

ePerformance

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DBHDD

Manager's Process Overview



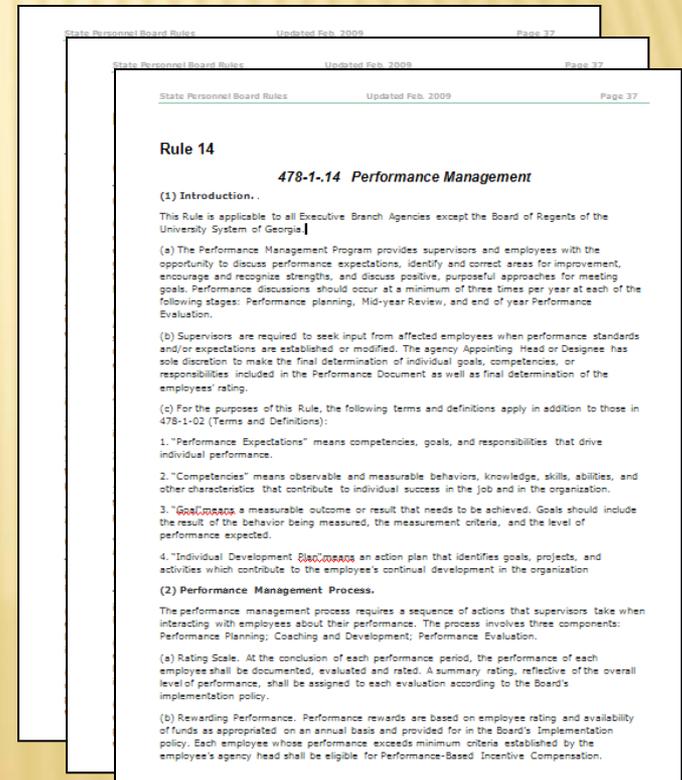
REQUIREMENT

State Personnel Board Rule 14

✘ 478-1-.14

+ Performance Management

[CLICK HERE to read the
SPB Rule on Performance
Management](#)





RESOURCES

ePerformance materials and information can be found on the SPA web site at

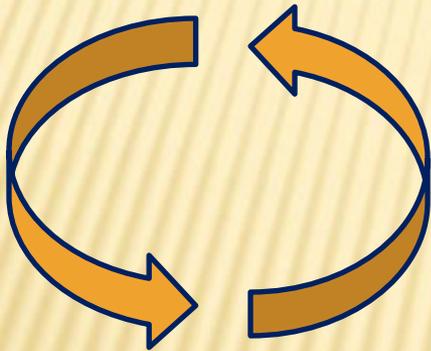
<http://www.spa.ga.gov/employees/perfMgmtProcess.asp>

User Productivity Kits (tutorials) are found under *Module 12 e-performance*

at <http://route88upk.state.ga.us/toc.html>



PURPOSE



Performance management is not intended as a once-a-year planning and evaluation session – it is, by design, intended to be a deliberate year-round process during which an employee executes their performance plan; and the manager manages by providing ongoing coaching and development toward successfully meeting the goals of the plan.

THE 4 PHASES





5-POINT RATING SCALE

Label	Description
5- Exceptional Performer	Employee <u>exceeded all</u> performance expectations. Employee was an exceptional contributor to the success of the department and the State of Georgia. Employee demonstrated role model behaviors.
4- Successful Performer – Plus	Employee <u>met all and exceeded most (more than 50%)</u> of the established performance expectations.
3- Successful Performer	Employee <u>met all</u> performance expectations and <u>may have exceeded some (less than 50%)</u> . Employee was a solid contributor to the success of the department and the State of Georgia.
2- Successful Performer – Minus	Employee <u>met most (more than 50%)</u> , but <u>failed to meet some (less than 50%)</u> performance expectations. Employee needs to further improve in one or more areas of expected job results or behavioral competencies.
1- Unsatisfactory Performer	Employee <u>did not meet all or most (more than 50%)</u> of the established performance expectations. Employee <u>needs significant improvement</u> in critical areas of expected job results or behavioral competencies.
Not Rated	<i>New hire or transfer within five months of end of performance period</i>



10 BASIC STEPS IN THE PROCESS FLOW

Communicate throughout agency regarding timeframe and expectations – HR Administrators

Create Performance Plans through Mass Creation Process – HR Administrators

Create Performance Plans by Cloning – Manager

Establish Evaluation Criteria – Planning Phase and Agreement – Manager and Employee

Complete Evaluation – Manager and Employee

Consolidate Feedback – Manager

Manager's Manager Approval – Manager's Manager

HR Administrator's Approval – HR Administrator

Conduct Performance Review Discussion – Manager and Employee

Acknowledge and Finalize Review – Manager and Employee



The Performance Plan

Section 1 – Pre Populated Statewide Core Competencies

**Section 2 – Individual Goals/Competencies—
DBHDD Does Not Use**

**Section 3 – Pre Populated Responsibilities—
ready for editing**

**Section 4 – Individual Development Plan-
(Optional)**



Writing S.M.A.R.T. Goals

When you define job responsibilities follow the SMART goal format:

- × Specific – Precise, definite, clear, understandable
- × Measurable – Standard, assessment, exact
- × Achievable – Reachable, feasible
- × Relevant – Scope, linkage
- × Time-bound – time frame, ending point

Plan Weighting

Employee Performance Weight Guidelines				
	Section	Pre-Populated	Required	Weighting
Rated at end of performance period	Section 1: Statewide Competencies • Core Competencies (all employees) • Leadership Competencies (managers with direct report employees)	Yes	Required	25% to 100% (50%)
	Section 2: Individual Goals/Competencies- DBHDD does not use	No	Do Not Use	0% to 75% (0%)
	Section 3: Job Responsibilities • Pre-populated using SPA job descriptions MUST be edited for accuracy.	Yes	Required	0% to 75% (50%)
Not Rated	Section 4: Individual Development Plan	No	Optional	Not Weighted



RATINGS & WEIGHTINGS

- ✘ Each performance expectation within each section is assessed and rated individually:
 - +Section 1: Statewide Core Competencies- Weighted at 50%
 - +Section 2: Individual Goals/Competencies- (DBHDD does not use)- Weighted at 0%
 - +Section 3: Job Responsibilities- Weighted at 50%



MANAGER PLANNING AND EVALUATION PROCESS

Process review; begin thinking about goals

June

Collaborate with employee to develop the performance plan;

July

Write the plan – (can be cloned for others in same job)

Aug/
Sept

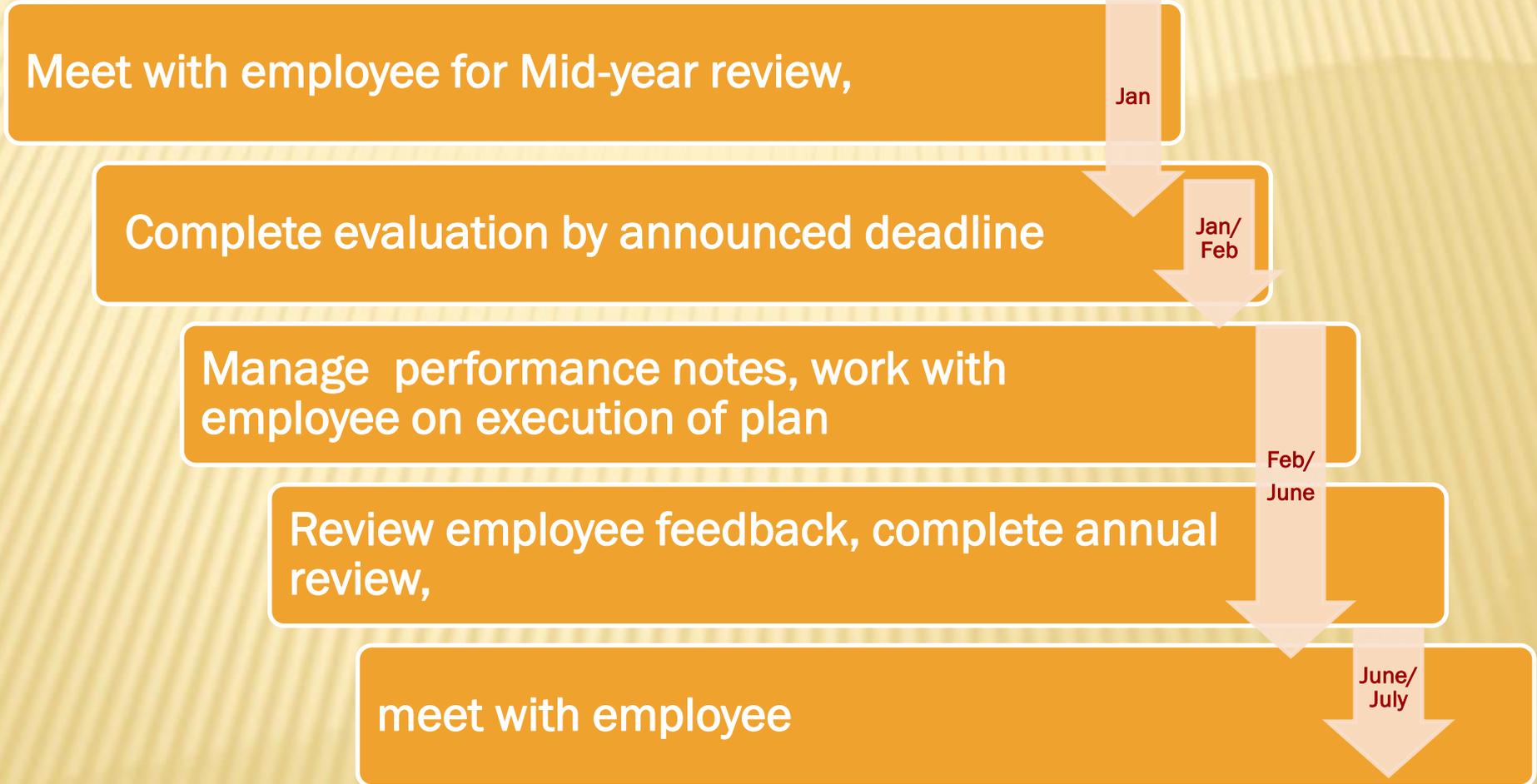
Get Manager approval

Sept/
Dec

Manage employee as needed toward implementation of plan; Manage performance notes for evaluation phase.



MANAGER EVALUATION PROCESS



CREATING AND CLONING DOCUMENTS

[CLICK HERE](#) for Printable Directions and
[Performance Planning Tools](#)



CREATING DOCUMENTS

Step 1: Log into ESS/TEAMWORKS



Step 2: Click on Manager Self Service



Step 3: Click Performance Management



Step 4: Click on Performance Documents



Step 5: Click on Create Documents



CREATING DOCUMENTS

Step 6: Click on “Continue”



Step 7: Click on the “Scrollbar” to view all direct reports



Step 8: Select the employee(s) you want to create a document for and click continue.



Step 9: Enter the parameters for creating the document



Step 10: Click “Create Documents”



CREATE YOUR DOCUMENTS

Click Below to Access *Team Georgia* to Create and Clone ePerformance documents for your employees.

[Teamworks Self-Serve log in](#)

QUESTIONS



**In DBHDD Contact Human Resources or
the ePerformance Help desk at
1-877-318-2772 or
talentmanagement@spa.ga.gov**