Performance Management and Development
Spotlight for Supervisors

SEPTEMBER 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 the beginning of this phase, Supervisors should ***create*** their employees' ***new*** Annual evaluations within ePerformance. Having goals and expectations established at the start of a new evaluation period ensures a mutual understanding and agreement of what is expected from ***BOTH*** the supervisor and employee, too. Reviewing items such as Position Descriptions and previous evaluations can be a great resource when determining each employee's goals and performance expectations, in addition to identifying development objectives and opportunities for future growth and success.

Performance Management & Development VIRTUAL Training Hub

Workshop Name	Date	Time	Location
Coaching Employees Toward Development	10/7/2020	8:30 AM - 12:30 PM	VIRTUAL MS TEAMS SESSION
The Starting Point: Exploring Expectations, Goals & Competencies	10/21/2020	12 PM - 4:00 PM	VIRTUAL MS TEAMS SESSION
It's That Time: Evaluating Year-End Performance	10/28/2020	12 PM - 4:00 PM	VIRTUAL MS TEAMS SESSION
Engaging and Supporting Performance	11/18/2020	8:30 AM - 12:30 PM	VIRTUAL MS TEAMS SESSION
ENROLL NOW			
Ohio Learn: *myOhio > MY WORKSPACE > Ohio Learn*			

Learning on Demand

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

➢ **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*, employees 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.

❖ Within **My Workspace,** click the **Launch OH|ID App Store** link and select the **Learning on Demand** app.

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 in exploring more on the *Plan Phase.*

➢ **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 is recommended that ***AT LEAST*** one evaluation, every review period, be created from scratch before cloning the rest to ensure the most up-to-date features are included.

❖ Cloning is a ***"forward-facing"*** feature. A document that will be cloned, therefore, can ***ONLY*** be cloned for that same review period OR any future date. It cannot be cloned for past dates.

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