

Using Profile Management to Feed ePerformance – Performance Reviews are FUN for Everyone But HR



Session #26277
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Anaheim, California



Your Presenter

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Florida State University, ERP Analyst

- 6 years PeopleSoft HCM
- 12 years HR/Payroll/Reporting
- 11 years University Budgeting and Accounting



Florida State University

**...is a premier, comprehensive,
graduate research university,
with both law and medical
schools.**

- **Over 39,000 students**
- **Over 14,000 employees**
- **Over 13,000 biweekly paychecks**
- **Over \$18 million in biweekly payroll**





Where we are...



Located in Tallahassee, Florida, the state capitol; 20 miles south of the Georgia state line and less than 70 miles from the beach.



FSU and Oracle

- Financials 8.9 (upgrading to 9.0 in April 2009)
- HCM 9.0
- Enterprise Portal
- Enterprise Performance Management (Data Warehouse)
 - Live on FIN 8.4 in July, 2004; upgraded to FIN 8.9 November, 2006
 - Live on HR 8.8 in December, 2004; upgraded to HCM 8.9 in April, 2006; upgraded to 9.0 September 2008



Overview

- FSU is using job code competencies (KSA's) and position duties and responsibilities from the position profiles in the Profile Management module to feed the individual performance documents for each non-faculty employee in ePerformance. This results in reviews that are more closely aligned with position descriptions and helps ensure that those items are kept up to date. It also allows HR to define behavioral expectations for all employees.



Did You Know?

March is.....

National Performance
Review Month



Agenda/Contents

- Set Up – Building Blocks
 - Profile Management
 - ePerformance
- Our ePerformance Task Force
- HR Home Team Set Up and Prep Work
 - Update Position Descriptions with essential functions
 - Assign proficiency levels to competencies (job codes are all at 'basic')



Our Building Blocks – Set Up

- Profile Management Piece
 - *Content Types for ePerformance*
 - *FSU Behavioral Expectations*
 - *Competencies*
 - *Responsibilities*
 - *Goals and Objectives*
 - *Evaluate for Current Year*
 - *Establish Goals and Objectives for Next Year*
 - *Content Items for ePerformance*



Our Building Blocks – Set Up

- Profile Management Piece, (cont'd)
 - *Rating Models*
 - *Profile Types*
 - *Job code (delivered ROLE)*
 - *Position (delivered JOB)*
 - *Person*
 - *Profile Identity Options – link a profile to a “something”*
 - *Instance Qualifiers – did the evaluation come from employee (self) or manager?*



Our Building Blocks – Set Up

- ePerformance Piece
 - *Section Definitions*
 - *Document Roles*
 - *Document Types*
 - *Template Definition*
 - *Clone Template Definition*
 - *Language Checker*



How We Got Here...

- Summer of 2007
 - Established an Evaluation Task Force
 - Picked a Pilot Group (50) to establish new criteria
 - Realized Position Descriptions needed lots of updating
- Decided to wait for 9.0 ePerformance
- Summer 2008 - Pilot Group was evaluated on paper using the new criteria



Coming This Summer...

- Original 50 will be done totally in ePerformance August 2009
- Wave 2 (170+) will be introduced to the new process
 - Traditional Paper Evaluation for 2008-09
 - Review FSU Behavioral Expectations
 - Review responsibilities, competencies and competency levels
 - Establish goals for 2009-10



Task Force Criteria

Framework Components

Criteria Addressed

- | | |
|---|--|
| ■ Universal Behavioral Expectations: Value based behavioral competencies expected of everyone at FSU | ■ Clear expectations of FSU values
■ Accountability for behaviors
■ Chance to adjust, correct, and prevent behavior that doesn't align with FSU values |
| ■ Position Duties: Essential Functions of the Job as described in Position Description | ■ Performance evaluation is aligned with Position Description
■ Clear expectations of Job Duties
■ Assuring Job Duties are up-to-date |
| ■ Competencies: Essential technical, behavioral, and conceptual skills, ability and experience needed to effectively perform position duties at the desired level | ■ Identifies work skills that must be maintained
■ Chance to adjust skills for technical or knowledge change for job performed
■ Identifies individuals with advanced skills or those who need improvement |
| ■ Goals and Objectives (Business & Career): <ul style="list-style-type: none">■ <u>Business:</u> Goal expectations for the upcoming year based on projects, program outcomes, strategic plans, initiatives■ <u>Career:</u> Progress on career development | ■ Identifies major tasks that contribute to organizational/career success
■ Identifies major accomplishments towards the tasks mentioned above
■ Can be used to support reward for the employee |



Task Force Criteria *(Continued)*

Usability/Reporting

Criteria addressed

- | | |
|---|---|
| <ul style="list-style-type: none">■ Responsibilities and duties and competencies loaded automatically■ Goals and Objectives accessible to employee■ Reduction in preparing for a performance evaluation■ Ease of use■ Definitions provided■ Reporting – ensures data integrity | <ul style="list-style-type: none">■ Auto loaded from position profile■ Upcoming goals are stored in person profile (accessible to employee) and automatically uploaded to following year's performance evaluation■ Saves time in pulling materials (position description, evaluation form etc.)■ Intuitively designed-screen rolls downward with drop downs. Comment Box at the end of each section.■ Definitions are provided for scales■ Will help monitor the number of returns resulting in increased completion rates |
|---|---|



Create Content Type

OMNI HUMAN RESOURCES
ONLINE MANAGEMENT OF NETWORKED INFORMATION **SQNAHR** FL

Welcome! FENNELL, LESLIE Fri, Mar 20, 09

Menu

- Workforce Monitoring
- Set Up HRMS
 - Install
 - Security
 - Upgrade
 - Foundation Tables
 - Common Definitions
- Product Related
 - Recruiting
 - Workforce
 - Administration
 - Base Benefits
 - Automated Benefits
 - eBenefits
 - Compensation
 - Time and Labor
 - Payroll for North America
 - Commitment
 - Accounting
- Profile Management
 - Content Catalog
 - Content Types**
 - Content Items
 - Content Groups
 - Content Group Members
 - Rating Model
 - Content Catalog Listing
 - Competency Summary

Content Types Relationship Rules

Content Type: FSU_UBE ☐ System Data

*Description: FSU Behavioral Expectations ☐ Free Form Type Only

Properties Customize | Find | First 1-6 of 6 Last

Property Attributes

*Field Name	*Label Text	Sys Data	Key Field	Required		
EFFDT	Effective Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
EFF_STATUS	Status as of Effective Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
JPM_CAT_ITEM_ID	Content Item ID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
JPM_CAT_TYPE	Content Type	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
JPM_DESCR90	Description	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
JPM_TEXT1325_1	Long Description	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	-

Save Return to Search Previous in List Next in List Add

Content Types | Relationship Rules



Add Content Items

Item Details

Content Type: FSU_UBE FSU Behavioral Expectations

Content Item ID: UBE001

Content Items Details

Find | View All First 1 of 1 Last

***Effective Date:** 12/17/2004

***Status:** Active

***Description:** Organizational Commitment

***Long Description:** Demonstrates a productive, ethical work style that is compliant with University and department policies and procedures.

Last Update Date/Time: 01/26/09 1:56:50PM

Updated By: AFR02

Save

Return to Search

Previous in List

Next in List

Add

Update/Display

Correct History



Add Content Items

Item Details Relationships

Content Type: COMPETENCY Competencies

Content Item ID: CO0001

Content Items Details

Find | View All First 1 of 1 Last

*Effective Date:

12/17/2004

*Status:

Active

+

*Description:

Appl of laws, rules, policy

Long Description:

Knowledge of and ability to interpret and apply related federal, state

Short Description:

CO0001

*Category:

Knowledge

*Rating Model:

FSU3

Competency - 4 Scale Eval

[Proficiency Descriptions](#)

Long Description:

and local laws, ordinances, rules and regulations and University policies.

Last Update Date/Time:

02/16/09 12:12:58PM

Updated By:

LFENNELL



Add Content Items

Item Details

Content Type: RESP Responsibilities

Content Item ID: RE0001

Content Items Details [Find](#) | [View All](#) First 1 of 1 Last

***Effective Date:**

12/17/2004

***Status:**

Active

***Description:**

Coord Activities in Career Development & Placement Services

Description:

Coordinates activities in Career Development and Placement Services both on and off campus as required.

Last Update Date/Time: 02/16/09 2:16:31PM **Updated By:** LFENNELL



Add Content Items

Item Details

Content Type:

GOAL

Goals and Objectives

Content Item ID:

G00001

Content Items Details

Find | View All

First 1 of 1 Last

*Effective Date:

01/01/2008

*Status:

Active

*Description:

Exceed state average job placement numbers

Long Description:

Exceed the state average of 75% job placement of college graduate by placing at least 85% of all FSU graduates you assist in high

Measurement:

Exceed the state average of 75% job placement of college graduate by placing at least 85% of all FSU graduates you assist in high paying jobs.

Last Update Date/Time:

03/11/09 4:02:48PM

Updated By:

LFENNELL



Create Rating Models

Rating Model

Rating Model: FSU1

Rating Model Description

Find | View All First 1 of 1 Last

*Effective Date: 12/17/2004 Status: Active

*Description: UBE Rating Model 3 Scale

Short Description: UBE Model ☐ Review Band

Ratings

Customize | Find | First 1-3 of 3 Last

General Review Points

*Rating	*Description	Short Description	Numeric Rating	Career Strength/ Development	Rating Explanation
1	1-Below Satisfactory	Below	0.00		
2	2-Satisfactory	Satisfctry	0.00		
3	3-Above Satisfactory	Above	0.00		



Job Code Profile

Attributes Identities Content Associations

Profile Type: **ROLE**

Profile Type Attributes Find | View All First 1 of 2 Last

*Effective Date: 12/17/2004 *Status: Active

*Description: Job Code Profile ☐ System Data

Summary: Adding a row to delivered role profile for use as a Job Code profile. Setup in this way to support integration with recruiting: use delivered JOB profile for Position Profile.

Transaction Name:

Definition ID:

Profile Type Usage: Non-Person



Job Code Profile

Attributes | **Identities** | **Content** | **Associations**

Profile Type: **ROLE**

Identity Options [Find](#) | [View All](#) First 1 of 2 Last

*Effective Date: 12/17/2004 *Status: Active

*Description: Job Code Profile ☐ System Data

☐ Approval Req'd for Identities

Profile Identity Options [Customize](#) | [Find](#) 1 of 1

*Profile Identity Option	End Profile	Template	Sys Data
Job Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[+ Add Profile Identity](#)



Job Code Profile

[Attributes](#) [Identities](#) [Content](#) [Associations](#)

Profile Type: **ROLE**

Content [Find](#) | [View All](#) First 1 of 2 Last

*Effective Date: 12/17/2004

*Status: Active

*Description: Job Code Profile

☐ System Data

[Reorder Content](#)

[Summary](#) [Qualifications](#)

Add TabDelete Tab

*Tab Name: Summary

*Tab Order: 10

[View All Sections](#)

Content Sections [Find](#) | First 1-3 of 3 Last

Section Name	Parent Section Name	Required	*Move To Tab	Order
<input type="radio"/> Duties/Responsibilities		<input type="checkbox"/>	Summary	10
<input type="radio"/> Compliance Requirements		<input type="checkbox"/>	Summary	20
<input type="radio"/> Pay Additive Eligibility		<input type="checkbox"/>	Summary	30

+ Add Content Section

+ Add Sub-section

[Summary](#) [Qualifications](#)



Job Code Profile

Profile Type

Content Section

Content: Catalog ☐ System Data

Content Type: FSU_SUMJOB Duties/Responsibilities

Instance Qualifier Set 1:

Instance Qualifier Set 2:

☐ Approval Required

Content Properties

Properties			Default Display Order	Refresh Properties
*Field Name	Label Text	Source		
JPM_CAT_ITEM_ID	<input type="text" value="Summary"/>	Catalog		
EFFDT	<input type="text" value="Effective Date"/>	Catalog		
EFF_STATUS	<input type="text" value="Status as of Effective Date"/>	Catalog		
JPM_CAT_TYPE	<input type="text" value="Content Type"/>	Catalog		
<input type="text" value="JPM_TEXT1325_1"/>	<input type="text" value="Description"/>	Profile		

[+ Add Property](#)

Security

*Role	Allow Update	
<input type="text" value="Administrator"/>	<input checked="" type="checkbox"/>	
<input type="text" value="Employee"/>	<input type="checkbox"/>	
<input type="text" value="Manager"/>	<input type="checkbox"/>	

[+ Add Role](#)



Job Code Profile

[Attributes](#) [Identities](#) [Content](#) [Associations](#)

Profile Type: **ROLE**

Content

[Find](#) | [View All](#) First 1 of 2 Last

*Effective Date: 12/17/2004

*Status: Active

*Description: Job Code Profile System Data

[Reorder Content](#)

[Summary](#) Qualifications

[Add Tab](#) [Delete Tab](#)

*Tab Name: Qualifications

*Tab Order: 20 [View All Sections](#)

Content Sections

[Find](#) | First 1-6 of 6 Last

Section Name	Parent Section Name	Required	*Move To Tab	Order	
<input type="radio"/> Education/Experience		<input type="checkbox"/>	Qualifications	10	
<input type="radio"/> Degrees		<input type="checkbox"/>	Qualifications	20	
<input type="radio"/> Licenses & Certifications		<input type="checkbox"/>	Qualifications	30	
<input type="radio"/> Tests/Examinations		<input type="checkbox"/>	Qualifications	40	
<input type="radio"/> Competencies		<input type="checkbox"/>	Qualifications	50	
<input type="radio"/> Memberships		<input type="checkbox"/>	Qualifications	60	

[+ Add Content Section](#) [+ Add Sub-section](#)

[Summary](#) Qualifications



Job Code Profile

Attributes Identities Content **Associations**

Profile Type: **ROLE**

Association Options Find | View All First 1 of 2 Last

*Effective Date: 12/17/2004 *Status: Active

*Description: Job Code Profile ☐ System Data

Profile Association Options Customize | Find 1 of 1

*Profile Association Option Sys Data

☐

[+ Add Profile Association](#)



Position Profile

Attributes Identities Content Associations

Profile Type: **JOB**

Profile Type Attributes Find | View All First 1 of 2 Last

*Effective Date: 12/16/2004 *Status: Active

*Description: Position Profile

Summary: Position Profile - store Position description information.
Association: ePerf template
Identity: Position Data
Transactions undefined

Transaction Name:

Definition ID:

Profile Type Usage: Non-Person

System Data



Position Profile

Attributes | **Identities** | **Content** | **Associations**

Profile Type: **JOB**

Identity Options Find | View All First 1 of 2 Last

*Effective Date: 12/16/2004 31 *Status: Active + -

*Description: Position Profile ☐ System Data

☐ Approval Req'd for Identities

Profile Identity Options Customize | Find 1 of 1

*Profile Identity Option	End Profile	Template	Sys Data
Position Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

+ Add Profile Identity



Position Profile

[Attributes](#) [Identities](#) [Content](#) [Associations](#)

Profile Type: **JOB**

Content [Find](#) | [View All](#) First 1 of 2 Last

*Effective Date: [31](#) *Status: [+](#) [-](#)

*Description: ☐ System Data

[Reorder Content](#)

[Summary](#) [Responsibilities](#) [Competencies](#) [Qualifications](#) [TEST - GO](#)

[Add Tab](#) [Delete Tab](#)

*Tab Name:

*Tab Order: [View All Sections](#)

Content Sections [Find](#) | [Grid](#) First 1-3 of 3 Last

Section Name	Parent Section Name	Required	*Move To Tab	Order
<input type="radio"/> Position Focus		<input type="checkbox"/>	<input type="text" value="Summary"/>	10 ✕
<input type="radio"/> Compliance Requirements		<input type="checkbox"/>	<input type="text" value="Summary"/>	20 ✕
<input type="radio"/> Pay Additive Eligibility		<input type="checkbox"/>	<input type="text" value="Summary"/>	30 ✕

[+ Add Content Section](#) [+ Add Sub-section](#)

[Summary](#) [Responsibilities](#) [Competencies](#) [Qualifications](#) [TEST - GO](#)



Position Profile

Attributes **Identities** **Content** **Associations**

Profile Type: **JOB**

Content Find | View All First 1 of 2 Last

*Effective Date: 12/16/2004 *Status: Active

*Description: Position Profile

☐ System Data

[Reorder Content](#)

[Summary](#) [Responsibilities](#) [Competencies](#) [Qualifications](#) [TEST - GO](#)

[Add Tab](#) [Delete Tab](#)

*Tab Name: Responsibilities

*Tab Order: 20

[View All Sections](#)

Content Sections Find | First 1 of 1 Last

Section Name	Parent Section Name	Required	*Move To Tab	Order
<input type="radio"/> Responsibilities		<input type="checkbox"/>	Responsibilities	10

[+ Add Content Section](#) [+ Add Sub-section](#)

[Summary](#) [Responsibilities](#) [Competencies](#) [Qualifications](#) [TEST - GO](#)



Position Profile

Attributes **Identities** **Content** **Associations**

Profile Type: **JOB**

Content Find | View All First 1 of 2 Last

*Effective Date: 12/16/2004 *Status: Active

*Description: Position Profile

☐ System Data

[Reorder Content](#)

[Summary](#) [Responsibilities](#) [Competencies](#) [Qualifications](#) [TEST - GO](#)

[Add Tab](#) [Delete Tab](#)

*Tab Name: Competencies

*Tab Order: 30

[View All Sections](#)

Content Sections Find | First 1 of 1 Last

Section Name	Parent Section Name	Required	*Move To Tab	Order
<input type="radio"/> Competencies		<input type="checkbox"/>	Competencies	10

[+ Add Content Section](#) [+ Add Sub-section](#)

[Summary](#) [Responsibilities](#) [Competencies](#) [Qualifications](#) [TEST - GO](#)



Position Profile

Profile Type

Content Section

Content: Catalog ☐ System Data

Content Type: COMPETENCY Competencies

Instance Qualifier Set 1:

Instance Qualifier Set 2:

☐ Approval Required

Content Properties

[Default Display Order](#)

[Refresh Properties](#)

Properties	Property Attributes	
*Field Name	Label Text	Source
JPM_CAT_ITEM_ID	Competency	Catalog
EFFDT	Effective Date	Catalog
EFF_STATUS	Status	Catalog
JPM_CAT_TYPE	Content Type	Catalog
RATING_MODEL	Rating Model	Catalog
<input type="text" value="JPM_RATING1"/>	Proficiency Lvl	Profile
JPM_TEXT1325_1	Description	Catalog
<input type="text" value="LASTUPDDTTM"/>	Last Update Date/Time	Profile
<input type="text" value="LASTUPDOPRID"/>	Last Update OprID	Profile
<input type="text" value="JPM_SOURCE_ID2"/>	Source Profile	Profile
<input type="text" value="JPM_WF_STATUS"/>	Workflow Status	Profile

[+ Add Property](#)






Position Profile


[Attributes](#) [Identities](#) [Content](#) [Associations](#)

Profile Type: **JOB**

Content

Find | [View All](#) First 1 of 2 Last

*Effective Date: 12/16/2004  *Status: Active  

*Description: Position Profile  System Data

[Reorder Content](#)


[Summary](#) [Responsibilities](#) [Competencies](#) [Qualifications](#) [TEST - GO](#)







[Add Tab](#) [Delete Tab](#)



*Tab Name: Qualifications

*Tab Order: 40 [View All Sections](#)

Content Sections

Find  First 1-6 of 6 Last

Section Name	Parent Section Name	Required	*Move To Tab	Order
<input type="radio"/> Education/Experience		<input type="checkbox"/>	Qualifications	10 
<input type="radio"/> Degrees		<input type="checkbox"/>	Qualifications	20 
<input type="radio"/> Licenses & Certifications		<input type="checkbox"/>	Qualifications	30 
<input type="radio"/> Tests/Examinations		<input type="checkbox"/>	Qualifications	40 
<input type="radio"/> Memberships		<input type="checkbox"/>	Qualifications	50 
<input type="radio"/> Language Skills		<input type="checkbox"/>	Qualifications	60 

 [Add Content Section](#)  [Add Sub-section](#)

[Summary](#) [Responsibilities](#) [Competencies](#) [Qualifications](#) [TEST - GO](#)



Position Profile

[Attributes](#) [Identities](#) [Content](#) [Associations](#)

Profile Type: **JOB**

Content Find | View All First 1 of 2 Last

*Effective Date: 12/16/2004 *Status: Active

*Description: Position Profile

☐ System Data

[Reorder Content](#)

[Summary](#) [Responsibilities](#) [Competencies](#) [Qualifications](#) TEST - GO

Add Tab Delete Tab

*Tab Name: TEST - GO

*Tab Order: 50

[View All Sections](#)

Content Sections Find First 1 of 1 Last

Section Name	Parent Section Name	Required	*Move To Tab	Order
<input type="radio"/> Goals and Objectives		<input type="checkbox"/>	TEST - GO	10

+ Add Content Section + Add Sub-section

[Summary](#) [Responsibilities](#) [Competencies](#) [Qualifications](#) TEST - GO



Position Profile

Profile Type

Content Section

Content: Catalog ☐ System Data

Content Type: GOAL Goals and Objectives

Instance Qualifier Set 1:

Instance Qualifier Set 2:

☐ Approval Required

Content Properties

[Properties](#) [Property Attributes](#) [Default Display Order](#) [Refresh Properties](#)

*Field Name	Label Text	Source	
JPM_CAT_ITEM_ID	<input type="text"/> Goal/Objective	Catalog	
EFFDT	<input type="text"/> Effective Date	Catalog	
EFF_STATUS	<input type="text"/> Status	Catalog	
JPM_CAT_TYPE	<input type="text"/> Content Type	Catalog	
<input type="text"/> JPM_DATE_1	<input type="text"/> Due Date	Profile	
JPM_TEXT1325_1	<input type="text"/> Description	Catalog	
JPM_TEXT1325_2	<input type="text"/> Measurement	Catalog	

[+ Add Property](#)

Security

*Role	Allow Update	
<input type="text"/> Administrator	<input checked="" type="checkbox"/>	
<input type="text"/> Manager	<input checked="" type="checkbox"/>	

[+ Add Role](#)



Position Profile

[Attributes](#) [Identities](#) [Content](#) [Associations](#)

Profile Type: **JOB**

Association Options [Find](#) | [View All](#) First 1 of 2 Last

*Effective Date: *Status:

*Description: ☐ System Data

Profile Association Options [Customize](#) | [Find](#) 1 of 1

*Profile Association Option	Sys Data
<input type="text" value="ePerformance Template"/>	<input checked="" type="checkbox"/> <input type="button" value="X"/>

[Add Profile Association](#)



ePerformance Section Defns

Section Type: FSU UBE

Section Definition Detail Find | View All First 1 of 1 Last

Effective Date: 12/17/2004 *Status: Active

*Description: FSU Behavioral Expectations

Section

☒ Rate Calculation Method: Average

☐ Preliminary Rating Rating Model: FSU1

☐ Weight Minimum Weight: 0 Weight: 0

*Special Processing: None

Items

☒ Enable Items Prompt Table: EP_J_CAT_ITEM_I

☐ Free-Form Allowed Content Type: FSU Behavioral Expectations

☒ Rate ☐ Target Rating

☒ Use Section Rating Model ☐ Add Items - Establish Criteria

☐ Weight ☐ Minimum Weight

☒ Mandatory ☐ Critical

☒ Description ☐ Measures

☐ Due Date ☐ Reminder Date

☐ Supports Link:

☐ Ownership ☐ Status

☐ Percentage Completed

Sub-Items

☐ Enable Sub-Items Prompt Table:

☐ Free-Form Allowed Content Type:

☐ Description

Profile Management

☐ Initialize from Profile Profile Type:



ePerformance Document Type

Document Types

Document Type: A&P PERF

Document Type Detail		Find View All	First	1 of 1	Last
Effective Date:	01/01/2009	*Status:	Active		
*Description:	A&P Performance Evaluation				
Short Description:	A&P PERF	<input type="checkbox"/> Official Review			
*Document Usage:	Performance				
Initiate Process:	<input type="checkbox"/> Employee <input checked="" type="checkbox"/> Manager				
	<input type="checkbox"/> Employee can Select Manager				
Clone Existing Document:	<input type="checkbox"/> Employee <input checked="" type="checkbox"/> Manager				
Template Source:	<input checked="" type="radio"/> User Specified				
	<input type="radio"/> Profile Management				
Profile Type:					
Default Template:					
Definition ID:	ManagerOnly				



Template Definition

Template Definition

[Find an Existing Value](#)

[Add a New Value](#)

Document Type: 

Document Template ID:

Effective Date: 



Template Definition

General Process Structure Content

Document Type: ANPPERF ANP Performance Evaluation

Template ID: ANPPERF Effective Date: 01/01/2009

*Description: ANP Performance Evaluation

*Status: Active

☐ Official Review

☐ Establish Criteria

☐ Nominate Participants

Participation

*Role	Evaluation	Document Due Days		
Employee	<input type="checkbox"/>	45	After Period End Date	+ -
Manager	<input checked="" type="checkbox"/>	30	After Period End Date	+ -



Template Definition

General **Process** **Structure** **Content**

Document Type: A&P PERF A&P Performance Evaluation
Template ID: A&P PERF Effective Date: 01/01/2009

Manager Evaluation

*Review Process: No Approval, EE Review Held
Definition ID:

View Average Rating: ☐ Manager ☐ Employee
☐ Cancel Outstanding Evaluations

Evaluation Rules

*Rounding Rule: Standard Decimal Places: 0
☐ Calculate Ratings *Map Method: Nearest
☒ Language Checker



Template Definition

Document Type: A&P PERF A&P Performance Evaluation
Template ID: A&P PERF Effective Date: 01/01/2009

Sections Find | View All First 1 of 1 Last

*Section: FSU Behavioral Expectations *Display Order: 10

Section

☒ Rate Calculation Method: Average
☐ Preliminary Rating Rating Model: FSU1
☐ Weight Minimum Weight: 0 Weight: 0
*Special Processing: None

Items

☒ Enable Items Prompt Table: EP_J_CAT_ITEM_I
☐ Free-Form Allowed Content Type: FSU Behavioral Expectations
☒ Rate ☐ Target Rating
☒ Use Section Rating Model ☐ Add Items - Establish Criteria
☐ Weight ☐ Minimum Weight
☒ Mandatory ☐ Critical
☒ Description ☐ Measures
☐ Due Date ☐ Reminder Date
☐ Supports Link:
☐ Ownership ☐ Status
☐ Percentage Completed

Sub-Items

☐ Enable Sub-Items Prompt Table:
☐ Free-Form Allowed Content Type:
☐ Description

Profile Management

☐ Initialize from Profile Profile Type:

Section Roles

Rate/Weight Section Item Profile Management

*Role	Rate Section	Rate Item	Rate Sub- Item	Override Rating	Numeric Rating	Weight Section	Weight Item
Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Notify Refresh Add Correct History

[General](#) | [Process](#) | [Structure](#) | [Content](#)



Template Definition

General **Process** **Structure** **Content**

Document Type: A&P PERF A&P Performance Evaluation

Template ID: A&P PERF Effective Date: 01/01/2009

Sections [Find](#) | [View All](#) First ◀ 1 of 1 ▶ Last

Section: FSU Behavioral Expectations [Load Content from Profile](#)

Section Items [Find](#) | [View All](#) First ◀ 1 of 1 ▶ Last

Item ID: 🔍

Title:

Description:

Rating Model: 🔍

☐ Mandatory



Template Definition

General

Process

Structure

Content

Document Type: ANPPERF ANP Performance Evaluation

Template ID: ANPPERF Effective Date: 01/01/2009

Sections

Find | View All

First ◀ 1 of 8 ▶ Last

Section: FSU Behavioral Expectations [Load Content from Profile](#)

Section Items

Find | View All

First ◀ 1 of 7 ▶ Last

Item ID:

UBE001

🔍

+ -

Title: Organizational Commitment

Description: Demonstrates a productive, ethical work style that is compliant with University and department policies and procedures.

Rating Model: FSU1 🔍

☐ Mandatory



UBE Role Definitions

Section Roles

Rate/Weight Section Item Profile Management

*Role	Rate Section	Rate Item	Rate Sub- Item	Override Rating	Numeric Rating	Weight Section	Weight Item
Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

+ -

Section Roles

Rate/Weight Section Item Profile Management

*Role	Comments	View Other	Results Writer	Development Tips	Other Evaluator Comments	Notes
Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Used	Not Used	<input type="checkbox"/>	<input type="checkbox"/>

+ -

Section Roles

Rate/Weight Section Item Profile Management

*Role	Add	Update	Comments	*Results Writer	*Development Tips	Other Evaluator Comments	Notes
Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	Not Used	<input type="checkbox"/>	<input type="checkbox"/>

+ -

Section Roles

Rate/Weight Section Item Profile Management

*Role	Update Person Profile	Person Profile Type	Instance Qualifier
Manager	<input type="checkbox"/>		

+ -



Competency Section Definitions

Sections Find | View All First 3 of 8 Last

*Section: Competency Section *Display Order 40

Section

☒ Rate Calculation Method: Average

☐ Preliminary Rating Rating Model: FSU3

☐ Weight Minimum Weight: 0 Weight: 0

*Special Processing: None

Items

☒ Enable Items Prompt Table: EP_J_CAT_ITEM_I

☐ Free-Form Allowed Content Type: Competencies

☒ Rate ☒ Target Rating

☒ Use Section Rating Model ☐ Add Items - Establish Criteria

☐ Weight ☐ Minimum Weight

☒ Mandatory ☐ Critical

☒ Description ☐ Measures

☐ Due Date ☐ Reminder Date

☐ Supports Link:

☐ Ownership ☐ Status

☐ Percentage Completed

Sub-Items

☐ Enable Sub-Items Prompt Table:

☐ Free-Form Allowed Content Type:

☐ Description

Profile Management

☒ Initialize from Profile Profile Type: Position Profile



Competency Role Definitions

Section Roles

Rate/Weight Section Item Profile Management

*Role	Rate Section	Rate Item	Rate Sub- Item	Override Rating	Numeric Rating	Weight Section	Weight Item
Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

+ -

Section Roles

Rate/Weight Section Item Profile Management

*Role	Comments	View Other	Results Writer	Development Tips	Other Evaluator Comments	Notes
Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Used	Not Used	<input type="checkbox"/>	<input type="checkbox"/>

+ -

Section Roles

Rate/Weight Section Item Profile Management

*Role	Add	Update	Comments	*Results Writer	*Development Tips	Other Evaluator Comments	Notes
Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Used	Not Used	<input type="checkbox"/>	<input type="checkbox"/>

+ -

Section Roles

Rate/Weight Section Item Profile Management

*Role	Update Person Profile	Person Profile Type	Instance Qualifier
Manager	<input checked="" type="checkbox"/>	Person Profile	Approved/Official

+ -



2009 Goals Section

Sections Find | View All First 4 of 8 Last

*Section: 2009 Goals *Display Order 50

Section

☒ Rate Calculation Method: Average
☐ Preliminary Rating Rating Model: FSU4
☐ Weight Minimum Weight: 0 Weight: 0
*Special Processing: None

Items

☒ Enable Items Prompt Table: EP_J_CAT_ITEM_I
☐ Free-Form Allowed Content Type: Goals and Objectives
☒ Rate ☐ Target Rating
☒ Use Section Rating Model ☐ Add Items - Establish Criteria
☐ Weight ☐ Minimum Weight
☐ Mandatory ☐ Critical
☒ Description ☒ Measures
☒ Due Date ☐ Reminder Date
☐ Supports Link:
☐ Ownership ☒ Status
☒ Percentage Completed

Sub-Items

☐ Enable Sub-Items Prompt Table:
☐ Free-Form Allowed Content Type:
☐ Description

Profile Management

☒ Initialize from Profile Profile Type: Position Profile

Section Roles

Rate/Weight Section Item Profile Management

*Role	Update Person Profile	Person Profile Type	Instance Qualifier
Manager	<input checked="" type="checkbox"/>	Person Profile	Approved/Official



Goals for Next Year

Sections Find | View All First 6 of 8 Last

*Section: Goals for Next Year *Display Order 58

Section

☐ Rate Calculation Method:

☒ Preliminary Rating Rating Model:

☒ Weight Minimum Weight: 0 Weight: 0

*Special Processing: None

Items

☒ Enable Items Prompt Table: EP_J_CAT_ITEM_I

☒ Free-Form Allowed Content Type: Goals and Objectives

☐ Rate ☐ Target Rating

☐ Use Section Rating Model ☒ Add Items - Establish Criteria

☐ Weight ☐ Minimum Weight

☐ Mandatory ☐ Critical

☒ Description ☒ Measures

☒ Due Date ☐ Reminder Date

☐ Supports Link:

☐ Ownership ☐ Status

☐ Percentage Completed

Sub-Items

☐ Enable Sub-Items Prompt Table:

☐ Free-Form Allowed Content Type:

☐ Description

Profile Management

☐ Initialize from Profile Profile Type:

Section Roles

Rate/Weight Section Item Profile Management

*Role	Rate Section	Rate Item	Rate Sub- Item	Override Rating	Numeric Rating	Weight Section	Weight Item
Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Language Checker

Language Checker Suggestion

Suggestion ID: 00101

*Content Supplier:

Customer Defined

Language Suggestions:

When evaluating employees, care should be used when FMLA is mentioned. Please contact Employee and Labor Relations for guidance concerning this topic.

Proper Usage:

(1325 characters)

It is never proper to mention FMLA in an employee's evaluation. Please contact Employee and Labor Relations for guidance concerning this topic

Incorrect Usage:

(1325 characters)

FMLA should never be mentioned in an employee's evaluation. Please contact Employee and Labor Relations for guidance concerning this topic



Language Checker

Language Checker Word

Language Check ID: 00101

*Words and Phrases:

FMLA

*Content Supplier:

Customer Defined

*Suggestion ID:

00101



Language Suggestions:

When evaluating employees, care should be used when FMLA is mentioned. Please contact Employee and Labor Relations for guidance concerning this topic.



Job Code Profile

Non-person Profile

Profile: 121839 *Status: Active
*Profile Type: ROLE Job Code Profile Status Date: 02/16/2009
*Description: Apprentice Stu Affairs Coord Short Description: 9431
Owner:
Comments:
Profile Usage: End / Final / Job
Profile Actions: Select Action... Go

[Import/Syndicate Content](#) [Syndication Source and Targets](#)

Summary

Qualifications

Education/Experience (Approval Not Required)
[Add New Education/Experience](#)
Degrees (Approval Not Required)
[Add New Degrees](#)
Licenses & Certifications (Approval Not Required)
[Add New Licenses & Certifications](#)
Tests/Examinations (Approval Not Required)
[Add New Tests/Examinations](#)
Competencies (Approval Not Required) Find | View All | First 1 of 3 Last
Competency
[Appl of laws, rules, policy](#)
[Effective Communication](#)
[Planning and coordination](#)
[Add New Competencies](#)
Memberships (Approval Not Required)
[Add New Memberships](#)

Summary

Qualifications

▼ Profile Identities (Approval Not Required) Customize Find View All First 1 of 1 Last						
Profile Identity Option	Effective Date	Search	Set ID	Key 1	Description	Workflow Status
Job Code	01/01/2008	<input type="text" value="Search"/>	<input type="text" value="SHARE"/>	9431	Apprentice Student Aff Coord	Approved

[Add Profile Identity](#)



Position Profile Responsibilities

Non-person Profile

Profile: 121841 *Status: Active
*Profile Type: JOB Position Profile Status Date: 01/01/2009
*Description: Apprentice Stu Affairs Coord Short Description: 00080508
Owner:
Comments:
Profile Usage: End / Final / Job
Profile Actions: .Select Action... Go

[Import/Syndicate Content](#) [Syndication Source and Targets](#) [Remove Syndicated Content](#)

[Summary](#) Responsibilities [Competencies](#) [Qualifications](#) [TEST - GO](#)

▼ Responsibilities (Approval Not Required) Find | View All | First 1-3 of 3 Last

Responsibility	*Effective Date	% Time Allocation	
Coord Activities in Career Development & Placement Services	01/01/2009	33	
Liaison with outside employers for job placement	01/01/2009	33	
Coordinates special events and job fairs	01/01/2009	34	

+ [Add New Responsibilities](#)

[Summary](#) Responsibilities [Competencies](#) [Qualifications](#) [TEST - GO](#)

▼ Profile Identities (Approval Not Required) Customize | Find | View All | First 1 of 1 Last

Profile Identity Option	Effective Date	Search	Key 1	Description	Workflow Status
Position Data	01/01/2009	Search	00080508	Apprentice Student Aff Coord	Approved

+ [Add Profile Identity](#)



Position Profile Competencies

Non-person Profile

Profile: 121841 *Status: Active
*Profile Type: JOB Position Profile Status Date: 01/01/2009
*Description: Apprentice Stu Affairs Coord Short Description: 00080508
Owner:
Comments:
Profile Usage: End / Final / Job
Profile Actions: .Select Action... Go

[Import/Syndicate Content](#) [Syndication Source and Targets](#) [Remove Syndicated Content](#)

[Summary](#) [Responsibilities](#) [Competencies](#) [Qualifications](#) [TEST - GO](#)

Competencies (Approval Not Required)

Find | View All | First 1-3 of 3 Last

Competency	*Effective Date	Proficiency Lvl	
Appl of laws, rules, policy	01/01/2009	1-Basic	
Effective Communication	01/01/2009	1-Basic	
Planning and coordination	01/01/2009	2-Proficient	

+ Add New Competencies

[Summary](#) [Responsibilities](#) [Competencies](#) [Qualifications](#) [TEST - GO](#)

Profile Identities (Approval Not Required)

Customize | Find | View All | First 1 of 1 Last

Profile Identity Option	Effective Date	Search	Key 1	Description	Workflow Status
Position Data	01/01/2009	Search	00080508	Apprentice Student Aff Coord	Approved

+ Add Profile Identity



Position Profile

Current Year Goals

Non-person Profile

Profile:	121841	*Status:	Active
*Profile Type:	JOB	Position Profile	Status Date: 01/01/2009
*Description:	Apprentice Stu Affairs Coord		Short Description: 00080508
Owner:			
Comments:			
Profile Usage:	End / Final / Job		
Profile Actions:	.Select Action... Go		

[Import/Syndicate Content](#) [Syndication Source and Targets](#) [Remove Syndicated Content](#)

[Summary](#) [Responsibilities](#) [Competencies](#) [Qualifications](#) TEST - GO

▼ Goals and Objectives (Approval Not Required) Find | View All | First 1-2 of 2 Last

Goal/Objective	
Exceed state average job placement numbers	
Schedule 3 Conference Presentations	

+ Add New Goals and Objectives

[Summary](#) [Responsibilities](#) [Competencies](#) [Qualifications](#) TEST - GO

▼ Profile Identities (Approval Not Required) Customize | Find | View All | First 1 of 1 Last

Profile Identity Option	Effective Date	Search	Key 1	Description	Workflow Status
Position Data	01/01/2009	Search	00080508	Apprentice Student Aff Coord	Approved



By August 2009

- Let's see an evaluation and why our managers want to be in Wave 2....



Questions?



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