

PROCESS FOR EMPLOYEES WITHOUT COMPUTER ACCESS

If you 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.

Here are some steps that you would take during the performance evaluation process:

Step 1 – Establish 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 printed copy. Together with your manager, you will decide what the final plan will look like. Your manager will then make the final changes to your performance plan.

Step 2 – Performance Notes

Performance notes are helpful as you accomplish goals or face/overcome barriers throughout the performance year. It would be helpful for you to track your own performance and activities with notes in a separate paper file.

Step 3 – Self-Evaluation & Performance Evaluation

In order for you to complete your self-evaluation, you will need access to a computer or you may use a print-out of the approved paper evaluation tool.

Step 4 – Finalize Performance Document

After having the performance evaluation meeting with your manager, the employee will need to sign a paper copy of the evaluation or use a computer to acknowledge that the performance discussion was held.

Rating Scale

5 – Exceptional Performer

Employee exceeded all performance expectations. Employee was an exceptional contributor to the success of his/her department and the State of Georgia. He/she demonstrated role model behaviors.

4 – Successful Performer - Plus

Employee met all and exceeded most of the established performance expectations.

3 – Successful Performer

Employee met all performance expectations and may have exceeded some. Employee was a solid contributor to the success of his/her department and the State of Georgia.

2 – Successful Performance - Minus

Employee met most, but failed to meet some performance expectations. Employee needs to further improve in one of more areas of expected job results or behavioral competencies.

1 – Unsatisfactory Performer

Employee did not meet all or most of the established performance expectations. Employee needs significant improvement in critical areas of expected job results or behavioral competencies.

Not Rated

At the agency's discretion, a new hire or transfer within five months of the end of the performance period may or may not receive a performance rating.

Rounding Rules

0.0 - 1.49 = 1
1.5 - 2.49 = 2
2.5 - 3.49 = 3
3.5 - 4.49 = 4
4.5 - 5.00 = 5

Assistance

Please contact your HR Representative for Assistance.



www.doas.ga.gov

Employee ePerformance Job-Aid

This job-aid outlines the general steps you would take to complete the different functions of the Georgia Performance Management Process in ePerformance.

Employee's Role

Performance Planning

1. Collaborate with your manager to determine the performance expectations (competencies, goals, and responsibilities) for the upcoming plan year.
2. After your manager enters the results of your pre-planning meeting, review the performance plan to familiarize yourself with the final plan.

Performance Coaching and Development

1. Throughout the performance year, discuss possible skill-building techniques and other tips, with your manager, to help improve your performance. Enter performance notes (if desired) to document your activities and accomplishments.

Performance Evaluation

1. Complete your self-evaluation in ePerformance.
2. Print a copy (if desired) of your self-evaluation for your records.
3. Acknowledge that the performance discussion was held after your formal evaluation meeting with your manager.

Note: The Mid Year (December – January) and Annual (June) evaluation steps will be the same.

Additional Performance Management resources are available at
<http://doas.ga.gov/human-resources-administration/performance-management>

Step 1 – Establish Criteria

Action	Instructions
Log-in to Teamworks/Employee Self-Service	From the dashboard, click: <ul style="list-style-type: none"> » Main Menu » Self-Service » Performance Management » My Performance Documents » Current Documents
Enter the Document	Click the “Annual Performance Review” link for the desired period begin and end dates.
View the Document	The performance document automatically appears. You may also click “Define Criteria” in the Performance Process Pane.
Review	Use your scroll bar (on the right) to navigate the document in order to review the manager’s entries.
Exit the Document	When you are finished reviewing the document, click “Return to Current Documents” to exit the document.
Notify Manager	If you notice any discrepancies in your goals and objectives, communicate live or via email with your manager.

Step 2 – Performance Notes

Action	Instructions
Log-in to Teamworks/Employee Self-Service	From the dashboard, click: <ul style="list-style-type: none"> » Main Menu » Self-Service » Performance Management » My Performance Documents » Performance Notes
Add a New Note	Click “Add a New Note.” (There are also step-by-step instructions in this module.)
Enter Note	Enter a subject and note text.
Complete the Note	Click “Save” to exit the note.

Step 3 – Performance Evaluation

Action	Instructions
Log-in to Teamworks/Employee Self-Service	From the dashboard, click: <ul style="list-style-type: none"> » Main Menu » Self-Service » Performance Management » My Performance Documents » Current Documents
Access the Self-evaluation	Click the “Annual Performance Review” link for the desired period begin and end dates.
Enter the Form	From the Performance Process Pane (left side of screen), click “Complete Self-Evaluation”.
Sections 1-3: Enter Comments and Ratings	Scroll down to each performance expectation in Sections 1-3 and enter your comments and ratings of your own performance, for: <ul style="list-style-type: none"> ○ Core Competencies ○ Individual Goals ○ Job Responsibilities
Section 4 – Individual Development Plan (IDP): Enter comments	For each item in your IDP enter comments on your progress and achievements. Note: This section is not rated.
Complete Performance Plan	Click “Save” if you have completed the document, or wish to exit this phase and return later.
Confirm and Finish	Click: <ul style="list-style-type: none"> » Save » Return to Current Documents

Step 4 – Printing the Evaluation

Action	Instructions
Log-in to Teamworks/Employee Self-Service	From the dashboard, click: <ul style="list-style-type: none"> » Main Menu » Self-Service » Performance Management » My Performance Documents » Current Documents
Access the Document	Click the “Annual Performance Review” link for the desired period begin and end dates.
Enter the Document You Want to Print	From the Performance Process pane, click “Define Criteria”, OR “Self-Evaluation” OR “Review Manager”.
Print the Document	Click “Print” at the top right of the document screen.

Step 5 – Acknowledge Evaluation

Action	Instructions
Log-in to Teamworks/Employee Self-Service	From the dashboard, click: <ul style="list-style-type: none"> » Main Menu » Self-Service » Performance Management » My Performance Documents » Current Documents
Access the document	Click the “Annual Performance Review” link for the desired period begin and end dates.
Acknowledge/ e-Sign the document	From the Performance Process pane, click: <ul style="list-style-type: none"> » Review Manager Evaluation » Acknowledge