

Performance Matters

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



June 2013

Key Dates:

June 1

Agency Transition Plan to move to the July 1, 2013 Evaluation Cycle in Place

June 4

Online Performance Management Initiative Survey sent to all Managers

June 14

Complete Initial Agency Certification (Methodology)

June – Dec. 31

Trained Managers Begin Development of SMART Expectations

Performance Matters Update - June

People First System Go-Live

Beginning July 1, 2013, managers and employees can access the new Performance Management Process in People First. Managers will receive notification (to their work email address) to login to People First, select the Performance and Talent Management tab and begin setting expectations for their employees. Managers will receive a reminder every 15 days until the expectations are sent to the employee for acknowledgement. The People First Service Center will be available for assistance related to this issue beginning July 1, 2013.

Agency Transition Plan to move to the July 1, 2013 Evaluation Cycle

Agencies with evaluation cycles that began any time before Jan. 1, 2013, are required to close out their current evaluation period, rate employees and begin a new evaluation period for July 1 – Dec. 31, 2013. This will require supervisors to create expectations and set them in the People First system and employees will acknowledge receipt of the expectations.

Agencies with evaluation cycles that began on or after Jan. 1, 2013, will not need to close out the current evaluations, unless there is a change in performance expectations. If there is no change to existing performance expectations, supervisors will set performance expectations using the People First system and employees will acknowledge receipt of the expectations. Once managers enter expectations into the People First system, they will monitor and track employee performance until the end of the evaluation cycle on Dec. 31, 2013. Agencies will then close out evaluations and re-establish new expectations using the SMART methodology.

Trained Managers Begin Development of SMART Expectations

Managing Employee Performance Train-the-Trainer sessions concluded on May 9 and the Curriculum Development and Delivery team are making final edits to the documents used in these sessions. The team will send copies of the final Facilitator's Guide, PowerPoint presentation and Managing Employee Performance workbook to all the participants. Agency trainers will use these documents as they develop and deliver training to agency staff on the new Performance Management Methodology.

Additionally, during the month of June, agency trainers and HR staff will receive an invitation to participate in workshops geared toward providing opportunities for writing performance expectations using the SMART methodology. Agencies should be currently developing training plans to identify how managers and supervisors will learn the new performance management methodology. This will ensure the agency is prepared to establish SMART expectations for all employees effective Jan. 1, 2014.

Online Performance Management Initiative Survey

Managers throughout state government will receive the first phases of a survey this month designed to gauge their awareness and understanding of the Performance Matters Initiative and to gather feedback on its two key components: performance management methodology and the People First System. The brief, anonymous survey will help agencies understand how effectively they are communicating with employees about this important project.