# ***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 |  |
| **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 |  |
| **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.) |  |
| **Next Steps**   * Aggregate performance evaluations for unit or division * Aggregate development plans for unit or division and identify potential resources (i.e., training classes) |  |