

# 2019-20 Employee Feedback Cycle Overview Guide



The Employee Feedback Cycle (EFC) is a development and feedback process that provides employees the opportunity to engage in goal setting, feedback, and development activities to further their professional growth. The EFC process fosters productive conversations between managers and their direct reports and helps employees focus on their strengths while prioritizing areas for growth. By linking individual and office/divisional goals to the DOE’s overall priorities, it enables employees to understand how their day-to-day work supports the DOE’s mission, vision, and goals.

What EFC is?	What EFC is not?
<p><b>The EFC is designed:</b></p> <ul style="list-style-type: none"> <li>To provide a system of supports for ongoing feedback and professional growth.</li> <li>To provide an environment where continuous learning is valued, discussed, and supported.</li> <li>To encourage employees and managers to view the process of goal setting as a great place to start for discussing benchmarks, identifying individual needs, and setting targets for professional growth.</li> </ul>	<p><b>The EFC is not designed:</b></p> <ul style="list-style-type: none"> <li>To respond to performance issues with disciplinary action.</li> <li>To respond to professional misconduct with disciplinary action.</li> <li>To result in any kind of rating or formal evaluation.</li> </ul>

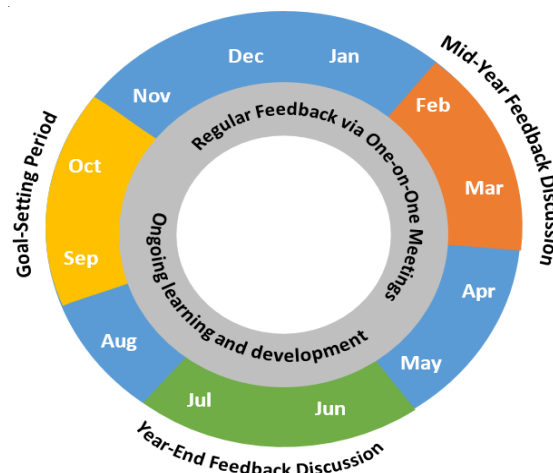
## The EFC Process

The EFC is comprised of **Goal-Setting Period, Mid-Year Feedback Discussion Period, Year-End Feedback Discussion Period,** and on-going, informal feedback discussions in between the formal feedback periods.

### Goal-Setting Period (September – October)

The Goal-Setting Period begins the feedback cycle. During this period, employees articulate how their work supports DOE’s vision for Equity and Excellence for All as articulated through the Chancellor’s Priorities, divisional and office-wide goals. As a result, the employee is able to pinpoint specific professional growth opportunities that will help them reach their goals.

1. Reflect on accomplishments from past school year.
2. Complete a self-assessment on DOE Competencies.
3. Set goals for this school year against the DOE competencies and reflection on role specific outcomes (if applicable).
4. Engage in goal-setting conversation, finalize goals, and discuss support needed in achieving outlined goals.



### Mid-Year Feedback Discussion Period (January – March)

The Mid-Year Feedback Discussion Period provides employees and managers with a scheduled “mid-point” review to assess progress towards goals and outline a plan towards meeting goals by the end of the school year.

1. Check on your progress aligned to outcomes card and accomplishments so far.
2. Complete a self-assessment on DOE Competencies.
3. Develop operational and developmental goals for the rest of the school year.
4. Ask for feedback from manager and/or colleagues on your goals and how they can support in achieving your goals.

## Year-End Feedback Discussion Period (June - July)

The Year-End Feedback Discussion Period provides employees and managers the opportunity to define, summarize, and discuss the comprehensive achievements against the goals and to define the benchmarks for the upcoming school year.

1. Reflect on the goals that you set out this school year.
2. Check on your progress and accomplishments.
3. Engage in year-end feedback discussion on goal achievement, and begin to identify areas of growth to focus on the upcoming school year.
4. Celebrate your accomplishments!

## Ongoing Conversations In Between (Throughout the School Year)

Feedback works best when it is a continual process. As employees engage in this process, it is important to incorporate feedback and recognition into day-to-day conversations, whether during check-in meetings/team meetings or during informal conversations.

The timeline above is a general guideline; divisions/offices may have adjusted timelines to meet their needs. Please follow the guidelines and timelines set forth by the divisional leaders.

## Resources & Support

Visit the [EFC website](#) to find all supplemental resources that can support you with implementation. Resources include but are not limited to:

- [DOE-Wide Standard Competencies](#)
- [DOE Competencies Self-Assessment Tool](#)
- [Individual Goal-Setting Worksheet](#)
- [Office Team Goals Worksheet](#)
- [FAQs](#)
- [Power of Feedback Train-the-Trainer Materials](#)
- [Guide to Writing SMART Goals](#)

The Division of Human Capital's Office of Organizational Development & Effectiveness (ODE) leads the implementation of the EFC and provides an array of resources, professional development and support activities.

For questions or consultation, please email [ODE@schools.nyc.gov](mailto:ODE@schools.nyc.gov).

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