



Frequently Asked Questions

1. What is SLCbe?

SLCbe is a goal-setting and feedback initiative that offers supervisors and employees the opportunity to:

- *identify individual goals,*
- *reflect on how daily work aligns with the Mayor's vision, mission and values,*
- *collaborate on professional goals that will position employees for career growth, and*
- *create a two-way dialogue between employees and managers.*

2. Is SLCbe a performance management initiative or performance evaluation system?

SLCbe is not a performance management initiative or performance evaluation system. It is designed to allow each employee to create goals that align with the Mayor's vision, mission and values to continue to be engaged in their work.

3. What are the benefits of SLCbe?

Through SLCbe, employees reflect on and articulate their engagement in City/department goals while setting individual goals to build and refine job-related skills. Employees also receive and provide constructive feedback during the conversation with their supervisor.

4. How does SLCbe benefit the City and its residents?

The primary goal of the program is to increase employee engagement in the organization, while improving morale, productivity, and job skills. In addition, the program will ensure employees are working towards meeting the goals of the City and needs of the residents.

5. Who will participate in SLCbe?

All employees will participate.

6. What is the process for SLCbe?

Employees complete the SLCbe questionnaire (available on the website) and set their goals for the year during the first quarter. Employees will then meet with their supervisor on a quarterly basis to review goals, progress towards previously set goals, and have the opportunity to provide feedback to their supervisor.

7. How often will my supervisor hold a one-on-one meeting with me and when?

Your supervisor will meet with you quarterly, as schedules allow.



8. How should I prepare for a discussion with my supervisor?

To prepare for your first quarter discussion, you will download the SLCbe form and write your goals for the year. For other quarter discussions, you should review your goals set in a previous session by referring to the original SLCbe form. Then, determine what goals have been completed and what you need in terms of support and resources to complete established goals. You should also come to the meeting prepared to suggest new goals.

9. What input do I have regarding my SLCbe discussion?

The intent of the program is to open dialogue between you and your supervisor. You will be discussing your individual and professional goals, your accomplishments from the previous quarter, options to increase job skills, and feedback you have for your supervisor.

10. Where are the completed employee engagement documents stored?

Supervisors determine how the SLCbe forms are stored, which may include an electronic storage system depending on department expectations.

11. If I disagree with the feedback I receive from my supervisor can I dispute it, and if so, how?

Each employee will have the opportunity to include comments on the SLCbe form. However, because the review is not tied to annual or merit increases, the review cannot be grieved.

12. Is SLCbe tied to my raise or an incentive bonus?

The SLCbe program is not tied to pay, merit increases, or incentive bonuses. Please check with your supervisor and/or department leadership for department-specific information.

13. Is SLCbe meant to be punitive? Can my supervisor take disciplinary action based upon goal completion?

SLCbe is not meant to be punitive. However, as always, if you repeatedly fail to accomplish goals or meet general performance standards, it may become necessary for your supervisor to initiate the disciplinary process.

14. Who will have access to my completed SLCbe form?

The only employees who can see your SLCbe form are those who have a need to know, such as your current supervisor and department director.