



Performance Management and Development

Spotlight for Supervisors

JULY 2020

As we begin the new fiscal year, this is a perfect time to review both for yourself and your employees the basics of **Performance Management & Development**.

This is a **dedicated process** in which supervisors and leaders are **accountable** for many things, including: establishing and adjusting performance expectations and job goals; identifying development opportunities; giving ongoing feedback and coaching regularly; and recognizing and evaluating performance results. In other words, it is a **continuous practice** of planning, engaging, evaluating, coaching, and developing employee performance.

Within **myOhio**, supervisors can begin to familiarize themselves with the many components related to Performance Management. Using the **Manager Tasks** link within the **myWorkspace** tab, supervisors can navigate to ePerformance, where they are able to **create and access** all current and historical performance evaluations. Supervisors will notice two columns of similar links to access ePerformance: **ePerformance Document**, providing access to **Annual, Probationary, and Ad Hoc** evaluations; and **ePerformance Development Document**, providing access to **Performance Improvement Plan (PIP)** and **Career Development Plan (CDP)** documents.



Learning on Demand

The resources below are available to assist you in exploring more on **Performance Management & Development**:

- **Managing Multigenerational Employees**
[Course, 22 minutes](#)
- **Developing Talent**
[Video, 4 minutes](#)
- **Understanding Performance Management**
[Video, 3 minutes](#)

To learn more about **Performance Management & Development**, visit **Learning on Demand**.

- 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**.

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.

ePerformance System

The resources below are available to assist you with the many system actions related to **Performance Management & Development**:

- **ePerformance Overview** – [PDF](#)
- **ePerformance Notifications** – [PDF](#)
- **Supervisor / Manager Quick Reference Guide** – [PDF](#)

Tips and Tricks

- If you are new to a supervisory role, you may find it difficult to create performance evaluations for your staff. Within either the ePerformance Document or ePerformance Development Document column you can access your new employees' **previous documents** within the **View-Only Documents** link. Doing so may provide insight on your employees' general performance as well as what their goals and expectations were in previous cycles.
- As a supervisor, you can access any document that you created in the past so by clicking **the Historical Documents** link in either the ePerformance Document or ePerformance Development Document column.
- If you have clicked the **Create Documents** link in either column and notice that you are **missing** an employee that reports to you, there are two possible solutions. First, if you know the employee was recently hired or transferred to you, you can adjust the **Employee Reporting as of Date** field at the top of the screen to reflect a later date (i.e. one within a later pay period). Alternatively, you can contact your agency Human Resources office to have them investigate whether the employee is assigned to the correct supervisor.

To learn more about the ePerformance System and its features, visit the ePerformance Toolkit by clicking on the following link: [ePerformance Toolkit](#) or by contacting us at: ePerformance@das.ohio.gov.

Engaging and Developing Talent