

## Reviewers Using PERforM to View Objectives

Reviewers sign Performance Plans developed by Raters for staff under their responsibility to indicate approval of objectives. While Reviewers do not approve objectives in PERforM, they can view the objectives that have been developed.

To review objectives developed by the Rater, the Reviewer clicks the “View Objectives of All Employees I Review” link from the Reviewers section of their home page.

The screenshot shows the PERforM Home Page with a navigation bar at the top containing: Home, My Employees, My Reviews, System Administration, My Agency Admins, Reports, Online Help, and Log Out.

**Home Page**

**Raters**

*My Employee List*

- [View My Current Employees](#)

*Performance Plans (Objectives)*

- [Develop/Update Performance Objectives](#)

*Performance Appraisals (Ratings and Annual Rating Exemptions)*

- [Create New Appraisal](#)
- [Update Incomplete Appraisals / Overturn Completed Appraisals](#)
- [View Current Complete and Exempt Appraisals](#)
- [View All Complete and Exempt Appraisals](#)
- [View All Incomplete Appraisals](#)
- [Search Appraisals](#)

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**Reviewers**

*My Employee Review List*

- [View All Employees I Review/Approve](#)

*Performance Plans (Objectives)*

- [View Objectives of All Employees I Review](#)

*Performance Appraisals (Ratings and Annual Rating Exemptions)*

- [Review/Approve Pending Appraisals](#)
- [View All Incomplete Appraisals](#)
- [View All Appraisals Pending Employee Review](#)
- [View All Complete and Exempt Appraisals](#)

Allows you to view the current objectives developed by the Rater for employees whose appraisals you will review during the rating period.

This opens the “Employees I Review” page where the Reviewer selects a name from the list.

The screenshot shows the 'Employees I Review' page. At the top, it says 'The Missouri State Employee Online Performance Appraisal System' and 'PERforM Productivity, Excellence and Results for Missouri'. There is a navigation bar with: Home, My Employees, My Reviews, System Administration, My Agency Admins, Proxy, Reports, Online Help, and Log Out.

Monday, September 15, 2008 2:28:04 PM Welcome - MARIAN LUEBBERT (BDS:LuebbM1) your role(s): [Admin](#) [Agency Admin](#) [Proxy](#) [Reviewer](#) [Rater](#)

[Home Page](#) > [Select Name - My Review List](#)

**Employees I Review** [Who is required to have an annual appraisal?](#)

You are responsible for reviewing the appraisals of the following employee(s), submitted to you by raters under your supervision. (Click on any column heading to sort data by that column in ascending order.)

Employee Name	Title Code	Job Title	Organization	Supervisor Name	Annual Required
DOE, JON D	009751	SECRETARY	FCC MOSOP	TEST, TRISTAN W	No
SMITH, SUE A	005100	FUNCTIONAL UNIT MGR	FCC SRU	TEST, TRISTAN W	Yes
TEST, THOMAS LEE	009751	SECRETARY	SUBSTANCE ABUSE	SCENARIO, SHAWN LYNN	No
TIME, JUSTIN K	005093	CASEWORKER II	CLASSIFICATION	SCENARIO, SHAWN LYNN	Yes

Once the Reviewer clicks on the name, the “Performance Objectives for Employee I Review” page is displayed.

<a href="#">Home Page</a> > <a href="#">Select Name - My Review List</a> > View Existing Objectives - Reviewer Role			
<b>Employee Performance Objectives</b>			
<b>Employee Information</b>			
<i>Employee Name</i>	CLEVER, KATHY A	<i>Organization</i>	MENTAL HEALTH
<i>Job Title</i>	SPECIAL ASST TECHNICIAN	<i>Supervisor</i>	No
<i>Select Type</i>	Annual	<input type="button" value="Show Performance Objectives"/>	
Performance objectives will only be created for the appraisal type (Annual, Special or Probationary) selected. A specific set of objectives must be created for each type of appraisal to be completed.			

On this page, the Reviewer will select the type of objectives to review (Annual, Probationary or Special) and then click the “Show Performance Objectives” button.

<i>Select Type</i>	Annual	<input type="button" value="Show Performance Objectives"/>
	Annual	
	Probationary	
	Special	

Any existing objectives are then displayed. The Reviewer can view the selected employee’s objectives and, if desired, print them out by using the “Performance Plan Print Preview” button. However, no other actions (approval or disapproval) can be taken by the Reviewer. If needed, the Reviewer should communicate with the Rater about necessary revisions to the set of objectives.

Even though objectives exist, they may not have been communicated with the employee. The Reviewer must discern this by referring to the “reviewed” statement on the page.

This screen print indicates, “The rater **has** reviewed these objectives with the employee.”

<i>Employee Name</i>	CLEVER, KATHY A	<i>Organization</i>	MENTAL HEALTH
<i>Job Title</i>	SPECIAL ASST TECHNICIAN	<i>Supervisor</i>	No

Select Type:

Performance objectives will only be created for the appraisal type (Annual, Special or Probationary) selected. A specific set of objectives must be created for each type of appraisal to be completed.

The rater has reviewed these objectives with the employee.

- Performance Objectives Summary** [Collapse Component Details](#) [Expand Component Details](#)
- (Knowledge of Work) has (2) objective(s)
  - (Quality of Work) has (2) objective(s)
  - (Situational Responsiveness) has (3) objective(s)
  - (Initiative) has (2) objective(s)
  - (Dependability) has (2) objective(s)

Objective Description	Component Name
Successfully complete formal training sessions and fulfill prescribed continuing education requirements.	Knowledge of Work
Ensure projects are completed on time.	Quality of Work
Responds to/tracks customer complaints/concerns.	Situational Responsiveness
Acts independently without specific instruction, as appropriate.	Initiative
Arrives to work on time/minimizes unscheduled absences.	Dependability

This screen print indicates, “The rater **has not** reviewed these objectives with the employee.” In addition, no objectives currently exist for this appraisal type as noted in the *Performance Objectives Summary* portion of the page.

[Home Page](#) > [View Reviewed Employee Objectives](#) > Reviewer's Employee's Objectives

**Employee Performance Objectives - Probationary**

**Employee Information**

<i>Employee Name</i>	CLEVER, KATHY A	<i>Organization</i>	MENTAL HEALTH
<i>Job Title</i>	SPECIAL ASST TECHNICIAN	<i>Supervisor</i>	No

Select Type:

Performance objectives will only be created for the appraisal type (Annual, Special or Probationary) selected. A specific set of objectives must be created for each type of appraisal to be completed.

The rater has not reviewed these objectives with the employee.

- Performance Objectives Summary** [Collapse Component Details](#) [Expand Component Details](#)
- (Knowledge of Work) does not have any objectives.
  - (Quality of Work) does not have any objectives.
  - (Situational Responsiveness) does not have any objectives.
  - (Initiative) does not have any objectives.
  - (Dependability) does not have any objectives.