

## Employee Role

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### View Established Criteria

1. Access screen: myOhio > My Workspace > myPerformance > myPerformance Documents > Current Documents.
2. Click the "View" link for "Establish Evaluation Criteria".

**Note:** the view link will only be available after your Supervisor has started entering the evaluation criteria.

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### View Performance Evaluation

1. Access screen: myOhio > My Workspace > myPerformance > myPerformance Documents > Current Documents.
2. Click the "View" link for "Review Manager Evaluation".

**Note:** the view link will only be available after your Supervisor has made the ratings and comments available for your review.

3. Expand and collapse sections as needed for viewing.

3

### View Management Approval

1. Access screen: myOhio > My Workspace > myPerformance > myPerformance Documents > Current Documents.
2. Click the "View" link for "Review Manager Evaluation".

**Note:** the view link will only be available after your Supervisor has made the ratings and comments available for your review.

3. Approvals will appear on the document.

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### Performance Evaluation Process

● Supervisor/Manager
■ Employee

- ● Your Supervisor/Manager receives a system generated notification to begin the evaluation process.
- You & your Supervisor/Manager meet to determine your goals & objectives at the beginning of your annual review cycle.
- Your Supervisor/Manager will enter the agreed upon goals, objectives, and competencies criteria.
- ● You can review your goals and objectives throughout the year.
- Your Supervisor/Manager creates a performance evaluation and forwards it on to subsequent management for review and approval.
- ● You and your Supervisor/Manager meet to discuss your performance evaluation.

After your meeting, you will be able to:

- View your performance evaluation online
- View management approvals and comments
- Add online comments
- Provide an electronic acknowledgement
- Print a copy

- Sup/Mgr Completes

Indicates Performance Management Cycle Month #

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### Add Comments

1. Access screen: myOhio > My Workspace > myPerformance > myPerformance Documents > Current Documents.
2. Click the "View" link for "Review Manager Evaluation".
3. Enter comments in the "Comment" field at the bottom of the page.
4. Click "Save" ("Saved" will appear in the upper right corner).

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### Acknowledge Review Held

1. Access screen: myOhio > My Workspace > myPerformance > myPerformance Documents > Current Documents.
2. Click "Annual Performance Document" link for desired cycle.
3. Click "Acknowledge Review" then the "OK" button.

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### Printing the Evaluation

1. Access screen: myOhio > My Workspace > myPerformance > myPerformance Documents > Current Documents.
2. Click the "Annual Performance Document" link.
3. Click the printer icon.

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### Employees without Computers

If you as an employee do not have access to a computer, you can still be actively involved in the performance management process. You can sit with your manager at his/her computer and make changes together. Another option is to work from a printed/hard copy of the performance document.

**Steps 1 – 3 Establishing Evaluation Criteria**  
During the planning stage, you will be provided a copy of your performance plan and will be allowed to write comments and ideas on the hard copy. Together you and your manager will set your evaluation criteria. Your manager will enter the plan into the system.

**Steps 4 & 7 – Review, Comment, and Acknowledge**  
You will have an opportunity to view management approvals during the performance evaluation review. Once the meeting with your manager is completed, you will need to sign a hard copy of the evaluation.

# Rating Models

- Does Not Meet
- Meets Expectations
- Exceeds Expectations

A

### Used when rating:

- Statewide, Agency & Classification Competencies
- Goals & Performance Expectation Rating

- Does Not Meet
- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- Outstanding

B

### Used when rating:

- Summation of Competencies and Goals & Objectives
- Overall Performance Evaluation Rating

# Rating Definitions

**OUTSTANDING** - Fully exceeds standards (e.g., performance is noticeably superior, performance demonstrates exceptional initiative to plan and anticipate problems and employee takes appropriate action independently to resolve, performance requires little to no supervision to produce exemplary results).

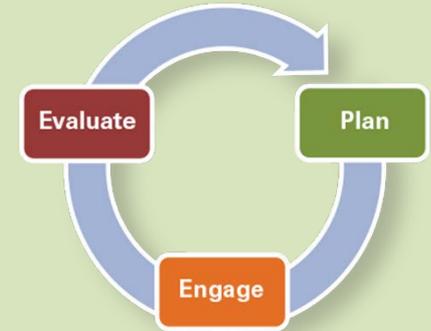
**EXCEEDS EXPECTATIONS** - Exceeds standards (e.g., consistently goes above the communicated expectations of the job responsibility or goal, demonstrates a unique understanding of work beyond assigned area of responsibility, achievements are obvious to subordinates, peers, managers, and customers).

**MEETS EXPECTATIONS** - Fully meets standards (e.g., achieves acceptable standards of performance, expectations and requirements, results can be expected which are timely and accurate, performance constitutes what is expected of a qualified, experienced employee performing in this position).

**NEEDS IMPROVEMENT** - Usually meets standards (e.g., generally meets expectations required for the position, one or more areas are consistently weak and will require improvement, employee requires coaching to obtain results that are timely and accurate).

**DOES NOT MEET** - Fails to meet standards (e.g., employees with this rating fail to satisfactorily perform most aspects of the position, performance levels are below established requirements for the job, employee requires close guidance and direction in order to complete routine assignments).

## Employee Quick Reference Guide (QRG)



Employment with the state is more than just a job – it is a privilege to serve our families, friends, and neighbors across this great state. Each day our employees strive to deliver excellence, accountability and efficiency through Ohio's government.

### How to Access:

<https://myohio.gov>

### Included in this QRG:

- Evaluation Types
- The Performance Evaluation Process with step-by-step instructions
- Performance Rating Scales & Definitions
  - Other available Employee Development Tools

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## Evaluation Types

- **Probationary performance reviews** will be conducted for all new hires and employees promoted into a new position, and may have a three, six, or twelve month review cycle. This type is also used for probationary period extensions.
- **Annual performance reviews** for exempt employees will be based on a universal review date selected by your agency. Bargaining unit employees' annual review cycles are established based on contractual language in respective union contracts.
- **Ad-hoc performance reviews** will be conducted in conjunction with a Performance Improvement Plan (PIP) or other related special circumstances with no defined cycle period.

### CAREER DEVELOPMENT PLAN

Career Development documents are optional within ePerformance and can be initiated by either an employee or supervisor.

### NEED ASSISTANCE?

#### Statewide Program Support:

Department of Administrative Services  
Human Resources Division  
Office of Talent Management  
Email: [ePerformance@das.state.oh.us](mailto:ePerformance@das.state.oh.us)  
Phone: 1-800-409-1205, prompt #6.

Development