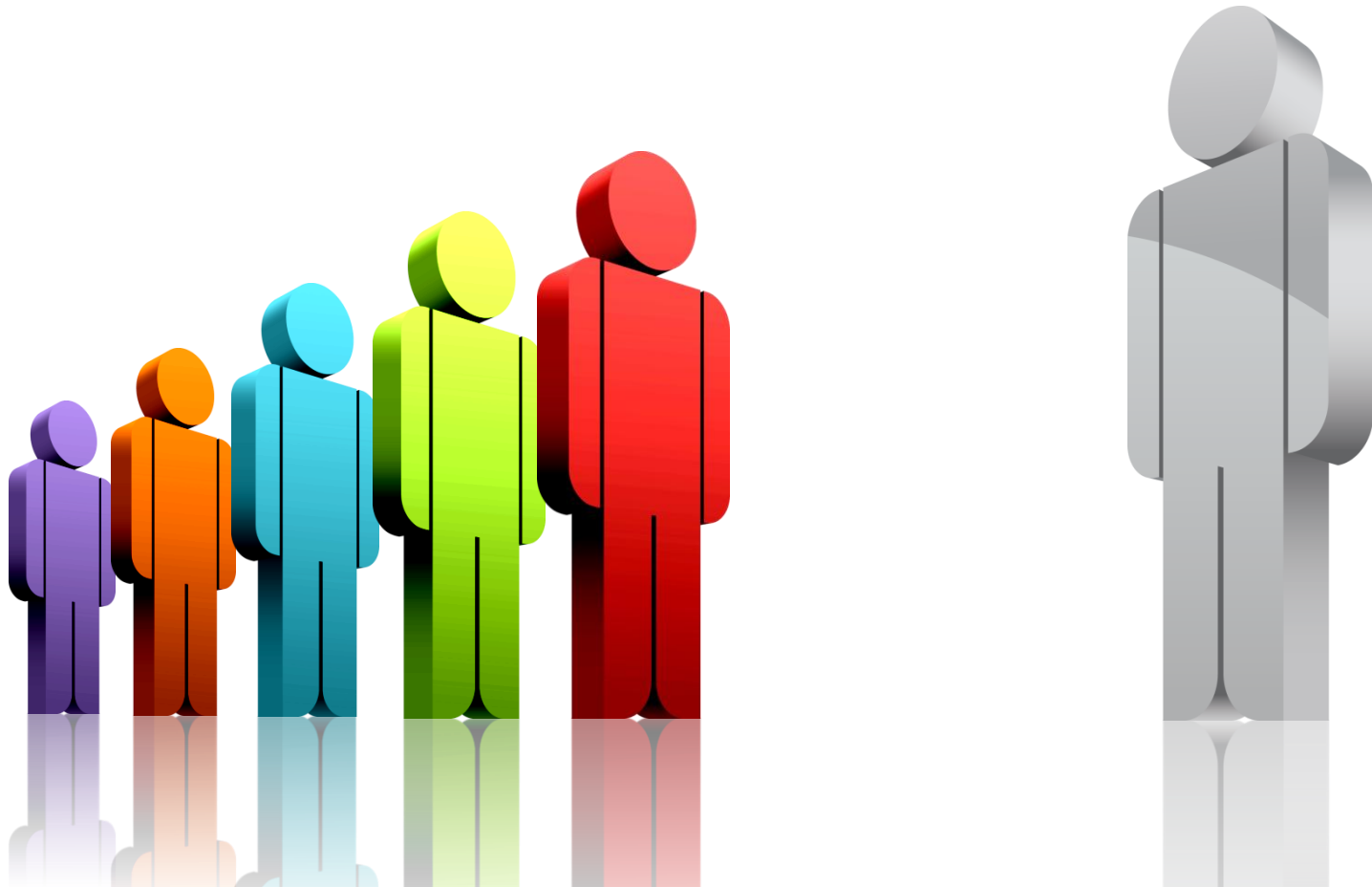


Performance Management for Employees



Performance Management

The City is committed to maintaining a formal and consistent performance management program (PMP) for all City employees.

Having a formal process...

- promotes productivity and accountability
- helps employees reach their full potential
- provides a clear roadmap for success



Performance Management

- Key Elements of an Effective PMP



Performance Review Process



Performance Management

General Competencies (All Employees)...

- Accountability
- Adherence to City Policies & Governance
- Communication Skills
- Initiative
- Interpersonal Skills
- Job Knowledge
- Organizational Skills/Time Management
- Work Quality
- Professional Development
- Overall Rating Average

Management Competencies...

- Resource Management
- Strategic Thinking
- Personnel Management
- Program Management



Performance Management

Unsatisfactory
1-1.5

Delayed Step Increase.

Employee will be placed on a Performance Improvement Plan.

Needs Improvement/
Further Development
1.6- 2.4

Professional development and/or corrective action with timeline.

Good
2.5- 3.4

Professional development to increase and expand ability.

Excellent
3.5- 4.0

Professional development to increase and expand ability.

Consider for promotion opportunities if available.

Performance Management

- Employee Performance Review & Individual Development Plan Worksheets



Performance Management

- **January**

- Communication of Performance Review Process to all employees
- Deadline for submission of Employee Self-Appraisals (optional unless otherwise directed by Department Head)

- **February**

- Management deadline for completion of all performance review meetings
- Personnel action (if applicable)

- **March**

- Compensation recommendations to Council

Your Role in Performance Management



Your Role in Performance Management

The City's Performance Management process allows employees to provide direct input into their annual reviews. Although optional, completing the Employee Self-appraisal allows you...

- to highlight your performance successes for the year
- to include comments directly related to your performance in your permanent record
- to provide input into your development needs for the upcoming year



Your Role in Performance Management

What information should you include?

- Successes for the year
 - ✓ Goals/Deadline Met
 - ✓ Special achievements
 - ✓ Training/Development Completed
- Citizen/Peer Feedback
 - ✓ Letters of commendation
 - ✓ Comments from customers
- Special Projects
 - ✓ Task Forces
 - ✓ Citizen Groups
- Other relevant accomplishments



Your Role in Performance Management

Use key words to highlight your performance



Your Role in Performance Management

Individual Development Plans

Managers should also discuss upcoming development goals and/or training for the year.

- Professional Development
- Regulatory/Policy Requirements
- Departmental/Procedural
- City-wide Strategic
- On-the-job/Cross-training



Your Role in Performance Management

Evaluating Your Performance



Your Role in Performance Management

Remember...

This is an opportunity for you to provide feedback regarding YOUR performance.

- **Don't Rush**

Understand the timelines and give yourself time to think through your input.

- **Understand the evaluation variables**

Address ALL aspects of the performance measures.

- **Write clearly and professionally**

Your review is part of your permanent record and is subject to Open Records requests.

- **Focus on your accomplishments & professional goals**

Your Role in Performance Management

Assistance is available...

Human Resources will be available to assist any employee as needed with review development.

*Schedule in advance whenever possible.



Questions

