Performance Management and Development
Spotlight for Supervisors

JUNE 2021

The third and final phase of the *Performance Management and Development Cycle* is **Evaluate**.

During this end-of-cycle phase, supervisors are expected to **gather specific examples** that support the final evaluation; assess **overall performance observed** throughout the entire evaluation period; refer to **notes collected** on employees' performance; and present the overall evaluation to each employee during a **formal one-on-one meeting**.

Performance Management & Development **VIRTUAL** Training Hub			
Workshop Name	**Date**	**Time**	**Location**
Coaching Employees Toward Development	6/23/2021	12:00 PM - 4:00 PM	VIRTUAL MS TEAMS SESSION
ENROLL NOW			
<u>Ohio Learn:</u> *myOhio > MY WORKSPACE > Ohio Learn*			

Within ePerformance, supervisors begin the evaluation process by **COMPLETING** the Establish Evaluation Criteria step, if not done already. From there, ratings and comments can be applied within the Complete Manager Evaluation step, and then the evaluation must be **SUBMITTED FOR APPROVAL**. Once the document has routed through the necessary approvals (typically the Manager Reviewer and HR), supervisors will **Share the Evaluation with the Employee**, allowing the employee to view **ALL** ratings and comments provided in the Complete Manager Evaluation Step. As always, it is encouraged to meet with your Employee to discuss the evaluation in its entirety. Once approvals are granted and you have discussed the evaluation with your Employee, the Employee **Acknowledges** the evaluation, and the system **Completes** the evaluation automatically.

NOTE: For documents created *prior* to the system upgrade: After a formal evaluation meeting has been conducted, supervisors will click **Mark Review Held**, and then wait for the Employee to **Acknowledge** the document. Finally, supervisors mark the document **Complete**.

Learning on Demand

Below are available resources to assist you in exploring more on the *Evaluate Phase*.

> * **Planning an Effective Performance Appraisal**
>   Course, 20 minutes
> * **Detecting and Dealing with Performance Problems**
>   Course, 26 minutes
> * **Supporting an Employee's Ongoing Performance**
>   Video, 3 minutes

To learn more about the *Evaluate Phase* and other aspects of *Performance Management & Development*, employees can visit **Learning on Demand** by following the below instructions:

> * 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** 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 with system actions related to the *Evaluate Phase*.

> * **Manager Rater Quick Reference Guide** – **PDF**
> * **Manager (Rater) Evaluates Employee** – **PDF**
> * **Manager (Rater) Completes A Performance Document** – **PDF**

Tips and Tricks

> * Within an evaluation there are multiple summary sections (e.g., Competency and Goals & Performance Expectations) as well as an overall rating section (e.g., Overall Performance Ratings Summary). These sections have **more ratings to choose from**, allowing supervisors more flexibility in their decision. If each competency and/or goal has the same rating applied (e.g. Meets Expectations), your Summary Section should reflect the same rating. If you have differing ratings for competencies and/or goals in an evaluation, make sure that your Summary rating is **justified**, based on the rating selected, with detailed and specific comments and supporting documentation.
> * If you would like to attach supporting documentation (e.g. worksheets, emails, recognition, notes), you can only do so **BEFORE** Submitting for Approval. There are two options for attachment visibility: **MGR ONLY**, in which **ONLY** the approval chain will see the attachments; or **MGR and EMPL** in which the employee can see the attachments **after** the document has been **Shared with the Employee**.

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