



Update to the Performance Management Process

Organization, Personnel and Technology
Committee

Item 7b

April 9, 2012

Key Components of *MyPerformance*

MyPERFORMANCE

12 MONTH PERFORMANCE PLANNING CYCLE

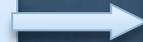
PHASE I

**ESTABLISH WORK
PRODUCTS/GOALS
AND
PERFORMANCE
COMPETENCIES**



PHASE II

**INTERIM
PROGRESS
CHECKS**



PHASE III

**FINAL
PERFORMANCE
ASSESSMENT**

ONGOING PERFORMANCE CONVERSATIONS

Set Clear Performance Expectations

Work Products/Goals
“The What”

+

***Performance
Competencies***
“The How”

+

Other Assigned Duties

***OVERALL
= PERFORMANCE
RATING***

Recalibrated Ratings

FIVE DIFFERENTIATED LEVELS OF PERFORMANCE:



PERCEPTIONS OF CURRENT PERFORMANCE RATINGS:



MyPERFORMANCE RATINGS:



- 0 Steps
- No Corrective Action Plan
- Incentive for return to Fully Competent performance
- Fully Competent performance or better is the minimum expectation
- Exceptional performance
- Significant contribution
- Potential for everyone

Performance Competencies@Met

The Fully Competent Employee . . .

- Works Safely
- Focuses on the Customer/ User
- Plans Effectively
- Communicates Effectively
- Knows the Job
- Takes Ownership of Performance
- Demonstrates Sound Work Habits
- Works Well With Others
- Produces High Quality Work
- Works Productively
- Conserves Resources
- Evidences Integrity
- Continuously Improves
- Gets the Job Done

The Fully Competent Manager . . .

- Focuses on the Customer/ User
- Fosters Safe Work Environment
- Provides Strategic Leadership and Planning
- Delivers Value and Productivity
- Sets High Performance Standards
- Conducts On-Time Performance Evaluations
- Engages and Empowers Staff
- Leads with Integrity and Fairness
- Encourages Collaboration
- Knows the Job
- Acts Courageously
- Takes Swift Action
- Develops People
- Optimizes Resources
- Continuously Improves
- Gets the Job Done

All employees are expected to demonstrate Fully Competent performance

Ongoing Performance Conversations

- Foster ongoing conversations about performance throughout the year
- *Effective Performance Conversations* training and preparation of managers started late 2011
- Accountability for effective performance management included in managerial performance competency expectations



Transition to MyPerformance

- **Resolve Issues/Concerns** **March-May 2012**
 - Meet with bargaining units
 - Prepare User Handbook and materials
 - Group Manager Workshop
- **Rollout Process** **April-June 2012**
 - Executive communication
 - Prepare managers and employees
 - Begin MyPerformance on anniversaries **July 2012**
- **Common Date Evaluation Cycle** **July 1, 2013**
 - Conduct Performance Evaluation
 - Set Work Product/Goals for the year

Discussion