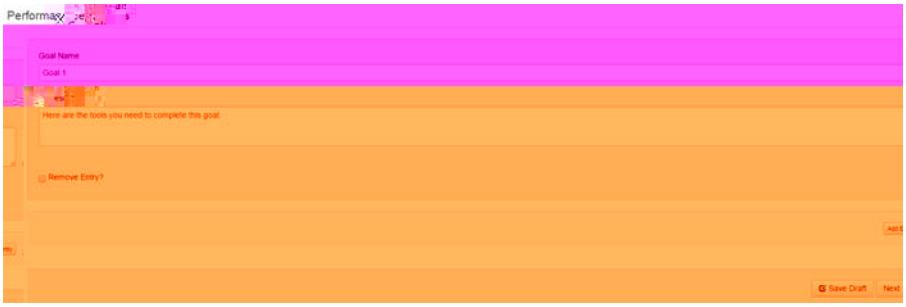
Classified Performance Evaluations

PAPERS7

Creating the Performance Plan

- Select “Manager Creates Plan”
  - Can view the position description
  - CANNOT change the position description.
    - Function tabs located at the top of the page.
  - Add Performance Goals for the new performance plan cycle.
  - Select “Complete” located at the bottom of the last tab to route to Reviewer for approval.

Creating the Performance Plan



Review/Approve the Performance Plan

- Reviewer gets an email notification.
- Reviewer reviews the performance plan.
  - Make comments and approve
    - If approved – the Supervisor then schedules a meeting with the employee to discuss the plan.
  - Make comments and return
    - If returned – the Supervisor should discuss changes with the Reviewer before submitting it for approval again.
  - Employee will not be able to view comments

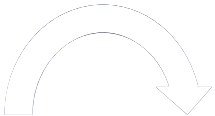
Performance Plan Approved or Returned

Approved

Supervisor schedules a meeting with the employee to discuss.

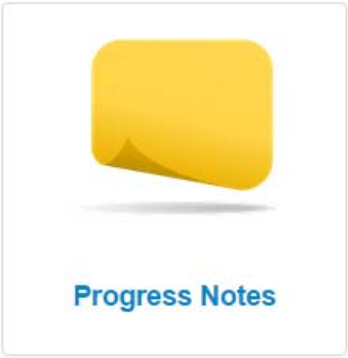
Returned

Supervisor revises, discussed changes with the Reviewer and re-submits.

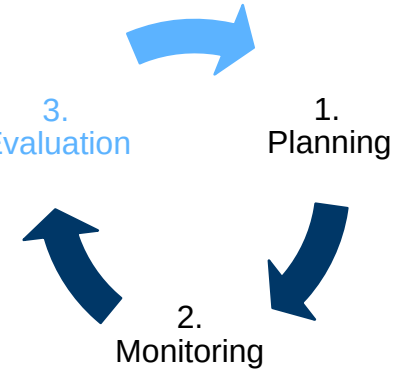


Monitoring Performance

- Available to both employee and supervisor
  - **Only visible to the user**
  - HR cannot access notes
- Easy to:
  - Document progress on tasks
  - Track completion and dates
  - Print and share for performance evaluation meetings/self evaluations
- Optional tool



Performance Cycle

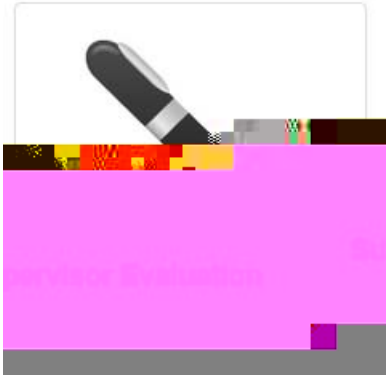


Self Evaluation

- Online in PAPERS7
  - Very helpful and highly recommended
  - Performance Plan from previous year included
- Supervisor will be able to view online
  - Discuss self evaluation with employee
  - Incorporate employee's opinion when possible

Supervisor Evaluation

- Performance Plan from the previous year will be included
- Same process as before:
  - Self Evaluation
  - Supervisor Evaluation
  - Route to Reviewer
  - Approved/changes requested by Reviewer
  - Meet with employee/route performance evaluation
  - Employee acknowledges
  - Route evaluation to HR



Probationary and Interim Evaluations

- Interim
- 6 Month
- 12 Month
  - All will be available o nline through PAPERS7
  - Email notification will continue
    - Follow the included instructions
- Notice of Improvement Needed – will continue to be a paper form

Demonstration

PAPERS7 DEMONSTRATION

Session Feedback Forms

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QUESTIONS?