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| Save                               | When completing the manager evaluation, click SAVE often and when complete. <b>Do not click submit until the calibration process is finalized.</b>  |
| To View Rubrics                    | Click the rating description icon next to the rating dropdown to view the rubric aligned to the specific core value or competency. Visit the <a href="#">Performance Management website</a> to view the <a href="#">Rating Guide</a> with all descriptors.  |
| Spell Check Icon                   | Use the spell check feature to ensure comments reflect accuracy in spelling and grammar.  |
| Print Feature                      | Use the print feature to download a PDF version of the evaluation.  |
| Export Feature                     | Use the export feature to download an editable Word version of the evaluation. You can manipulate the document to highlight comments and add notes in preparation for calibration and employee 1:1 conversation.  |
| Tabs                               | All evaluations are divided into four tabs. Goals are either achieved or not achieved and are <u>not</u> calculated as a part of the overall rating. The subsequent three tabs each weigh one-third of the overall summary rating.  |
| System Notifications               | When specific steps of the evaluation process are completed and moved to next levels, the system generates notification emails. These emails include employee comments if added, next steps and a direct link to the evaluation for ease of access.   |
| Reopen                             | The reopen feature allows you to unlock the employee evaluation to allow for employee edits. When available, this button is found just above the “Goals” tab within the employee self-evaluation.   |
| Employee Ratings                   | Employee self-evaluation ratings are visible in the Manger’s Evaluation just below the comment box of each item being rated.  |
| Ratings                            | The ePerformance system applies a numerical rating to each item rated and calculates an overall summary rating. Each tab has a summary section where you can click the calculator icon to view the overall score for that section. You can also use the “Calculate All Ratings” link just above the “Goals” tab when complete and view the overall rating in the “Summary” tab. |
| Calculations                       | Rating calculations utilizes standard rounding procedures (0.5+ rounds up) to determine overall summary rating. For example, if an employee’s overall rating is a 2.5 then the overall rating will reflect a rating of Meets Expectations.  |
| A & P Employees                    | A&P employees hired prior <b>June 1</b> must complete a performance evaluation for the current performance year.  |
| Classified Employees               | Classified employees receive a probationary evaluation and a formal evaluation if hired before <b>March 1</b> . Classified employees hired after this date will only have a probationary evaluation until the next performance year cycle begins.   |
| Direct Reports Current Evaluations | In the Manager Self Service tab, click Team Performance. To view and complete processes related to your direct reports, click “Current Documents”.  |

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| View-Only Documents  | In the Manager Self Service tab, click Team Performance. To view the evaluations of those who report to your direct reports, click "View-Only Documents" If a manager has an employee that reports to them, you can view them by clicking the "right facing" arrow in the manager's evaluation box. |
| Historical Documents | Previous completed evaluations are moved to the Historical Documents tab.   |
| Attachments          | Employee attachments are found in the Employee Self-Evaluation. If an employee has uploaded attachments and made them viewable, you will need to "Save" the attachments to the Manager Evaluation.  |
| Resources            | Additional resources such as manager guides, timelines and training recordings can be found on the <a href="#">Performance Management website</a> .   |