



# Performance Management and Development Spotlight for Supervisors

## April 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 **feedback** at regular intervals as well as sharing “in-the-moment” feedback and recognition, which ensures positive behaviors are reinforced. Also, the right skills are acknowledged. When employees are noticed, appreciated, and empowered, they are more likely to become and remain engaged, which leads to higher levels of performance.

Engagement is a **critical aspect** of performance management and development and is key to writing not only meaningful employee performance evaluations, but also long-standing working relationships as well. **Communication is key** for engaging employees; therefore, it is strongly recommended that supervisors hold **one-on-one meetings** or **regular touchpoints**. 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 they can allow employees to **provide updates on a 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.

### Performance Management & Development VIRTUAL Training Hub



| Workshop Name  | Date      | Time               | Location                 |
|--|-----------|--------------------|--------------------------|
| The Starting Point: Exploring Expectations, Goals & Competencies | 4/28/2021 | 12 PM - 4:00 PM    | VIRTUAL MS TEAMS SESSION |
| Engaging and Supporting Performance                              | 5/12/2021 | 8:30 AM - 12:30 PM | VIRTUAL MS TEAMS SESSION |

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### Learning on Demand

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

- **Polishing Your Feedback Skills**  
[Course, 35 minutes](#)
- **Feedback Fatigue: Too Much of a Good Thing**  
[Video, 3 minutes](#)
- **Better Feedback -** [Video, 4 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](http://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 **Engage Phase**.

- **Manager Rater Quick Reference Guide** – [PDF](#)
- **Creating a Performance Document and Establishing 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 on the **edit icon** (i.e., pencil) or remove a goal and/or performance objective entirely by clicking the **delete icon** (i.e., trash can) in the upper left-hand corner of each included goal.
- ❖ Prior to formalizing or adjusting any goals, it is recommended that supervisors discuss changing or editing any goals or performance expectations with employee(s).
- ❖ Within ePerformance 9.2, there is a new feature for Supervisors to keep track of notes and/or goal progress, called **Performance Notes**. This information can then be easily incorporated into your employee’s performance evaluation without ever leaving the system. In addition, supervisors still have the option to create a **Word document** or **hard copy folder** to track this information.

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](mailto:ePerformance@das.ohio.gov).

**Engaging and Developing Talent**