

Performance Matters

Combining a standardized performance evaluation tool and clear employee expectations to drive a culture of accountability in state government



February 28, 2013

Performance Management in Florida: An Eight-Step Process Your Agency Needs to Know

Group 1: Agencies whose annual performance evaluation closes between 7/31/12 – 12/31/12

- 1) Close out agency evaluations based on your agency's current annual evaluation schedule. In accordance with Chapter 60L35.003(2)(b), Florida Administrative Code, such evaluations must be completed within 60 days of the evaluation plan year end date.
- 2) Open agency evaluations with an end date of June 30, 2013, using your agency's current system (e.g., paper process or agency-unique electronic system).
- 3) On July 1, 2013, open agency evaluations, including agency expectations and job-specific expectations in the People First system (provided there is no change to the existing expectations as originally created).
- 4) Raters will process evaluations using the People First system and the closing date will be Dec. 31, 2013. Evaluations must be complete (rating given, comments included, receipt acknowledged by employee, etc.) no later than March 1, 2014. All evaluations not completed by this time will be administratively closed.
- 5) Open evaluations dated Jan. 1, 2014 – June 30, 2014, using SMART expectations using the People First system.
- 6) Raters shall use the People First system to track employee progress throughout the evaluation period. This applies to both the evaluation period closing Dec. 31, 2013, and the one closing June 30, 2014.
- 7) Raters will process evaluations using the People First system and the closing date will be June 30, 2014. Evaluations must be complete (rating given, comments included, receipt acknowledged by employee, etc.) no later than Aug. 29, 2014. All evaluations not completed by this time will be administratively closed.
- 8) Evaluations shall be opened in the People First system dated July 1, 2014 – June 30, 2015, and, from this point forward, all employees (with the exception of probationary employees) should be on the standard statewide cycle of July 1 – June 30 for each following year.

Group 2: Agencies whose annual performance evaluation closes between 1/31/13 – 6/30/13

- 1) Close out agency evaluations based on your agency's current annual evaluation schedule. In accordance with Chapter 60L-35.003(2)(b), Florida Administrative Code, such evaluations must be completed within 60 days of the evaluation plan year end date.
- 2) Open agency evaluations with an end date of Dec. 31, 2013, using your agency's current system (e.g., paper process or agency unique electronic system).
- 3) On July 1, 2013, enter the current agency and job-specific expectations in the People First system (provided there is no change to the existing expectations as originally created).
- 4) Raters will process evaluations using the People First system and the closing date will be Dec. 31, 2013. Evaluations must be complete (rating given, comments included, receipt acknowledged by employee, etc.) no later than March 1, 2014. All evaluations not completed by this time will be administratively closed.
- 5) Open evaluations dated Jan. 1, 2014 – June 30, 2014, using SMART expectations using the People First system.
- 6) Raters shall use the People First system to track employee progress throughout the year. This applies to both the evaluation period closing Dec. 31, 2013, and the one closing June 30, 2014.
- 7) Raters will process evaluations using the People First system and the closing date will be June 30, 2014. Evaluations must be complete (rating given, comments included, receipt acknowledged by employee, etc.) no later than Aug. 29, 2014. All evaluations not completed by this time will be administratively closed.
- 8) Evaluations shall be opened in the People First system dated July 1, 2014 – June 30, 2015, and, from this point forward, all employees (with the exception of probationary employees) should be on the standard statewide cycle of July 1 – June 30 for each following year.

SMART Expectations:
This methodology will drive improved employee expectations. When thinking about setting clear expectations for employees, remember the following:

S = specific
M = measurable
A = achievable
R = relevant
T = time-bound



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