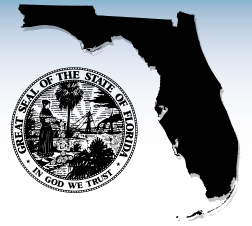


Performance Matters

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



Key Dates:

May 6-17

People First System Train-the-Trainer/HR Professionals Sessions

May 13-June 13

Agency System Training for all Managers & Employees (Agency-Led)

May 31

Initial Agency Certification (Methodology) to Attend Training and Develop a Training Plan

May-September

Train Agency Managers on Performance Methodology (Agency-Led)

A Look Ahead:

All managers in Florida state government can expect to receive a survey related to the Performance Management Initiative via email in June.

The survey results will provide our Governance Team with clear metrics to gauge manager response to the roll-out and implementation of the Performance Management Initiative. Please help spread the word about the value of this survey and how it will help us improve communication with everyone involved in this enterprise initiative!

Performance Matters Update - May

People First System Train-the-Trainer/HR Professionals Sessions

Train-the-Trainer: This session will focus on the step-by-step process for completing performance evaluations in People First. Agency trainers (or designees) will learn the tools needed to train employees on how to complete the process in People First. All the information presented in the Train-the-Trainer session will also be covered in the HR Professionals session, so you will only need to attend one type of training (either Train-the-Trainer or HR Professionals). If your only responsibility is to provide training to employees (with no Human Resource responsibilities), then you should plan to attend a Train-the-Trainer session.

Human Resource (HR) Professionals: This session will provide HR professionals detailed information on the performance evaluation process in People First. In addition, discussion will focus on the human resource office's responsibilities, service center processes, and reporting features related to performance evaluations in People First. This training is designed to give agency HR professionals the knowledge they need to provide assistance and training to employees.

Agency System Training for all Managers & Employees (Agency-Led)

Once state agencies have participated in the Department of Management Services' People First system Train-the-Trainer/HR Professionals sessions, each agency will be responsible for training its managers and employees on how to complete the performance evaluation process in People First. The department has developed the following training materials to assist state agencies with their training: employee video, manager video, guided simulation video, employee user-guide, manager user-guide, employee PowerPoint and manager PowerPoint.

Initial Agency Certification (Methodology) to Attend Training and Develop a Training Plan

No later than May 31, agency HR officers must certify that representatives from their agency have attended "Managing Employee Performance" Train-the-Trainer training and that they have developed a plan to deliver this training to all of their agency supervisors. Agency trainers are responsible for developing and delivering training to all agency managers so that the managers will have better insight into the new Performance Management methodology and a better understanding of how to create SMART expectations.

Train Agency Managers on Performance Methodology (Agency-Led)

Following the last Train-the-Trainer session on May 9, agency trainers should begin preparations for developing and delivering the "Managing Employee Performance" sessions within their individual agencies. These training sessions are to take place between May and September in order to give agency trainers enough time to train all supervisors on the new performance methodology. Supervisors will begin working on developing job-specific SMART expectations that will be implemented in January 2014.

