NAME: Employee Support Services                      DATE: February 23, 2009

These are the engagement items on which we will focus:

_Area of Opportunity:_ Q07 At work my opinions seem to count

_Indicate One Goal Category:_ Opportunities and value for staff input:

This is what we will do to drive increased faculty/staff/administration engagement on this item:

_Indicators that will demonstrate attainment of Goal:_

1. Acknowledgement of staff for input in staff agendas
2. Fostering development of new methods or strategies for accomplishing tasks
3. Providing opportunities and appropriate avenues for recommendations for change
4. Encouraging innovative ideas to promote more efficient and effective operations.

This is what success will look like:

Staff members will be afforded the opportunity to rotate being the chair of the Employee Support Services weekly staff meetings. Additionally, specific time will be devoted at the scheduled staff meetings dedicated for employee input, questions, and recommendations with follow up activities to be reported at the next meeting. Other activities to determine success will include discussions with staff about possible recommendations to improve the effectiveness and efficiency of the department on a daily basis.

This is how we will know we are making a difference:

Staff members will see changes made based on their recommendations, improving the efficiency and effectiveness of decisions made.

This is when we will review our progress:

We will review our progress during weekly scheduled staff meetings in order to review the overall level of commitment and determination as to whether our opinions count.

________________________________________  ________________________
Employee Signature and Date                  Supervisor’s Review (Signature)
NAME: Employee Support Services

DATE: February 23, 2009

These are the engagement items on which we will focus:

*Area of Strength: Q06 There is someone at work who encourages my development*

*Indicate One Goal Category: Pursue Professional Development Opportunities or degree program to improve education, knowledge, and skill base.*

This is what we will do to drive increased faculty/staff/administration engagement on this item:

*Activities Planned:*

1. Development of list of specific tasks to accomplish each function within the department
2. Cross training of each member of the staff in functions not a part of current job responsibilities, until each one can perform functions of all within the department in cases of need
3. Participation in departmental professional development activities
4. Participation in individually planned professional development activities or completion of university classes
5. Completion of FSEHS professional development activities as designated
6. Plan and implement small in house “retreats” to relate differences in operating styles through hands on activities. This will assist staff in efficiently and effectively working with other departments.

This is what success will look like:

There will be an increase in employee participation in professional growth activities including workshops, one-on-one activities, mentoring, discussions at staff meetings, attendance at HR meetings, and overall increase in the mean scores of the next administration of the survey.

This is how we will know we are making a difference:

By becoming a more professional employee, services will improve and employees will feel better about what they do and the responses they receive from other employees in the organization. And, ultimately performance will improve.

This is when we will review our progress:

We will review our progress during weekly scheduled staff meetings in order to review the overall level of commitment to our own development.