*This paper form is provided as a temporary tool to begin the Align and Collaborate phases while waiting for the ACE Performance automated system to launch.* *The information you add here will need to be included in the automated system for evaluation purposes.*

Click here for a sneak preview of the [Align Phase](https://auburn.edu/administration/human_resources/hrd/course-content/ACEAlignPreview.png) and [Collaborate Phase](https://auburn.edu/administration/human_resources/hrd/course-content/CollabPreview.jpg) in the ACE Performance automated system.

For questions or concerns, email [hrddept@auburn.edu](mailto:hrddept@auburn.edu).

# Align & Collaborate Phases

## Information

Note: The ACE Performance system will auto-populate employee information such as name, department, Banner ID, job title and summary, and supervisor status.

### Supervisor Information

Supervisor Name:

### Employee Information

Employee Name:

Job Title:

Is the employee a Supervisor? (Choose one)

* Yes (Employee will be evaluated on [Leadership Principles](#_Leadership_Principles).)
* No

## Job Clarity

Note: The ACE Performance system will auto-populate an employee’s essential job functions as found in JDXpert, Auburn’s Job and Position Description Management System. Refer to the [Job Descriptions](https://auburn.edu/administration/human_resources/compensation/ccp/jd/jd-title.htm) site until the ACE Performance automated system is available.

List your employee’s essential job functions and identify any that are inaccurate or will not be evaluated this performance year.

*Add comments below the line.*

### Additional Responsibilities

Add any additional responsibilities not reflected in the job description.

*Add comments below the line.*

## Short Term Special Projects Assigned this Performance Year

Add any short-term functions and projects identified during the Align and Collaborate phases. These are limited in duration, typically lasting shorter than the performance year. If none were identified, leave blank.

*Add comments below the line.*

## Adherence to Aspire Core Values

### Aspire Core Values

This section applies to all AU employees. The evaluation of employees will consider how well employees reflect all core values with one rating during the Evaluate phase.

**Excellence**

We are committed to excellence. We take pride in doing our jobs well, with initiative and professionalism.

**Integrity**

We are people of integrity. Our words match our actions. We communicate honestly with others. We are truthful, own our mistakes, and do not misrepresent ourselves for personal gain. We hold ourselves accountable for what we do or fail to do.

**Respect**

* We are fair and equitable. We treat people with dignity and respect. We ensure others feel welcomed, valued, and engaged.
* We will be **collaborative teammates**. We have a positive attitude and work well with others. We approach teamwork with focus, compassion, and empathy.

*Add comments below the line.*

### Contributions to Department Mission & Success

This section applies to all AU employees. The evaluation of employees will consider how well employees support their department’s mission and contribute to its success with one rating during the Evaluate phase.

*Add comments below the line.*

## Leadership Principles

Supervisors (those who supervisor one or more person) will also be rated on their adherence to leadership principles during the Evaluate phase:

**Empower and Enable Teammates**

Supervisors will foster an open dialogue. They will let people finish their work and be responsible for their work. They will define success and ensure team members are equipped to achieve department/unit goals.

**Develop Self and Teammates**

Supervisors will provide tasks and assignments that promote development. They will hold frequent development discussions and seek growth opportunities for self and others. They will be aware of team members’ career goals and construct compelling development plans. Supervisors will care for their team members.

**Practice a Service Mindset**

Supervisors are dedicated to meeting the expectations and requirements of internal and external "customers" and teammates. They will communicate with them to build relationships, find win/win solutions, and solve problems together. They will act in the interest of others to build trust.

*Add comments below the line.*

## Major Accomplishments and Goals

Identify goals for this performance year during the Align phase. During Collaboration, identify major accomplishments, goals achieved, and any new goals identified.

*Add comments below the line.*

## Notes

Record notes from employee meetings, one-on-ones, or any other discussions throughout the year.

*Add comments below the line.*

## Resources

Refer to [aub.ie/performance](https://aub.ie/performance) for guidance on [partnering for performance best practices](https://www.auburn.edu/administration/human_resources/hrd/documents/best-practices-partner-performance.pdf) and a [sample one-on-one agenda](https://www.auburn.edu/administration/human_resources/hrd/documents/one-on-one-agenda.docx). Click here for a sneak preview of the [Evaluate phase](https://auburn.edu/administration/human_resources/hrd/course-content/EvaluatePreview.jpg).