

I-PERFORM PHASE 2  
ENHANCEMENTS

State of

# IDAHO

Welcome: KAREN THIEL-194

## I-PERFORM



Performance  
Review

Administrative  
Functions

Performance Data

Supervisor Employee  
Folder

Reports

I respect and value our State employees for all they do. The new web-based system I-PERFORM is another example of innovative technology. This unified statewide system is consistent and pro-active in recognizing individual strengths of employees to become better leaders and public servants. Thank you for your public service to the State of Idaho.  
Governor C.L. "Butch" Otter

Add tab for accessing "canned" reports.

**GENERAL INFORMATION:**

*SUPERVISORS WILL RECEIVE AN EMAIL NOTIFICATION AND REMINDERS WHEN EMPLOYEE EVALUATIONS ARE DUE. THIS INCLUDES ENTRANCE PROBATION, PROMOTIONAL PROBATION, AND ANNUAL EVALUATIONS.*

*SCO IS RESEARCHING THE COSTS AND CAPABILITY OF LANGUAGE SENSITIVITY SOFTWARE.*

Employee Name    PCN    Evaluation Type    Review

No current evaluations found for page 1212

Delegated agency HR staff will create agency position evaluation templates. Supervisors will be able to select from agency position templates. Templates will be position specific and include the standard 4 expectations, any additional agency expectations, key responsibilities, goals-objectives, and developmental objectives, if applicable.

Home Create Evaluation Help



NE-100

Add additional options: "Create a position template" or "Select position template".

Select Personnel Management Location:

Select Employee Name:

Select PEL Location

If you need additional assistance or have questions on these supervisory procedures, please click on the help button.

### Performance Management Routing

Work Unit Title:

Routing Title  
ROUTING 140

*use dropdown arrow to select or deselect entries*

Agency HR

None selected

Reviewer(s):

None Selected

Supervisor(s):

None Selected

Employee(s):

None Selected

Add HR Routing Area for **OPTIONAL** access by supervisors. This would be an additional drop down menu for supervisors to select an HR person to review the employee evaluation. This would not place a signature on the evaluation but would timestamp "HR review completed".

## New Administrator Setup

Agency:  ▼

Agency Administrator:  ▼

Add additional options: "Levels of access for system administrator"

### IPERFORM SYSTEM ADMINISTRATOR – LEVELS OF ACCESS

LEVELS	ACCESS TO	COMMENTS
1	<ul style="list-style-type: none"> <li>• Ability to create system administrators</li> <li>• Ability to delete, and/or return, evaluations to draft.</li> </ul>	Typically high level HR in a delegated agency.
2	<ul style="list-style-type: none"> <li>• Ability to receive error reports specific to agency and troubleshoot internal issues.</li> <li>• Create/edit Appointing Authority</li> <li>• Create/edit routings at all levels</li> <li>• Ability to create agency specific position templates</li> <li>• Access to view all evaluations within assigned agency</li> </ul>	Typically high level/ HR
3	<ul style="list-style-type: none"> <li>• Create / edit agency expectations, goals, objectives</li> <li>• Identify/edit work unit reviewers, supervisors and employees</li> <li>• Create and edit templates</li> </ul>	Typical System Administrator functions – Still high level staff
3	<ul style="list-style-type: none"> <li>• Add / delete employees</li> <li>• Run standard I-PERFORM Reports</li> </ul>	Generalist Level – Generally a “data entry” function to add and remove only employees as they join and leave the agency.

*\*Reports that are more extensive will be run out of IBIS which will require designated staff to have the Personnel access to IBIS.*

State of Idaho  
Senate  
Employee Performance Review

Employee Name:	HAROLD BRENT HILL	Job Title:	SENATORS
PCN:	9090	Division/Unit:	<input type="text"/>
Supervisor/Manager:	BAKER OREGON-100	Review Period:	
		Dates: (mm/dd/yyyy)	
		From Date	To Date
Date:	<input type="text" value="11/21/2011"/>	<input type="text"/>	<input type="text"/>

Check Spelling

Performance Cover Sheet **Performance Objectives** Performance Standards Performance Summary Audit/Attachments

**Key Responsibilities:**

List the employee's key responsibilities or primary functions

Key responsibilities will "auto populate from one year to the next. Key responsibilities will be included in the specific agency position templates.

**Review of Development Plan:**

Insert development plan from previous review period in the space below, if applicable. Discuss the extent to which the development plan was fulfilled.

Development Plan objectives will auto populate from one year to the next. Development Plan objectives will also be included in agency position templates.

**Review of Objectives:**

Insert objectives from previous review period in the space below and discuss the extent to which objective was fulfilled. Also describe changes (if any) to original objectives.

**Objective 1:**

**Objective 2:**

Agency goals and employee objectives will auto populate from one year to the next. Agency goals and employee objectives will also be included in agency position templates.

## EMPLOYEE PERFORMANCE EXPECTATIONS

The following rating levels are examples of the performance expectations employees would be demonstrating when rated at one of the three levels: Exemplary Performance. These examples are not intended to be used in performance evaluation discussion in identifying performance expectations. Supervisors should assist in describing what additional behaviors the employee would need to demonstrate to achieve a higher rating. These examples are not intended to be all inclusive.

Agencies will have the ability to add specific expectations that will not have to be used agency wide.

### PERFORMANCE EXPECTATION: PROFESSIONALISM

This performance expectation evaluates the employee's competence in quality of work, dependability, adaptability/flexibility, confidentiality, and respect for others.

Supervisor will have the ability to hide ratings for each separate expectation, if agency prefers to use the overall rating on the cover sheet.

#### Description of the expectation:

**EXEMPLARY PERFORMANCE:** Employee meets and often exceeds expectations listed at Solid Performance level AND consistently demonstrates performance such as:

- Employee is recognized as highly skilled and knowledgeable and sought out for advice and guidance.
- Exceptional quantity of work, often ahead of schedule and completed independently.
- Assigned to special agency projects or is assigned to represent the agency.
- Tracks trends on concerns or anticipates issues or problems regarding agency or statewide initiatives.
- Consistently looks for improvements to streamline processes or cost efficiencies.
- Switches tactics and strategies when planned approaches do not work.
- Ensures next level of supervision or management has information for decisions.
- Exerts a major positive influence on management practices, operating procedures, and program implementation, which has contributed substantially to organizational growth and recognition.
- Proactive and demonstrates foresight in correcting situation that may cause future problems.

Also, the description of the expectation will be hidden, with the option of displaying, eliminating the need to scroll down the page.

#### SOLID PERFORMANCE:

Employee meets and often exceeds expectations for performance expectations listed at Achieves Performance level AND consistently demonstrates performance such as:

- Relied upon to provide consultation or technical assistance within agency.
- Adopts practices to improve work processes, enhance customer satisfaction and ensure excellence in daily work.
- Continuously looks for improvements and looks for opportunities to provide better service.
- Anticipates problems and takes necessary corrective action to prevent or lessen consequences.
- Accepts new, different, or changing work requirements or procedures.
- Resolves conflict situations promptly and appropriately while remaining open to discussion.
- Models proper work ethics and practices.
- Demonstrates capability to adapt to new, different, or changing work requirements or procedures.
- Ensures the communication medium is appropriate for the situation.
- Demonstrates the knowledge and skills to perform the work.
- Demonstrates commitment to quality.
- Complies with federal, state, and agency laws, rules and policies.

Add routing option for supervisor to send an employee a “draft” evaluation (after review process) to the employee. This will allow the supervisor and the employee to make agreed upon changes. The evaluation will then be routed through the review process and finalized.

PCN: 9517 Division/Unit: Sky Unit  
Supervisor/Manager: ALICE HAWAII-210 Review Period:

Date: Agency goals and employee objectives will be entered by agency HR staff. Supervisors will have the ability to add additional goals and objectives, if needed. These fields will also be available to pull data reports out of I-PERFORM to monitor progression of completion.

Performance AGENCY GOAL NUMBER #\_\_ : ( COMMENT FIELD)

Overall EMPLOYEE OBJECTIVE #\_\_ : (COMMENT FIELD)

Performance Well done

DUE DATE: \_\_\_\_\_  
MEASUREMENT:  
STATUS UPDATE : (DATE FIELD) (COMMENT FIELD) PERCENTAGE COMPLETE: \_\_\_\_%  
STATUS UPDATE: (DATE FIELD) (COMMENT FIELD) PERCENTAGE COMPLETE: \_\_\_\_%  
Use th STATUS UPDATE: (DATE FIELD) (COMMENT FIELD) PERCENTAGE COMPLETE: \_\_\_\_%

Objective 1:

Developmental goals will be very similar to the agency goals and employee objectives.

Objective 2:

Employee Development

This section development activities (tra

EMPLOYEE DEVELOPMENTAL OBJECTIVE# \_\_\_\_ . (COMMENT FIELD)  
EMPLOYEE DEVELOPMENT ACTIVITY: (COMMENT FIELD)  
STATUS UPDATE : (DATE FIELD) (COMMENT FIELD) PERCENTAGE COMPLETE: \_\_\_\_%  
STATUS UPDATE: (DATE FIELD) (COMMENT FIELD) PERCENTAGE COMPLETE: \_\_\_\_%  
STATUS UPDATE: (DATE FIELD) (COMMENT FIELD) PERCENTAGE COMPLETE: \_\_\_\_%

Developmental Ob

Flying Time

A “form” option will be added to this Performance Summary page. This option will allow a supervisor to print the page with the agency goals, employee objectives, and if applicable, employee developmental objectives. This form would be used mainly for employees in new positions. The employee would sign the form indicated they understand the goals and employee objectives of the position.