

Performance Management

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Agenda

- Careers Overview
- Where are we?
- Working Group Results
- Institutional Decisions versus Global Configuration
- Next Steps

What you will see here today is part of the Careers initiative of OneUSG Connect. Availability of these new features will be determined based on a schedule determined by readiness. Institutions will be contacted within the next few weeks to determine your readiness as we move forward. Shortly after institutions confirm their ability to participate in the implementation phase, the schedule will be confirmed.

Careers Overview

C

Recruitment

Applicant Tracking System/Job Offer Management

A

Profile Management

Job Description Repository

R

E

Onboarding

I-9 Management/Hire Packets

E

ePerformance - *Pilot In-Process*

Annual Performance Reviews/Provisional Evaluations

R

S

Manager Self-Service


Personnel Actions/Delegation



OneUSG Careers - ePerformance

- ePerformance is a self-service performance evaluation management tool
- The module will foster a collaborative performance management process for managers and their employees

Performance

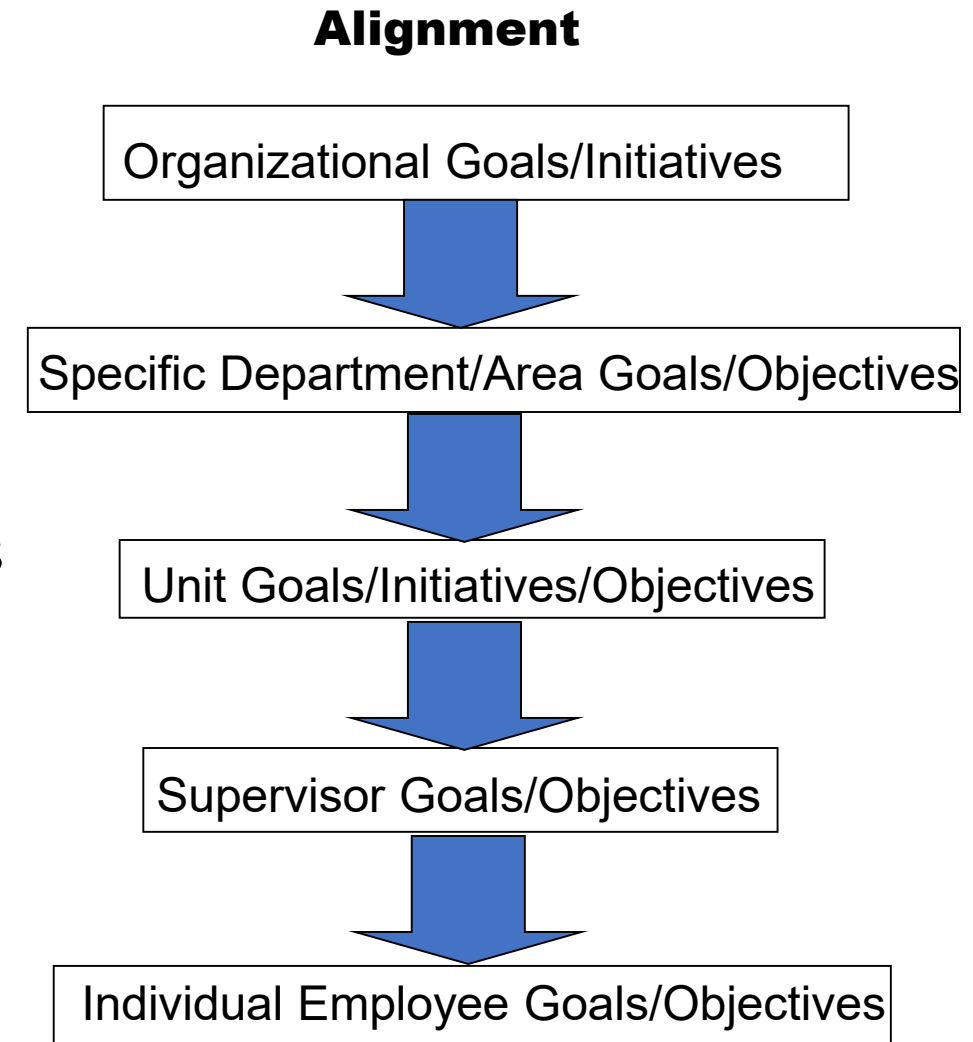


Next Due Date **11/20/2019**

Performance Management Fundamentals

Performance Management

- Performance management focuses on alignment and feedback.
- It is a collaborative ongoing dialog between supervisor and employee to understand and facilitate achieving:
 - Organization/unit needs for performance and results
 - Alignment to institutional goals, objectives and priorities
 - Individual expectations
 - Continuous feedback
- When properly done, enhances employee satisfaction and engagement



Performance Differentiation



OBJECTIVELY MEASURE
PERFORMANCE



ALLOWS MANAGERS TO
IDENTIFY AND POTENTIALLY
REWARD, TOP PERFORMERS



REQUIRES HONEST,
OPEN FEEDBACK



PROVIDES MANAGERS WITH
TOOLS TO IMPROVE
PERFORMANCE



IF DONE WELL, IMPROVES
EMPLOYEE ENGAGEMENT

BOR REQUIREMENT:

Supervisors are required to assess and ensure optimal employee performance, document acceptable and unacceptable performance, and to improve performance that is below standards or below and employee's capabilities".

STATE OF GEORGIA STIPULATIONS:

Requires merit allocations should align with and support the employee's evaluation ratings awarded.

Across the board and cost of living increases are not to be



ePerformance Working Group

Working Group Members



Where are we?

ePerformance Pilot Schedule

- Finalize Scope - 7/16/19
- Development Complete - 7/23/19
- Test Scripts Complete - 7/26/19
- Institutional Deliverables Due to USG – 7/29/19
- System Test - 7/30 & 7/31
- Job Aids Completed - 8/12/19
- UAT Test - 8/15/19 - 8/16/19 - Athens
- QA Testing - 8/19-21/2019
- Apply to production – 8/23/2019
- Begin Pilot – 10/01/2019

Performance Evaluation Settings

- Goals
- Job Duties
- Performance Factors
- Leadership Factors
- USG Core Values
- Institutional Values

Performance Templates

Evaluation Type	Define Criteria	Leadership Factors	Checkpoint	Participant Evaluations	Self Evaluation	Manager Evaluation
Annual Leadership	X	X	X	X	X	X
Annual Staff	X		X	X	X	X
Provisional Leadership	X	X				X
Provisional Staff	X					X

Rating Scales

- All items will be rated on a five point scale

Goals Rating Scale
5 - Exemplary
4 - Superior
3 - Successful
2 - Partially Successful
1 - Not Successful

Performance Factor/Value Rating Scale
5 - Exemplary
4 - Superior
3 - Successful
2 - Emerging
1 - Not Successful

Performance Factors (Competencies)

Core Performance Factors

- Communication
- Customer Service
- Initiative
- Innovation
- Job Knowledge
- Policies
- Quality of Work
- Interpersonal Relationships
- Reliability/Attendance
- Critical Thinking

Leadership Factors

- Organizational Development
- Fiscal/Budget Management
- Strategic Planning

Notifications

Managers and Employees will receive notifications when the following actions occur:

- Employee assigning a performance document
- Employees add evaluative criteria
- Manager finalizes evaluative criteria
- Due Date Reminders
- Employee Completed Self Evaluation
- Manager Requests Employee Acknowledgement of documents

Reporting and Metrics

ePerformance Review Process

For discussion purposes, we will display a January through December review cycle. Institutions will retain their autonomy in determining the review periods.

ePERF01 - ePerformance Overview

January – March

June - July

November - December

Administrator

Create Documents

Manager

Define Evaluative Criteria

Track Progress

Finalize Evaluative Criteria

Nominate Participants

Complete Manager Evaluation

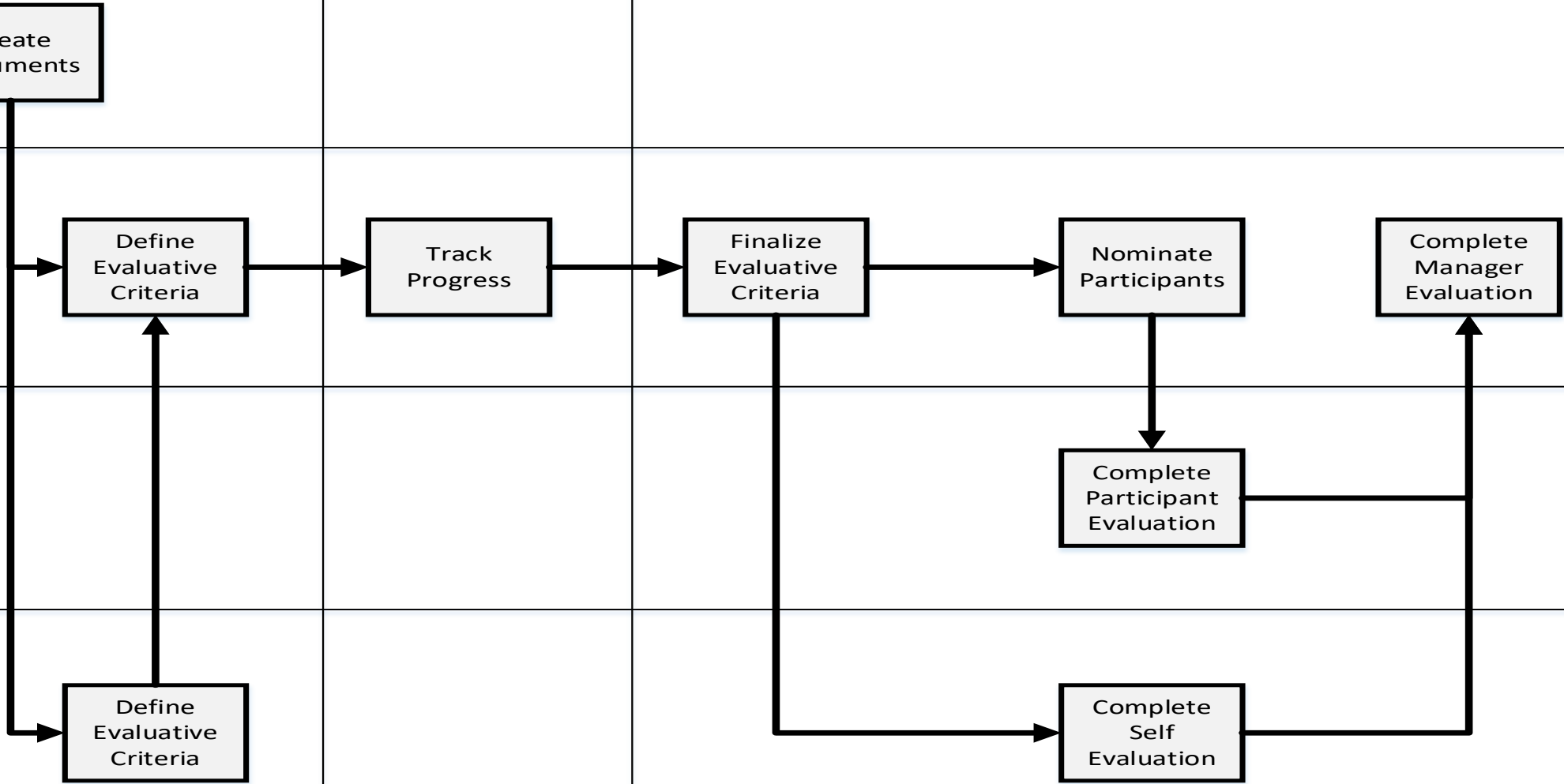
Participant

Complete Participant Evaluation

Employee

Define Evaluative Criteria

Complete Self Evaluation



- 1 Define Criteria** Managers and employees will collaborate to determine the evaluative criteria
- 2 Checkpoint** Throughout the performance cycle, managers will meet with employees to review their performance and update the evaluative criteria if necessary. For example, if an employee has made significant progress on a goal, managers may notate their progress in OneUSG.
- 3 Participant Evaluation** Managers may nominate other institutional employees to participate in the evaluation process for this employee. This may be used in situation where employees report to multiple supervisors.
- 4 Self-Evaluation** Employees will complete a self evaluation to provide managers with feedback on their performance over the evaluation period.
- 5 Manager Evaluation** Managers will complete the annual evaluation of the employee.

Demonstration

We will demonstrate the system functionality, from creation of ePerformance documents to the completion of manager evaluations.

Institutional Readiness

- Configure ePerformance Templates (Workbook)
 - What types of templates will be needed for your institution?
 - Will you need a separate performance template for leaders?
 - Will manager evaluations need to route upwards for acknowledgement?
 - Define Institutional Performance Factors
- Practitioner Security Assignments
 - Who will need practitioner access?

QUESTIONS

