Performance Management and Development
Spotlight for Supervisors

JULY 2021

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 job goals and performance expectations; 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.

Performance Management & Development VIRTUAL Training Hub			
Workshop Name	**Date**	**Time**	**Location**
The Starting Point: Exploring Expectations, Goals & Competencies	7/28/2021	8:30 AM - 12:30 PM	VIRTUAL MS TEAMS SESSION
Engaging and Supporting Performance	8/18/2021	12 PM - 4:00 PM	VIRTUAL MS TEAMS SESSION
Evalauting Employee Performance	8/25/2021	8:30 AM - 12:30 PM	VIRTUAL MS TEAMS SESSION
ENROLL NOW			
Ohio Learn: *myOhio > MY WORKSPACE > Ohio Learn*			

Since ePerformance was upgraded in February, supervisors now have a refreshed design with one column of links that provide access to the many components of ePerformance: **Current Documents, Historical Documents,** and **View-Only Documents**. More information on those specific links can be found below. Supervisors are encouraged to review the resources and tools available on the ePerformance Toolkit, such as *updated job aids* and the *ePerformance 9.2 Frequently Asked Questions*. Additional job aids are still being developed, and more will be added in the future.

Learning on Demand

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

- **Understanding Performance Management**
  Video, 3 minutes
- **Developing Talent**
  Video, 4 minutes
- **Creating a Plan for Performance**
  Course, 23 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
- **ePerformance 9.2 Upgrade FAQs** – 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 the column you can access your new employees' **previous documents** by clicking 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 evaluation cycles.

- As a supervisor, you can access any document that you created in the past by clicking **the Historical Documents** link.

- If you have clicked the **Create Documents** button 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