

STATE PERSONNEL SYSTEM PERFORMANCE MANAGEMENT PROCESS

GLOSSARY OF TERMS

(If a definition uses a **highlighted term**, that term has also been defined)

TERM	DEFINITION
Achievable	Refers to a performance expectation for which the employee has the resources, time, and access to people, data, etc., to allow him or her to carry out the goal successfully.
Administratively Closed	A non-probationary performance evaluation that has not had the acknowledgment completed by either the employee or the rater on behalf of the employee, within sixty (60) calendar days following the end of the evaluation period , and that is systematically closed in the People First performance evaluation system . Also, a probationary performance evaluation that has not had the acknowledgement completed by either the employee or the rater on behalf of the employee, prior to the end of the probationary period and that is systematically closed in the system. In sum, any employee with a performance evaluation that is administratively closed for any reason will be considered to have met their performance expectations and will be considered to have an overall rating of "Satisfactory".
Agency Wide Expectation	A performance expectation that is common to all employees of a particular agency and that the agency provides to the People First system prior to the start of an evaluation period so that it can be systematically assigned to all employees during that evaluation period .
Completed Performance Evaluation	A performance evaluation that has met all the requirements of Rule 60L-35.003, F.A.C., and has undergone all the procedural steps in the People First performance evaluation system no later than August 29, following the end of the evaluation period. All the steps in the process must be completed, including (1) having been discussed with the employee (in person, whenever reasonable) and (2) having been acknowledged by the employee (via signature or online) or by the rater on behalf of the employee (in which case the rater has notated the reason the employee did not personally acknowledge receipt). Also, a probationary evaluation that has met all the requirements of Rule 60L-35.003, F.A.C., and has undergone all the procedural steps outlined above on or before the last day of the established or extended probationary period.
Corrective Action Plan	Documented steps to improve performance that the rater outlines for an employee. Such plan documents the specific steps that the employee must take prior to the end of the evaluation period or probationary evaluation period in order to correct performance deficiencies that could result in an expectation rating of "Below" or "Unacceptable", pursuant to Rule 60L-35.003(2)(d), F.A.C.; or that the employee must take no later than 90 days following a completed performance evaluation , to address each expectation rating of "Below" or "Unacceptable" received, pursuant to Rule 60L-35.003(3)(c), F.A.C.

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Expectation Rating	A numerical score ranging from 1 to 5 that is the measure of the level of performance that the employee achieved in each performance expectation during a particular evaluation period or, when justified, an indicator of “N – None Given” that the employee receives if a particular performance expectation is not rated; in accordance with Rule 60L-35.003(3)(a), F.A.C.
Evaluation Period	The standard period of time covered by the performance plan , which runs annually from July 1 through June 30. Compare Probationary Evaluation Period .
Measurable	Refers to a performance expectation that can be objectively assessed according to a pre-determined and applicable measurement.
Overall Rating	The employee’s averaged level of performance for a specific evaluation period , that is derived only from the employee’s numerical scores for each performance expectation that was rated, in accordance with Rule 60L-35.002(3)(a) and (3)(b), F.A.C. All expectation ratings of “N – None Given” are not factored into the overall rating.
People First Performance Evaluation System	An automated tool connected to the state’s human resource information system (People First) that documents performance expectations, expectation ratings, overall ratings , and other relevant information concerning the employee’s performance for the evaluation period ; supports tracking of employee progress and timely completion of performance plans and performance evaluations ; and serves as the system of record for completed performance evaluations .
Performance Evaluation	A written assessment of the employee’s performance that is prepared by the rater pursuant to Rule 60L-35.002(4), F.A.C. This assessment (whether documented on a paper form or an automated tool) contains individual expectation ratings for each performance expectation assigned to an employee, an overall rating , corresponding comments and, if applicable, a corresponding corrective action plan .
Performance Expectation	An individual goal that is strategically linked to the agency’s defined goals and is set using the SMART methodology. These individual goals are expressed as statements that, in accordance with Rule 60L-35.002(5), F.A.C., describes (1) the satisfactory completion of a duty or responsibility that is listed in the position description and deemed essential by the agency for successfully fulfilling a position requirement or (2) the satisfactory demonstration of an attribute or value that is deemed necessary by the agency for successfully accomplishing a core mission. Such statements may be particular to a position or expressed as an agency wide expectation that applies to all employees of that agency.
Performance Plan	A written notification (whether documented on a paper form or an automated tool) that identifies the performance expectations by which an employee will be evaluated during an evaluation period , pursuant to Rule 60L-35.002(6), F.A.C.
Probationary Evaluation Period	A 12-month period of time covered by a performance plan that is specific to a career service employee serving a probationary period . There are 12 established probationary evaluation periods and, when

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	applicable, career service employees are assigned the period that begins on the first of the calendar month in which the career service employee was appointed with probationary status.
Probationary Period	A period of time of at least one year, that a career service employee must successfully complete in order to attain permanent status in their current position, in accordance with section 110.217(2), Florida Statute.
Rater	The employee's immediate supervisor who is normally responsible for setting performance expectations and evaluating performance, or a manager ("designated managerial employee") who has the necessary knowledge of the employee's job duties and responsibilities to set performance expectations and/or assess performance if the immediate supervisor is not available, pursuant to Rule 60L-35.002(7), F.A.C.
Relevant	Refers to a performance expectation that addresses work and results that are clearly aligned with the goals of the team, the department or division, and the organization as a whole and that are directly related to the duties and responsibilities of the position.
Reviewer	The second level manager (or other designated manager) who is responsible for reviewing performance evaluations to ensure the validity of the performance management process.
Second-Level Manager	A higher level authority who is normally the rater's immediate supervisor or, if not available, the next level manager up, who is responsible for supporting the validity of the performance management process by reviewing performance evaluations before they are completed to ensure that expectations relate to the agency mission and goals and that performance is being measured pursuant to all pertinent laws, rules, and State Personnel System policies, and in accordance with Rule 60L-35.003(3)(e), F.A.C.
SMART Methodology	A method for creating performance expectations which focuses on setting standards that are specific, measurable, achievable, relevant, and time-bound (SMART). Performance Expectations based on the SMART methodology allow raters to accurately assess the level of performance the employee has achieved for each individual goal and facilitate the ability of second-level managers to support consistency in rating practices within the agency as well as throughout all agencies using the State Personnel System performance management process.
Specific	Refers to a performance expectation that clearly defines the outcomes to be delivered, with any necessary interpretation agreed upon by the employee and manager in advance.
Time-Bound	Refers to a performance expectation that clearly specifies a delivery date, schedule or deadline.
Variable Compensation	A discretionary payment to reward achievement of high levels of performance measured against predetermined criteria; the amount of which will vary each evaluation period and does not become a permanent part of base pay.