

2016

Employee Views Performance Criteria



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You (the employee) can view performance criteria for a Performance Document once the Manager (Rater) has established your evaluation criteria in the ePerformance tool.

Employee Views Performance Criteria

1. Navigate to: [myOhio > Career Resources > My Performance Documents > Current Documents](#).
2. Click the **Document Type** hyperlink (Probationary, Annual, or Ad hoc) for the document you would like to view. If you have more than one Document Type hyperlink displayed, refer to the evaluation dates to select the correct document.

NOTE: You can also view the criteria for a Career Development or Performance Improvement Plan by navigating to: [myOhio > Career Resources > My Development Documents > Current Documents](#) and then following the rest of the steps shown here.

Performance Documents					
Document Type	Begin Date	End Date	Job Title	Status	Manager
ANNUAL REVIEW	03/12/2025	03/31/2025	Human Capital Management Mgr	In Progress	
ANNUAL REVIEW	01/01/2014	12/31/2014	Human Capital Management Mgr	In Progress	
PROBATIONARY REVIEW	06/02/2013	11/29/2013	Human Capital Management Mgr	In Progress	
PROBATIONARY REVIEW	06/02/2013	09/03/2013	Human Capital Management Mgr	In Progress	

3. Click the **View** hyperlink next to the **Establish Evaluation Criteria** step on the **Document Details** page.

Establish Evaluation Criteria		In Progress	07/30/2012	View	
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4. On the **Performance Criteria** page, click the **Expand All** hyperlink to expand all the sections.

[Expand All](#)

5. Scroll down and review the criteria for the different sections.

- Section 1 – Purpose of Organization and Position
- Section 2 – Statewide Competencies
- Section 3 – Agency Competencies
- Section 4 – Classification Competencies
- Section 6 – Goals and Performance Expectations

NOTE: At this time, the Agency specific competency section is optional. Agencies can choose whether or not to utilize this competency type.

NOTE: Competencies are the sets of knowledge, skills, and abilities that you use in order to complete your job successfully. Some competencies, like Customer Focus, apply to every job in the State. Others, like Repairing and Maintaining Electronic Equipment, only apply to specific jobs.

NOTE: Goals are either the performance expectations for work product quantity, quality, timeliness, and outcomes that apply to regular and routine job duties; or the improvements you could make to your work activities or the products you create that could help you make a better or larger contribution toward achieving your agency's purpose.

Performance expectations are the same for every employee performing the same job. Improvement goals can be different for different employees. Goals may be set by your supervisor, agency management, or statewide management.

6. If you wish to print the document, you can click the **Print** icon. It will open an Adobe Acrobat PDF version of the performance evaluation document that you can either print or save to your computer.



7. Once all the Sections have been reviewed, click the **Return to Document Detail** link.

[Return to Document Detail](#)