

Attachment

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# Leon County e-Appraisal Performance Evaluation



FY 2006-2007

# Leon County e-Appraisal Performance Evaluation: At A Glance





# Leon County e-Appraisal Performance Evaluation At a Glance

Assignment # 1  
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## What it is

The LCBC e-Appraisal is a web-based system that is designed to simplify and enhance the entire performance appraisal process for everyone involved.

## What we achieve with a web-based performance evaluation system

By implementing this web-based system, we have made the performance appraisal process very user-friendly. Moving to this easy to use web-based system, allows us to:

- Automate every aspect of the employee appraisal process
- Minimize the time required to complete appraisals for direct reports
- Significantly reduce the amount of paper and paperwork that we have to handle and process.

## Who it is for

End users who will use the system:

- Management
- Second Level Supervisors
- Supervisors
- Employees—Career Service, EMS, Executive Support

## e-Appraisal Performance Evaluation Software Features

- Works with our current HRIS system-Banner
- Real-time reporting-Dashboard Reports
- Email Reminders
- Employee Action Plans
- Performance Journals
- Spell Check
- Language Check

## Change in Evaluation Process

- Once a year evaluation process—all evaluations due in August of each year
- Group Directors no longer sign-off – Access to on-line reporting for department
- Coordinate with Public Works to develop process for employees out in the field

## Timeline

- Need current performance evaluations and updated organizational charts
- HR/MIS Pilot Program—April 18, 19 and 20
- Phased in organizational training in May and June 2007—schedule provided

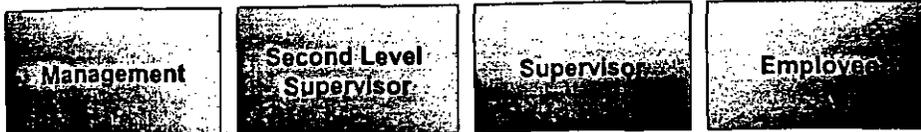
# Leon County e-Appraisal Performance Evaluation: Evaluation Steps



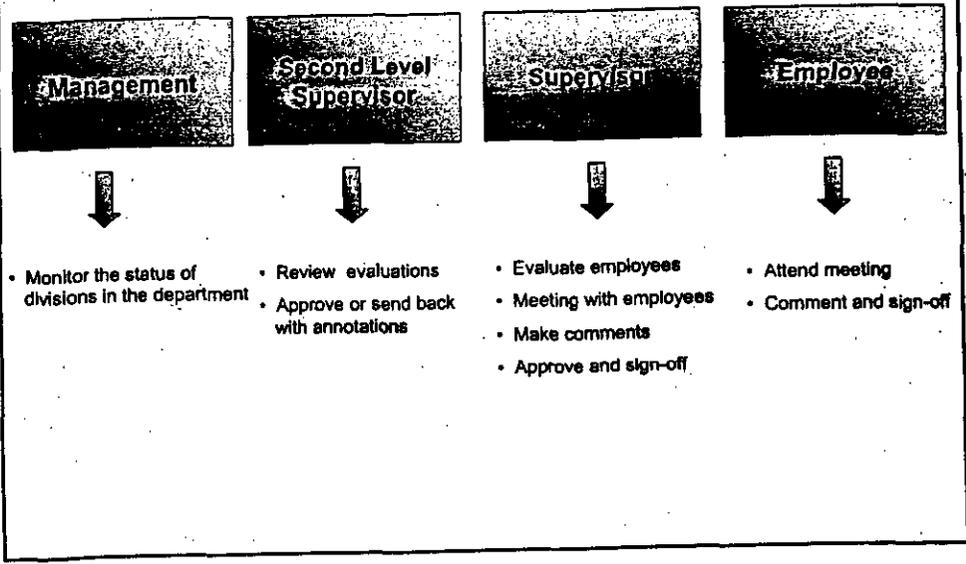
# Leon County e-Appraisal Performance Evaluation



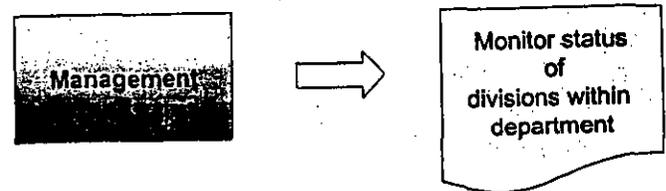
# Leon County e-Appraisal Performance Evaluation

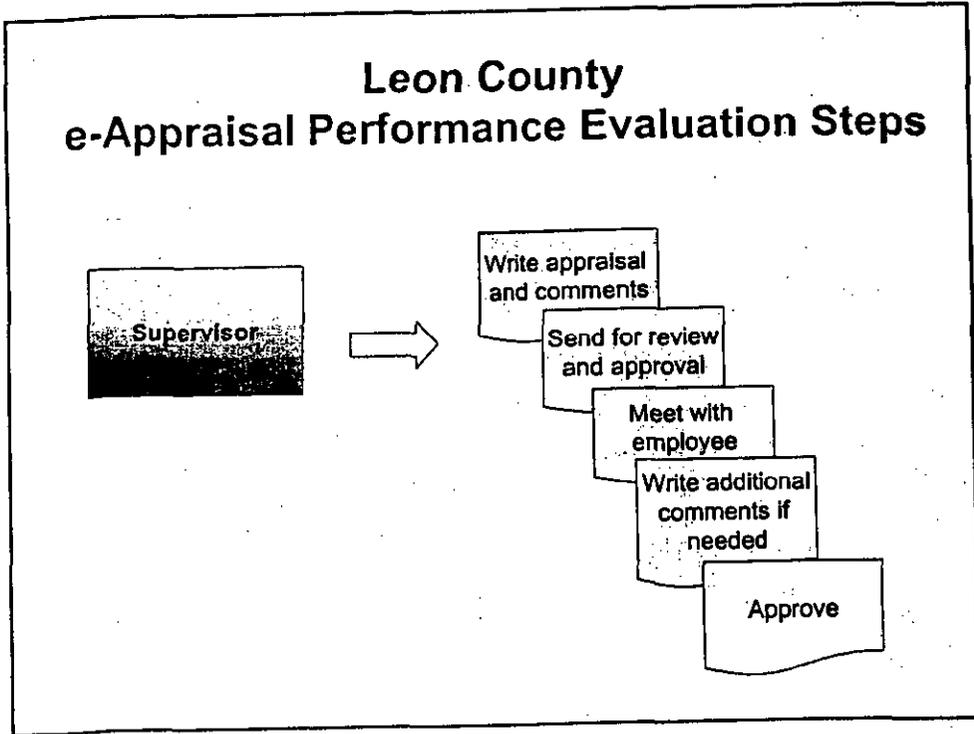
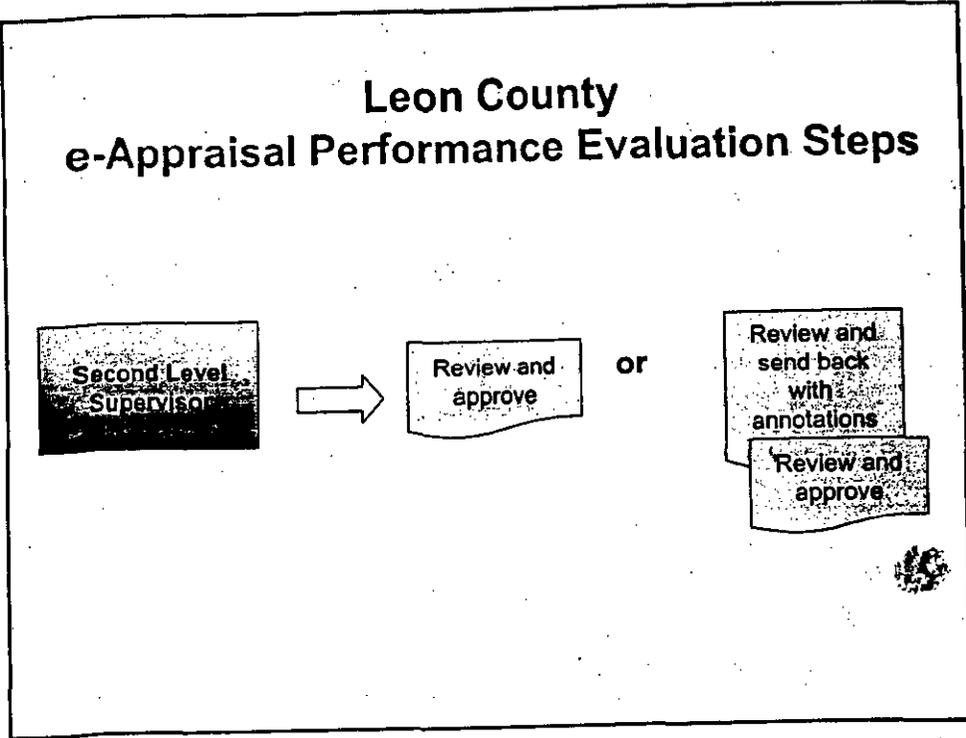


## e-Appraisal Activities and Duties



## Leon County e-Appraisal Performance Evaluation Steps





# Leon County e-Appraisal Performance Evaluation: Evaluation Form





# Leon County e-Appraisal Performance Evaluation

Appraisal Score

Overall Score:  / 3.00

The chart below provides an explanation of your overall numeric score.

| EXCELLING  | FULLY PROFICIENT   | DEVELOPMENT NEEDED   | UNACCEPTABLE  |
|--|--|--|---|
| 3.00 - 2.80  | 2.79 - 2.00  | 1.99 - 1.00  | 0.99 - 0.00   |
| Employee almost always exceeds stated expectations, showing superior initiative and requiring little supervision | Employee consistently meets expectations showing initiative and requires a standard level of supervision | Employee has accomplished some but not all expectations; requires significant amount of supervision and/or shows only limited initiative | Employee has accomplished little or none of the stated expectations |

APPRAISAL PERIOD:

From:

To:

### EMPLOYEE/WORKPLACE INFORMATION

Name:   
 Title:   
 Department:   
 Program:

POSITION #:   
 ID #:   
 Division:

Review Type:

- Annual
- Probationary
- Trial

- New Standards
- Special
- Separation

Date Standard Last Modified:

### COMMENTS BY REVIEWER

Required for all Unacceptable (0.00 - 0.99), Development Needed (1.99 - 1.00) and Excelling (2.80-3.00) ratings. For Excelling (2.80-3.00) ratings, note specifically what was done above and beyond the requirements of the job. For Development Needed (1.99 - 1.00) please develop an Employee Action Plan. May be used for other ratings also.



### COMMENTS BY EMPLOYEE



### EMPLOYEE ACTION PLAN

The employee action plan may be used to document new assignments, career development and/or substandard performance. Include specific projects, performance objectives or training development plans for the next review period.

#### Goal(s)/Action to be Taken:

|       |  |
|-------|--|
| Goal: |  |
|       |  |
| Goal: |  |
|       |  |

|            |  |
|------------|--|
| Completed: |  |
| Completed: |  |



# EMPLOYEE PERFORMANCE COMMON RATING FACTORS

## I. All Employees

| EXCELLING  | FULLY PROFICIENT   | DEVELOPMENT NEEDED   | UNACCEPTABLE  |
|--|--|--|---|
| 3.00 - 2.80  | 2.79 - 2.00  | 1.99 - 1.00  | 0.99 - 0.00   |
| Employee almost always exceeds stated expectations; showing superior initiative and requiring little supervision | Employee consistently meets expectations showing initiative and requires a standard level of supervision | Employee has accomplished some but not all expectations; requires significant amount of supervision and/or shows only limited initiative | Employee has accomplished little or none of the stated expectations |

Each employee should be rated on all of the following common rating factors. Please [click here](#) or see the e-appraisal handbook for detailed description of each common rating factor.

Score:  / 3.00 (50%)

### Total Score

Rating

| Competency   | Rating                |                       |                       |                       |                       | Score |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------|
|  | 3                     | 2                     | 1                     | 0                     | N/R                   |       |
| <b>A. Communication</b><br><i>The ability to convey knowledge, information and ideas clearly and accurately.</i>                                     | <input type="radio"/> | (0%)  |
| <b>B. Teamwork</b><br><i>The act of achieving common goals and the ability to organize work in an atmosphere of cooperation and interdependence.</i> | <input type="radio"/> | (0%)  |
| <b>C. Customer Service</b><br><i>The ability to identify customers, determine their need(s), and provide appropriate service.</i>                    | <input type="radio"/> | (0%)  |
| <b>D. Dependability</b><br><i>Can be relied upon to perform job duties in a timely and professional manner.</i>                                      | <input type="radio"/> | (0%)  |
| <b>E. Initiative</b><br><i>Shows eagerness in seeking new challenges</i>   | <input type="radio"/> | (0%)  |
| <b>F. Safety/Safeguarding</b><br><i>Demonstrates a high degree of care in protecting people, equipment, tools, and other County assets.</i>          | <input type="radio"/> | (0%)  |

## II. Supervisors/Managers Only

The factors below are to be rated for supervisory and program managers. Please [click here](#) or see the e-appraisal handbook for detailed description of each common rating factor.

**Total Score** Score:          / 3.00 (0%)

| Rating<br>Competency  | Rating                |                       |                       |                       |                       | Score |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------|
|   | 3                     | 2                     | 1                     | 0                     | N/R                   |       |
| <b>A. People Management</b><br><i>Demonstrates the ability to achieve departmental goals through the management, motivation and empowerment of other County employees.</i>      | <input type="radio"/> | (0%)  |
| <b>B. Customer Focus</b><br><i>Represents the County in a positive manner and involves customers in long term planning and/or initiatives.</i>                                  | <input type="radio"/> | (0%)  |
| <b>C. Planning and Organizing</b><br><i>Establishes and meets short and long term goals in a flexible manner.</i>   | <input type="radio"/> | (0%)  |
| <b>D. Problem Solving and Policy Application</b><br><i>When solving work problems, considers alternative, develops effective strategies and makes effective decisions.</i>      | <input type="radio"/> | (0%)  |
| <b>E. Technical Knowledge and Expertise</b><br><i>Demonstrates extensive overall technical knowledge/expertise and uses them to produce good work products and/or services.</i> | <input type="radio"/> | (0%)  |

III. Major Functions (Use Job Description Questionnaire.)

| EXCELLING  | FULLY PROFICIENT   | DEVELOPMENT NEEDED   | UNACCEPTABLE  |
|--|--|--|---|
| 3.00 - 2.80  | 2.79 - 2.00  | 1.99 - 1.00  | 0.99 - 0.00   |
| Employee almost always exceeds stated expectations, showing superior initiative and requiring little supervision | Employee consistently meets expectations showing initiative and requires a standard level of supervision | Employee has accomplished some but not all expectations; requires significant amount of supervision and/or shows only limited initiative | Employee has accomplished little or none of the stated expectations |

Each employee should be rated on all of the following major functions from the Job Description Questionnaire, rate performance on each function using the above scale.

Score: \_\_\_\_\_ / 3.00 (50%)

**Total Score**

| Competency   | Rating                |                       |                       |                       |                       | Score |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------|
|  | 3                     | 2                     | 1                     | 0                     | N/R                   |       |
| Responsible for all aspects management and administration including network design and implementation. | <input type="radio"/> | (0%)  |
| Project management and network systems analysis.   | <input type="radio"/> | (0%)  |
| Analyse, design, and develop new systems and/or programs.  | <input type="radio"/> | (0%)  |
| Database management and administration.  | <input type="radio"/> | (0%)  |
| Network Systems maintenacnce and analysis.   | <input type="radio"/> | (0%)  |
| Coordination of network project.   | <input type="radio"/> | (0%)  |

# Leon County e-Appraisal Performance Evaluation: Implementation Timeline





# Leon County e-Appraisal Implementation Training Schedule

| Date              | Type of Training         | Division             | Who                 | Available Space |   |
|-------------------|--------------------------|----------------------|---------------------|-----------------|---|
| April 18-20 AM/PM | Pilot Program            | HR/MIS               | MIS Training Room   |                 |   |
| May 23 -AM/PM     | General Training Session | Open to All          | Commission Chambers |                 |   |
| May 24 - AM/PM    | General Training Session | Open to All          | Commission Chambers |                 |   |
| May 29 -AM/PM     | Reviewer Training        | Facilities           | MIS Training Room   | 30              |   |
| May 30 - PM       |                          | MWBE                 |                     |                 | 8 |
|                   |                          | Probation            |                     |                 | 1 |
|                   |                          | Purchasing           |                     |                 | 4 |
|                   |                          | OMB                  |                     |                 | 3 |
|                   |                          | HHS                  |                     |                 | 1 |
|                   | Administration           | 3                    |                     |                 |   |
|                   |                          |                      |                     | 1               |   |
|                   |                          |                      |                     | (20)            |   |
| May 31-AM/PM      | Reviewer Training        | Coop Ext,<br>Library | MIS Training Room   | 40              |   |
|                   |                          |                      |                     | 4               |   |
|                   |                          |                      |                     | 25              |   |
| June 4 -AM/PM     | Reviewer Training        | Library continued    | MIS Training Room   | (40)            |   |
|                   |                          |                      |                     | (29)            |   |
| June 5 -AM/PM     | Reviewer Training        | Animal Control       | MIS Training Room   | 70              |   |
|                   |                          |                      |                     | 1               |   |
| June 6 -AM        | General Training Session | Open to All          | Commission Chambers |                 |   |
|                   |                          |                      |                     |                 |   |

|                 |                   |  |                   |      |
|-----------------|-------------------|--|-------------------|------|
| June 6 - PM     | Reviewer Training | Stormwater<br>Engineering<br>Parks & Recreation<br>Solid Waste<br>Mosquito Control<br>(40) | MIS Training Room | (70) |
| June 7 - AM/PM  |                   |  |                   |      |
| June 11 - AM/PM |                   |  |                   |      |

| Date            | Event                    | Department  | Room                | Available Spots |
|-----------------|--------------------------|---|---------------------|-----------------|
| June 12 - AM/PM | Reviewer Training        | Operations  | MIS Training Room   | 50              |
| June 13 - AM    | General Training Session | Open to All   | Commission Chambers |                 |
| June 13 - PM    | Reviewer Training        | Operations  | MIS Training Room   | (50)            |
| June 14 - AM/PM |                          |   |                     |                 |
| June 18 - AM/PM | Reviewer Training        | Building Inspection<br>Environmental Compliance<br>Developmental Services<br>Support Services<br>County Attorney Office<br>Tourist Development<br>EMS<br>(23) | MIS Training Room   | 30              |
| June 20 - AM    |                          |   |                     |                 |