Performance Management and Development
Spotlight for Supervisors

SEPTEMBER 2021

The second phase of the *Performance Management and Development Cycle* is *Engage*.

During this phase, supervisors are expected to **engage** employees as much as possible in their performance by providing *scheduled feedback* at regular intervals as well as sharing "in-the-moment" feedback and recognition, which ensures positive behaviors are reinforced and the right skills are acknowledged. When employees are noticed, appreciated, and empowered, they are more likely to become and remain engaged, which leads to stronger performance.

Performance Management & Development VIRTUAL Training Hub			
Workshop Name	**Date**	**Time**	**Location**
Coaching Employees Toward Development	10/6/2021	8:30 AM - 12:30 PM	VIRTUAL MS TEAMS SESSION
The Starting Point: Setting Goals & Expectations	10/20/2021	12:00 PM - 4:00 PM	VIRTUAL MS TEAMS SESSION
Evalauting Employee Performance	11/3/2021	12:00 PM - 4:00 PM	VIRTUAL MS TEAMS SESSION
ENROLL NOW			
Ohio Learn: *myOhio > MY WORKSPACE > Ohio Learn*			

Engagement is a *critical aspect* of performance management and development and is key to writing not only meaningful employee performance evaluations, but also maintaining long-standing working relationships. *Communication is key* for engaging employees; therefore, it is strongly recommended that supervisors hold *one-on-one meetings* or *regular touchpoints* to deliver feedback. Whether these are held on a weekly, monthly or even quarterly basis, these meetings serve as a foundation for engaging and interacting with employees. One of the more useful aspects of these regular meetings is that they give employees an opportunity to *provide updates on goal and other performance tasks* that have been assigned. It is important that supervisors *document* these meetings, whether using paper or electronic means, as this serves as an *important reference point* for providing comments within evaluations.

New to the Spotlight will be articles of interest from outside sources. This month's highlight is titled "A Simple Hack to Build a High-Performance Workforce." We hope that you find this information helpful.

Learning on Demand

Below are suggested resources to assist you in exploring more on the *Engage Phase*.

- **Polishing Your Feedback Skills**
  Course, 35 minutes
- **Receiving Feedback:**
  Video, 3 minutes
- **The 5 Characteristics of Effective Employee Feedback**
  Video, 3 minutes

To learn more about the *Engage Phase* and other aspects of *Performance Management & Development*, you 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

Below are suggested resources to assist you in exploring more on the *Engage Phase*.

- **Manager Rater Quick Reference Guide** – PDF
- **Creating a Performance Document & Establishing Performance Criteria** – PDF

Tips and Tricks

- During the evaluation cycle it is common for goals and/or performance expectations to *change at any point*. This can happen several different ways: a goal may not be feasible and *cannot be accomplished*; priorities and specifics, such as *dates or metrics need to be adjusted*; or a new project is undertaken, and a new goal *needs to be added*. Supervisors can update existing goals and/or performance objectives by clicking the *edit icon* (i.e. pencil) or remove a goal and/or performance objective by clicking the *delete icon* (i.e. trash can) in the upper left hand corner of each goal.

- It is recommended that supervisors have a discussion with employee(s) about changing/editing any goals or performance expectations before doing so in ePerformance.

- Since there is *no feature currently* within ePerformance to keep track of notes and/or individual goal progress, supervisors might consider creating a *Word document* or *hard copy folder* to gather this information. This information can then be easily transferred into your employee's performance evaluation.

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