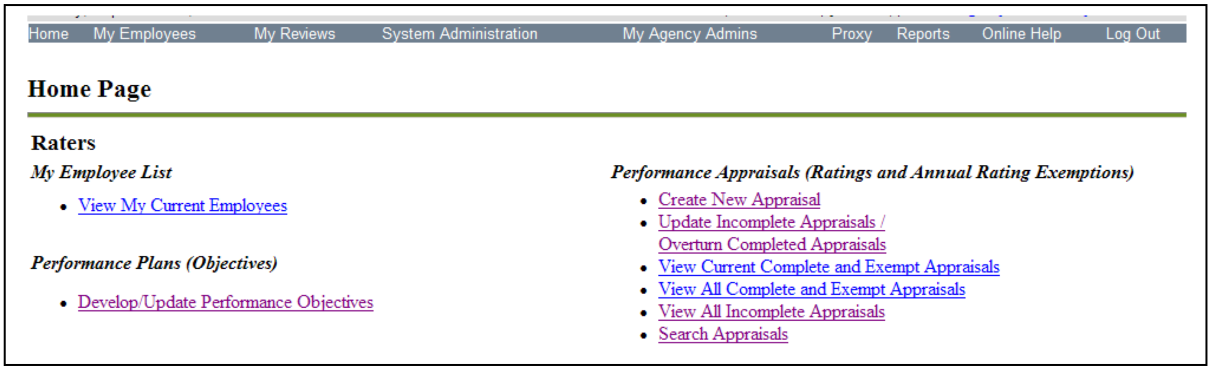
Creating and Updating Objectives for Performance Components

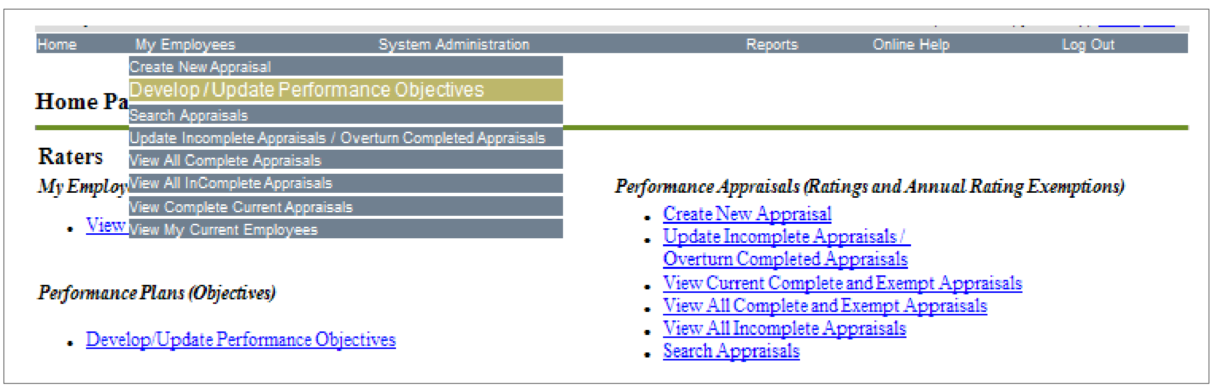
There are two ways in which a Rater can begin the process of developing and updating performance objectives for an employee. From the Rater's Home Page, the Rater can

1. Use the clickable link on the action word 'Develop/Update Performance Objectives.'



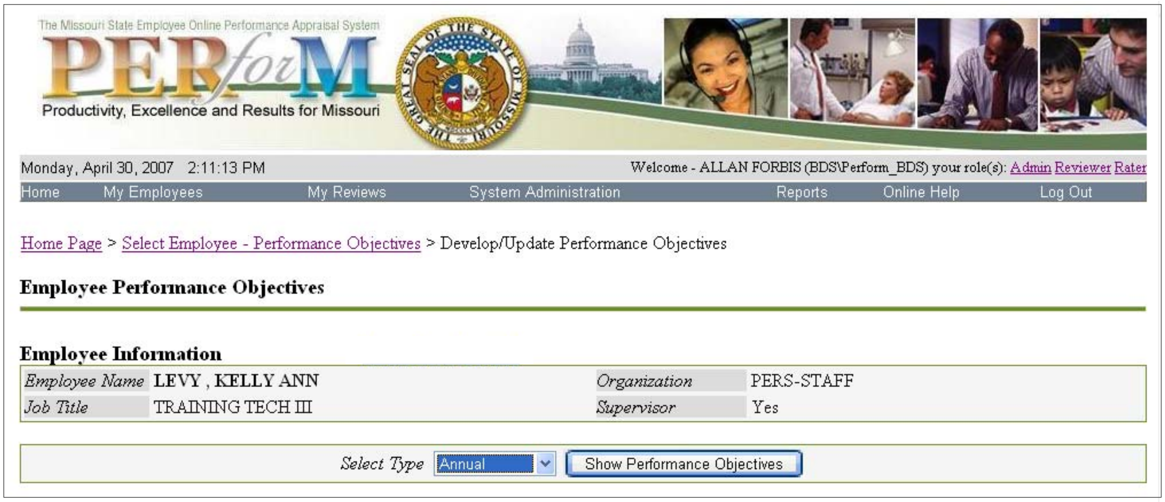
OR:

2. Select 'Develop/Update Performance Objectives from the My Employees drop-down menu.

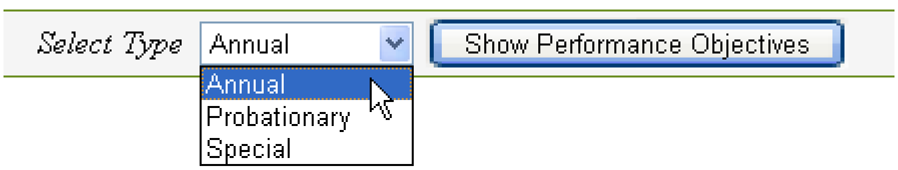


Once the Rater selects (clicks) either link, the Rater will be taken to the Employee List – Performance Objectives page. This page displays a list of the employees supervised by the Rater.

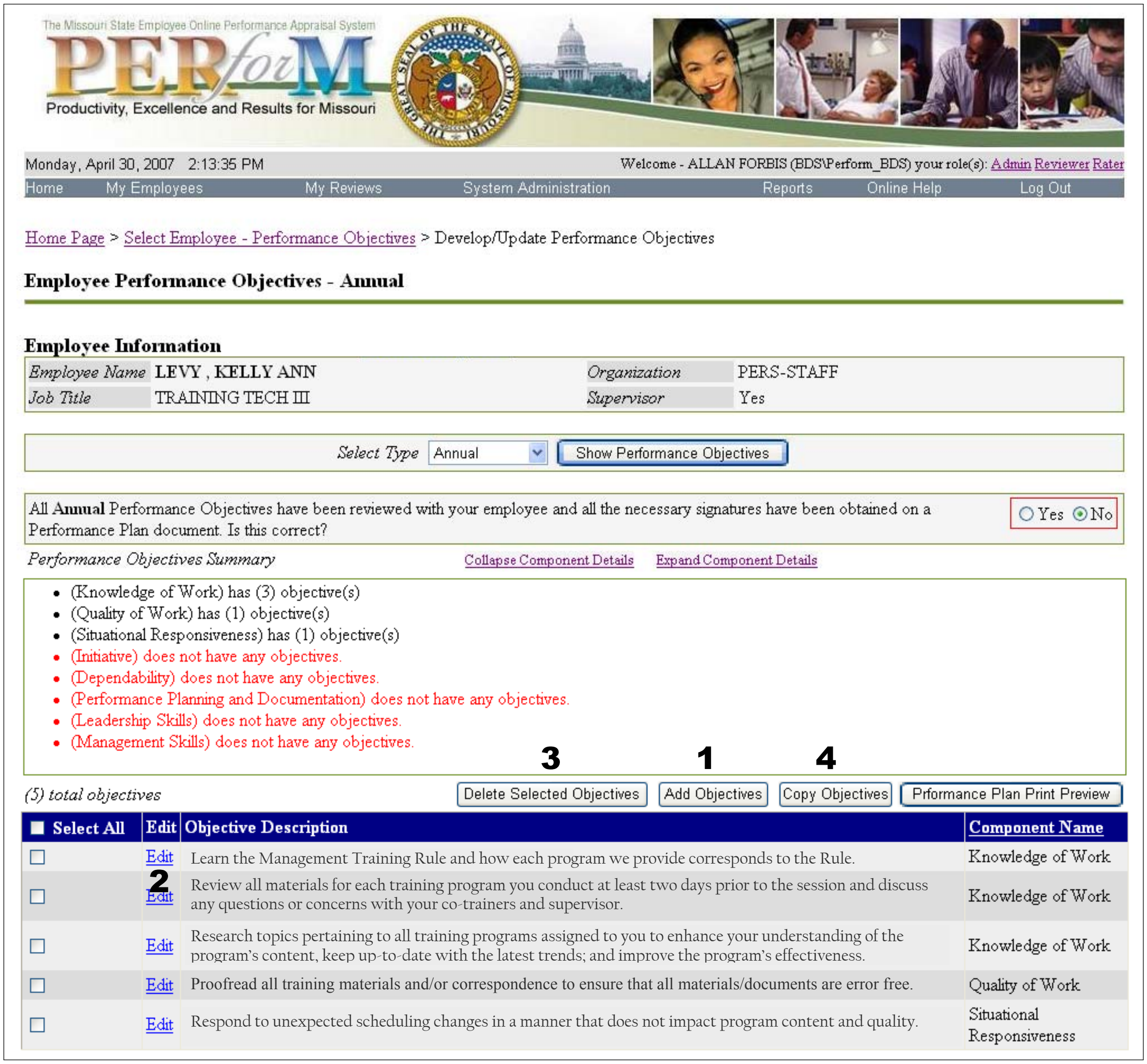
Once the Rater clicks on the name of the employee for whom he/she wishes to add/edit objectives, the Rater will view the Develop/Update Performance Objectives page.



From this page, the Rater must select the type of appraisal to work with (Annual, Probationary or Special) and then click the ‘Show Performance Objectives’ button to proceed.



After the selection has been made and the ‘Show Performance Objectives’ button has been clicked, the Rater will view the Employee Performance Objectives page which displays the selected employee’s objectives and provides options to add, edit, delete, or copy objectives.



The Missouri State Employee Online Performance Appraisal System

PERforM

Productivity, Excellence and Results for Missouri

Monday, April 30, 2007 2:13:35 PM — Welcome - ALLAN FORBIS (BDS\Perform_BDS) your role(s): Admin Reviewer Rater

Home | My Employees | My Reviews | System Administration | Reports | Online Help | Log Out

Home Page > Select Employee - Performance Objectives > Develop/Update Performance Objectives

Employee Performance Objectives - Annual

Employee Information

Employee Name	LEVY , KELLY ANN	*Organization*	PERS-STAFF
Job Title	TRAINING TECH III	*Supervisor*	Yes

Select Type Annual — Show Performance Objectives

All **Annual** Performance Objectives have been reviewed with your employee and all the necessary signatures have been obtained on a Performance Plan document. Is this correct? ○ Yes ⦿ No

Performance Objectives Summary — Collapse Component Details — Expand Component Details

- (Knowledge of Work) has (3) objective(s)
- (Quality of Work) has (1) objective(s)
- (Situational Responsiveness) has (1) objective(s)
- (Initiative) does not have any objectives.
- (Dependability) does not have any objectives.
- (Performance Planning and Documentation) does not have any objectives.
- (Leadership Skills) does not have any objectives.
- (Management Skills) does not have any objectives.

(5) total objectives — **3** Delete Selected Objectives — **1** Add Objectives — **4** Copy Objectives — Prformance Plan Print Preview

Select All	Edit	Objective Description	Component Name
☐	Edit	Learn the Management Training Rule and how each program we provide corresponds to the Rule.	Knowledge of Work
☐	**2** Edit	Review all materials for each training program you conduct at least two days prior to the session and discuss any questions or concerns with your co-trainers and supervisor.	Knowledge of Work
☐	Edit	Research topics pertaining to all training programs assigned to you to enhance your understanding of the program's content, keep up-to-date with the latest trends; and improve the program's effectiveness.	Knowledge of Work
☐	Edit	Proofread all training materials and/or correspondence to ensure that all materials/documents are error free.	Quality of Work
☐	Edit	Respond to unexpected scheduling changes in a manner that does not impact program content and quality.	Situational Responsiveness

The PERforM system provides individual windows for four specific performance objective actions:

1 Add objectives

2 Edit objectives

3 Delete objectives

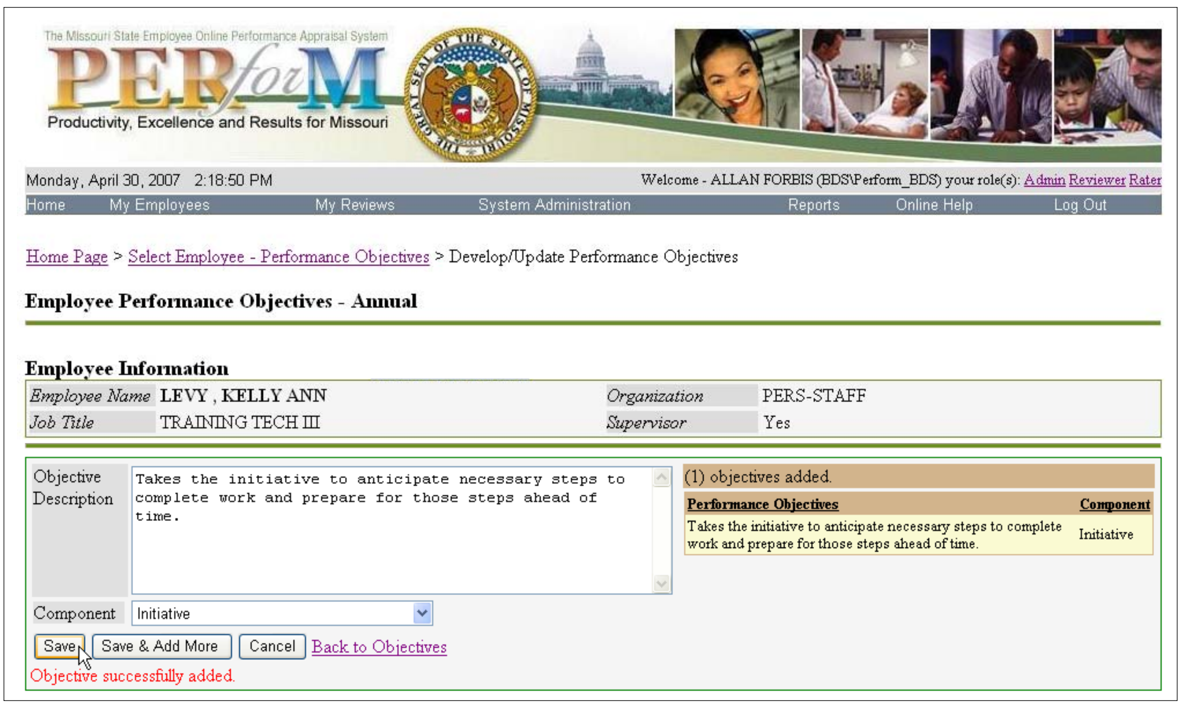
4 Copy objectives

Adding Objectives

To add objectives, the Rater will click the “Add Objectives” button. When the “Add Objectives” button is clicked, the Add Performance Objectives page is opened. The Rater can add new objectives on this page by typing in the objective description, choosing a performance component from the drop-down list and clicking either **“Save”** or **“Save & Add More**.**”**

When the Rater clicks **“Save**,**”** the new objective will be saved to the database and a message appears which indicates that the objective has been successfully added. The new objective appears in a list on the right side of the page so that the Rater can see what objective they have added.

When a Rater clicks **“Save & Add More,”** the new objective will be saved to the database and the objective description will be cleared out allowing for another objective to be added. A message will appear indicating that the objective has been successfully added.



When the Rater goes back to the Develop/Update Performance Objectives page, he or she can see all of the objectives they have assigned to the employee for the type of appraisal (Annual, Probationary or Special) they are working with.

Editing Objectives

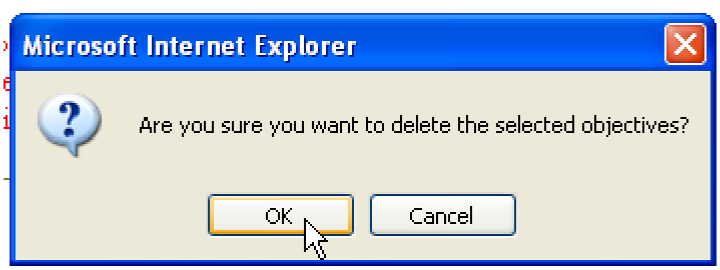
When the "Edit" hyperlink is selected next to an existing objective on the Develop/Update Performance Objectives page, a new window opens. On the "Edit Performance Objectives" page, the Rater can alter the objective description or change the component that the objective is associated with.

Deleting Objectives

To delete an objective, click in the check box next to the objective on the Develop/Update Performance Objectives page and then click the “Delete Selected Objectives” button:

If a Rater wants to delete all the objectives, he or she can click the check box next to the words “Select All” and then click the delete selected objectives button.

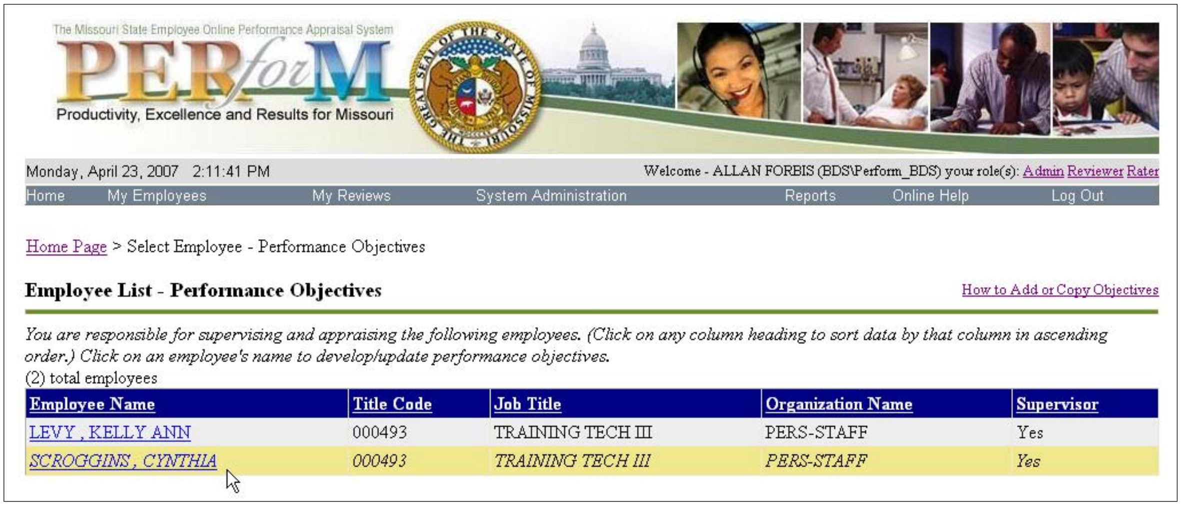
When one or more objectives are selected to delete, a confirmation message will be displayed. Click “Ok” to delete the selected objectives:



A message will be displayed indicating the objectives were successfully deleted and the page is refreshed.

Copying Objectives

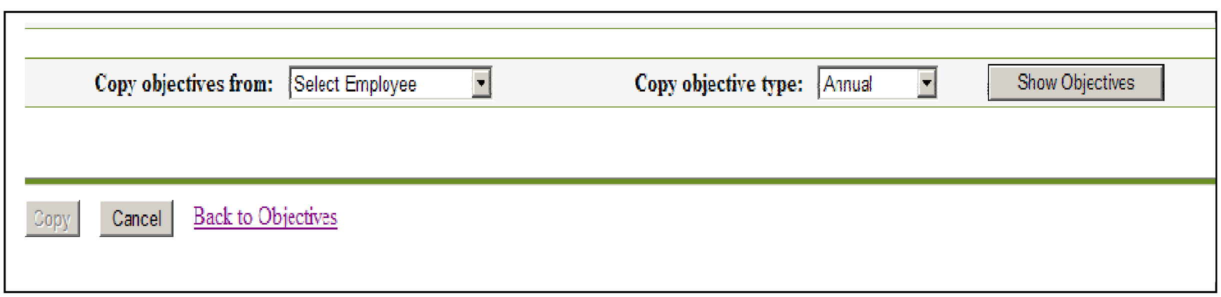
To initiate this function, the Rater must first select the employee for whom they want to create objectives for from their employee list on the Performance Objectives page.



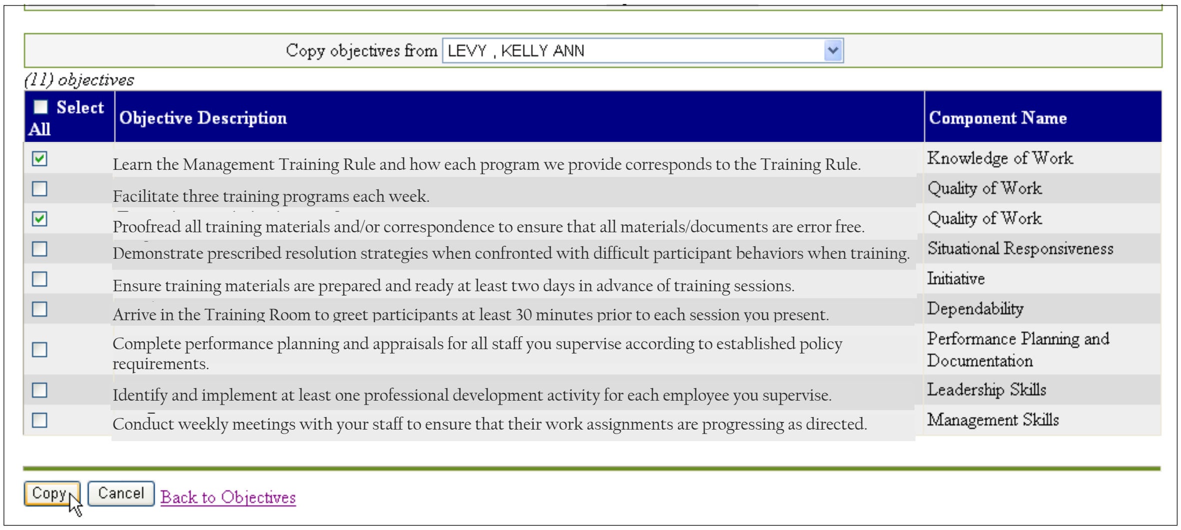
Clicking on the employee's name will bring up a page for the Rater to indicate the type of appraisal they are developing performance objectives for (Annual, Probationary, Special). The Rater will select the type of appraisal and click the 'Show Performance Objectives' button.

This displays any objectives that the employee may already have for that appraisal type.

The rater clicks the 'Copy Objectives' button and is taken to a page where they can select an employee and appraisal type to copy from:



After selecting an employee and type, a list of objectives is displayed. The Rater then individually selects objectives by clicking in the check box next to the applicable objectives or clicks in the check box next to words "Select All," and then clicks the 'Copy' button.


Copy objectives from LEVY , KELLY ANN

(11) objectives

Select All	Objective Description	Component Name
☑	Learn the Management Training Rule and how each program we provide corresponds to the Training Rule.	Knowledge of Work
☐	Facilitate three training programs each week.	Quality of Work
☑	Proofread all training materials and/or correspondence to ensure that all materials/documents are error free.	Quality of Work
☐	Demonstrate prescribed resolution strategies when confronted with difficult participant behaviors when training.	Situational Responsiveness
☐	Ensure training materials are prepared and ready at least two days in advance of training sessions.	Initiative
☐	Arrive in the Training Room to greet participants at least 30 minutes prior to each session you present.	Dependability
☐	Complete performance planning and appraisals for all staff you supervise according to established policy requirements.	Performance Planning and Documentation
☐	Identify and implement at least one professional development activity for each employee you supervise.	Leadership Skills
☐	Conduct weekly meetings with your staff to ensure that their work assignments are progressing as directed.	Management Skills

Copy Cancel Back to Objectives

The following message appears and the user can either select additional objectives to copy or go back to objectives.