



To All Career Service, SES and SMS Employees, Supervisors and Managers:

We are pleased to share that on July 1, 2013, a new, standardized performance planning and evaluation module will be added to the People First system which will provide supervisors and employees with an online tool to prepare, review and acknowledge completion of annual employee performance plans and performance evaluations. This online tool, that will be located under a new tab entitled "Performance and Talent Management," will replace the paper-based evaluation system currently in use at most state agencies. This new system is part of Governor Scott's enterprise-wide approach to performance management for all state employees and will provide uniformity in the way annual performance evaluations are crafted, administered and scheduled across agencies. This enhanced process will result in improved individual and agency effectiveness throughout Florida's workforce. All executive branch agencies are required to use the online performance evaluation system beginning July 1, 2013.

Key highlights of the new system include:

- All agencies will use the same annual performance planning and evaluation cycle of July 1 – June 30.
- Annual, end of probationary period (end of probationary period only) and close-out (when manager changes or employee departs the agency) performance evaluations for Career Service, SES and SMS employees will be processed using the online system.
- E-mail notifications which are system-generated will be sent to the supervisor, manager and employee when action is required.
- Managers will be able to copy and paste performance objectives from a word document to the online form or add new performance expectations.
- A great tool that supervisors will appreciate is the ability to keep notes in the system to track employee job performance throughout the year and refer to the notes when completing the annual employee evaluations.

Training on how to use the new system is currently planned for supervisors and employees for late May-early June 2013. Specific training dates will be provided in the near future.

Additional training will be provided to the Department's supervisors and managers on how to develop performance expectations for their direct reports that are tailored to the employee's daily duties and responsibilities and aligned to the Department's goals using the SMART (Specific; Measurable; Achievable; Relevant; Time-bound) methodology. The goal is for each employee to be assigned clear performance expectations based on objective standards where progress can be tracked. Specific training dates will be provided in the near future.

SMART performance expectations are to be entered into People First by managers and supervisors by December 31, 2013. All managers will be required to evaluate their direct reports based on the SMART expectations for the period of January 1, 2014 - June 30, 2014, by July 30, 2014.

For additional information on the transition, please see briefing document entitled "[Performance Management in the State of Florida.](#)"

You may also view all of the guiding documents pertaining to the new performance management process for the State of Florida on the Department of Management Services' *Performance Matters* web page:

http://www.dms.myflorida.com/agency_administration/communications/performance_matters

Thank you,