Performance Management and Development
Spotlight for Supervisors

March 2021

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. 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
It's That Time: Evaluating Year-End Performance	4/14/2021	12 PM - 4:00 PM	VIRTUAL MS TEAMS SESSION
Coaching Employees Toward Development	4/21/2021	8:30 AM - 12:30 PM	VIRTUAL MS TEAMS SESSION
The Starting Point: Exploring Expectations, Goals & Competencies	4/28/2021	12 PM - 4:00 PM	VIRTUAL MS TEAMS SESSION
ENROLL NOW			

Ohio Learn: *myOhio > MY WORKSPACE > Ohio Learn*

It is important to note, especially within the new ePerformance 9.2, that, rather than cloning, AT LEAST one employee's *first new document will need to be created from scratch* to successfully incorporate the new features that the upgrade has to offer, as cloning will prevent these new features from appearing.

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

- **Aligning Unit Goals and Imperatives** - Course, 22 minutes

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 and Establishing Criteria** – PDF

Tips and Tricks

- ❖ 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 (e.g., 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.

- ❖ It is recommended that *AT LEAST* one evaluation, *every review period*, be created from scratch before cloning the rest to ensure the most update to date details, enhancements, and profile items are included.

- ❖ The Employee Measurement field, located within each added goal and performance expectation, allows a Supervisor to establish criteria for what is expected to achieve each rating. It may be easiest to begin with "Meets Expectations," then continue by outlining criteria for "Exceeds" and "Does Not Meet".

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