# ***Phase 1: Goal Setting and Development Planning, HR Partner Checklist***

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| **Action**  | **Questions / Needs / Concerns** |
| **Planning*** + Participate in Goal Setting and Development Planning Lunch & Learns; share best practices of unit or division
	+ Communicate process, timeline and deliverables to people managers
	+ Share people manager and employee checklists and resources
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| **Assessment*** Review Base Pay Competitiveness Report; ensure alignment between pay and performance; develop compensation action plans with people manager and budget partner to resolve any potential misalignment
* Review overall functional goals and support people managers in aligning respective team goals
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| **Calibration*** Prepare people managers for goal setting and development planning discussions with employees
* Continue to facilitate overall process (i.e., check in with people managers, send reminders of next steps, practice feedback discussions, etc.)
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| **Next Steps*** Aggregate performance evaluations for unit or division
* Aggregate development plans for unit or division and identify potential resources (i.e., training classes)
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