Syracuse University
Performance Partnership

## STEPS to SUCCESS

1

COMPLETE
employee's
portion of the
Performance
Partnership
Form\* by
requested
deadline, as
identified by unit

2

STAFF members submit form to their supervisor 3

SUPERVISORS will schedule Performance Partnership meetings with staff members 4

FINALIZE the Performance Partnership Form

5

SIGN-OFF by staff member and supervisor

6

SUBMIT to the Office of Human Resources

<sup>\*</sup>Available online through the Performance Partnership website