



Performance Management and Development Spotlight for Supervisors

MARCH 2020

The first phase of the **Performance Management and Development Cycle** is **Plan**.

During this phase, a **collaborative effort** between the supervisor and employee occurs which involves reviewing the job description; identifying critical performance objectives; developing goals; setting expectations; explaining how an employee can meet and exceed standards; and discussing training objectives to help the employee develop competencies or identify career development objectives.

At this time, Supervisors should begin the process of **creating** their employee's **new** Annual evaluations within ePerformance. Having goals and expectations established at the start of a new review period ensures a mutual understanding and agreement of what's expected from **BOTH** the supervisor and employee within the job.



Learning on Demand

The resources below are available to assist you in exploring more on the *Planning Phase* topic.

- **Performance Management: Be Clear on the Goals**

[Video, 3 minutes](#)

- **S.M.A.R.T. Goals**

[Video, 3 minutes](#)

- **Goals and Setting Goals**

[Course, 2 hours](#)

To learn more about the **Plan Phase** and other aspects of **Performance Management & Development**, exempt and IT professionals can visit **Learning on Demand** by clicking on the link below.

- ❖ Go to MyOhio.gov.
- ❖ Sign on with your OH|ID Workforce User ID and Password. User IDs and Passwords are case sensitive. Be sure your caps lock key is off.
- ❖ Click **My Workspace**, then select **Applications** and click **Learning on Demand**.

ePerformance System

The resources below are available to assist you in exploring more on the *Planning Phase* topic.

- **Manager Rater Quick Reference Guide** – [PDF](#)

- **Creating a Performance Document & Establishing Criteria** – [PDF](#) / [VIDEO](#)

- **Cloning a Document** – [PDF](#) / [VIDEO](#)

Tips and Tricks

- ❖ The cloning feature can be an extremely useful feature for Supervisors that have **multiple employees** within the **same** Job Classification performing the **same** duties.
- ❖ It's recommended that **AT LEAST** one evaluation, every review period, be created from scratch before cloning the rest. This way Supervisors can ensure they are getting the most updated version of the system software.
- ❖ Cloning is a **"forward-facing"** application. A document that will be cloned, therefore, can **ONLY** be cloned for that same review period OR any future date. It cannot go backwards in time.

To learn more about the ePerformance system and its features, employees can visit our ePerformance Toolkit by clicking the link below:

- ❖ Go to [ePerformance Toolkit](#)

NOTE: Please **review and adhere** to your agency's training and development policies, procedures and guidelines regarding the use of Learning on Demand resources and tools.

For more information about **Performance Management and Development**, email ePerformance@das.ohio.gov or call 614-728-8973.

Engaging and Developing Talent