

2017 PERFORMANCE REVIEW TRAINING OUTLINE - SUPERVISORS

1. Introduction
 - Basic WebEx info (If WebEx session)
2. Performance Reviews
 - Performance Core Team
 - Agencies represented
 - Purpose
3. 2017 Changes
 - 2016 Changes Retained
 - All launched at the same time (1/1/2016)
 - Review period (1/1/2016 – 12/31/2016)
 - No email for self-review
 - Launch criteria
 - Manager and Employee templates (new competencies)
 - No Job Duties
 - Self-review simplification
 - Combined the presentation and sign-off steps
 - Changed the rounding on the overall score rating scale
4. Goals
 - Basic information
 - What they are, who creates them
 - Redesign
 - SMART Goal Wizard
 - Tracking goal progress between reviews
 - Approving employee created/modified goals
5. Manager/Indirect Manager Steps
 - Options (Reopen steps, print, add co-planner)
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6. Reporting
 - My Team
 - Standard Reports (Step Status)
7. Closing
 - Recommended training
 - SMART Goals, How to Set Team and Employee Goals
 - Site, email, phone