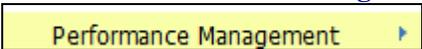
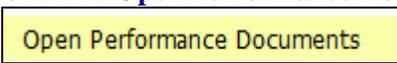




## TM-01.2 CABQ - Overview of the Performance Document

Step	Action
1.	Click the <b>Main Menu</b> item to begin navigation. 
2.	Click the <b>Manager Dashboard</b> menu.
3.	Locate the employee name from the list in the Direct Line Reports pagelet.  Click the <b>Actions</b> link. 
4.	Click the <b>Performance Management</b> menu. 
5.	Click the <b>Open Performance Documents</b> menu. 
6.	Click the <b>Basic Annual Review</b> link. 
7.	The far left of the Performance document will display the Performance Process steps and their completion status.  If a step is not started yet, the radial button will be white.  If a step is Complete, the radial button will be green with a checkmark.  If a step is In Progress, the radial button will be half yellow and half white.  If a step is late, the radial button will be red. It will remain red even after you complete the step as it was completed late.
8.	The Performance Process area can be minimized to expand your view of the Performance Document. This expanded view is helpful when you are updating goals, comments, etc.  Click the <b>Minimize Performance Process</b> button to hide this area and expand your view of the Performance Document. 
9.	The top portion of the Performance Document displays employee information, document information and document instructions.



Step	Action
10.	<p>The first tab of the document is for the City Goals. Every department links to a higher level City Goal.</p> <p>As a manager, you will choose the appropriate City Goal and add it to this tab (covered in another training session).</p>
11.	<p>All employees are rated on Core City Values which are located on the <b>Core Values</b> tab.</p> <p>List of Core City Values:</p> <ol style="list-style-type: none"> <li>1. Integrity</li> <li>2. Service</li> <li>3. Excellence</li> <li>4. Ethical Conduct</li> <li>5. Environmental Sustainability (Departmental Goals)</li> </ol>
12.	<p>A summary of the employee's job description is located on the <b>Job Summary</b> tab.</p>
13.	<p>Performance Goals are rated and are entered by the manager on this tab. Managers are responsible for creating Performance Goals and may confer with the employee during the creation of goals. Performance goals/targets must include SMART aspects.</p> <p><u>SMART Targets are:</u></p> <p><b>S</b>pecific  <b>M</b>easurable  <b>A</b>ctionable  <b>R</b>ealistic  <b>T</b>imed</p>
14.	<p>All employees should have at least two (2) Career Goals. These are personal development targets that the manager and employee discuss. Managers are responsible for adding these to the document and ensuring targets include the following aspects:</p> <ol style="list-style-type: none"> <li>1. <b>Development Target</b> - What do I need to improve?</li> <li>2. <b>How to Achieve</b> - What Development Method(s) will I use?</li> <li>3. <b>Measurement</b> - How will I measure my improvement?</li> <li>4. <b>Completion Date</b> - When will I complete my Development Target?</li> <li>5. <b>Results</b> - What is the expected impact on my performance</li> </ol>
15.	<p>To view the Performance Progress section:</p> <p>Click the <b>Expand</b> button.</p> 
16.	<p>The high-level overview of the performance document is now complete.</p> <p>For more details continue through the rest of the Talent Management topics.</p>
17.	<p>Congratulations! You have successfully completed the <b>Overview of the Performance Document</b>.</p> <p><b>End of Procedure.</b></p>

