

Good afternoon DMS Colleagues,

As you know from my email last week, I am proud to report the performance management initiative is underway. This initiative combines a standardized performance management tool with clear employee expectations to drive a culture of accountability in state government. We appreciate everyone's interest in the initiative, which will allow you as a DMS colleague to know exactly where you stand related to your performance at all times.

Please note the two **ACTION ITEMS** listed below.

1. Complete each brief People First system training video by clicking on the links listed below. The video training will guide you through the use of the new, online performance management tool. **All DMS supervisors and managers must complete this training no later than June 13, 2013.**

[People First Performance Evaluation Manager Video](#)

[People First Performance Evaluation Manager Simulation](#)

[People First Performance Evaluation Employee Video](#)

2. Once you have viewed the videos and other resources, notify your supervisor so he or she can enter this training in your People First training record. Supervisors will receive a separate email message with instructions on how to enter this training in People First.

To assist you further, additional resources are provided below. I strongly encourage you to review the manager and employee user guide to assist you in becoming familiar with the process and system.

Performance Management Training Webpage – links to the training videos are provided on this page under **Training Videos**

http://www.dms.myflorida.com/human_resource_support/people_first/performance_management

User Guides

[Employee User Guide](#) (MS Office 2007 461.62 kB)

[Manager User Guide](#) (MS Office 137 MB)

[Employee Video Power Point](#) (vnd.ms-powerpoint 2.62 MB)

[Manager Video Power Point](#) (vnd.ms-powerpoint 3.85 MB)

Thank you,