

State of

IDAHO

I-PERFORM



Welcome: KAREN THIEL-194

Performance
Review

Administrative
Functions

Performance Data

Supervisor Employee
Folder

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

Governor C.L. "Butch" Otter

Add tab for "Supervisor Employee Folder"

Employee Name	PCN	Evaluation Type	Review Period	Status
No current evaluations found for pcn 1212.				

After the Supervisor clicks on the Supervisor folder above, they would choose the name of the employee from a screen just like they are used to doing when selecting an employee for an evaluation.



Select Personnel Management Location:
Select Employee Name:

Add "Create Documentation" or
"Create supervisor notes"

Date	Type of Documentation	Description
01/12/2013	Documentation	Blah Blah Blah
06/12/2012	Journal Entry	Achievements
04/20/2012	Attachment	Training Certificate
03/25/2012	Journal Entry	Coaching/Feedback
02/15/2012	Journal Entry	Observation

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

After the employee is selected, the supervisor should see a list of existing documentation, journal entries, and attachments.

State of Idaho
Senate
Employee Performance- Supervisor
Notes

Note the slightly different options in the static toolbar.

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"/>

The intent of the supervisor note area below is to serve as a place for supervisors to simply and quickly document employee activity. The notes should provide details for employee performance conversations and may be incorporated into the annual performance evaluation. Despite that fact that documentation and attachments on this page will only be viewable by the supervisor, professionalism should always be exercised when creating documentation of any kind. Examples of journal entries may include, but are certainly not limited to:

- Observations: You may observe your employee doing something really great and want to make sure that you notate it.
- Kudos from other employees, supervisors, or customers
- Achievements or milestones
- Assignment Changes

Please Note: If supervisor notes necessitate formal documentation of an activity, the “performance documentation form” can be accessed using the link at the top of the page. This is the same form available within the employee evaluation. If the form is completed in the supervisor notes section, the form can be linked to the employee evaluation or you may complete the form within the employee evaluation section of I-PERFORM. Attachments can also be included using the links above.

Brief Description:

Drop Down Options:
Observation
Kudos
Achievement
Assignment Change
Coaching /
Feedback
Other

Details of Event.

Is Follow-Up Needed? Or Formal Documentation?

These should be links to the supervisor note document or attachment.

Historical Documentation Entries:

Date	Type of Documentation	Description
01/12/2013	Documentation	Blah Blah Blah
06/12/2012	Journal Entry	Achievements
04/20/2012	Attachment	Training Certificate
03/25/2012	Journal Entry	Coaching/Feedback
02/15/2012	Journal Entry	Observation