PERFORMANCE MANAGEMENT PROCESS FLOW

Annual Evaluation Period

10 — Document returned to Manager for Performance Evaluation discussion with Employee. (Managers "Complete" the document after Employee Acknowledgement.)

9 — Document submitted to HR for review/approval. (FYI: Employees are able to view the document immediately after HR approval.)

8 — Evaluation submitted to next level manager (Reviewing Manager) for any necessary changes or approval.

7 — Manager **EVALUATES** the employee's overall annual performance; Adds ratings and comments in ePerformance.

6 — At year end Employee completes Self-evaluation in ePerformance*

5 — At interim points (quarterly) Managers **REVIEW** progress with each Employee and provide guidance and coaching for successful outcomes.

1 — New Employee / New Position

2 — HR or Manager creates the performance document in ePerformance.*

3 — Manager uses competencies & skills necessary for the job as a foundation to structure individual performance goals.

4 — Manager and Employee **PLAN** for the performance year adding goals and expectations; Complete annual performance plan within the first 45 days of hire.

"Manager and EMPLOYEE conversations"

PLAN · EVALUATE · REVIEW PROGRESS · Coaching and Development · Manager and EMPLOYEE conversations

Georgia™ Department of Administrative Services

Human Resources Administration