

I-PERFORM HR FOCUS GROUP AGENDA

Date: November 9, 2011

Location: IDHR Conference Room 304 North 8th Street 3rd Floor

Time: 1:30 pm to 3:30pm

Welcome/ Introductions.....Sharon Duncan / Roxanne Lopez

Review of I-PERFORM Group Roles and Responsibilities.....Sharon Duncan

Presentation /Review of I-PERFORM System.....Scott Newman/Ladean Denning

Discussion of I-PERFORM System.....All

Review Timelines/ Agenda Items for Phase 1.....All

- Determine communication process to other delegated agency Human Resource Representatives and review communication plan;
- Review Draft Performance Management System Frequently Asked Questions (FAQs) Sheet;
- Provide recommendations for explanation of rating levels: Does not Achieve, Achieves, Solid Sustained, and Exemplary;
- Discuss and recommend system transition processes;
- Review and provide recommendations for Training Plan.

Discussion/ Decision of Frequency of Meetings.....All