

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 their computer and make changes together. Another option is to work from a printed/hard copy of the performance document.

Step 4 in this document outlines instructions for your manager to print the document.

Here are some of the changes you can make:

Step 1 – Establish Criteria

During the planning stage, the employee will be provided a copy of their performance plan and will be allowed to write comments and ideas on the hard copy. Then, together with your manager you will decide what the final plan will look like. After that your manager will make the final changes to the plan.

Step 2 – Performance Notes

Employees will need to track their own performance notes in a separate paper file.

Step 3 – Performance Evaluation

In order for the employee to complete their self-evaluation, they will need access to a computer or will need to complete the evaluation on a printed/hard copy of the plan.

Step 4 – Finalize Performance Document

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

Employee ePerformance Job Aid

This job aid outlines the general steps an employee needs to take in PeopleSoft in ePerformance in order to complete the different phases of the Georgia Performance Management Process.

Employee's Role

Phase 1: Performance Planning

1. Collaborate with manager to determine the performance expectations (competencies, goals, and responsibilities) for the upcoming plan year (PY).
2. A performance plan may be modified at any time by the manager; however, employees should be notified of any modifications to their performance plan.

Phase 2: Performance Coaching

1. Throughout the plan year, enter performance notes (if desired) to document your activities and accomplishments.
2. Receive coaching throughout the PY

Phase 3: Performance Evaluation

1. Complete your self-evaluation in the system.
2. Print a copy (if desired) of your self-evaluation for your records.
3. Acknowledge review was held after your formal evaluation meeting with your manager.
Note: The Mid-Year (December – January) and Annual (July) evaluation steps will be the same.

Note: ePerformance is accessed through PeopleSoft, Employee Self-Service, Performance Management.

Additional Performance Management resources are available on the DOAS website. www.doas.ga.gov

Step 1 – Establish Criteria

Action	Instruction
Log into PeopleSoft and go to Self Service	Access screen: Self -Service ► Performance Tab ► My Current Documents ► Annual Performance Review
Enter the document	Click “Annual Performance Review” link for the desired cycle.
View the document	Click “View” on the same line as “Establish Evaluation Criteria.”
Review	Use your scroll bar to navigate the document in order to review the manager’s entries.
Exit the document	When you are finished reviewing the document, click “Cancel” 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	Instruction.
Log into PeopleSoft and go to Self Service	Access screen: Self-Service ► Performance Tab ► My Current Documents ► Performance Notes
Add a new note	Click “Add a New Note.”
Enter note	Enter a subject and note text.
Complete the note	Click “Save” to exit the note.

Step 3 – Performance Evaluation

Action	Instruction
Log into PeopleSoft and go to Self Service	Access screen: Self-Service ► Performance Tab ► My Current Documents ► Annual Performance Review
Access the self-evaluation	Click “Annual Performance Review” link for the desired cycle.
Enter the form	Click on the “Complete Self Evaluation” line.
Sections 1-3: Enter comments	Scroll down to each performance expectation in Sections 1-3 and enter your comments.
Enter rating	For each performance expectation in Sections 1-3, enter your ratings of your own performance.
Repeat steps	Repeat the two steps above for each item in Sections 1-3.
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	You may click “Save” if you wish to exit this phase to return later. OR You may click “Complete” to finish this step.
Confirm and finish	Click “Complete” again and then click “OK.”

Step 4 – Printing the Evaluation

Action	Instruction
Log into PeopleSoft and go to Self Service	Access screen: Self-Service ► Performance Tab ► My Current Documents ► Annual Performance Review
Access the document	Click “Annual Performance Review” link for the desired cycle.
Enter the document you want to print	Click “Expand” on the document you want to print: to see all “Established Evaluation Criteria,” “Review Self-Evaluation” or “Complete Manager Evaluation” line.
Print Format	Click “Print” in the top right-hand corner.
Print Set Up	Click the following menu series: File ► Page Setup ► Landscape ► Print or Save.
Print the document	Click File ► Print from the menu.

Step 5 – Acknowledge Review Held

Action	Instruction
Log into PeopleSoft and go to Self Service	Access screen: Self-Service ► Performance Tab ► My Current Documents ► Annual Performance Review
Access the document	Click “Annual Performance Review” for the desired cycle.
Acknowledge review	Click “Acknowledge Review” and then click “OK” on the next screen.