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)

6. Reporting
   - My Team
   - Standard Reports (Step Status)

7. Closing
   - Recommended training
     - SMART Goals, How to Set Team and Employee Goals
   - Site, email, phone

Date: August 19, 2016