

Beginning July 1, 2010, employees and managers will begin the employee evaluation process using the e-Performance system (in Teamworks/employee self-service).

The employee, manager, and manager’s manager all have an active role in the evaluation process.

This document includes the steps that employees should follow to complete and finalize the evaluation in the system.

## Employee: Steps to Complete the Employee Self-Evaluation

### 1. Log in to Employee Self Service.

### 2. Click on “Self Service”

### 3. Click on Performance Management

The screenshot shows the 'TEAM GEORGIA CONNECTION' website's 'My Employee Self Service' page. The page title is 'Base Navigation Page - Windows Internet Explorer provided by Ga Department of Public Safety'. The URL is 'https://team.state.ga.us/psp/soapa/EMPLOYEE/EMPL/s/WEBLIB\_PTTPP\_SC.HOMEPAGE.FieldFormula.IScript\_AppHP'. The page features a navigation menu on the left and a main content area with several service tiles. The 'Performance Management' tile is highlighted with a black box and an arrow pointing to it. The tile description reads: 'Access your performance and development documents, and evaluations you have done for others. Includes: My Performance Documents, Performance Notes'.

### 4. Click on My Performance Documents

The screenshot shows the 'TEAM GEORGIA CONNECTION' website's 'My Employee Self Service' page. The page title is 'Base Navigation Page - Windows Internet Explorer provided by Ga Department of Public Safety'. The URL is 'https://team.state.ga.us/psp/soapa/EMPLOYEE/EMPL/s/WEBLIB\_PTTPP\_SC.HOMEPAGE.FieldFormula.IScript\_AppHP'. The page features a navigation menu on the left and a main content area with several service tiles. The 'My Performance Documents' tile is highlighted with a black box and an arrow pointing to it. The tile description reads: 'Create, update, or view your performance documents. Includes: Current Documents, Historical Documents'.

### 5. Click on Current Documents

The screenshot shows the 'TEAM GEORGIA CONNECTION' website's 'My Employee Self Service' page. The page title is 'Base Navigation Page - Windows Internet Explorer provided by Ga Department of Public Safety'. The URL is 'https://team.state.ga.us/psp/soapa/EMPLOYEE/EMPL/s/WEBLIB\_PTTPP\_SC.HOMEPAGE.FieldFormula.IScript\_AppHP'. The page features a navigation menu on the left and a main content area with several service tiles. The 'Current Documents' tile is highlighted with a black box and an arrow pointing to it. The tile description reads: 'Update or view your performance documents for the current period.' The 'Historical Documents' tile is also visible, with the description 'View your completed performance documents.'

## 6. Click on [Annual Performance Review](#)

Current Documents - Windows Internet Explorer provided by Ga Department of Public Safety

https://team.state.ga.us/psp/saopa/EMPLOYEE/HRMS/c/ROLE\_EMPLOYEE.EP\_CURRENT\_MY\_PRF.GBL?PORTALPAF

TEAM GEORGIA CONNECTION

My Employee Self Service

Thursday, June 17, 2010 11:59 AM Welcome Lisa Maier My Links Select One: Site Search Sign out

**Current Performance Documents**

Lisa Maier

Listed below are your current performance documents:

Document Type	Start Date	End Date	Job Title	Status	Manager
Annual Performance Review	07/01/2009	06/30/2010	MG1: Human Resources	In Progress	Daniel Roach

## 7. In the “Complete Self Evaluation” Step, click [Start](#) to open your self-evaluation.

Current Documents - Windows Internet Explorer provided by Ga Department of Public Safety

https://team.state.ga.us/psp/saopa/EMPLOYEE/HRMS/c/ROLE\_EMPLOYEE.EP\_CURRENT\_MY\_PRF.GBL?PORTALPAF

TEAM GEORGIA CONNECTION

My Employee Self Service

Thursday, June 17, 2010 1:04 PM Welcome Lisa Maier My Links Select One: Site Search Sign out

**Current Performance Documents**

**Document Details**

Lisa Maier, MG1: Human Resources

Annual Performance Review: 07/01/2009 - 06/30/2010

Performance Document Details

Employee: Lisa Maier Job Title: MG1: Human Resources

Document Type: Annual Performance Review Period: 07/01/2009 - 06/30/2010

Manager: Daniel Roach Status: In Progress

Template Name: Annual Performance Review

Step	Status	Due Date	
Establish Evaluation Criteria	<input checked="" type="radio"/> Completed	06/30/2010	
Complete Self Evaluation	<input type="radio"/> Not Started	07/31/2010	<a href="#">Start</a>
Review Manager Evaluation	<input type="radio"/> Not Started	07/31/2010	

[Return to Select Documents](#)

**NOTE:** Please contact **your manager** if your performance plan (seen below in the step: Establish Evaluation Criteria) is showing the status of “Not Started” or “In Progress”.

My Employee Self Service

TeamWorks Homepage

Wednesday, June 30, 2010 10:50 AM Welcome Lisa Maier My Links Select One: Site Search Sign out

**Current Performance Documents**

**Document Details**

Cathy Raissle, PS: Hum Res Specialist (AL)

Annual Performance Review: 07/01/2009 - 06/30/2010

Performance Document Details

Employee: Cathy Raissle Job Title: PS: Hum Res Specialist (AL)

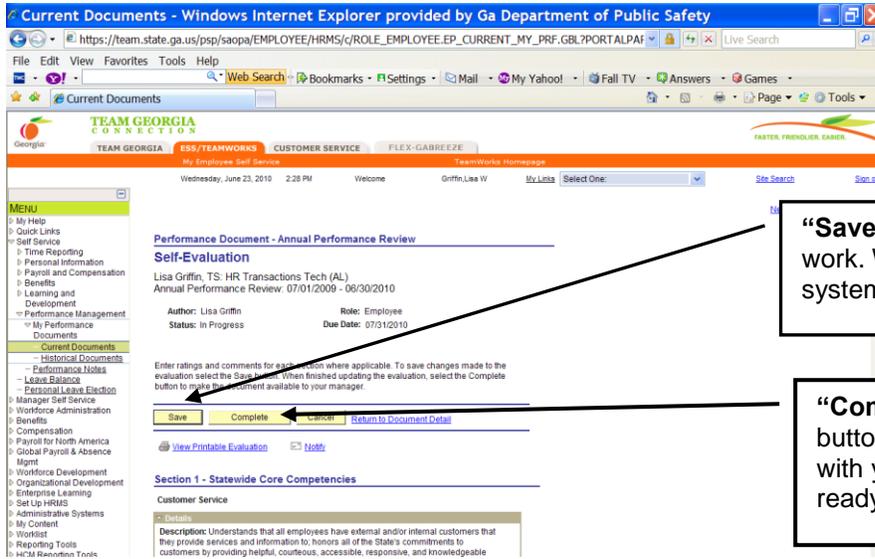
Document Type: Annual Performance Review Period: 07/01/2009 - 06/30/2010

Manager: Lisa Maier Status: In Progress

Template Name: Annual Performance Review

Step	Status	Due Date	
Establish Evaluation Criteria	<input type="radio"/> Not Started	01/01/2010	<a href="#">Start</a>
Review Self Evaluation	<input type="radio"/> Not Started	07/31/2010	
Complete Manager Evaluation	<input type="radio"/> Not Started	07/31/2010	

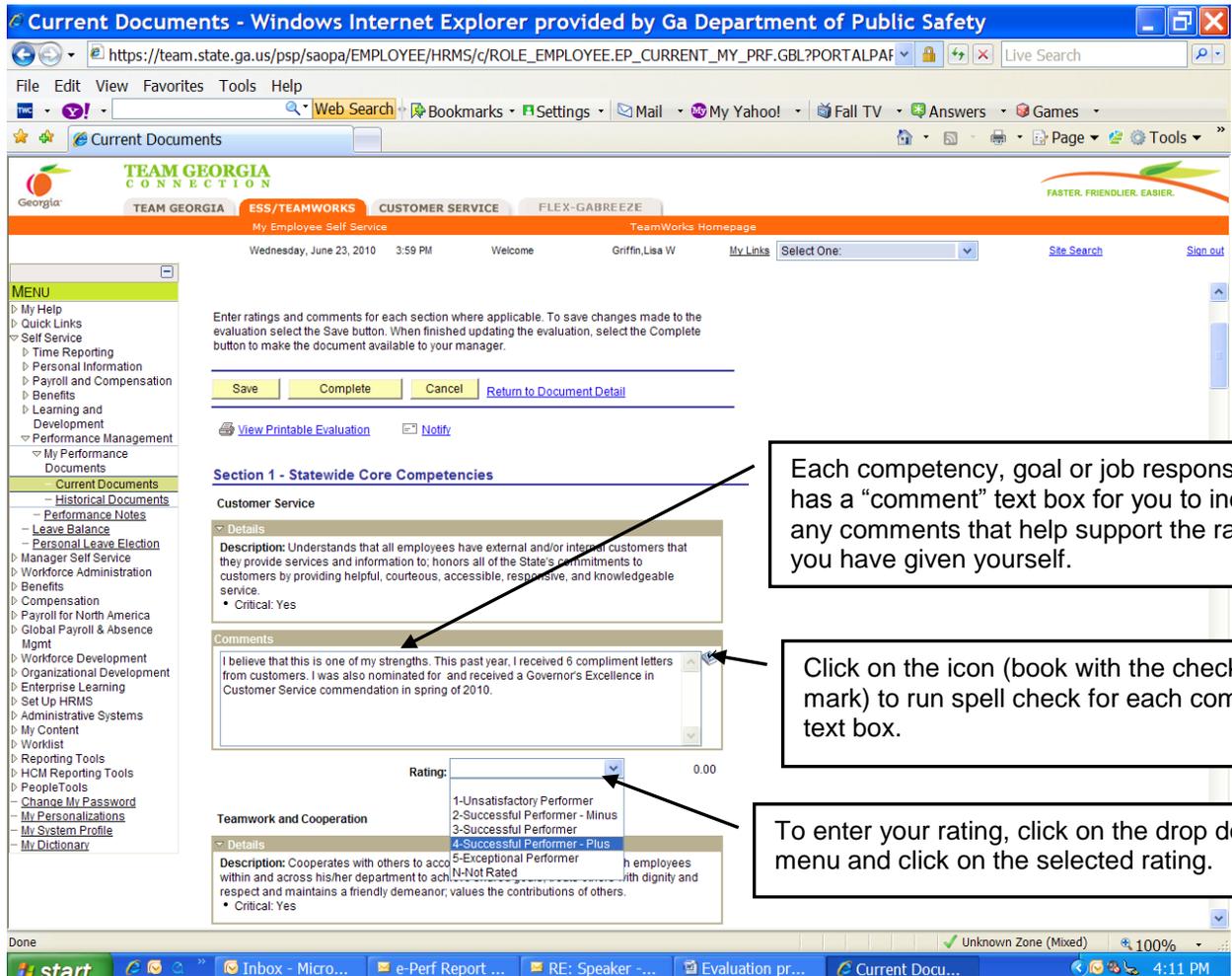
[Return to Select Documents](#)



**“Save”** – click this button to save your work. We suggest saving often, as the system will time out due to inactivity

**“Complete”** – Only click the complete button when you are 100% finished with your self-evaluation and are ready for your manager to review.

8. **Enter ratings and comments for each section where applicable.** Again, be sure to save often – the system will time-out after a period of inactivity and you will lose any work that has not been saved.

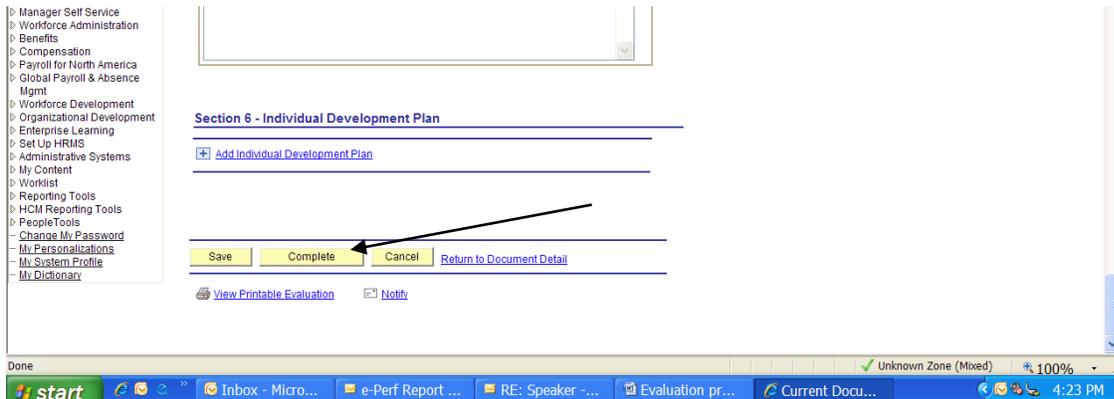


Each competency, goal or job responsibility has a “comment” text box for you to include any comments that help support the rating you have given yourself.

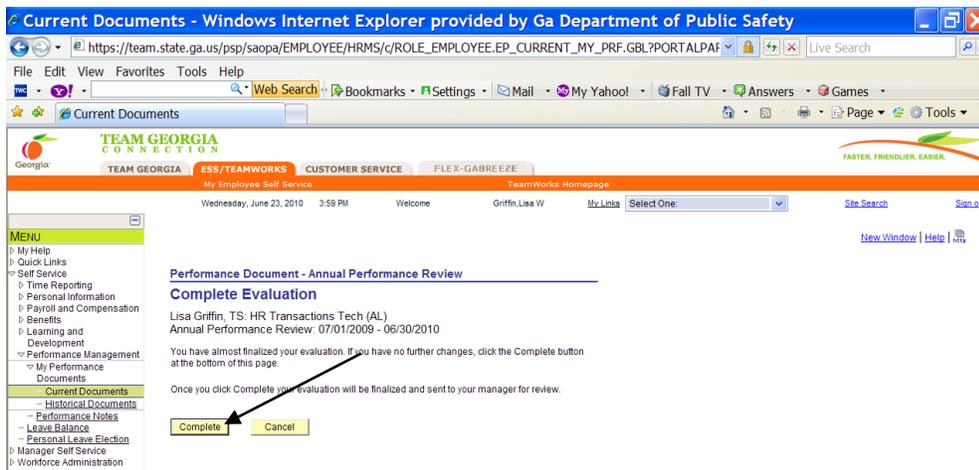
Click on the icon (book with the check mark) to run spell check for each comment text box.

To enter your rating, click on the drop down menu and click on the selected rating.

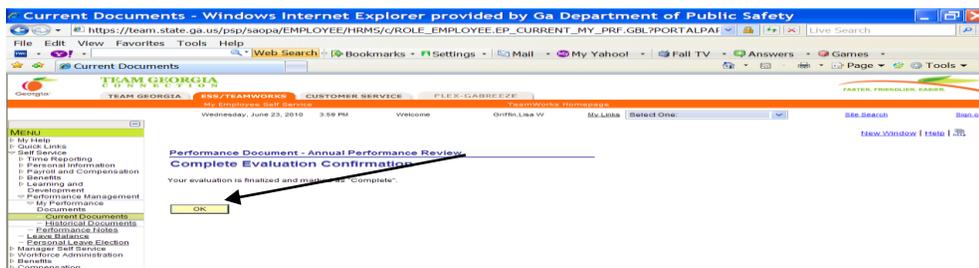
9. When you have finished updating the evaluation, select the **Complete** button to make the document available to your manager.



10. To ensure that you did not click **Complete** by mistake, the system will ask you to click **Complete** one more time to finalize the self-evaluation. The system will send an email to your manager that communicates that you have completed the self-evaluation.



11. Click **OK**



The screenshot shows the 'Current Performance Documents' section of the Team Georgia Connection portal. It displays details for an Annual Performance Review for Lisa Griffin, conducted by Angela Ledford. A table titled 'Document Progress' shows the status of various steps:

Step	Status	Due Date	View
Establish Evaluation Criteria	Completed	01/01/2010	<a href="#">View</a>
Complete Self Evaluation	Completed	07/31/2010	<a href="#">View</a>
Review Manager Evaluation	Not Started	07/31/2010	

A callout box with an arrow pointing to the 'View' link for 'Review Manager Evaluation' contains the text: "You can log in and review your plan and/or your self evaluation at any time."

Your manager will receive an email notifying him/her that you have completed your self-evaluation (see below).

#### MANAGER EMAIL

From: Employee Self Service Email [mailto:SAO\_PS\_email@sao.ga.gov]  
 Sent: Wednesday, June 23, 2010 4:35 PM  
 To: Angie Ledford  
 Subject: Your employee Lisa Griffin has completed their self evaluation

Your employee Lisa Griffin has completed their self evaluation for Annual Performance Review :

[https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/h/?tab=PAPP\\_GUEST](https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST)

## 12. This completes the self-evaluation process.

Your manager will now review the self-evaluation that you submitted and complete his/her evaluation.

## Employee: Steps to Finalizing the Employee Evaluation

After all required approvals have been received the manager will mark the evaluation as “available for review” in the system, and will schedule a meeting to discuss the evaluation in detail with you.

## 13. Log in to the e-performance system (following steps 1 – 5) to review your completed performance evaluation.

## 14. Click on [Annual Performance Review](#)

My Employee Self Service TeamWorks Homepage  
Wednesday, June 30, 2010 10:24 AM Welcome Griffin, Lisa W My Links Select One: Site Search Sign out  
New Window Help

**Current Performance Documents**  
Lisa Griffin  
Listed below are your current performance documents.

Document Type	Begin Date	End Date	Job Title	Status	Manager
<a href="#">Annual Performance Review</a>	07/01/2009	06/30/2010	TS: HR Transactions Tech (AL)	Available for Review	Angela Ledford

## 15. In Review Manager Evaluation, click [View](#).

My Employee Self Service TeamWorks Homepage  
Wednesday, June 30, 2010 5:32 PM Welcome Griffin, Lisa W My Links Select One: Site Search Sign out  
New Window Help

**Current Performance Documents**  
**Document Details**  
Lisa Griffin, TS: HR Transactions Tech (AL)  
Annual Performance Review: 07/01/2009 - 06/30/2010

Performance Document Details  
Employee: Lisa Griffin Job Title: TS: HR Transactions Tech (AL)  
Document Type: Annual Performance Review Period: 07/01/2009 - 06/30/2010  
Manager: Angela Ledford Status: Available for Review  
Template Name: Annual Performance Review

Step	Status	Due Date	View
Establish Evaluation Criteria	Completed	01/01/2010	<a href="#">View</a>
Complete Self Evaluation	Completed	07/31/2010	<a href="#">View</a>
Review Manager Evaluation	Available for Review	07/31/2010	<a href="#">View</a>

[Return to Select Documents](#)

## 16. Scroll down to view the manager evaluation ratings and comments.

My Employee Self Service TeamWorks Homepage  
Wednesday, June 30, 2010 10:24 AM Welcome Griffin, Lisa W My Links Select One: Site Search Sign out  
New Window Help

**Performance Document - Annual Performance Review**  
**Manager Evaluation**  
Lisa Griffin, TS: HR Transactions Tech (AL)  
Annual Performance Review: 07/01/2009 - 06/30/2010

Author: Angela Ledford Role: Manager  
Status: Available for Review Due Date: 07/31/2010  
Approval: Approved

The status of this evaluation is Available for Review. In this status, you may enter comments in the Employee Comments section, if applicable.

At any time you can save any entries you make on the evaluation by selecting the Save button.

[Return to Document Detail](#)

[View Printable Evaluation](#)  [Notify](#)

**Section 1 - Statewide Core Competencies**

**Customer Service**

Details  
Description: Understands that all employees have external and/or internal customers that they provide services and information to; honors all of the State's commitments to customers by providing helpful, courteous, accessible, responsive, and knowledgeable service.  
• Critical: Yes

17. If you would like to print the evaluation, click on the [View Printable Evaluation](#) link.

My Employee Self Service TeamWorks Homepage  
Wednesday, June 30, 2010 10:24 AM Welcome Griffin, Lisa W My Links Select One: Site Search Sign out

**Performance Document - Annual Performance Review**  
**Manager Evaluation**  
Lisa Griffin, TS: HR Transactions Tech (AL)  
Annual Performance Review: 07/01/2009 - 06/30/2010

Author: Angela Ledford Role: Manager  
Status: Available for Review Due Date: 07/31/2010  
Approval: Approved

The status of this evaluation is Available for Review. In this status, you may enter comments in the Employee Comments section, if applicable.

At any time you can save any entries you make on the evaluation by selecting the Save button.

Save Cancel Return to Document Detail

**View Printable Evaluation** Notify

**Section 1 - Statewide Core Competencies**  
Customer Service

18. Right Click on your mouse to show the drop down menu. Scroll down and click on “Print”.

Return to Evaluation  
**Performance Document - Annual Performance Review**  
**Employee Evaluation**  
Lisa Griffin, TS: HR Transactions Tech (AL)  
Annual Performance Review: 07/01/2009 - 06/30/2010

Manager: Lisa Griffin Department: Personnel  
Status: Completed Due Date: 07/31/2010  
Approval: Not Submitted

Score the performance in each job task:  
5 = Exceptional Performer - Employee exceeded expectations. Employee was an exceptional contributor to the success of his/her department. Employee was an exceptional role model.  
4 = Successful Performer - Plus - Employee met or exceeded some (less than 50%) of the established performance expectations.  
3 = Successful Performer - Employee met or exceeded some (less than 50%) of the established performance expectations. Employee was a solid contributor to the success of his/her department.  
2 = Successful Performer - Minus - Employee met some (less than 50%) of the established performance expectations. Employee met some (less than 50%) of the expected job results or behaviors.  
1 = Unsatisfactory Performer - Employee did not meet the established performance expectations. Employee needs significant improvement in performance.  
N = Not Rated - At the agency's discretion, a rating of N may be assigned if the employee's performance period may or may not receive a performance rating at the end of the performance period.

**Section 1 - Statewide Core Competencies**  
1) Customer Service  
Description: Understands that all employees provide services and information to customers by providing helpful, courteous service.

Rating  
4

Print...  
Print Preview...  
Refresh  
Export to Microsoft Excel  
Properties

19. Attend the meeting scheduled by your manager to discuss in detail the performance evaluation.

Once the meeting has been held, your manager will log-in to the system and mark the evaluation status as “Review Held”. This confirms that he/she has met with you to discuss the evaluation. You will receive an email from the system to let you know that the status has changed and that you need “acknowledge” that the meeting has been held (see below).

**EMPLOYEE EMAIL**

From: Employee Self Service Email [mailto:SA0\_PS\_email@sao.ga.gov]  
 Sent: Tuesday, June 22, 2010 10:26 AM  
 To: Lisa Griffin  
 Subject: Your Annual Performance Review form is ready for your acknowledgement.

This automatic notification is to remind you that your Annual Performance Review has been held and the document is ready for your final comments and acknowledgement. (Your acknowledgement affirms that this review was held and was discussed in detail with you).

You may click on this link to go directly to the application:  
[https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/h/?tab=PAPP\\_GUEST](https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST)

(Please do not respond to this automatic notification.)

**20. Log in to the e-performance system (following steps 1 – 5).****21. Click on the [Annual Performance Review link](#)**

My Employee Self Service TeamWorks Homepage  
 Friday, June 25, 2010 11:40 AM Welcome Griffin, Lisa W My Links Select One: Site Search Sign out  
 New Window Help

**Current Performance Documents**  
 Lisa Griffin  
 Listed below are your current performance documents.

Performance Documents	Begin Date	End Date	Job Title	Status	Manager
<a href="#">Annual Performance Review</a>	07/01/2009	06/30/2010	TS: HR Transactions Tech (AL)	Review Held	Angela Ledford

**22. Click on the [Acknowledge](#) link**

My Employee Self Service TeamWorks Homepage  
 Friday, June 25, 2010 11:40 AM Welcome Griffin, Lisa W My Links Select One: Site Search Sign out  
 New Window Help

**Current Performance Documents**  
**Document Details**  
 Lisa Griffin, TS: HR Transactions Tech (AL)  
 Annual Performance Review: 07/01/2009 - 06/30/2010

Performance Document Details

Employee: Lisa Griffin Job Title: TS: HR Transactions Tech (AL)  
 Document Type: Annual Performance Review Period: 07/01/2009 - 06/30/2010  
 Manager: Angela Ledford Status: Review Held  
 Template Name: Annual Performance Review

Step	Status	Due Date	
Establish Evaluation Criteria	Completed	01/01/2010	<a href="#">View</a>
Complete Self Evaluation	Completed	07/31/2010	<a href="#">View</a>
Review Manager Evaluation	Review Held	07/31/2010	<a href="#">View</a> <a href="#">Acknowledge</a>

[Return to Select Documents](#)

## 23. Click on the **Acknowledge Review** button

Friday, June 25, 2010 11:40 AM Welcome Griffin, Lisa W My Links Select One: Site Search Sign out

**Performance Document - Annual Performance Review**

### Manager Evaluation

Lisa Griffin, TS: HR Transactions Tech (AL)  
Annual Performance Review: 07/01/2009 - 06/30/2010

**Author:** Angela Ledford **Role:** Manager  
**Status:** Review Held **Due Date:** 07/31/2010  
**Approval:** Approved

The status of this evaluation is Review Held. In this status, you may enter comments in the Employee Comments section, if applicable.

At any time you can save any entries you make on the evaluation by using the Save button. If you are ready to acknowledge the evaluation, select the Acknowledge button.

[Return to Document Detail](#)

[View Printable Evaluation](#)

## 24. Click the **OK** button

Friday, June 25, 2010 11:40 AM Welcome Griffin, Lisa W My Links Select One: Site Search Sign out

**Performance Document - Annual Performance Review**

### Acknowledge Document Review

Lisa Griffin, TS: HR Transactions Tech (AL)  
Annual Performance Review: 07/01/2009 - 06/30/2010

You have chosen to acknowledge your performance evaluation. To confirm this acknowledgement, click the OK button.

The status now changes to “acknowledged”.

Friday, June 25, 2010 11:40 AM Welcome Griffin, Lisa W My Links Select One: Site Search Sign out

**Current Performance Documents**

### Document Details

Lisa Griffin, TS: HR Transactions Tech (AL)  
Annual Performance Review: 07/01/2009 - 06/30/2010

You have successfully acknowledged your evaluation.

Performance Document Details			
<b>Employee:</b> Lisa Griffin	<b>Job Title:</b> TS: HR Transactions Tech (AL)		
<b>Document Type:</b> Annual Performance Review	<b>Period:</b> 07/01/2009 - 06/30/2010		
<b>Manager:</b> Angela Ledford	<b>Status:</b> Acknowledged		
<b>Template Name:</b> Annual Performance Review			
Document Progress			
Step	Status	Due Date	
Establish Evaluation Criteria	Completed	01/01/2010	<a href="#">View</a>
Complete Self Evaluation	Completed	07/31/2010	<a href="#">View</a>
Review Manager Evaluation	Acknowledged	07/31/2010	<a href="#">View</a>

[Return to Select Documents](#)

Your manager will receive an email to let him/her know that you have acknowledged the performance evaluation (see below).

**MANAGER EMAIL**

From: Employee Self Service Email [mailto:SAO\_PS\_email@sao.ga.gov]  
Sent: Tuesday, June 22, 2010 10:28 AM  
To: Angie Ledford  
Subject: Lisa Griffin has acknowledged the Annual Performance Review form.

This automatic notification is to alert you that Lisa Griffin has formally acknowledged the recent review of the Annual Performance Review document.

You may click on this link to go directly to this Annual Performance Review and click complete to finalize the document: [https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/h/?tab=PAPP\\_GUEST](https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST)  
(Please do not respond to this automatic notification.)

Your manager will now complete the evaluation, and the status will change to “Completed”. After this, you may view and/or print the evaluation at any time by clicking in Historical Documents.

The screenshot shows a web browser window with the URL [https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/s/WEBLIB\\_PTPP\\_SC.HOMEPAGE.FieldFormula.IScript\\_AppHP](https://team.state.ga.us/psp/saopa/EMPLOYEE/EMPL/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP). The browser title is "Base Navigation Page - Windows Internet Explorer provided by Ga Department of Public Safety". The website header includes "TEAM GEORGIA CONNECTION" and "FASTER. FRIENDLIER. EASIER.". The main navigation bar has tabs for "TEAM GEORGIA", "ESS/TEAMWORKS", "CUSTOMER SERVICE", and "FLEX-GABREEZE". The user is logged in as "Griffin, Lisa W" and the date is "Friday, June 25, 2010 11:46 AM". The "My Performance Documents" section is active, showing options for "Current Documents" and "Historical Documents". A box highlights the "Historical Documents" link, which is pointed to by an arrow.