A performance plan outlines the goals and expectations which allow you to be successful in your job in the current review cycle. The plan should be discussed and mutually agreed upon by both you and your supervisor. Your supervisor will create and submit your plan, and you will receive an email prompting you to log in and acknowledge it. Think of the acknowledgement process as a “handshake” that indicates to your supervisor that you’re both on the same page with regards to what is expected of you this year.

1. **Logging In:** To review and formally acknowledge your plan, please log in to the Performance Management system, and you will see the screen below. If you do not see this page, you can click on the “home” icon in the top left corner. You will see an inbox containing “Action Items”, which are items that require your attention. To view the Plan, click on the “Employee Acknowledges Plan” link, or click the “View” button on the right side of the page.

2. **Your Plan:** You will now see the Plan form. The goals and activities which appear in this form should have been discussed by you and your supervisor already. Review your Plan in detail and contact your supervisor if you have any questions or concerns.

3. **Goals:** In the goals section, you should carefully review the goals which were set between you and your supervisor, likely (but not always) at the end of your last performance evaluation.

4. **Competencies:** As you scroll down, you will see a list of competencies. This is a list of skills and abilities by which Villanova employees are measured.

5. **Acknowledging the Plan:** If you have any questions, concerns, or feedback for your supervisor regarding your Plan, please explain in the comment box provided, and click the “Return” button. This will send your Plan back to your supervisor, and keep the form open for their review and editing. Otherwise, click the blue “Acknowledge” button to affirm your plan and close the task.

6. **Revisiting your Plan:** Please note that you may come back at any time to review your plan. To do this, you can click on “Plan” on the menu on the left side of the page. You can also go to the “Home” tab and click “My Reviews”, select your program, and click on the orange “Plan” icon.