDL)	x	Deeps Vyas (TAMUSA)	x	Tina Flores-Nevarez (TAMUCT)	x
Charlotte Banks (TAMUT)	x	Nancy Hampton (WTAMU)	x	Joni Foster (TAMUSA) Academic Rep	x
Tammi Thompson (TAMUC)	x	Amy Browder (Tarleton)	x	Erica Wallingford (TEES)	x
Patricia Williams (PVAMU)	x	Jan Aspelund (TAMIU)	x	Jessica Chapa (TAMUK)	x
Alicia Michalak (TFS)	x	Jacque Jillson (TAMHSC)	x	Jody Ramirez (TAMUS)	x
Maggie Freeman (TDEM)	x	Lori Mars (TEEX)	x	Claudia San Miguel (TAMIU) Academic Rep	x
Mady Crist (TAMUG)	x	Rachel Gorman (Reporting)	x	Wes Wynn (Reporting)	x
James Ross (WDS)	x	Mechelle Oaks (WDS)	x		

2. Action Item Review

3. New Items

- a. Discussion: Next year's Performance Review template content
 - i. Discussed options to look into adding another section to include any reprimands, with an area to comment. James suggested a Performance Improvement Plan or putting an open field text box to prompt managers to add any additional notes to the comment as a result of the rating the employee received.
- b. Discussion: Manager and Employee Instructions are split on the new templates. Content changes, text review
 - i. Previewed the Help Text and explained how both sections will become two separate steps. This option is also available for the Screen Help Text. This will allow the steps to be specific to the manager and the employee.
- c. Discussion: Talent Review
 - i. Discussed the Talent Review purpose to evaluate skills, knowledge and ability to allow you to look into your department, for experienced employees to fill a position. It is meant for the employee and manager to have a conversation about their skills and talents. This also allows managers to find employees based on the skillsets provided and identify potential opportunities, similar to Performance Review.
- d. Discussion: Assess Potential
 - i. Discussed how to assess the potential alone of an employee. How does the employee impact the organization and how the employee can impact the

organization in the future? Assess potential process can be incorporated in Talent Reviews, Employee Performance Reviews or a Standalone. The assessment measures achievable promotion level, retention, loss impact, and readiness. The object is to ensure your employees, are growing and achieving at a high level.

- e. Discussion: Succession Plan
 - i. Who is prepared to sit in the position if the current employee leaves? Tracks a list of candidates to fill a position. The plan will provide the top successors to fill a position and employee readiness. James previewed a list of results for a Succession Plan and all of the candidates' skills, knowledge, and readiness with the highest successor listed first.
 - f. Discussion: Succession Pools
 - i. A pool based on a job profile. These candidates in this section pool are qualified to potentially take on this job profile whenever it becomes available. If you choose not to create a Succession Plan on each profile, you can decide to use the Success Pool with the candidates who are qualified for the position.
 - g. Discussion: Project Planning
 - i. Will discuss in a future meeting
4. Questions/Comments
5. Next Steps

Next Meeting: October 13, 2022