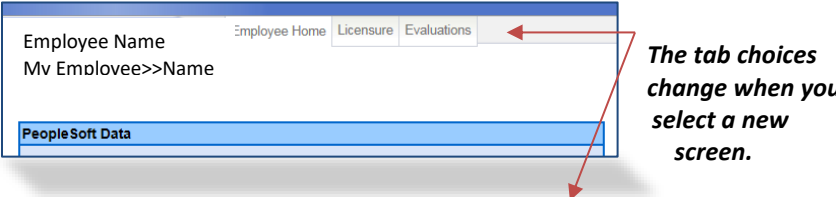


Employee Performance Manager Signature Process for All Evaluations

For 6-month Initial Evaluations (two types):

(1) Department Probation: 6-month evaluation - when employee is from another department. (2) Initial Probation: 6-month evaluation - when employee is new or in a new position.

NOTE: Notify the Park District HR Contact, 951/955-4332, if the evaluation type does not appear to be correct.



The tab choices change when you select a new screen.

Employee Name	Evaluation Home	Job Description	Physical Rqmts	Competencies	Rating	Notes
My Employee>>Name	rd Evaluations >> Evaluation Home					

Evaluation Detail	
Evaluation Type:	Initial Probation
Evaluation Due Date:	3/7/2018
Evaluation Status:	Projected
Employee Position:	85043 - PARK RANGERS - PARKS (9/7/2017)

Actions	
Print Evaluation Draft	
Import Data	
An overall rating and supporting comments are required before an evaluation can be finalized.	

Employee Name	Evaluation Home	Job Description	Physical Rqmts	Competencies	Rating	Notes
My Employee >> Name	l Evaluations >> Evaluation Home					

Evaluation Detail	
Evaluation Type:	Initial Probation
Evaluation Due Date:	11/12/2016
Evaluation Status:	Due
Employee Position:	85077 - POOL SUPERVISOR - PARKS (5/12/2016)

Actions	
Print Evaluation Draft	
Import Data	
Finalize Evaluation	

Supporting Documents	
Upload New Document	

1. Log in to the EPM <http://hr.web/pm/Login.aspx>. Select your employee from the list on the left. **{Obtain a Training Manual from an EPM Administrator.}**
2. Select the **Evaluations tab** (see sample to left).
3. Select the **Evaluation due**. This takes you to the **Evaluation Home tab**. **{NOTE: Not all screen shots are shown.*}**
4. Go to the **Actions box**, select **Import Data**, and select **From a Template**.
5. Go to the Division Heading the employee works for (Admin, Bus. Ops., Operations, Recreation, etc.)
6. Select the appropriate **job title template**.
7. Select **Success Competencies**. Select **Import**.
8. On the new tabs at the top, select **Competencies**. Select **Success Competencies**. Select **NA** on the ratings (because Probationary Evaluation).
9. Select **Add New Competency**. Type **Future Goals** in the description and type the future goals list. Select **NA** on the rating. Select **Save**.
10. Select the **Ratings** tab. Select **Edit**. Select **Meets Performance**. (Discuss "below performance" ratings with your supervisor or Kyla Brown.) In the **Evaluation Comment** box type, "**The evaluation was given verbally on (date)**". Select **Save**.
11. To see the completed evaluation, select the **Evaluation Home** tab. In the **Actions box**, select **Print Evaluation Draft**. DO NOT PRINT, just review.
12. **DO NOT FINALIZE**. Notify your supervisor that the draft is ready to review.
13. After your supervisor approves the evaluation, select **Finalize Evaluation**.
14. **Print two (2) copies of the Competencies and Goals. (One for the employee and one to attach to the Ratings\Acknowledgment form.)**
15. Print the acknowledgement form.
16. Review the evaluation with the employee. Give employee a copy of the competencies and goals. Follow the routing instructions on the next page.

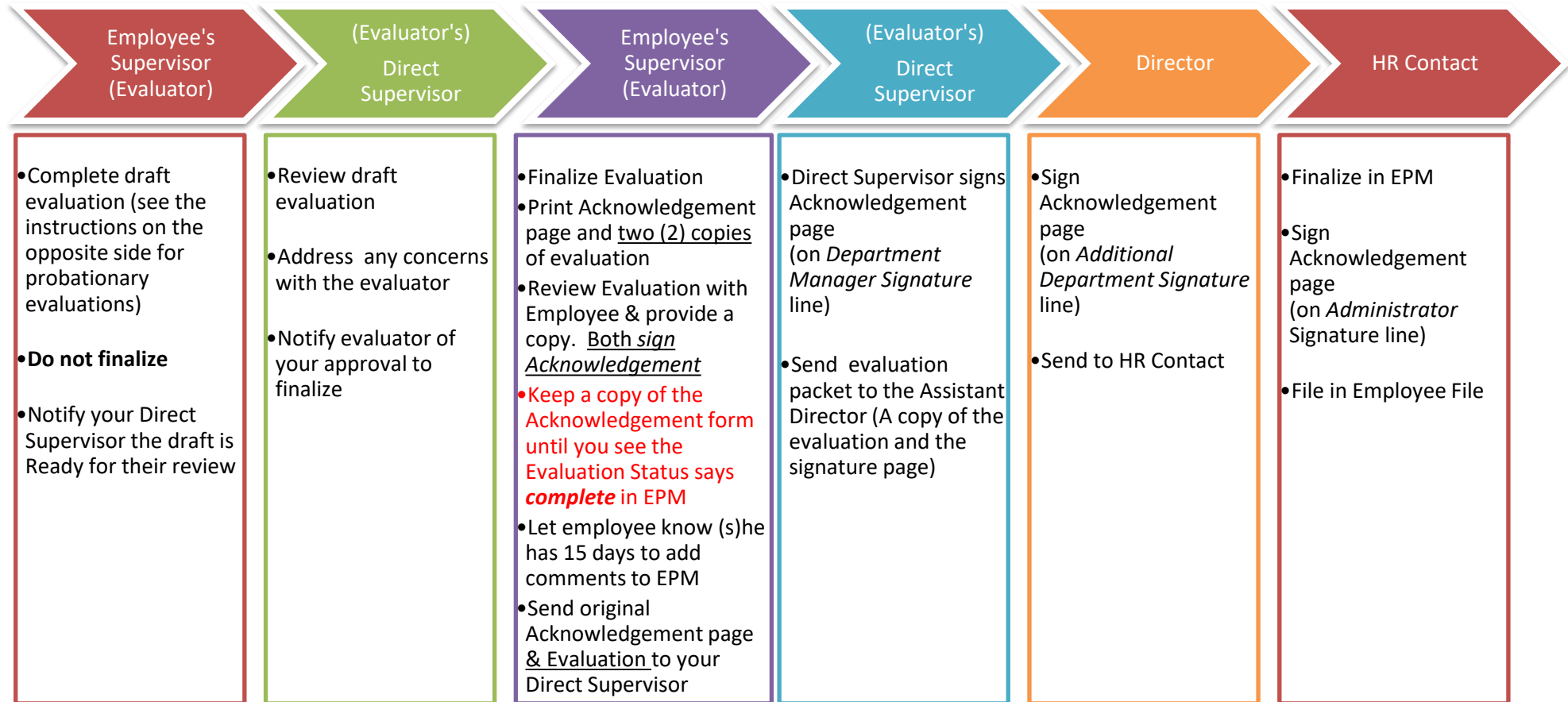
Employee Performance Manager Signature Process for All Evaluations

For 6-month Initial Evaluations (two types):

(1) Department Probation: 6-month evaluation - when employee is from another department. (2) Initial Probation: 6-month evaluation - when employee is new or in a new position.

Or Annual Evaluation or Performance Recognition Plan

NOTE: Notify the Park District HR Contact, 951/955-4332, if the evaluation type does not appear to be correct.



FOR PASSWORD RESETS, TEMPORARY ACCESS, OR PROGRAM CHALLENGES, NOTIFY THE PARK DISTRICT HR CONTACT (951) 955-4332.