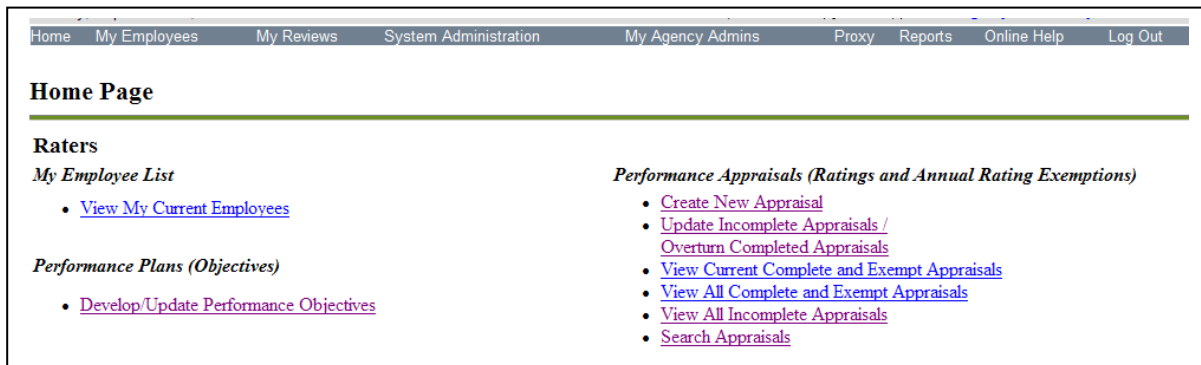


Creating and Updating Objectives for Performance Components

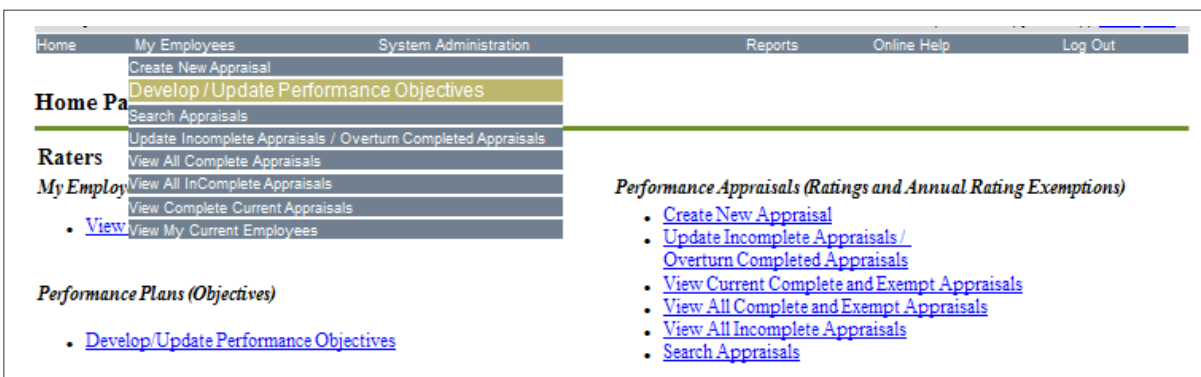
There are two ways in which a Rater can begin the process of developing and updating performance objectives for an employee. From the Rater's Home Page, the Rater can

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

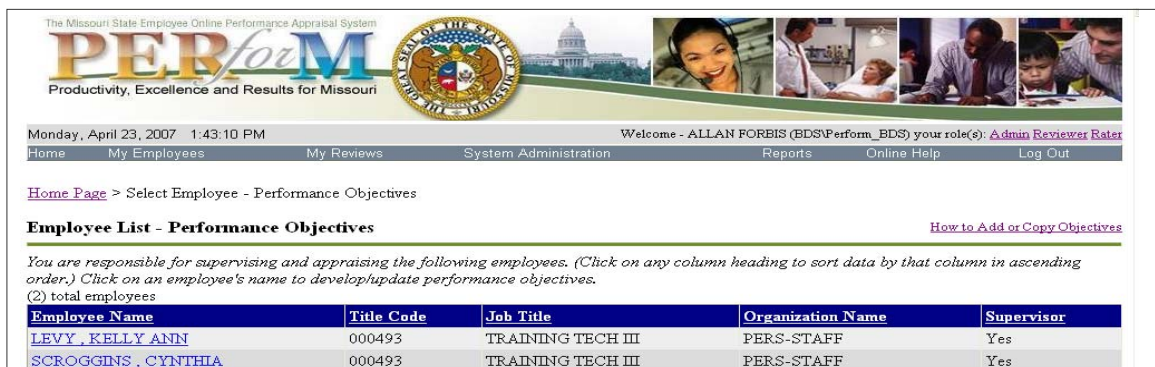


OR:

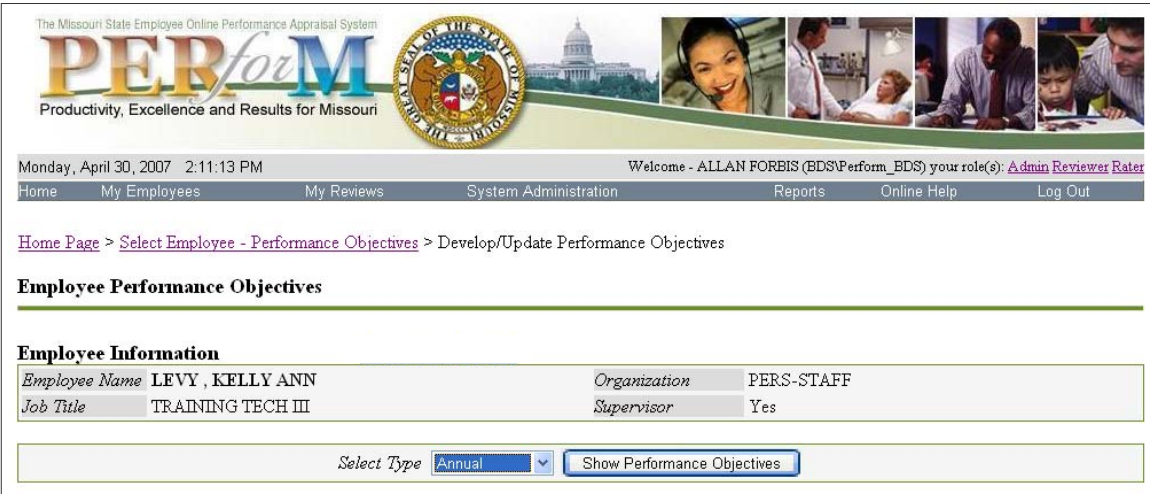
2. Select 'Develop/Update Performance Objectives' from the My Employees drop-down menu.



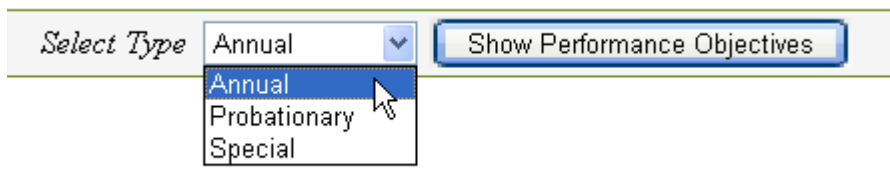
Once the Rater selects (clicks) either link, the Rater will be taken to the Employee List – Performance Objectives page. This page displays a list of the employees supervised by the Rater.



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



Productivity, Excellence and Results for Missouri

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[Home Page](#) > [Select Employee - Performance Objectives](#) > Develop/Update Performance Objectives

Employee Performance Objectives - Annual

Employee Information

<i>Employee Name</i>	LEVY, KELLY ANN	<i>Organization</i>	PERS-STAFF
<i>Job Title</i>	TRAINING TECH III	<i>Supervisor</i>	Yes

Select Type: Annual

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.

3 1 4

(5) total objectives

Select All	Edit	Objective Description	Component Name
<input type="checkbox"/>	Edit	Learn the Management Training Rule and how each program we provide corresponds to the Rule.	Knowledge of Work
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	Edit	Proofread all training materials and/or correspondence to ensure that all materials/documents are error free.	Quality of Work
<input type="checkbox"/>	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.

The screenshot displays the PERforM web application interface. At the top, there is a header with the PERforM logo and the Missouri State seal. Below the header, there is a navigation menu with options like Home, My Employees, My Reviews, System Administration, Reports, Online Help, and Log Out. The main content area shows the 'Employee Performance Objectives - Annual' page for Kelly Ann Levy, a Training Tech III. The 'Employee Information' section displays her name, organization (PERS-STAFF), and supervisor (Yes). The 'Objective Description' field contains the text: 'Takes the initiative to anticipate necessary steps to complete work and prepare for those steps ahead of time.' The 'Component' dropdown menu is set to 'Initiative'. A table on the right shows the added objective with its description and component. At the bottom, there are buttons for 'Save', 'Save & Add More', 'Cancel', and 'Back to Objectives'. A red message at the bottom left states 'Objective 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.

The screenshot shows the PERform web application interface. At the top, there is a header with the text "The Missouri State Employee Online Performance Appraisal System" and the logo "PERform" with the tagline "Productivity, Excellence and Results for Missouri". To the right of the logo is the Great Seal of the State of Missouri and a collage of four images showing people in professional settings. Below the header, there is a navigation bar with the date and time "Monday, April 30, 2007 2:29:20 PM" and a welcome message "Welcome - ALLAN FORBIS (BDS\Perform_BDS) your role(s): Admin Reviewer Rater". The navigation bar includes links for "Home", "My Employees", "My Reviews", "System Administration", "Reports", "Online Help", and "Log Out". Below the navigation bar, there is a breadcrumb trail: "Home Page > Select Employee - Performance Objectives > Develop/Update Performance Objectives > Edit Performance Objective". The main content area is titled "Edit Performance Objective - Annual". It contains a form with the following fields: "Employee Name" (SCROGGINS, CYNTHIA), "Organization" (PERS-STAFF), "Job Title" (TRAINING TECH III), and "Supervisor" (Yes). Below these fields is a large text area for "Objective Description" containing the text "Attend training to further develop expertise". Below the text area is a dropdown menu for "Component" set to "Knowledge of Work". At the bottom of the form, there are buttons for "Save", "Cancel", and "Back to Objectives", along with a red message "Objective successfully saved."

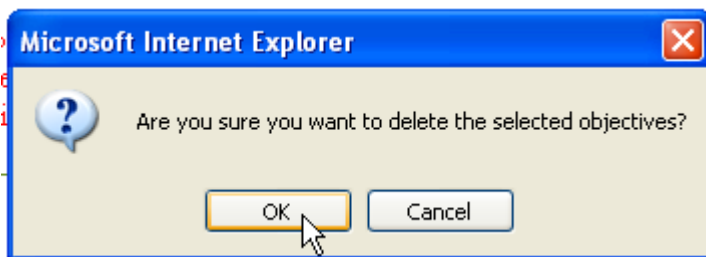
Deleting Objectives

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:

The screenshot shows the PERforM web application interface. At the top, there is a header with the PERforM logo and the text "Productivity, Excellence and Results for Missouri". Below the header, there is a navigation menu with links for Home, My Employees, My Reviews, System Administration, Reports, Online Help, and Log Out. The main content area is titled "Employee Performance Objectives - Annual" and displays information for Kelly Ann Levy, including her job title (TRAINING TECH III) and supervisor (Yes). A "Select Type" dropdown menu is set to "Annual", and a "Show Performance Objectives" button is visible. A confirmation message asks if all annual performance objectives have been reviewed, with "Yes" selected. Below this, there are buttons for "Delete Selected Objectives", "Add Objectives", "Copy Objectives", and "Performance Plan Print Preview". A table of objectives is shown with columns for "Select All", "Edit", "Objective Description", and "Component Name". The first objective is "Displays a significant level of skill executing daily tasks" with a checkbox that is not selected. The second objective is "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." with a checked checkbox. A tooltip over the "Delete Selected Objectives" button reads: "To delete objectives, put a checkmark in the box to the left of the objective you wish to delete."

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.

The Missouri State Employee Online Performance Appraisal System
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[Home Page](#) > [Select Employee - Performance Objectives](#)

Employee List - Performance Objectives [How to Add or Copy Objectives](#)

You are responsible for supervising and appraising the following employees. (Click on any column heading to sort data by that column in ascending order.) Click on an employee's name to develop/update performance objectives.

(2) total employees

Employee Name	Title Code	Job Title	Organization Name	Supervisor
LEVY, KELLY ANN	000493	TRAINING TECH III	PERS-STAFF	Yes
SCROGGINS, CYNTHIA	000493	TRAINING TECH III	PERS-STAFF	Yes

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.

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[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

Employee Information

Employee Name	SCROGGINS, CYNTHIA	Organization	PERS-STAFF
Job Title	TRAINING TECH III	Supervisor	Yes

Select Type:

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

The screenshot shows the PERforM web application interface. At the top, there is a header with the logo 'PERforM' and the tagline 'Productivity, Excellence and Results for Missouri'. Below the header, there is a navigation bar with links for 'Home', 'My Employees', 'My Reviews', 'System Administration', 'Reports', 'Online Help', and 'Log Out'. The main content area displays the 'Employee Performance Objectives - Annual' page for Cynthia Scroggins, a Training Tech III. The page includes a summary of performance objectives, a list of objectives with their counts, and a table of objectives. The 'Copy Objectives' button is highlighted.

Employee Performance Objectives - Annual

Employee Information

Employee Name	SCROGGINS, CYNTHIA	Organization	PERS-STAFF
Job Title	TRAINING TECH III	Supervisor	Yes

Select Type: Annual

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) has (1) objective(s)
- (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.

(6) total objectives

<input type="checkbox"/> Select All	Edit	Objective Description	Component Name
<input type="checkbox"/>	Edit	Complete 7 Habits of Highly Effective People certification by June 30.	Knowledge of Work

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:

The screenshot shows the 'Copy Objectives' page. It features a form with two dropdown menus: 'Copy objectives from:' (set to 'Select Employee') and 'Copy objective type:' (set to 'Annual'). A 'Show Objectives' button is located to the right of the second dropdown. Below the form, there are three buttons: 'Copy', 'Cancel', and 'Back to Objectives'.

Copy objectives from: Copy objective type:

[Back to Objectives](#)

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

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

[Back to Objectives](#)

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

Objectives successfully copied.

[Back to Objectives](#)