### Talent Management – Setting Performance Expectations

**Overview**

Setting performance expectations is a crucial task for managers to execute, whether it be for a new hire or a new performance plan period is upon us. This guide will outline the steps necessary for you to set performance expectations for your employee(s). When it is time to do so you will receive both an email, if an email address is in the system, and task(s) in the Review Performance tile in the To-Do section on your Talent Management homepage.

**Definitions**

The following are definitions relevant to this instructional guide:

- **Talent Management** – navigation tab from the People First home page where the performance management, learning, and recruiting modules are stored.

- **To Do tile** – displays on the home page in Talent Management. There is one tile for each category (e.g., Recruitment, Performance, etc.) Tasks assigned to you will appear within the applicable To Do tile until completed.

- **Home Navigation** – dropdown menu appears in the header of each screen and takes you to various Talent Management.

**Process Steps**

The following steps should be followed in order to set performance expectations in performance management.

**Step 1:** Log in to People First.

![Log in to People First](image1)

**Step 2:** Select the Talent Management tile.

![Select Talent Management](image2)
Step 3: Select the Review Performance tile in the To Do section.

Step 4: Select the Manager sets performance expectations for the employee and submits to the employee to acknowledge link.

Step 5: Select Add Job Specific Expectation button in the Performance Expectations section within their performance plan.

Step 6: Enter the Performance Expectation Title and the corresponding Performance Expectation Description. To add additional expectations, repeat Step 5 and continue until all expectations have been entered. Once complete and spell checked, select Save Changes.

Note: The category defaults to Job Specific and should not be changed. If your agency has agency expectations, they should not be edited unless directed by your agency’s leadership team.
Step 7: Once completed and ready to send expectations to the employee, select the Send to Employee button.

Step 8: Select Send to Employee button to validate you are ready to complete the process.

Note: Selecting Cancel & Return to Form will route you back to the previous screen; should you need to edit your expectations or send them later.