



TME-01.1 CABQ - Review All Sections of Performance Document

Step	Action
1.	Click the Main Menu button to begin the navigation. 
2.	Click the Self Service menu.
3.	Click the Performance Management menu.
4.	Click the My Performance Documents menu.
5.	Click the Current Documents menu.
6.	Click the Basic Annual Review link. 
7.	Click the Minimize Performance Process button to expand your view of the performance document. 
8.	<p>The first three tabs are default information that is not created by the manager or the employee.</p> <p>Tab 1: The City Goal(s) are department-wide goal(s). Read the City Goals tab to become familiar with how your area is linked to the higher level City Goals. The City Goal tab is not rated.</p> <p>Tab 2: City Core Values are also default across the City forms. Read the Core Values to become familiar with them as you will be rated on these.</p> <p>Tab 3: Job Summary - It is a summary of your job description. This is not rated.</p> <p>If you have questions on any of these three (3) tabs talk with your manager.</p>
9.	Click the Expand link to display the City Goal(s) applicable to your department.
10.	<p>Review the City Goal that is associated to your department. This links to the bigger picture of City-wide success and lets you know which City Goal is linked to your departmental activities.</p> <p>The City Goal tab is not rated.</p>
11.	<p>Click the Core Values tab to review.</p> <p>Core Values are Rated.</p> 

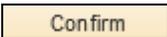


Step	Action
12.	<p><u>Integrity</u> Employees are open-minded, flexible in their thinking, and transparent in their actions.</p> <ul style="list-style-type: none"> -Employees are honest about their work, taking responsibility for success, failure, and correction. -Employees are courageous, willing to give and ask for help, then make the tough decisions that represent the right thing to do. <p><u>Service</u> Employees deliver on their commitments and follow through on their obligations as public servants</p> <ul style="list-style-type: none"> - 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.
13.	<p><u>Excellence</u> Employees each lead by example and inspire each other to thrive, excel, and achieve their personal and professional potential.</p> <ul style="list-style-type: none"> - 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.
14.	<p><u>Ethical Conduct</u> Employees use time and City resources productively for work related purposes.</p> <ul style="list-style-type: none"> - 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.
15.	<p><u>Environmental Sustainability</u> Departments and employees commit to practice environmental sustainability through Reducing waste, Reuse of resources, and Recycling whenever possible.</p> <ul style="list-style-type: none"> - 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.
16.	<p>Comment boxes are available to the Manager and to the Employee to add comments throughout the year at the bottom of the Core City Values Summary tab.</p> <p>1. Managers will rate their employees on each Core Value. 2. Employees will give themselves one overall rating on Core Values at the end of the performance year.</p>



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17.	Click the Job Summary tab. 
18.	A summary of your job description can be viewed on this tab. This tab is not rated. It is informational only.
19.	Click the Performance Goals tab. 
20.	<p>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>SMART Targets are: Specific Measurable Actionable Realistic Timed</p> <p>Performance Goals will be Rated. If you have questions or concerns talk with your manager as you will be held accountable and rated on these.</p>
21.	Comment boxes for both the manager and employee are provided at the bottom of the Performance Goals section. This assists with two-way communication between the employee and manager.
22.	<p>Click the Save button.</p> <p>Helpful Hint: SAVE after completing each tab as you go. If the system times out you will not lose what you have entered to that point.</p> 
23.	Click the My Career Goals tab. 
24.	<p>Employees should have at least two (2) Career Goals. These are personal development targets that the manager and employee discuss. Employees give input on the Career Goals that they want to achieve. Managers enter the agreed upon Career Goals into the Performance Document.</p> <p>Career Goals (also called Development Targets) include the following aspects:</p> <ol style="list-style-type: none"> 1. Development Target - What do I need to improve? 2. How to Achieve - What Development Method(s) will I use? 3. Measurement - How will I measure my improvement? 4. Completion Date - When will I complete my Development Target? 5. Results - What is the expected impact on my performance



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25.	<p>Career Goals are not rated, but are documented at the end of the performance year as Met or Not Met.</p> <p>Comment boxes are available in the Career Goals Summary area. This is where the manager and employee will add progress notes at Checkpoints and final comments during the final reviews.</p>
26.	<p>Always remember to Save your work.</p>
27.	<p>After saving your entries from the Checkpoint or Self-Review, employees will use the Share with Manager button to make their comments visible to the manager.</p> <p>Note: Managers will have a Share with Employee button to make their comments visible to the employee.</p>
28.	<p>Click the Confirm button.</p> 
29.	<p>Click the Expand button.</p> 
30.	<p>Click the Reload button to see the updated status of your Performance Document.</p> <p>Green circles with checkmarks = Completed step Yellow circles = In Progress Red circles = Step Overdue or Completed after deadline</p> <p>In this screen, the Update and Share is yellow meaning it is in progress.</p> 
31.	<p>Notice that the Update and Share step is now showing as completed (green with checkmark).</p>
32.	<p>Congratulations! You successfully completed the Review All Sections of the Performance Document.</p> <p>End of Procedure.</p>