

DHHS Human Resources and Development

From: DHHS Human Resources and Development
Sent: Friday, November 02, 2012 4:16 PM
Subject: Statewide Performance Management System

This note is being sent to all DHHS Supervisors and Managers

The statewide Performance Management System, a piece of the State's Talent Management System, is ready for implementation. Other pieces of the Talent Management System are already implemented including the Applicant Tracking System (on-line applications), Benefits Management (Open Enrollment) and Learning Management.

The Performance Management System is now on-line. On January 1, 2013, this statewide Performance Management System will be live. All employees, beginning with a continuous service date of March 14th, will complete their performance evaluation in this system. The system is located in the Employee Development Center at www.link.ne.gov.

The first phase of this implementation began in October and allows all employees, supervisors and managers to complete a "practice" Performance Evaluation (through December 31, 2012). This will simulate an entire evaluation period; however, the ratings given will not be counted for an overall performance evaluation score. *It is important to note this completed "practice" evaluation will remain a permanent record in the employee's Employee Development Center performance transcript.* You may wish to use the same or similar ratings provided in the employee's most recent performance evaluation.

Prior to December 31, 2012, the following actions must be taken:

1. Essential job duties must be entered into the system;

To begin implementation, essential job duties for every employee must be entered into the Employee Development Center. In most cases, essential job duties may be copied from the employee's most recent performance evaluation. Entry of these duties may be done by either the employee or supervisor. Some classifications may also utilize a "library" in the Employee Development Center to select from a list of essential job duties. This library is only intended for classifications that are highly populated, have similar essential job duties regardless of location and are specific to DHHS. If you believe a classification(s) meets this criteria, please contact your Human Resources Manager to develop these job duties. The Department of Administrative Services is responsible for entry into and maintenance of this library.

2. Performance goals must be entered into the system;

This section of the evaluation represents the Department goal. Each employee will develop five (5) performance goals that reflect descriptors from the DHHS Values and Core Competencies list to demonstrate in the coming year. **For example**, an employee, with their supervisor's concurrence, may select the following as their performance goals:

1. Works to eliminate mistakes (Constant Commitment to Excellence)
2. Support co-workers, customers and clients (Positive and Constructive Attitude and Actions)
3. Be open to new ideas and trying new ways of doing things (Openness to New Learning)
4. Demonstrate calm, dignity and self-control under pressure (Demonstrates Professional Composure)
5. Demonstrate good oral, written and listening skills (Demonstrates Productive Communication)

Each descriptor will be available for selection in the library within the Employee Development Center.

3. Essential job duties and performance goals must be approved by the supervisor;

This step is not necessary if the initial entry was performed by the supervisor.

4. Employees will complete their Self-Evaluation in the "practice" timeframe;

Employees may find this task under “My Performance Tasks” on the homepage of the Employee Development Center entitled “Please complete 2012 Initial Performance Self Review Step”. This task will expire on November 8th.

5. Supervisors complete an evaluation for each employee in the “practice” timeframe.

Due to the time frames associated with this “practice” evaluation, the performance evaluation self-review step will expire on November 8th and will be moved to the supervisor’s Employee Development Center account to complete the Manager review portion of the evaluation. On that date, supervisors will receive an email indicating that they have a performance task assigned for each of their direct reports. *Please note that essential job duties and performance goals may still be entered after this date.* Additionally, supervisors have the option to “reopen” the employee’s self-review step during the time the task is assigned to them. This allows the employee to complete their self-review after their initial time period. As mentioned previously, this evaluation is considered “practice” but will be visible on the employee’s performance transcript. Supervisors may wish to use the same or similar ratings from previous evaluations.

6. Second level supervisor (Indirect Manager) reviews the ratings and comments, provides comments (if desired) and signs the evaluation.

7. Employee signs evaluation.

8. Manager signs the evaluation, which completes the “practice” cycle.

The Department of Administrative Services has compiled multiple user guides and tutorials for both employees and supervisors providing guidance on how to enter an essential job duty and performance goal and how to complete the performance evaluation. These guides are located at www.link.ne.gov under the “Help” link, Employee Development Center section. Please encourage your employees to view these guides as a first point of reference.

This system shares some similarities with the current DHHS Performance Management process completed in OnBase. For example, a) the review process is electronic and all evaluations will continue to be completed on-line; b) performance evaluations are generated based on the employee’s continuous service date; and c) the DHHS Values and Core Competencies will remain a key piece of the new evaluation form.

With any new system come some variations. This new system offers the following new components:

- A “self-assessment” by the employee as the first step in the process which allows each employee to provide input into their evaluation;
- Ten Performance Dimensions that all employees will be evaluated on such as Quality of Work Output, Team/Unit Contribution, Productive Work Habits, etc.;
- The performance evaluation workflow will begin **72 days prior** to the employee’s continuous service date and will be **due on or before such date**; and
- The system is administered by the Department of Administrative Services-State Personnel Division.

Human Resources staff is available to assist; however, any technical or system related questions should be directed to the LINK help desk at as.linkhelp@nebraska.gov or 402-471-6234.