PMDP

PERFORMANCE MANAGEMENT & DEVELOPMENT PROGRAM

School of Education

Supervisor & Employee Training

Talent Recruitment and Engagement
OFFICE OF HUMAN RESOURCES
UNIVERSITY OF WISCONSIN–MADISON

PERFORMANCE MANAGEMENT & DEVELOPMENT PROGRAM (PMDP)

PMDP is a new software program available to campus to streamline and track the activities and conversations required by UW–Madison's performance management policy. The Performance Management and Development Program (PMDP) will provide UW–Madison with a centralized system for tracking and documenting these actions, providing the campus with greater consistency in how performance management is recorded.

SUPERVISOR & EMPLOYEE TRAINING

This module is geared toward learning the performance management functions for supervisors and employees within PMDP.

PURPOSE

The purpose of this module is to introduce you to the PMDP environment and the procedures for capturing, documenting and tracking performance management activities in compliance with the performance management policy. Employee / Supervisor responsibilities within the performance management policy include:

Supervisor:
- Completes all elements of the performance management program in compliance with the policy and any applicable division policies/processes in a timely manner
- Conducts frequent meaningful conversations with employees on their performance, goals, and growth
- Seeks assistance from division/department HR when necessary

Employee:
- Understands the performance management program and process
- Fully participates in the performance management program in a timely and constructive manner

LEARNING OUTCOMES

At the end of this module, you will be able to:
- Identify where to access PMDP
- Define the differences in user access and permission structure
- View how to navigate the dashboard and menu structure within PMDP
- Work through performance activities from start to finish using the participant guide and other resources

What are your expectations for this class?

SYSTEM ACCESS

PMDP is accessed at **pmdp.hr.wisc.edu** or through MyUW portal. The system will be available for your Division use on July 13, 2018. The system requires single sign on with your UW-Madison NetID and password.

Go to **pmdp.hr.wisc.edu** and you will be directed log in with your NetID and password

OR add PMDP to your MyUW portal home page.
Go to MyUW Home and type **PMDP** in the search box
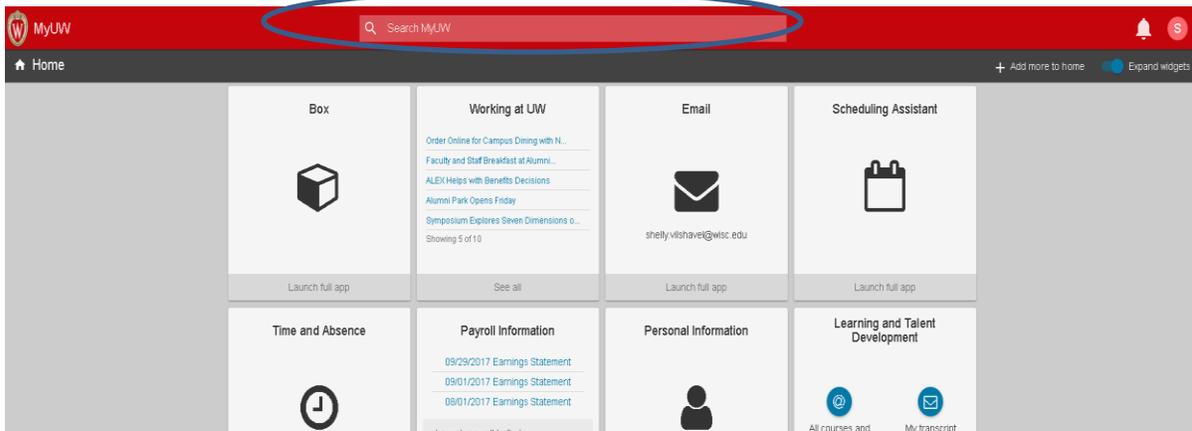
Click +Add to home to add PMDP as a widget on your home page
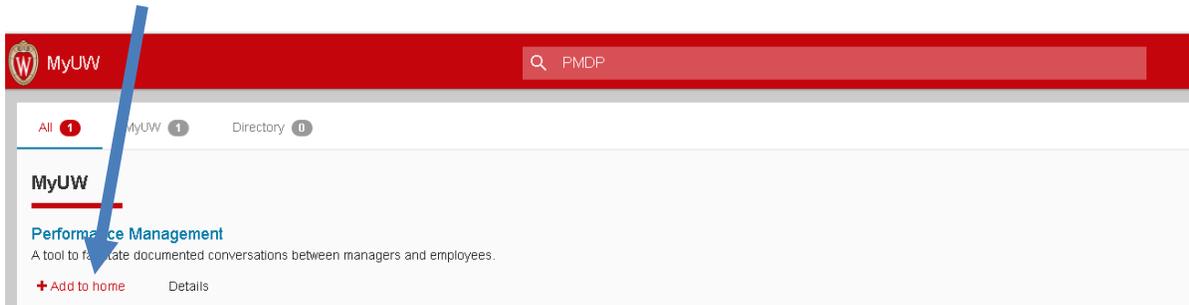
PERMISSION GROUPS

Currently, six distinct permission groups are assigned in PMDP. A combination of the permission group, the team to which you belong (based on UDDS), and the role you play determine the actions that are available to you. The primary roles/permission groups involved in the administration include "Division HR" and "Department HR". The six permission groups include:

Permission Group	Description
Employee	Access to the employee's performance activities only. Additionally, all performance activities completed for the employee within PMDP will be available to the employee within PMDP on demand (24/7) through the website and MyUW portal.
Supervisor	Has access to performance activities for only those employees they supervise (direct reports). Additionally, will have access to their own employee performance activity (same as employee description).
Indirect Supervisor	Has viewing access only to evaluations and status of evaluations for the UDDS(s) assigned. This group will not receive email messages about status updates and does not have ability to perform administrative tasks such as move, re-open, close or acknowledge evaluations.
Department HR	Has access to view and maintain HR performance activity functions for the employees/supervisors within the departments that they are administrators of. Will also have access to the supervisor function if they have direct reports (same as supervisor description). Additionally, will have access to their own employee performance activity (same as employee description).
Division HR	Has all the capabilities of Department HR, as well as access to view and maintain HR performance activity functions for the entire division. Will also have access to the supervisor function if they have direct reports (same as supervisor description). Additionally, will have access to their own employee performance activity (same as employee description).
SuperUser / Administrator	Central OHR TRE staff are the only users in this permission group. This allows full access to configure and troubleshoot the system.

Notes:

PMDP Employee and Supervisor Training

PMDP PROCESS

Manager
Completes evaluation
- Expectations
- Goals
- Criteria for Success

Manager
Saves evaluation and allows employee view

Manager
Initiates process & opens self-appraisal for employee to complete

Manager & Employee
Meet to discuss performance evaluation

Manager & Employee
"Sign-off" acknowledging evaluation occurred

Employee
Begins self-appraisal

Employee
Saves self-appraisal and allows manager view

Manager & Employee
May each add up to one attachment if they have not already done so

Review is Complete

EVALUATION CYCLES

Summary Evaluation Period (Annual)   _____

Midpoint Conversation Period   _____

Notes:

PMDP DASHBOARD VIEWS

SUPERVISOR

Supervisors will have a dashboard under the HOME menu option which displays performance activities completed and in progress for their direct reports. They can view previous evaluation activity of which they have completed as well as current evaluation activity they have started.

The four tabs on the Top Menu Bar are
- Home – Dashboard View
- My Performance – Employees own performance activity and history
- Manage – Ability to search by each direct report
- Help – Link to Help tools and documents

Notes:

PMDP DASHBOARD VIEWS

EMPLOYEE

Employees (who are not also supervisors) will have only the Home and Help menu options where they can view any evaluation activity completed for themselves that was created within PMDP and help tools and documents.

The two tabs on the Top Menu Bar are
- Home – Employees own performance activity and history
- Help – Link to Help tools and documents

Notes:

BEGINNING AN EVALUATION -SUPERVISOR

The Supervisor will begin a performance evaluation by selecting the employee they wish to evaluate. This can be done several ways:

On the Performance Management Tab (HOME on Top Menu Bar) find the employee. You can click on the EmplID or on the Start Evaluation link under Status

PMDP Dashboard

Performance Management

Performance evaluation informatio... ...yees assigned to supervisor.

Search:

Name	EmplID	Previous Evaluation		Current Evaluation		
		Type	Date Completed	Type	Date Started	Status
BACULIK, SUSAN C	00392833					Start Evaluation
BOWERS, LAUREN M	00444415			Summary Evaluation	7/19/2017	Continue Evaluation

You can also find the employee by clicking on MANAGE on the Top Menu Bar and search by your direct reports.

Employee

Employee

EmplID

BACULIK, SUSAN C
BOWERS, LAUREN M
FINI-MARTEN, ERICA C
PALAU, ADIN Q
RAY, CHRISTINE
SU, NAI-FEN
VILS HAVEL, MICHELLE

Name

Nickname

Position Number   Position Number   ...

Once Employee is selected you will see any performance evaluation history and if there is no previous click on "Create New"

Start Date   Start Date

Probation End Date   Probation End Date

Performance Evaluation History

EmplID   00446486

Name   FINI-MARTEN, ERICA C

Evaluations   Create New

BEGINNING AN EVALUATION -SUPERVISOR

There are five performance activities to choose from:

- Thirty Day Conversation
- Mid Probation Conversation
- Summary Probation Evaluation
- Midpoint Conversation
- Summary Evaluation

Chose the performance activity you wish to create and click "Create"

Create Performance Record   ×

Evaluation Type   Summary Evaluation   ▼

Create

Input the "Evaluation Period Start and End Date" and click Save & Next

General	Expectations	Criteria for Success	Goals	Attachments	Overall Rating	Status

Thank you for your participation in this performance management process. Identifying areas of strength and opportunities for growth is an important activity in fostering development of UW-Madison employees.

Please give each section thoughtful consideration. You may return multiple times to complete this evaluation. All content may be modified by the person who creates it, until the evaluation is finalized by the supervisor.

Supervisor   Amy Hawley

Evaluation Type *   Summary Evaluation   ▼

Evaluation Period Start Date *   07/01/2017

Evaluation Period End Date *   06/30/2018

Save   Save & Next

BEGIN EVALUATION - EMPLOYEE

Once your supervisor begins the evaluation activity you will receive an email notification. If the evaluation type is a Summary or Summary Probation Evaluation, you will be asked to complete your Self -Appraisal portion. **(NOTE: Thirty Day, Mid Probation and Midpoint Conversation evaluations do not have a self-appraisal portion)**

You can copy and paste information into the answer field from other documents. Note the characters remaining field and ensure you do not exceed the character limit. If you do, the document will not save, and you will receive an error message. All employees are encouraged to complete the Self-Appraisal question/answer section.

Notes:

BEGIN EVALUATION - EMPLOYEE

Once you have completed your self-appraisal portion you can also attach documents on the Attachments Tab. Click on Save or Save & Next

When you are finished with the self-appraisal and are ready to allow your supervisor to view click Allow Supervisor View

COMPLETING EVALUATION -SUPERVISOR

You can begin working on the supervisor portion of the evaluation at the same time the employee is completing the self-appraisal. Once the employee has completed their self-appraisal and allowed supervisor view, you will receive an email notification. You can then view the employee's responses as well as any attachments they have uploaded.

Begin working your way through each of the tabs and clicking "Save & Next" as you go from one tab to another.

| General | Expectations | Criteria for Success | Goals | Employee Self-Appraisal | Attachments | Overall Rating | Status |

Note: Do not click "Allow Employee" to view until you are completed with at least the Expectations, Criteria for Success and Goals sections.

Performance Evaluation   Back to Performance List

Employee EmplID	00584522
Employee Name	ARNOLD, ALISHA A
Evaluation Type	Summary Evaluation
Evaluation Status	Waiting on Supervisor

[Allow Employee View]

| General | Expectations | Criteria for Success | Goals | Employee Self-Appraisal | Attachments | Overall Rating | Status |

Thank you for your participation in this performance management process. Identifying areas of strength and opportunities for growth is an important activity in fostering development of UW-Madison employees.

Please give each section thoughtful consideration. You may return multiple times to complete this evaluation. All content may be modified by the person who creates it, until the evaluation is finalized by the supervisor.

Supervisor Diana M Allaby

Evaluation Type * Summary Evaluation

Evaluation Period Start Date * 11/01/2015

Evaluation Period End Date * 07/24/2017

[Save] [Save & Next]

Notes:

COMPLETING EVALUATION -SUPERVISOR: EXPECTATIONS

The Job Function, Expectations and Rating must be filled in on all evaluation types except for Thirty Day Conversation as that Rating would not be applicable and is unable to be filled in. The Rating Explanation gives you the opportunity to comment on employee's performance within that area.

| General | Expectations | Criteria for Success | Goals | Employee Self-Appraisal | Attachments | Overall Rating | Status |

These are the key job functions and expectations for this evaluation period. Rating scale: Exemplary, Successful, Developing, Partially Meeting Expectations, Not Meeting Expectations, Unable to Rate/Not Rated.

*Job Function ❓	*Expectations ❓	*Rating	Rating Explanation	
Note: 512 character limit *Example: Conduct Payroll with minimal errors.*	Note: 512 character limit *Example: Meet payroll calc. deadlines.*		Note: 1024 character limit	

Add Row

Save   Save & Next

Click Add Row to begin inputting the Job Function and Expectations. The Job Functions are the critical components of the employee's role and may change over time. You must add at least one Job Function. All Job functions entered will carry through to each subsequent evaluation. A best practice is to take the key areas of the PD or PVL. (Sample Job Functions and Expectations on page 14 and 15)

Rating Options are as follows: (See Rating Explanation Guide page 16)

Exemplary
Successful
Developing
Partially Meeting Expectations
Not Meeting Expectations
Unable to Rate/Not Rated

Notes:

COMPLETING EVALUATION -SUPERVISOR: EXPECTATIONS

Sample Job Function and Expectations:

Job Function: *Basic duties for which an employee is responsible. These duties may vary from one position to the next, even within the same pool of employees.*	**Expectations:** *Clear and concise performance objectives to complete the overall job function.*
Administrative Tasks Participate on teams, serve as a resource person using software tools to enhance the effectiveness of committees and teams Plan and organize departmental and/or vision related special events	• Engaged and effective team member who makes a strong contribution • Well-planned events • Calendaring-Scheduling (timely, and accurately) • Planning Events in a timely manner. • Preparing for meetings • Preparing reports • Participating in projects
Research Perform data linkages and play a key role in conducting analysis on multiple large-related databases Communicate analysis and evaluation of data to public, internal/external staff and partners, and other agencies Participate as a data expert on …	• Following protocols • Analyzing data • Documentation of research • Grant writing • Developing research ideas • Accurate, timely and relevant analysis • Communications that are clear, accurate and appropriate to the audiences • Maintain and share high degree of expertise
Grants Administration	• Identifying grant opportunities • Editing and reviewing grant proposals • Working with PI to meet deadlines • Completing post-award duties
Outreach Serve as a primary outreach contact for the University of Wisconsin Plan and organize training and public policy program admission and recruiting efforts Plan and organize program-wide activities Maintain training program courses	• Developing and maintaining relationships • Developing informational materials • Sustaining up-to-date knowledge & skills • Communicating effectively with community partners • Managing events • Well-attended, successful outreach events with positive feedback from audiences • Well-organized and attended events • Course content is up to date and relevant to the audiences

PMDP Employee and Supervisor Training

COMPLETING EVALUATION -SUPERVISOR: EXPECTATIONS

Sample Job Function and Expectations Continued:

Job Function: *Basic duties for which an employee is responsible. These duties may vary from one position to the next, even within the same pool of employees.*	Expectations: *Clear and concise performance objectives to complete the overall job function.*
Management/Supervisor Oversee the recruiting, staffing, classification, and employment life cycle processes for all employee categories Monitor compliance with performance management deadlines and milestones; assist employees	• Setting Vision and Goals • Monitor progress against goals on an ongoing basis, ensuring that course corrections are made as needed. • Consistency in communication with your staff and supervisor. • Ensure that quality service is provided in a timely manner

(NOTE: A best practice is to take the job functions from the Job Description, PD, PVL. Focus on key functions that are essential to the role.)

What questions do you have about the Expectations Tab?

PERFORMANCE MANAGEMENT & DEVELOPMENT PROGRAM RATING SCALE GUIDE

The Performance Management & Development Program (PMDP) rating scale guide is focused on providing clear levels of performance standards. The rating scale is meant as a best practice tool to aid managers and supervisors with the evaluation of employees. The definitions/examples contain language and common terminology that can be applied to measure the level of each employee's performance.

Encouraging professional growth as well as developing healthy, inclusive and engaging employee/manager/supervisor relationships through effective performance activities is an essential component of a Performance Management & Development program.

PERFORMANCE RATINGS

EXEMPLARY	• Performance consistently exceeded the communicated expectations in all essential areas of responsibility, job function or goals • Overall quality of work was excellent • Employee made an exceptional or unique contribution in support of school, college, division or University objectives • Employee demonstrated a very high degree of expertise and serves as a model of excellence or coach to other employees
SUCCESSFUL	• Performance consistently met the communicated expectations in all essential areas of responsibility, job function or goals • May occasionally exceed requirements • This rating conveys solid, effective performance
DEVELOPING	• Performance met the communicated expectations in most areas of responsibility, job function or goals • Employee is progressing and on track to achieve expectations, job functions or goals
PARTIALLY MEETING	• Performance did not consistently meet communicated expectations in one or more areas of responsibility, job function or goals • A professional development plan to improve performance may be recommended
NOT MEETING	• Performance was consistently below expectations in most areas of responsibility, job function and goals and/or reasonable progress was not made • Significant improvement is needed in one or more important area • A professional development plan to correct performance, including timelines, should be outlined and monitored to measure progress
UNABLE TO RATE / NOT RATED	• Not rated – not using • Criteria not being measured – comments only • Not applicable to employee's role • Not yet trained – unable to rate

COMPLETING EVALUATION -SUPERVISOR: CRITERIA FOR SUCCESS

Criteria for Success reflect key skills and values that employees are expected to demonstrate. If some criteria do not apply you can choose "Not Rated/Unable to Rate". (Refer to Rating Scale Guide on Page 17.) Only Summary and Summary Probation evaluation types will have the Criteria for Success tab.

Notes:

COMPLETING EVALUATION -SUPERVISOR: CRITERIA FOR SUCCESS

(Note: Criteria for Success questions could vary by unit/department, however, the most common for School of Education are shown below.)

Performance Criteria

Commitment to the mission of the University and work unit
- Makes good decisions that are consistent with the university's, school's, and work unit's mission.
- Uses resources appropriately (other staff, central campus, etc.)
- Helpful to others in solving problems and achieving common goals.
- Develops skills to do job well.

Positive approach to change and improvements
- Demonstrates receptiveness to new ideas and approaches.
- Is flexible in methods of work completion.
- Shows a willingness to try new methods; takes advantage of learning opportunities.
- Offers constructive solutions for making effective changes.

Commitment to the job
- Grasps the job to be done.
- Meets schedules and deadlines.
- Shows initiative, anticipates needs, and takes appropriate action to make things better.
- Is accurate and avoids careless mistakes.
- Shows an appropriate sense of urgency in completing work and addressing the needs of others.
- Is dependable and reliable.

Commitment to fostering a respectful, effective, and collegial work environment
- Is tactful, honest, and respectful in communications.
- Shows respect for individual differences (lifestyle, behavior, abilities, attitudes, values, and views).
- Provides and accepts guidance and coaching.
- Is approachable and accessible; maintains cooperative work relationships.
- Deals constructively, discreetly, and directly with conflict.
- Supports a positive work environment.

Only complete this section if the employee being evaluated is a supervisor or manager
- Manages employee performance thoroughout the year and provides ferquent feedback.
- Empowers others to make decisions and suggest changes.
- Addresses conflict and brings to a constructive conslusion.
- Leads in a way that promotes a positive work environment.

COMPLETING EVALUATION -SUPERVISOR: GOALS

- The Goal Type can be Current (relevant to the current evaluation period) or Future (relevant to future evaluation periods).
- A Thirty-Day Evaluation will only have future goals.
- All other evaluation types must have at least one current goal (that carried forward from the previous evaluation) and at least one future goal (that will carry forward to the next evaluation).
- Future goals are not rated.

Click Add Row to add goals and then Click Save or Save & Next

Make sure you have one Current Goal and one Future Goal for all evaluation types except Thirty Day conversation

COMPLETING EVALUATION -SUPERVISOR & EMPLOYEE: GOALS

Goal Setting - Setting Goals Effectively

The process of setting goals should be a collaborative process between an employee and their manager/supervisor.

✓ **Setting Goals**

- Whether your goal is long-term or short-term the most widely used framework is SMART.

✓ **Aligning Goals**

- Goal alignment is critical for success. Not only does it ensure that each person within a team can see the direction for the business need but also how their specific role fits into the "big picture".

- Discuss what the strategic goals and objectives are across your division/ school/ college/ department.

- Reduce redundancy – find better ways to support each other.

- Focus efforts on most important/critical goals – assign tasks effectively based on skill sets.

- Understand clearly how all responsibilities are associated with specific goals.

- Strengthen accountability by assigning / communicating clear, measurable and articulated goals.

✓ **Tracking Goals**

- How will you know if you are on the right path to success if you don't check progress?

- What does success look like and how do I get there?

- Managers need to be aware of progress and assist in resources needed, revisit and re-prioritize if needed.

- Focus daily efforts on meaningful / prioritized tasks.

- Organize and reassess frequently.

- Create action plans.

How can SMART Goals help?

SMART Goals are an effective tool for both managers/supervisors and employees for setting goals and for making sure that everyone is on the right track. They provide detailed information regarding an individual's goal and what success means in terms of that goal. Clear goal setting ensures that all parties are on the same page.

What does "SMART" mean?

Specific

Does the objective tell me precisely what I have to do to succeed?

Measurable

Does the objective tell me how the results will be measured?

Achievable

Does this objective offer me a challenge and stretch?
Is there a reasonable chance I can meet this challenge?

Relevant

Does this objective help support the organizational goals?
Do I possess the knowledge, skills, abilities, and support to complete this?

Time Sensitive

When do I have to have this completed? When do we review progress?

For Additional tools/resources on SMART Goals:

tre.ohr.wisc.edu

TRE Toolkit

▸ Recruitment Planning

▸ Recruitment

▸ Talent Recruitment and Engagement Management System (TREMS)

▸ Applicant Assessment

▸ Applicant Communications and Offer Letter Templates

▸ Entering the Hire

▸ Onboarding

▼ Performance Management

Resources

• Setting Goals and Expectations Conversations

• Introduction to SMART Goals eLearning self-study module

• SMART Goal Customizable Template

• Setting Goals and Expectations Worksheet

• New Employee Goals and Expectations Template

COMPLETING EVALUATION -SUPERVISOR & EMPLOYEE: ATTACHMENTS

- The supervisor and employee may each upload one document (multiple documents must be combined in a single PDF or ZIP file). Attachments examples: letter of commendation, certificate of training, customer feedback or other templates such as SMART Goal template.

- Attachment file size may not exceed 2MB

- HR Admins can also attach one additional document after an evaluation is complete. All attachments are visible to the employee, supervisor, and human resources.

Performance Evaluation

Back to Performance List

Employee EmplID	00584522
Employee Name	ARNOLD, ALISHA A
Evaluation Type	Summary Evaluation
Evaluation Status	Waiting on Supervisor

Allow Employee View

General   Expectations   Criteria for Success   Goals   Employee Self-Appraisal   **Attachments**   Overall Rating   Status

The supervisor and employee may each upload one document (multiple documents must be combined in a single PDF or ZIP file). Attachment examples: letter of commendation, certificate of training, resume, customer feedback. Attachment file size may not exceed 2MB.

Human resources can attach one additional document after an evaluation is complete. All attachments are visible to the employee, supervisor, and human resources.

The uploaded file must not exceed 2MB in size.

Attachment		Browse...
Employee Attachment	No attachment.
HR Attachment	No attachment.

Save   Save & Next

Click on browse to select the file you wish to upload and then click Save

COMPLETING EVALUATION -SUPERVISOR: ALLOW EMPLOYEE VIEW

Once the supervisor completes the General, Expectations, Criteria for Success and Goals tabs they should allow the employee to view the evaluation.

Once you are ready for the employee to review the document click **Allow Employee View.**

Click **yes** to allow the employee to view your responses.

COMPLETING EVALUATION -SUPERVISOR: WAITING ON DISCUSSION

After the supervisor clicks "Allow Employee View", the employee will receive an email notification. The next step is to have a conversation with the employee and then each of you will finalize your portions.

Status Changes to Waiting on Discussion

COMPLETING EVALUATION -SUPERVISOR: OVERALL RATING

The performance management policy requires that an overall rating of **Meeting Expectations** or **Not Meeting Expectations** be used as a measurement for both the Mid-Point Conversation and Summary Evaluation Types. Click on Overall Rating Tab. To select Overall Rating click **Overall Rating** on Drop Down

COMPLETING EVALUATION -SUPERVISOR: CONVERSATION DATE

In addition to the overall rating, the supervisor must also enter the date the performance conversation took or will take place. The supervisor can also input additional comments in the Additional Performance Information section.

Notes:

COMPLETING EVALUATION -EMPLOYEE

After the conversation, the employee can modify their self-appraisal and attachments if needed. Employee should make any changes prior to the supervisor finalizing the evaluation.

Make any changes needed and then click on **Save** or **Save & Next**.

Notes:

FINALIZING EVALUATION -SUPERVISOR

You have allowed employee view-access to your responses. The employee can now see your responses and will be able to see any modifications immediately.

Performance Evaluation   Back to Performance List

Employee EmplID	00584522
Employee Name	ARNOLD, ALISHA A
Evaluation Type	Summary Evaluation
Evaluation Status	Waiting on Discussion [Finalize Evaluation]

General   Expectations   Criteria for Success   Goals   Employee Self-Appraisal   Attachments   Overall Rating   Status

Green circles indicate completed steps. Red circles indicate next steps required for progress and blue circles indicate pending steps that will be available when the red steps are complete. The list will reflect the status of each content tab.

1 Manager Content

1 Employee Content

2 Finalize Evaluation

3 Employee Acknowledgement

Evaluation Status   The evaluation has not yet been finalized. This should occur after the Employee/Supervisor discussion takes place.

Are you sure?   ×

By finalizing the evaluation, the evaluation will be emailed to the employee/HR and you will no longer be able to make changes.

[Yes] [No]

Once performance conversation takes place employee and supervisor finalize their portions.

Supervisor clicks "Finalize Evaluation"

Then clicks Yes.

Status Changes to Waiting on Employee Acknowledgement

Performance Evaluation

Employee EmplID	00584522
Employee Name	ARNOLD, ALISHA A
Evaluation Type	Summary Evaluation
Evaluation Status	Waiting on Employee Acknowledgement

FINALIZING EVALUATION -EMPLOYEE

Once employee reviews Clicks on "Employee Acknowledgement"

Performance Evaluation

Employee EmplID	00584522
Employee Name	ARNOLD, ALISHA A
Evaluation Type	Summary Evaluation
Evaluation Status	Waiting on Employee Acknowledgement [Employee Acknowledgement]

Employee Acknowledgement   ✕

⦿ I have reviewed this evaluation and **AGREE** with the content.

○ I have reviewed this evaluation and **DISAGREE** with the content. (Please add
comments below.)

Comments [   ]

[Acknowledge]

**Employee Can Agree or
Disagree with content
and add any comments.**

Click Acknowledge

Evaluation Type   Summary Evaluation (1/1/2017 - 12/31/2017)
Evaluation Status   Complete

General   Expectations   Criteria for Success   Goals   Employee Self-Appraisal   Attachments   Overall Rating

Overall Rating will reflect Meeting Expectations or Not Meeting Expectations once completed by the supervisor. The performance evaluation is available to download and print.

Overall Rating *   Meeting Expectations ▾   ❓

Conversation Date *   01/02/2018   ❓

Additional Performance Information

4000 characters remaining

View Performance   Download
Evaluation As PDF

Performance Evaluation is now complete

- Employee and Supervisor get email and can review documentation
- Employee and Supervisor can go in to review but not change
- Can download PDF copy from within review on Overall Rating Tab

❓ What questions do you have about the process or PMDP?

THANK YOU

TO REPORT SYSTEM PROBLEMS OR FOR ANY QUESTIONS:

- Contact your Division/Department HR representative

Notes: