TM-04.1 CABQ - Completing Official Review & Sharing Evaluation with Employee

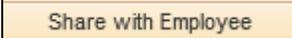| Step	Action
1.	Click the **Minimize Performance Process** button. `«`
2.	Click the **Expand All** link.
3.	Click the **TAB Format** link.
4.	City Goals are not rated so your official review will start on the Core Values tab. Click the **Core Values** tab. Core Values
5.	Click the **Rating Description** button.
6.	Review the 5 Rating descriptions to refresh your memory and compare the descriptions to the employee's performance.
7.	You will scroll down to view the rest of the descriptions.
8.	After reviewing the rating descriptions - Click the **Return** link. Return
9.	Start by reviewing the first Core Value "**Integrity**" description: *Employees are open-minded, flexible in their thinking, and transparent in their actions.* *- Employees are honest about their work, taking responsibility for success, failure, and correction.* *-Employees are courageous, willing to give and ask for help, then make the tough decisions that represent the right thing to do.*
10.	Notice that the Manager Rating is currently 0.00. To apply a rating you will click in the radiobutton. For this training, click the **5 - Exceptional Performance** option. ○ 5 - Exceptional Performance
11.	The Manager Rating has been updated to 5.00 on this Core Value. Continue down the page applying a rating to each of the Core Values.

Step	Action
12.	The next **Core Value** is **Service:** Employees deliver on their commitments and follow through on their obligations as public servants; employees demonstrate knowledge of their product and operations, and demonstrate proficiency in their jobs every day; employees are aware of changing customer needs and continually improve the quality of service and its delivery. In this example a rating of 4 - Exceeds Expectations has been applied.
13.	The next **Core Value** is **Excellence**: Employees each lead by example and inspire each other to thrive, excel, and achieve their personal and professional potential; employees do ordinary things extraordinarily well, and welcome and embrace learning, change, and challenge; employees are role models of respect, expertise, and professionalism that inspire trust in themselves and government; employees commit to work together as a team in order to promote communication, diversity and critical thinking with high quality outcomes. In this example a rating of 4 - Exceeds Expectations has been applied.
14.	The next two **Core Values** are **Ethical Conduct** and **Environmental Sustainability (Departmental Goals)**: **Ethical Conduct** - Employees use time and City resources productively for work related purposes; employees act and make choices with honesty and integrity in compliance with City of Albuquerque rules and regulations; demonstrates positive portrayal of City values, as a representative of the City on and off duty. **Environmental Sustainability** - Departments and employees commit to practice environmental sustainability through Reducing waste, Reuse of resources, and Recycling whenever possible; departments will promote and encourage environmental awareness and consider sustainability issues when making decisions; departments will make resources available to implement environmental risk management procedures.
15.	*Section summary ratings are a system calculation of all of the ratings in the section. Summary ratings cannot be changed. If you feel the rating is not the correct reflection of performance go to each individual Core Value and reconsider/update your ratings as appropriate.* When you finish choosing a rating for each of the Core Values - Click the **Calculate Rating** button in the Core City Values Summary.
16.	Add year-end manager comments to the document.
17.	Use the Spell Check option to check your comments. Click the **Spell Check Comments** button.

Step	Action
18.	The system highlights the word *ecellent* and suggests two words as options to correct. 1. excellent 2. elect Choose *excellent* and click the **Change** button. Change
19.	Spell Check is now complete - Click the **OK** button to return to the main document. OK
20.	After completing the Core Values tab - Click the **Save** button to save your work. Save
21.	Performance Goals are rated next. Click the **Performance Goals** tab. Performance Goals
22.	Choose a rating for each of the Performance Goals just as you did on the Core Values tab.
23.	Click the **Calculate Rating** button to view the system calculated rating for this section.
24.	Add performance year-end manager comments in the Performance Goals Summary.
25.	Click the **Save** button to save your progress. *This ensures you will not lose data should the system time-out.* Save
26.	The next section is not rated, but progress is documented. Click the **My Career Goals** tab. My Career Goals
27.	Progress on Career Goals is documented with a **Met** or **Not Met**. This does not figure in to the overall rating. If a Career Goal changed during the year the manager can document that in this section.
28.	Add manager comments to the Career Goals Summary.
29.	Click the **Save** button. Save
30.	To view the overall rating for the performance document - Click the **Overall Summary** tab. Overall Summary
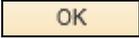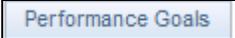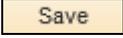
Step	Action
31.	The **Overall Summary Rating** is the product of a system calculated averaging of all of the ratings you assigned for all rated activities. *Remember this is system calculated and cannot be changed. If you feel the overall rating is incorrect go back through the sections and review your ratings. Adjust as appropriate then the system will recalculate.*
32.	Click the **Comments** tab. Comments
33.	The **Comments** tab is provided for additional comments to be made by the manager and employee.
34.	Click the **Save** button. Save
35.	All sections have been completed and saved. Click the **Share with Employee** button. Share with Employee
36.	You are ready to finalize your manager evaluation - **Note**: *If you wanted to return to your document to add more comments you would click the Cancel button.* Click the **Confirm** button. Confirm
37.	**Optional Step** To see an updated status in the progress "train stops" - Click the **Expand** button. »
38.	Click the **Reload** button.
39.	The Update and Share status now displays as complete.
40.	To access the next employee's performance document - Click the **Return to Current Documents** link. Return to Current Documents
41.	Congratulations! You have completed the **Completing Official Review & Sharing Evaluation with Employee** course. **End of Procedure.**