

NeoGov **PERFORM** System

City of New Orleans, Performance Management Online Form

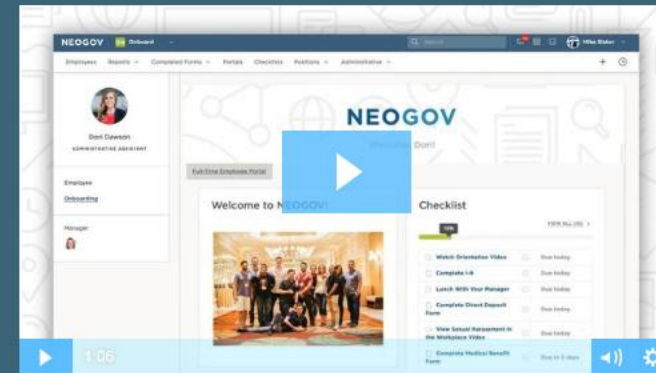
NEOGOV

Username

Password

Log In

[Forgot username?](#)
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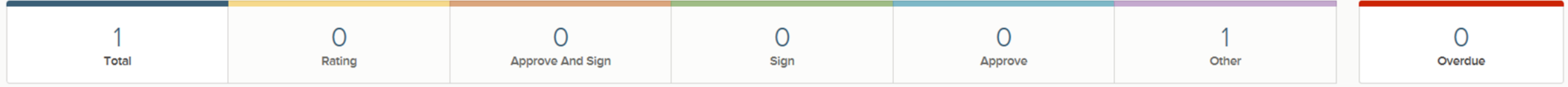
Create the Perfect Onboarding Experience

NEOGOV's Onboard ensures day-one readiness for new employees, ratchets up productivity, and helps you keep your hires longer.

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My Tasks [view all >](#)



hide table ^

Task	For Employee	Related To	Due Date
<input checked="" type="checkbox"/> Adding goals, tasks, competencies, and notes/comments for employee	Employee Employee	Annual Performance Planning and Evaluation Form (du...	12/31/2016

1 - 1 of 1 items

My Evaluations

Looks like you don't have any evaluations

My Direct Reports

Employee Employee
Employee

0
0



Employee Employee
EMPLOYEE

- Employee
- Reports
- Org Chart



Manager

Annual Performance Planning and Evaluation Form (due 04 / 2018)

Employee Employee

task print preview print blank form pause evaluation

Overall Rating
Pending

General Information

DUE DATE		STATUS	
Sun. Apr. 01, 2018		Not Started	
Evaluation Name	Annual Performance Planning and Evaluation Form (due 04 / 2018)	Employee	Employee Employee
Type	Periodic	Position	Employee
Archived	No	Department	Test Department

Content

GOAL SECTION | TEXT ONLY

PART I: GOAL PLANNING:

Using the departmental objectives that you select for your employee, please enter the performance goals you and your employee have established for the upcoming year. Note that the goals should be SMART (i.e., Specific, Measurable, Achievable, Realistic, and Time-bound). To write a SMART goal, please see if the proposed goal answers all of the following questions: 1. What goal needs to be achieved? 2. How is the goal going to be achieved? 3. When is the goal expected to be achieved? 4. Is the goal challenging (but not too easy or difficult) for your employee? You may establish up to 5 goals, but must establish at least 3 and you are required to provide information about how the progress on these goals will be tracked. Goals may be revised later only with a thorough supervisor explanation.

Items	Description	Sticky Notes	Progress
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Archived No



Employee Employee
EMPLOYEE

- Employee
- Reports
- Org Chart

Manager

Content

GOAL SECTION | TEXT ONLY

Part I: MISSION/VISION STATEMENT & DEPARTMENTAL OBJECTIVES

Mission/Vision Statement: A mission of the department defines business goals and approach to reach those goals. A vision Statement describes the desired future position of the department. Elements of Mission and Vision Statements are often combined to provide overall departmental objectives. Departmental Objectives: Departmental objectives are specific results that the department aims to achieve, using its manpower and resources.

+ Add Items

- From Goal Library
- From Position
- From Class Specification
- From Development Plan
- From Last Scheduled Evaluation
- New Goal

Items	Description	Progress
No items to display		

GOAL SECTION | TEXT ONLY

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+ Add Items



Employee Employee
EMPLOYEE

Employee
Reports
Org Chart

Manager

Add Items

Cancel Save

Goal library

1 records are selected. [Select all 25 records](#) [Clear selection](#)

<input type="checkbox"/>	Name	Category	Description
<input type="checkbox"/>	Adaptability	KSA	Ability to tolerance for uncertainty and demonstrate flexibility in dealing with emergencies...
<input type="checkbox"/>	Any Certification(s)/License(s)	KSA	Continued education in the area(s) of one's job duties
<input type="checkbox"/>	Communication	KSA	Skill of interacting with everyone at work clearly through written or oral medium
<input checked="" type="checkbox"/>	Departmental Objectives	Department	Departmental objectives are specific results that the department aims to achieve, using its...
<input type="checkbox"/>	Dependability	KSA	Ability to demonstrate reliability on the job through attendance, meeting deadlines, and ac...
<input type="checkbox"/>	Fostering Diversity	KSA	Encouraging minorities to get involved in projects/work
<input type="checkbox"/>	Further Educational Training	KSA	
<input type="checkbox"/>	Information Sharing	KSA	With fellow workers and subordinates, delivering the message of higher managers to subo...
<input type="checkbox"/>	Job-specific Knowledge and Skills	KSA	Technical and professional skills to perform on the job
<input type="checkbox"/>	Leadership and Supervision	KSA	Motivating, delegating, controlling, and mentoring lower-level employees

You should pick your department from this list. The description will include its vision, mission, and objectives.



Employee Employee
EMPLOYEE

- Employee
- Reports
- Org Chart



Manager

Annual Performance Planning and Evaluation Form (due 04 / 2018) DUE DATE
Employee Employee Sun, Apr 1, 2018

[go to evaluation detail page >](#)

Add Items

Complete Task

GOAL SECTION | TEXT ONLY

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+ Add Items

- From Goal Library
- From Position
- From Class Specification
- From Development Plan
- From Last Scheduled Evaluation
- New Goal

Items	Description	Progress
No items to display		

GOAL SECTION | TEXT ONLY

PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured

Goals may be revised later only with a thorough explanation.

+ Add Items


Items	Description	Progress	Actions
Revised / Cannot Be Measured	Please provide a detailed explanation here for the goals that have been revised and/or c...	0%	

GOAL SECTION | TEXT ONLY

+ Add Items

NEO GOV PE Per

Employees Performance E




Employee Employee
EMPLOYEE

[Employee](#)

[Reports](#)

[Org Chart](#)

Manager



Add Goal

Cancel Save

* Fields are required.

Goal Name *
Develop a promotional test for NOPD Sergeant position

Goal Due Date 09/30/2017

Category * Goal Planning

Description
The test should be ready for pilot run and administration by the end of third quarter. The should include components essential to the position of NOPD Sgt.

ADDITIONAL SETTINGS

Priority Level
High


REMINDER SETTINGS

Reminder Notices
 Off On

30 Days Before
 2 Weeks Before
 1 Week Before
 Custom Days Before


Overdue Notices
 Off On

Every Week
 Every 2 Days
 Every Day
 Custom Every Days



Employee Employee
EMPLOYEE

Employee
Reports
Org Chart

Manager











Annual Performance Planning and Evaluation Form (due 04 / 2018) DUE DATE
Employee Employee Sun, Apr 1, 2018
[go to evaluation detail page >](#)

Add Items Complete Task

GOAL SECTION | TEXT ONLY + Add Items

PART I: GOAL PLANNING:


Using the departmental objectives that you select for your employee, please enter the performance goals you and your employee have established for the upcoming year. Note that the goals should be SMART (i.e., Specific, Measurable, Achievable, Realistic, and Time-bound). To write a SMART goal, please see if the proposed goal answers all of the following questions: 1. What goal needs to be achieved? 2. How is the goal going to be achieved? 3. When is the goal expected to be achieved? 4. Is the goal challenging (but not too easy or difficult) for your employee? You may establish up to 5 goals, but must establish at least 3 and you are required to provide information about how the progress on these goals will be tracked. Goals may be revised later only with a thorough supervisor explanation.

Items	Description	Progress	Actions
Develop a promotional test for NOP...	The test should be ready for pilot run and administration by the end of third quarter. The...	0% 	 
Develop a promotional test for the...	If this is a multiple hurdle test, the first hurdle (part) of the test should be ready for adminis...	0% 	 
Design a training evaluation form	This form will be used next year for all the trainers. This form should be shorter and easy t...	0% 	 

GOAL SECTION | TEXT ONLY + Add Items

PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured

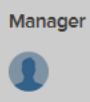
Goals may be revised later only with a thorough explanation.

Items	Description	Progress	Actions
Revised / Cannot Be Measured	Please provide a detailed explanation here for the goals that have been revised and/or c...	0% 	



Employee Employee
EMPLOYEE

- Employee
- Reports
- Org Chart



Manager

Add Items

GOAL SECTION | TEXT ONLY

PART I: GOAL PLANNING:

Using the departmental objectives that you select for your employee, please enter the performance goals you and your employee have established for the upcoming year. Goals should be SMART (i.e., Specific, Measurable, Achievable, Realistic, and Time-bound). To write a SMART goal, please see if the proposed goal answers all of the following questions: 1. What goal needs to be achieved? 2. How is the goal going to be achieved? 3. When is the goal expected to be achieved? 4. Is the goal challenging (but not impossible) for your employee? You may establish up to 5 goals, but must establish at least 3 and you are required to provide information about how the progress on each goal will be tracked. Goals may be revised later only with a thorough supervisor explanation.

Items	Description	Progress
Develop a promotional test for NOP...	The test should be ready for pilot run and administration by the end of third quarter. The sh...	0%
Develop a promotional test for the N...	If this is a multiple hurdle test, the first hurdle (part) of the test should be ready for administr...	0%
Design a training evaluation form	This form will be used next year for all the trainers. This form should be shorter and easy to...	0%

GOAL SECTION | TEXT ONLY

PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured

Goals may be revised later only with a thorough explanation.

Items	Description	Progress
Revised / Cannot Be Measured	Please provide a detailed explanation here for the goals that have been revised and/or can...	0%

GOAL SECTION | TEXT ONLY

PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS)

Please list specific work tasks your employee should perform in order to achieve his/her performance goal(s). You should use the tasks listed in the position description for the individual employee as needed. You can ask the Personnel Officer/PERFORM Liaison within your department for the individual employee's position description. Work Tasks may be revised later with thorough supervisor explanation. Please note that you can establish as many Work Tasks as you like, but please establish at least 1 for each goal.

Section item details Close

Name

Revised / Cannot Be Measured

Description

Please provide a detailed explanation here for the goals that have been revised and/or cannot be measured (i.e., N/A goals). Please note that a goal can only be rated as N/A under circumstances beyond employee's control. You can also use this page as an additional space to list/explain goals.

Category

Goal Planning

Employee Employee
EMPLOYEE

Employee
Reports
Org Chart

Manager

Revised / Cannot Be Measured Please provide a detailed explanation here for the goals that have been revised and/or c... 0%

GOAL SECTION | TEXT ONLY

PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS)

Please list specific work tasks your employee should perform in order to achieve his/her performance goal(s). You should use the tasks listed in the position description of your employee as needed. You can ask the Personnel Officer/PERFORM Liaison within your department for the individual employee's position description. Work Tasks for revised Goals may also be revised later with thorough supervisor explanation. Please note that you can establish as many Work Tasks as you like, but please establish at least 1 for each Goal.

+ Add Items

- From Goal Library
- From Position
- From Class Specification
- From Development Plan
- From Last Scheduled Evaluation
- New Goal

Items	Description	Progress
No items to display		

GOAL SECTION | TEXT ONLY

PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

In order to achieve performance goals successfully, your employee is required to have, learn, and/or develop certain Competencies/KSAs. In relation to the goals that you have established, which of the following Competencies/KSAs should your employee learn/develop and be evaluated on? You are required to discuss these with your employee. Please note that you can pick as many Competencies/KSAs as possible, but pick at least 1 for each goal.

+ Add Items

Items	Description	Progress	Actions
No items to display			

Add Goal

Cancel Save

Employees Performance E



Employee Employee
EMPLOYEE

Employee
Reports
Org Chart

Manager

* Fields are required.

Goal Name *
Conduct job analysis on the NOPD sergeant posi

Goal Due Date 07/15/2017

Category * Work Task/Behavioral Expectation

Description
This task is related to Goal # 1

ADDITIONAL SETTINGS

Priority Level
High

REMINDER SETTINGS

Reminder Notices
 Off On
 30 Days Before
 2 Weeks Before
 1 Week Before
 Custom Days Before

Overdue Notices
 Off On
 Every Week
 Every 2 Days
 Every Day
 Custom Every Days



Employee Employee
EMPLOYEE

Employee
Reports
Org Chart

Manager

Items	Description	Progress	Actions
Revised / Cannot Be Measured	Please provide a detailed explanation here for the goals that have been revised and/or c...	0%	

GOAL SECTION | TEXT ONLY

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Please list specific work tasks your employee should perform in order to achieve his/her performance goal(s). You should use the tasks listed in the position description of your employee as needed. You can ask the Personnel Officer/PERFORM Liaison within your department for the individual employee's position description. Work Tasks for revised Goals may also be revised later with thorough supervisor explanation. Please note that you can establish as many Work Tasks as you like, but please establish at least 1 for each Goal.

+ Add Items

Items	Description	Progress	Actions
Conduct job analysis on the NOPD s...	This task is related to Goal # 1	0%	
Conduct job analysis on the NOFD...	This goal is related to Goal # 2	0%	
Write test items for the NOPD Serge...	This is related to Goal # 1	0%	
Writing test items for the NOFD Dep...	This is related to Goal # 2	0%	
Write 5-8 feedback from items	This is related to Goal # 3	0%	

GOAL SECTION | TEXT ONLY

PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

In order to achieve performance goals successfully, your employee is required to have, learn, and/or develop certain Competencies/KSAs. In relation to the goals that you have established, which of the following Competencies/KSAs should your employee learn/develop and be evaluated on? You are required to discuss these with your employee. Please note that you can pick as many Competencies/KSAs as possible, but pick at least 1 for each goal.

+ Add Items

Items	Description	Progress	Actions
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No items to display.

FEEDBACK & HELP



Employee Employee
EMPLOYEE

- Employee
- Reports
- Org Chart

Manager

Please list specific work tasks your employee should perform in order to achieve his/her performance goal(s). You should use the tasks listed in the position description of your employee as needed. You can ask the Personnel Officer/PERFORM Liaison within your department for the individual employee's position description. Work Tasks for revised Goals may also be revised later with thorough supervisor explanation. Please note that you can establish as many Work Tasks as you like, but please establish at least 1 for each Goal.

Items	Description	Progress	Actions
⋮ Conduct job analysis on the NOPD s...	This task is related to Goal # 1	0%	
⋮ Conduct job analysis on the NOFD...	This goal is related to Goal # 2	0%	
⋮ Write test items for the NOPD Serge...	This is related to Goal # 1	0%	
⋮ Writing test items for the NOFD Dep...	This is related to Goal # 2	0%	
⋮ Write 5-8 feedback from items	This is related to Goal # 3	0%	

GOAL SECTION | TEXT ONLY

PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

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Items	Description	Progress
-------	-------------	----------

No items to display

+ Add Items


- From Goal Library
- From Position
- From Class Specification
- From Development Plan
- From Last Scheduled Evaluation
- New Goal



Add Items

Cancel Save

Employees Performance E



Employee Employee
EMPLOYEE

Employee
Reports
Org Chart

Manager

Goal library

5 records are selected. [Select all 25 records](#) [Clear selection](#)

<input type="checkbox"/>	Name	Category	Description
<input type="checkbox"/>	Adaptability	KSA	Ability to tolerance for uncertainty and demonstrate flexibility in dealing with emergencies at work
<input type="checkbox"/>	Any Certification(s)/Licensure	KSA	Continued education in the area(s) of one's job duties
<input checked="" type="checkbox"/>	Communication	KSA	Skill of interacting with everyone at work clearly through written or oral medium
<input checked="" type="checkbox"/>	Dependability	KSA	Ability to demonstrate reliability on the job through attendance, meeting deadlines, and accurate work
<input type="checkbox"/>	Fostering Diversity	KSA	Encouraging minorities to get involved in projects/work
<input type="checkbox"/>	Further Educational Training	KSA	
<input type="checkbox"/>	Information Sharing	KSA	With fellow workers and subordinates, delivering the message of higher managers to subordinates
<input checked="" type="checkbox"/>	Job-specific Knowledge and Skills	KSA	Technical and professional skills to perform on the job
<input type="checkbox"/>	Leadership and Supervision	KSA	Motivating, delegating, controlling, and mentoring lower-level employees
<input type="checkbox"/>	Learning Agility	KSA	Ability to learn quickly and continuously
<input type="checkbox"/>	Other	KSA	Please explain
<input checked="" type="checkbox"/>	Planning and Organization	KSA	Ability to prioritize, coordinate, and perform different work assignments in a methodical manner.
<input type="checkbox"/>	Proactivity	KSA	Taking initiative and working independently
<input checked="" type="checkbox"/>	Problem Solving/Critical Thinking	KSA	Ability to resolve difficult work situations or problems and come to successful solutions/conclusions
<input type="checkbox"/>	Process Improvement	KSA	Thinking of ways to improve things at work



Employee Employee
EMPLOYEE

- Employee
- Reports
- Org Chart

Manager

⋮	Conduct job analysis on the NOFD...	This goal is related to Goal # 2	0%	<div style="width: 0%;"></div>		
⋮	Write test items for the NOPD Serge...	This is related to Goal # 1	0%	<div style="width: 0%;"></div>		
⋮	Writing test items for the NOFD Dep...	This is related to Goal # 2	0%	<div style="width: 0%;"></div>		
⋮	Write 5-8 feedback from items	This is related to Goal # 3	0%	<div style="width: 0%;"></div>		

GOAL SECTION | TEXT ONLY

+ Add Items

PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

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Items	Description	Progress	Actions
⋮	Communication	Skill of interacting with everyone at work clearly through written or oral medium	0% <div style="width: 0%;"></div>
⋮	Dependability	Ability to demonstrate reliability on the job through attendance, meeting deadlines, and a...	0% <div style="width: 0%;"></div>
⋮	Job-specific Knowledge and Skills	Technical and professional skills to perform on the job	0% <div style="width: 0%;"></div>
⋮	Planning and Organization	Ability to prioritize, coordinate, and perform different work assignments in a methodical m...	0% <div style="width: 0%;"></div>
⋮	Problem Solving/Critical Thinking	Ability to resolve difficult work situations or problems and come to successful solutions/c...	0% <div style="width: 0%;"></div>

FEEDBACK & HELP



Employee Employee
EMPLOYEE

Employee
Reports
Org Chart

Manager

Annual Performance Planning and Evaluation Form (due 04 / 2018)

DUE DATE
Sun, Apr 1, 2018

[go to evaluation detail page >](#)

Complete Task

Add Items

GOAL SECTION | TEXT ONLY

PART I: GOAL PLANNING:

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+ Add Items

Items	Description	Progress	Due Date	Actions
⋮ Develop a promotional test for NOP...	The test should be ready for pilot run and administration by the e...	0% <div style="width: 0%;"></div>	09/30/2017	✎ ✕
⋮ Develop a promotional test for the...	If this is a multiple hurdle test, the first hurdle (part) of the test sho...	0% <div style="width: 0%;"></div>	09/30/2017	✎ ✕
⋮ Design a training evaluation form	This form will be used next year for all the trainers. This form shou...	0% <div style="width: 0%;"></div>	12/30/2017	✎ ✕

GOAL SECTION | TEXT ONLY

PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured

Goals may be revised later only with a thorough explanation.

+ Add Items

Items	Description	Progress	Actions
-------	-------------	----------	---------

FEEDBACK & HELP

Viewing Page as Manager Manager. [Stop impersonating now](#)



Employee Employee
EMPLOYEE

Employee

Reports

Org Chart

Manager



Annual Performance Planning and Evaluation Form (due 04 / 2018)

Employee Employee

DUE DATE

Sun, Apr 1, 2018

Add Items

GOAL SECTION | TEXT ONLY

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Items	Description	Progress
⋮ Develop a promotional test for NOP...	The test should be ready for pilot run and administration by the end...	0% <div style="width: 0%;"></div>
⋮ Develop a promotional test for the N...	If this is a multiple hurdle test, the first hurdle (part) of the test shoul...	0% <div style="width: 0%;"></div>
⋮ Design a training evaluation form	This form will be used next year for all the trainers. This form shoul...	0% <div style="width: 0%;"></div>

GOAL SECTION | TEXT ONLY

PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured

Goals may be revised later only with a thorough explanation.

Items	Description	Progress
-------	-------------	----------

Task Detail

Cancel

Save

Title

Adding goals, tasks, competencies, and notes/comments for employee

Related to

Employee Employee (Annual Performance Planning and Evaluation Form (due 04 / 2018))

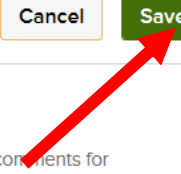
Due Date

12/31/2016

Update status from Current to

Completed

Comments





Employee Employee
EMPLOYEE

- Employee
- Reports
- Org Chart

Manager

Annual Performance Planning and Evaluation Form (due 04 / 2018)

Employee Employee

Performance Plan Approval print preview print blank form pause evaluation

Overall Rating
Pending

General Information

DUE DATE Sun. Apr. 01, 2018		STATUS Not Started	
Evaluation Name	Annual Performance Planning and Evaluation Form (due 04 / 2018)	Employee	Employee Employee
Type	Periodic	Position	Employee
Archived	No	Department	Test Department


Content

GOAL SECTION | TEXT ONLY

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Before Ratings




Employee Employee
Employee

EVALUATION NAME

Annual Performance Planning and Evaluation
Form (due 04 / 2018)

DUE DATE

Sun. Apr. 01, 2018



Performance Plan Approval

Content

SECTIONS	Collapse All Sections ^		
PART I: GOAL PLANNING:	GOAL SECTION TEXT ONLY		
PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured	PART I: GOAL PLANNING:		
PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS)	Using the departmental objectives that you select for your employee, please enter the performance goals you and your employee have established for the upcoming year. Note that the goals should be SMART (i.e., Specific, Measurable, Achievable, Realistic, and Time-bound). To write a SMART goal, please see if the proposed goal answers all of the following questions:		
PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)	<ol style="list-style-type: none"> 1. What goal needs to be achieved? 2. How is the goal going to be achieved? 3. When is the goal expected to be achieved? 4. Is the goal challenging (but not too easy or difficult) for your employee? <p>You may establish up to 5 goals, but must establish at least 3 and you are required to provide information about how the progress on these goals will be tracked. Goals may be revised later only with a thorough supervisor explanation.</p>		
Part III: (A) EVALUATIONS	Collapse Section ^		
Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)	Name	Description	Due Date
ALL SECTIONS	Develop a promotional test for NOPD Sergeant position	The test should be ready for pilot run and administration by the end of third quarter. The should include components essential to the position of NOPD Sgt.	09/29/2017
	Develop a promotional test for the NOFD Deputy/Division Chief	If this is a multiple hurdle test, the first hurdle (part) of the test should be ready for administration before the end of third quarter. Depending on the number of eligible candidates, the other parts may or may not be ready for administration.	09/29/2017
	Design a training evaluation form	This form will be used next year for all the trainers. This form should be shorter and easy to understand.	12/29/2017

Before Ratings



Employee Employee
Employee

EVALUATION NAME: Annual Performance Planning and Evaluation Form (due 04 / 2018)
DUE DATE: Sun. Apr. 01, 2018

Content

SECTIONS	GOAL SECTION TEXT ONLY								
PART I: GOAL PLANNING:	<h3>PART I: GOAL PLANNING:</h3> <p>Using the departmental objectives that you select for your employee, please enter the performance goals you and your employee have established for (Measurable, Achievable, Realistic, and Time-bound). To write a SMART goal, please see if the proposed goal answers all of the following questions:</p> <ol style="list-style-type: none"> 1. What goal needs to be achieved? 2. How is the goal going to be achieved? 3. When is the goal expected to be achieved? 4. Is the goal challenging (but not too easy or difficult) for your employee? <p>You may establish up to 5 goals, but must establish at least 3 and you are required to provide information about how the progress on these goals will be explained.</p>								
PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured									
PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS)									
PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)									
Part III: (A) EVALUATIONS	<table border="1"> <thead> <tr> <th>Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Develop a promotional test for NOPD Sergeant position</td> <td>The test should be ready for pilot run and administration by the end of third quarter. The should be ready for pilot run and administration by the end of third quarter. The should be ready for pilot run and administration by the end of third quarter.</td> </tr> <tr> <td>Develop a promotional test for the NOFD Deputy/Division Chief</td> <td>If this is a multiple hurdle test, the first hurdle (part) of the test should be ready for administration by the end of third quarter. The number of eligible candidates, the other parts may or may not be ready for administration.</td> </tr> <tr> <td>Design a training evaluation form</td> <td>This form will be used next year for all the trainers. This form should be shorter and easy to use.</td> </tr> </tbody> </table>	Name	Description	Develop a promotional test for NOPD Sergeant position	The test should be ready for pilot run and administration by the end of third quarter. The should be ready for pilot run and administration by the end of third quarter. The should be ready for pilot run and administration by the end of third quarter.	Develop a promotional test for the NOFD Deputy/Division Chief	If this is a multiple hurdle test, the first hurdle (part) of the test should be ready for administration by the end of third quarter. The number of eligible candidates, the other parts may or may not be ready for administration.	Design a training evaluation form	This form will be used next year for all the trainers. This form should be shorter and easy to use.
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Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)									
ALL SECTIONS									

Performance Plan Appro... Cancel Submit

Comments

Write comment here...

Please sign your name below

Manager Manager

Manager Manager December 16, 2016

[Auto-Generate](#) [Draw Signature](#)

Next is how the “employee”
dashboard looks like:

Signing Performance Plan (September 1 – December 31)

My Tasks [view all >](#)



hide table ^


Task	For Employee	Related To	Due Date
Performance Plan Approval Annual Performance Planning and Evaluation Form (due 04 / 2018) for Employee Employee	Employee Employee	Annual Performance Planning and Evaluation Form (du...	12/31/2016

1 - 1 of 1 items

My Evaluations [view all of my evaluations >](#)


Annual Performance Planning and Evaluation Form (due 04 / ...
Due: Sun, Apr 01, 2018
Status: Not Started

Employees Library Reports






Employee Employee
EMPLOYEE

My Dashboard
Employee
Reports
Org Chart

Manager


Annual Performance Planning and Evaluation Form (due 04 / 2018)

Employee Employee

 Performance Plan Approval  print preview  print blank form



Overall Rating
Pending

General Information

DUE DATE		STATUS	
Sun. Apr. 01, 2018		Not Started	
Evaluation Name	Annual Performance Planning and Evaluation Form (due 04 / 2018)	Employee	Employee Employee
Type	Periodic	Position	Employee
Archived	No	Department	Test Department

Content


GOAL SECTION | TEXT ONLY

PART I: GOAL PLANNING:

Using the departmental objectives that you select for your employee, please enter the performance goals you and your employee have established for the upcoming year. Note that the goals should be SMART (i.e., Specific, Measurable, Achievable, Realistic, and Time-bound). To write a SMART goal, please see if the proposed goal answers all of the following questions: 1. What goal needs to be achieved? 2. How is the goal going to be achieved? 3. When is the goal expected to be achieved? 4. Is the goal challenging (but not too easy or difficult) for your employee? You may establish up to 5 goals, but must establish at least 3 and you are required to provide information about how the progress on these goals will be tracked. Goals may be revised later only with a thorough supervisor explanation.

Item	Description	Progress	Due Date
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Before Ratings



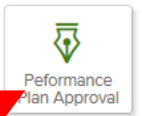
Employee Employee
Employee

EVALUATION NAME

Annual Performance Planning and Evaluation Form (due 04 / 2018)


DUE DATE

Sun. Apr. 01, 2018



Performance Plan Approval

Acknowledgers

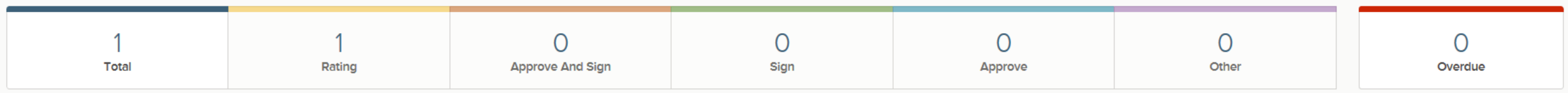
Manager	Status	Status Date	Comment
 <p>Manager Manager Manager</p>	Acknowledged	Wed. May. 03, 2017 4:45:08 PM	Performance Plan is developed and approved.

Content

SECTIONS							
PART I: GOAL PLANNING:	<p>PART I: GOAL PLANNING:</p> <p>Using the departmental objectives that you select for your employee, please enter the performance goals you and your employee have established for the upcoming year. Note that the goals should be SMART (i.e., Specific, Measurable, Achievable, Realistic, and Time-bound). To write a SMART goal, please see if the proposed goal answers all of the following questions:</p> <ol style="list-style-type: none"> 1. What goal needs to be achieved? 2. How is the goal going to be achieved? 3. When is the goal expected to be achieved? 4. Is the goal challenging (but not too easy or difficult) for your employee? <p>You may establish up to 5 goals, but must establish at least 3 and you are required to provide information about how the progress on these goals will be tracked. Goals may be revised later only with a thorough supervisor explanation.</p>						
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Part III: (B) NARRATIVE FEEDBACK (Optional)							

Next is how the dashboard looks
when the performance
evaluations are due:

My Tasks [view all >](#)



hide table ^

Task	For Employee	Related To	Due Date
★ Rating For Employee Employee's Annual Performance Planning and Evaluation Form (due 04 / 2018)	Employee Employee	Annual Performance Planning and Evaluation Form (du...	03/17/2018

1 - 1 of 1 items

My Evaluations

Looks like you don't have any evaluations

My Direct Reports

Employee Employee 0

Employee 0



Employee Employee
EMPLOYEE

- Employee
- Reports
- Org Chart



Manager

Annual Performance Planning and Evaluation Form (due 04 / 2018)

Employee Employee

rate print preview print blank form pause evaluation



Overall Rating
Pending

General Information

DUE DATE Sun. Apr. 01, 2018	STATUS Not Started
Evaluation Name Annual Performance Planning and Evaluation Form (due 04 / 2018)	Employee Employee Employee
Type Periodic	Position Employee
Archived No	Department Test Department

Content

GOAL SECTION | TEXT ONLY

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Items	Description	Progress	Due Date
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< back to evaluation detail page

Overall Rating Not Available Submit Evaluation



Annual Performance Planning and Evaluation Form (due 04 / 2018)

SECTIONS

- PART I: GOAL PLANNING:** ⚠️
- PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured ✓
- PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS) ⚠️
- PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) ✓
- Part III: (A) EVALUATIONS ⚠️
- Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended) ✓
- Overall Rating ⚠️
- Summary

GOAL SECTION | TEXT ONLY

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Develop a promotional test for NOPD Sergeant position no comment	DUE DATE: 09/29/2017
Develop a promotional test for the NOFD Deputy/Division Chief no comment	DUE DATE: 09/29/2017
Design a training evaluation form no comment	DUE DATE: 12/29/2017



FEEDBACK & HELP

< back to evaluation detail page

Overall Rating Not Available **Submit Evaluation**

Employee Employee
EMPLOYEE

- SECTIONS
- PART I: GOAL PLANNING: ⚠
 - PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured ✓
 - PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS) ⚠**
 - PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) ✓
 - Part III: (A) EVALUATIONS ⚠
 - Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended) ✓
 - Overall Rating ⚠
 - Summary

Annual Performance Planning and Evaluation Form (due 04 / 2018)

GOAL SECTION | TEXT ONLY

PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS)

Please list specific work tasks your employee should perform in order to achieve his/her performance goal(s). You should use the tasks listed in the position description of your employee as needed. You can ask the Personnel Officer/PERFORM Liaison within your department for the individual employee's position description. Work Tasks for revised Goals may also be revised later with thorough supervisor explanation. Please note that you can establish as many Work Tasks as you like, but please establish at least 1 for each Goal.

Conduct job analysis on the NOPD sergeant position no comment	DUE DATE: 07/14/2017
Conduct job analysis on the NOFD Deputy/Division Chief position no comment	DUE DATE: 07/14/2017
Write test items for the NOPD Sergeant test no comment	DUE DATE: 08/31/2017
Writing test items for the NOFD Deputy/Division Chief Test no comment	DUE DATE: 08/30/2017
Write 5-8 feedback from items no comment	DUE DATE: 10/13/2017



FEEDBACK & HELP

< back to evaluation detail page

Overall Rating Not Available **Submit Evaluation**

Employee Employee
EMPLOYEE

Annual Performance Planning and Evaluation Form (due 04 / 2018)

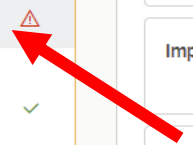
- SECTIONS
- PART I: GOAL PLANNING: ⚠
 - PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured ✓
 - PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS) ⚠
 - PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) ✓
 - Part III: (A) EVALUATIONS** ⚠
 - Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended) ✓
 - Overall Rating ⚠
 - Summary

COMPETENCY SECTION | 3 PT EVALUATION - EVALUATIONS

Part III: (A) EVALUATIONS

Refer to Part I and II to provide evaluations of your employee's performance. Please note that you should be able to justify/explain the evaluations through documentation (e.g., logs of activity, observation, notes, etc.). You can attached documentation to this form.

Ability to perform work tasks	no comment	>
Employee placement	no comment	>
Fit of current role	no comment	>
Improvement/Learning	no comment	>
Performance goal achievement	no comment	>
Quality and completeness of finished work	no comment	>
Requirement of supervision/guidance	no comment	>



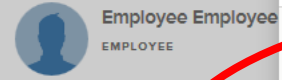
FEEDBACK & HELP



COMPETENCY SECTION Part III: (A) EVALUATIONS

Employees Performance E

< back to evaluation detail pa



SECTIONS

PART I: GOAL PLANNING:
PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured

PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS)

PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

Part III: (A) EVALUATIONS

Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)

Overall Rating

Summary

Overall Rating Not Available

Ability to perform work tasks

Needs Improvement/Performing with Concerns - Able to perform a few of the work tasks

Acceptable/Well-Placed - Able to perform most of the work tasks

Outstanding/High Potential - Able to perform all of the work tasks

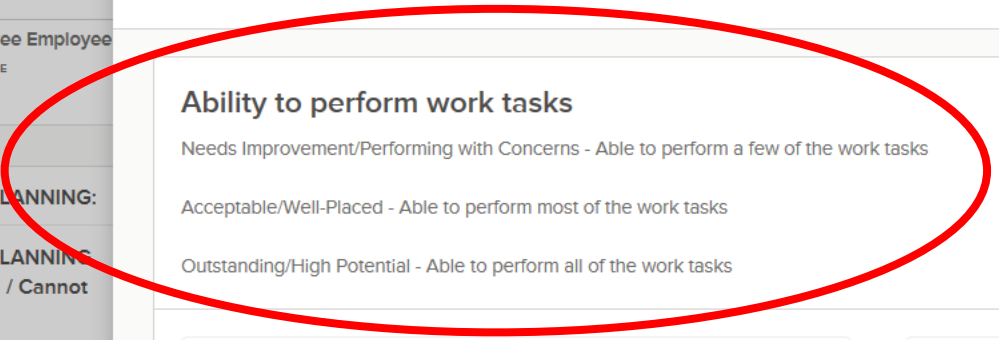
RATING SCALE * Rating is required

[Show descriptions >](#)

- Needs Improvement/Performing with Concerns
- Acceptable/Well-Placed
- Outstanding/High Potential

COMMENTS

B I U [List Bulleted] [List Numbered] [Link] ABC



COMPETENCY SECTION
Part III: (A) EVALUATIONS

Employees Performance E

< back to evaluation detail pa

Employee Employee
EMPLOYEE

SECTIONS

PART I: GOAL PLANNING:

PART I: GOAL PLANNING
(cont.) - Revised / Cannot
Be Measured

PART II: (A) WORK TASKS
(BEHAVIOR
EXPECTATIONS)

PART II: (B)
COMPETENCIES,
KNOWLEDGE, SKILLS,
AND ABILITIES (KSAs)

Part III: (A) EVALUATIONS

Part III: (B) NARRATIVE
FEEDBACK (Optional but
Recommended)

Overall Rating

Summary

Overall Rating Not Available

Employee placement

Needs Improvement/Performing with Concerns - This employee could be better placed elsewhere - other team, unit, division, or department

Acceptable/Well-Placed - This employee performs as well as most of the other employees within the team, unit, division, or department

Outstanding/High Potential - This employee is hard to replace due to the contribution he or she has made to this team, unit, division, or department

RATING SCALE * Rating is required

[Show descriptions >](#)

- Needs Improvement/Performing with Concerns
- Acceptable/Well-Placed
- Outstanding/High Potential

COMMENTS

B I U | | | | |

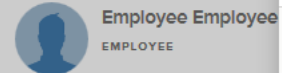
Empty text area for comments.

COMPETENCY SECTION Part III: (A) EVALUATIONS

Employees Performance E

< back to evaluation detail pa

Overall Rating Not Available



SECTIONS

PART I: GOAL PLANNING:

PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured

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Part III: (A) EVALUATIONS

Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)

Overall Rating

Summary

Fit of current role

Needs Improvement/Performing with Concerns - Has difficulties performing adequately in the current role

Acceptable/Well-Placed - Has adequate ability to work in the current role

Outstanding/High Potential - Has high potential to succeed in the current role

RATING SCALE

* Rating is required

[Show descriptions >](#)

- Needs Improvement/Performing with Concerns
- Acceptable/Well-Placed
- Outstanding/High Potential

COMMENTS

B *I* U

Empty text area for comments

COMPETENCY SECTION Part III: (A) EVALUATIONS

Employees Performance E

< back to evaluation detail pa

Overall Rating Not Available

Employee Employee
EMPLOYEE

SECTIONS

PART I: GOAL PLANNING:

PART I: GOAL PLANNING
(cont.) - Revised / Cannot
Be Measured

PART II: (A) WORK TASKS
(BEHAVIOR
EXPECTATIONS)

PART II: (B)
COMPETENCIES,
KNOWLEDGE, SKILLS,
AND ABILITIES (KSAs)

Part III: (A) EVALUATIONS

Part III: (B) NARRATIVE
FEEDBACK (Optional but
Recommended)

Overall Rating

Summary

Improvement/Learning

Needs Improvement/Performing with Concerns - Still requires improvement/learning on at least one of the selected competencies/KSAs

Acceptable/Well-Placed - Demonstrates improvement/learning on most but not all of the competencies/KSAs

Outstanding/High Potential - Demonstrates substantial competence on all of the selected competencies/KSAs

RATING SCALE

* Rating is required

[Show descriptions >](#)

- Needs Improvement/Performing with Concerns
- Acceptable/Well-Placed
- Outstanding/High Potential

COMMENTS

B *I* U

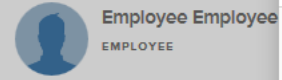
Empty text area for comments.

COMPETENCY SECTION Part III: (A) EVALUATIONS

Employees Performance E

< back to evaluation detail pa

Overall Rating Not Available



SECTIONS

PART I: GOAL PLANNING:

PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured

PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS)

PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

Part III: (A) EVALUATIONS

Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)

Overall Rating

Summary

Performance goal achievement

- Needs Improvement/Performing with Concerns - Achieved none of the performance goals
- Acceptable/Well-Placed - Achieved all of the performance goals
- Outstanding/High Potential - Achieved all and surpassed at least one of the performance goals

RATING SCALE

* Rating is required

[Show descriptions >](#)

- Needs Improvement/Performing with Concerns
- Acceptable/Well-Placed
- Outstanding/High Potential

COMMENTS

B *I* U

|

COMPETENCY SECTION Part III: (A) EVALUATIONS

Employees Performance E

< back to evaluation detail pa

Overall Rating Not Available

Employee Employee
EMPLOYEE

SECTIONS

PART I: GOAL PLANNING:

PART I: GOAL PLANNING
(cont.) - Revised / Cannot
Be Measured

PART II: (A) WORK TASKS
(BEHAVIOR
EXPECTATIONS)

PART II: (B)
COMPETENCIES,
KNOWLEDGE, SKILLS,
AND ABILITIES (KSAs)

Part III: (A) EVALUATIONS

Part III: (B) NARRATIVE
FEEDBACK (Optional but
Recommended)

Overall Rating

Summary

Quality and completeness of finished work

Needs Improvement/Performing with Concerns - Struggles to finish assigned work with multiple errors on several occasions

Acceptable/Well-Placed - Finishes assigned work with zero to minor errors most of the time

Outstanding/High Potential - Delivers high-quality work all the time

RATING SCALE

* Rating is required

[Show descriptions >](#)

- Needs Improvement/Performing with Concerns
- Acceptable/Well-Placed
- Outstanding/High Potential

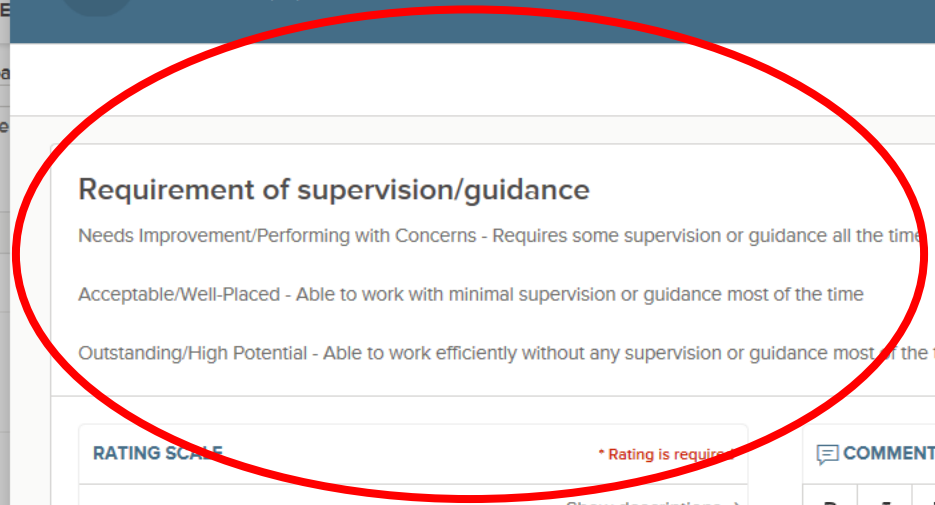
COMMENTS

B *I* U

Empty text area for comments.

COMPETENCY SECTION
Part III: (A) EVALUATIONS

Done < Prev Next >



Overall Rating Not Available

Requirement of supervision/guidance

- Needs Improvement/Performing with Concerns - Requires some supervision or guidance all the time
- Acceptable/Well-Placed - Able to work with minimal supervision or guidance most of the time
- Outstanding/High Potential - Able to work efficiently without any supervision or guidance most of the time

RATING SCALE * Rating is required

[Show descriptions >](#)

- Needs Improvement/Performing with Concerns
- Acceptable/Well-Placed
- Outstanding/High Potential

COMMENTS

B I U [List Bulleted] [List Numbered] [Link] [ABC]

[Empty text area for comments]

- Employees Performance E
- < back to evaluation detail pa
- Employee Employee EMPLOYEE
- SECTIONS
- PART I: GOAL PLANNING:
- PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured
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- Part III: (A) EVALUATIONS
- Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)
- Overall Rating
- Summary

< back to evaluation detail page

Overall Rating Not Available [Submit Evaluation](#)

Employee Employee
EMPLOYEE

SECTIONS

- PART I: GOAL PLANNING: ⚠
- PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured ✓
- PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS) ⚠
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- Part III: (A) EVALUATIONS ✓
- Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended) ✓**
- Overall Rating ⚠
- Summary

Annual Performance Planning and Evaluation Form (due 04 / 2018)

NARRATIVE SECTION | TEXT ONLY

Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)

This section is required to be filled during/after the formal performance evaluation. It is necessary that both supervisor and employee share their views on the four areas.

Areas of Improvement no comment	>
Strength no comment	>
Resources/Support no comment	>
Training Opportunities no comment	>

FEEDBACK & HELP

NARRATIVE SECTION
Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)

Done < Prev Next >

Overall Rating Not Available

Areas of Improvement

Which areas of performance require further improvement?

COMMENTS

B I U Bulleted List Numbered List Link ABC

Large empty text area for entering comments.

- Employees Performance E
- < back to evaluation detail pa
- Employee Employee EMPLOYEE
- SECTIONS
- PART I: GOAL PLANNING:
- PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured
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- Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)
- Overall Rating
- Summary

NARRATIVE SECTION
Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)

Done < Prev Next >

Overall Rating Not Available

Strength

Which areas of work performance has the greatest growth been experienced?

COMMENTS

B I U [bulleted list] [numbered list] [link] ABC

Large empty text area for entering comments.

- Employees Performance E
- < back to evaluation detail pa
- Employee Employee EMPLOYEE
- SECTIONS
- PART I: GOAL PLANNING:
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- Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)
- Overall Rating
- Summary

NARRATIVE SECTION
Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)

Done < Prev Next >

Overall Rating Not Available

Resources/Support

What additional resources/support is the department/supervisor required to provide employee for further goal achievement?

COMMENTS

B I U [List] [Bulleted] [Link] [ABC]

Empty text area for comments.

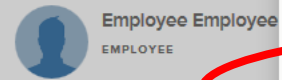
- Employees
- Performance E
- < back to evaluation detail pa
- Employee Employee EMPLOYEE
- SECTIONS
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- Overall Rating
- Summary

NARRATIVE SECTION
Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)

Employees Performance E

< back to evaluation detail pa

Overall Rating Not Available



SECTIONS

PART I: GOAL PLANNING:

PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured

PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS)

PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

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Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)

Overall Rating

Summary

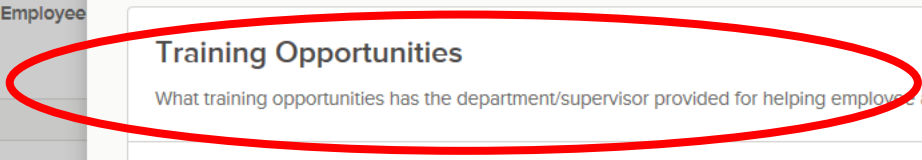
Training Opportunities

What training opportunities has the department/supervisor provided for helping employees achieve his or her performance goals?

COMMENTS

B I U Bulleted List Numbered List Link ABC

Empty text area for entering comments.



Overall Rating

Done

Overall Rating Not Available

RATING SCALE * Rating is required

[Show descriptions >](#)

- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations

COMMENTS

B **I** **U**

< back to evaluation detail page

Overall Rating Meets Expectations **Submit Evaluation**

Employee Employee
EMPLOYEE

- SECTIONS
- PART I: GOAL PLANNING: ✓
- PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured ✓
- PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS) ✓
- PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) ✓
- Part III: (A) EVALUATIONS ✓
- Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended) ✓
- Overall Rating ✓
- Summary

Annual Performance Planning and Evaluation Form (due 04 / 2018)

Print Current State

GOAL SECTION | TEXT ONLY

PART I: GOAL PLANNING:

Using the departmental objectives that you select for your employee, please enter the performance goals you and your employee have established for the upcoming year. Note that the goals should be SMART (i.e., Specific, Measurable, Achievable, Realistic, and Time-bound). To write a SMART goal, please see if the proposed goal answers all of the following questions: 1. What goal needs to be achieved? 2. How is the goal going to be achieved? 3. When is the goal expected to be achieved? 4. Is the goal challenging (but not too easy or difficult) for your employee? You may establish up to 5 goals, but must establish at least 3 and you are required to provide information about how the progress on these goals will be tracked. Goals may be revised later only with a thorough supervisor explanation.

Develop a promotional test for NOPD Sergeant position	Insert your evaluation comments here	DUE DATE: 09/29/2017
Develop a promotional test for the NOFD Deputy/Division Ch...	Insert your evaluation comments here	DUE DATE: 09/29/2017
Design a training evaluation form	Insert your evaluation comments here	DUE DATE: 12/29/2017

GOAL SECTION | TEXT ONLY

PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured

Goals may be revised later only with a thorough explanation.

Revised / Cannot Be Measured	no comment	
------------------------------	------------	--

GOAL SECTION | TEXT ONLY

< back to evaluation detail page

Overall Rating Meets Expectations **Submit Evaluation**

Employee Employee
EMPLOYEE

Annual Performance Planning and Evaluation Form (due 04 / 2018)

Print Current State

- SECTIONS
- PART I: GOAL PLANNING: ✓
 - PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured ✓
 - PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS) ✓
 - PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) ✓
 - Part III: (A) EVALUATIONS ✓
 - Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended) ✓
 - Overall Rating ✓
 - Summary

GOAL SECTION | TEXT ONLY

PART I: GOAL PLANNING:

Using the departmental objectives that you select for Measurable, Achievable, Realistic, and Time-bound. When is the goal expected to be achieved? 4. Is the about how the progress on these goals will be track

- Develop a promotional test for NOPD Sergeant p
- Develop a promotional test for the NOFD Deputy
- Design a training evaluation form

GOAL SECTION | TEXT ONLY

PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured

Goals may be revised later only with a thorough explanation.

Revised / Cannot Be Measured

no comment

You're almost done!

By clicking certify and submit, you confirm that your performance evaluation is complete and accurate. After submission, you will no longer be able to make changes without administrator assistance. NOTE: Please use the comment box if needed.

Manager Manager

Do you wish to continue?

Cancel Continue

ave established for the upcoming year. Note that the goals should be SMART (i.e., Specific, wing questions: 1. What goal needs to be achieved? 2. How is the goal going to be achieved? 3.ublish up to 5 goals, but must establish at least 3 and you are required to provide information

DUE DATE: 09/29/2017

DUE DATE: 09/29/2017

DUE DATE: 12/29/2017

< back to evaluation detail page

Overall Rating Meets Expectations **Submit Evaluation**

Employee Employee
EMPLOYEE

Annual Performance Planning and Evaluation Form (due 04 / 2018)

Print Current State

- SECTIONS
- PART I: GOAL PLANNING: ✓
 - PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured ✓
 - PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS) ✓
 - PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) ✓
 - Part III: (A) EVALUATIONS ✓
 - Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended) ✓
 - Overall Rating ✓
 - Summary


GOAL SECTION | TEXT ONLY

PART I: GOAL PLANNING:

Using the departmental objectives that you select for Measurable, Achievable, Realistic, and Time-bound). When is the goal expected to be achieved? 4. Is the about how the progress on these goals will be track

Develop a promotional test for NOPD Sergeant p	DUE DATE: 09/29/2017
Develop a promotional test for the NOFD Deputy	DUE DATE: 09/29/2017
Design a training evaluation form	DUE DATE: 12/29/2017

Success!



Your evaluation for **Employee Employee** has been submitted.

Close

GOAL SECTION | TEXT ONLY

PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured

Goals may be revised later only with a thorough explanation.

Revised / Cannot Be Measured	no comment
------------------------------	------------

GOAL SECTION | TEXT ONLY



Employee Employee
EMPLOYEE

- Employee
- Reports
- Org Chart



Manager

Annual Performance Planning and Evaluation Form (due 04 / 2018)

Employee Employee



Overall Rating
Meets Expectations

General Information

DUE DATE Sun. Apr. 01, 2018	STATUS Approval
Evaluation Name Annual Performance Planning and Evaluation Form (due 04 / 2018)	Employee Employee Employee
Type Periodic	Position Employee
Archived No	Department Test Department

Content

GOAL SECTION | TEXT ONLY


PART I: GOAL PLANNING:

Using the departmental objectives that you select for your employee, please enter the performance goals you and your employee have established for the upcoming year. Note that the goals should be SMART (i.e., Specific, Measurable, Achievable, Realistic, and Time-bound). To write a SMART goal, please see if the proposed goal answers all of the following questions: 1. What goal needs to be achieved? 2. How is the goal going to be achieved? 3. When is the goal expected to be achieved? 4. Is the goal challenging (but not too easy or difficult) for your employee? You may establish up to 5 goals, but must establish at least 3 and you are required to provide information about how the progress on these goals will be tracked. Goals may be revised later only with a thorough supervisor explanation.

Items	Description	Progress	Due Date
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FEEDBACK & HELP

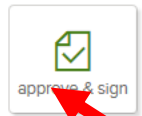
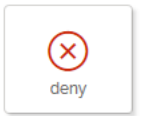
After Ratings




Employee Employee
Employee

EVALUATION NAME
Annual Performance Planning and Evaluation Form (due 04 / 2018)

DUE DATE
Sun. Apr. 01, 2018



 

Rating Summary




Manager Manager
Manager

Overall Rating
Meets Expectations

SECTIONS	
PART I: GOAL PLANNING:	GOAL SECTION TEXT ONLY PART I: GOAL PLANNING: Using the departmental objectives that you select for your employee, please enter the performance goals you and your employee have established for the upcoming year. Note that the goals should be SMART (i.e., Specific, Measurable, Achievable, Realistic, and Time-bound). To write a SMART goal, please see if the proposed goal answers all of the following questions: 1. What goal needs to be achieved? 2. How is the goal going to be achieved? 3. When is the goal expected to be achieved? 4. Is the goal challenging (but not too easy or difficult) for your employee? You may establish up to 5 goals, but must establish at least 3 and you are required to provide information about how the progress on these goals will be tracked. Goals may be revised later only with a thorough supervisor explanation.
PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured	
PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS)	Develop a promotional test for NOPD Sergeant position DUE DATE: 09/29/2017 The test should be ready for pilot run and administration by the end of third quarter. The should include components essential to the position of NOPD Sgt.  Manager Manager Insert your evaluation comments here
PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)	
Part III: (A) EVALUATIONS	Develop a promotional test for the NOFD Deputy/Division Chief DUE DATE: 09/29/2017 If this is a multiple hurdle test, the first hurdle (part) of the test should be ready for administration before the end of third quarter. Depending on the number of eligible candidates, the other parts may or may not be ready for administration.  Manager Manager Insert your evaluation comments here
Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)	

After Ratings




Employee Employee
Employee

EVALUATION NAME: Annual Performance Planning and Evaluation Form (due 04 / 2018)



DUE DATE: Sun. Apr. 01, 2018

Rating Summary



Manager Manager
Manager

Overall Rating: **Meets Expectations**

SECTIONS	
PART I: GOAL PLANNING:	GOAL SECTION TEXT ONLY
PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured	PART I: GOAL PLANNING: Using the departmental objectives that you select for your employee, please enter the performance goals you and your employee have established for (Measurable, Achievable, Realistic, and Time-bound). To write a SMART goal, please see if the proposed goal answers all of the following questions: 1. Is the goal measurable? 2. Is the goal achievable? 3. When is the goal expected to be achieved? 4. Is the goal challenging (but not too easy or difficult) for your employee? You may establish goals that are not measurable, but you must provide information about how the progress on these goals will be tracked. Goals may be revised later only with a thorough supervisor explanation.
PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS)	Develop a promotional test for NOPD Sergeant position The test should be ready for pilot run and administration by the end of third quarter. The should include components essential to the position of NOPD Sergeant.  Manager Manager Insert your evaluation comment
PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)	
Part III: (A) EVALUATIONS	
Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)	Develop a promotional test for the NOFD Deputy/Division Chief If this is a multiple hurdle test, the first hurdle (part) of the test should be ready for administration before the end of third quarter. Depending on the number of hurdles, the test should be ready for administration before the end of third quarter.  Manager Manager Insert your evaluation comment

Approve & Sign

[Cancel](#) [Submit](#)

Comments

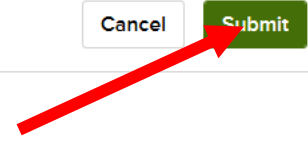
Please sign your name below

I acknowledge that I have reviewed this evaluation. My signature below does not indicate necessarily agreement with statements provided by the employee. NOTE: Please use the comment box if needed.

Manager Manager

Manager Manager March 20, 2018

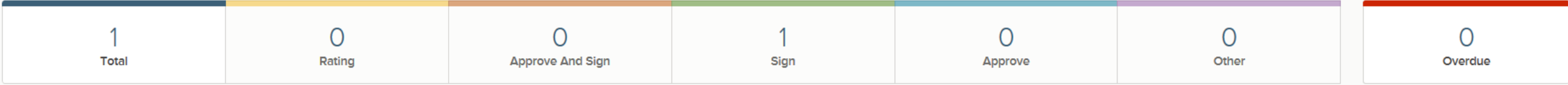
[Auto-Generate](#) [Draw Signature](#)



Next is how the “employee”
dashboard looks like:

Signing Performance Evaluation (January 1 – April 1)

My Tasks [view all >](#)



hide table ^

Task	For Employee	Related To	Due Date
Evaluation Approval Annual Performance Planning and Evaluation Form (due 04 / 2018) for Employee Employee	Employee Employee	Annual Performance Planning and Evaluation Form (du...	03/27/2018

1 - 1 of 1 items

My Evaluations [view all of my evaluations >](#)

Annual Performance Planning and Evaluation Form (due 04 / ...
Due: Sun, Apr 01, 2018
Status: Approval

Employees Library Reports

Employee Employee
EMPLOYEE

My Dashboard
Employee
Reports
Org Chart

Manager

Annual Performance Planning and Evaluation Form (due 04 / 2018)

Employee Employee

Evaluation Approval print preview print blank form

Overall Rating
Meets Expectations

General Information

DUE DATE Sun. Apr. 01, 2018		STATUS Approval	
Evaluation Name	Annual Performance Planning and Evaluation Form (due 04 / 2018)	Employee	Employee Employee
Type	Periodic	Position	Employee
Archived	No	Department	Test Department

Content

GOAL SECTION | TEXT ONLY


PART I: GOAL PLANNING:

Using the departmental objectives that you select for your employee, please enter the performance goals you and your employee have established for the upcoming year. Note that the goals should be SMART (i.e., Specific, Measurable, Achievable, Realistic, and Time-bound). To write a SMART goal, please see if the proposed goal answers all of the following questions: 1. What goal needs to be achieved? 2. How is the goal going to be achieved? 3. When is the goal expected to be achieved? 4. Is the goal challenging (but not too easy or difficult) for your employee? You may establish up to 5 goals, but must establish at least 3 and you are required to provide information about how the progress on these goals will be tracked. Goals may be revised later only with a thorough supervisor explanation.

Items	Description	Progress	Due Date
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Employees Library Reports

After Ratings




Employee Employee
Employee

EVALUATION NAME

Annual Performance Planning and Evaluation Form (due 04 / 2018)

DUE DATE


Sun. Apr. 01, 2018





[View Other Approvers](#)




Rating Summary



Manager Manager
Manager


Overall Rating

Meets Expectations


SECTIONS	Collapse All Sections
<p>PART I: GOAL PLANNING:</p> <p>PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured</p> <p>PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS)</p> <p>PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)</p> <p>Part III: (A) EVALUATIONS</p> <p>Part III: (B) NARRATIVE FEEDBACK (Optional but Recommended)</p>	<p>GOAL SECTION TEXT ONLY</p> <p>PART I: GOAL PLANNING:</p> <p>Using the departmental objectives that you select for your employee, please enter the performance goals you and your employee have established for the upcoming year. Note that the goals should be SMART (i.e., Specific, Measurable, Achievable, Realistic, and Time-bound). To write a SMART goal, please see if the proposed goal answers all of the following questions: 1. What goal needs to be achieved? 2. How is the goal going to be achieved? 3. When is the goal expected to be achieved? 4. Is the goal challenging (but not too easy or difficult) for your employee? You may establish up to 5 goals, but must establish at least 3 and you are required to provide information about how the progress on these goals will be tracked. Goals may be revised later only with a thorough supervisor explanation.</p> <p style="text-align: right;">Collapse Section</p>
<p>Develop a promotional test for NOPD Sergeant position</p> <p>The test should be ready for pilot run and administration by the end of third quarter. The should include components essential to the position of NOPD Sgt.</p> <p style="text-align: right;">DUE DATE: 09/29/2017</p> <div style="display: flex; align-items: center; margin-top: 10px;">  <p>Manager Manager</p> <div style="margin-left: 20px;"> <p> Insert your evaluation comments here</p> </div> </div>	
<p>Develop a promotional test for the NOFD Deputy/Division Chief</p> <p>If this is a multiple hurdle test, the first hurdle (part) of the test should be ready for administration before the end of third quarter. Depending on the number of eligible candidates, the other parts may or may not be ready for administration.</p> <p style="text-align: right;">DUE DATE: 09/29/2017</p> <div style="margin-top: 10px;"> <p> Insert your evaluation comments here</p> </div>	

FEEDBACK & HELP

After Ratings

 Employee Employee Employee	EVALUATION NAME Annual Performance Planning and Evaluation Form (due 04 / 2018)	DUE DATE Sun. Apr. 01, 2018
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Rating Summary

 Manager Manager Manager	Overall Rating Meets Expectations
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SECTIONS


- PART I: GOAL PLANNING:
- PART I: GOAL PLANNING (cont.) - Revised / Cannot Be Measured
- PART II: (A) WORK TASKS (BEHAVIOR EXPECTATIONS)
- PART II: (B) COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)
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GOAL SECTION | TEXT ONLY


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Develop a promotional test for NOPD Sergeant position
The test should be ready for pilot run and administration by the end of third quarter. The should include components essential to the position of NOPD Sergeant.

 **Manager Manager** Insert your evaluation comment

Develop a promotional test for the NOFD Deputy/Division Chief
If this is a multiple hurdle test, the first hurdle (part) of the test should be ready for administration before the end of third quarter. Depending on the number of hurdles, the test should be ready for administration before the end of third quarter.

 **Manager Manager** Insert your evaluation comment

Evaluation Approval Cancel Submit

Comments

Write comment here...

Please sign your name below

I acknowledge that I have seen and discussed this evaluation with my supervisor. My signature below does not necessarily indicate agreement with the evaluation provided. NOTE: Please use the comment box if needed.

Employee Employee

Employee Employee March 27, 2018

[Auto-Generate](#) [Draw Signature](#)

Once all the performance
evaluation is turned in:

Employees Performance Evaluations Library Trainings Reports

Employee Employee EMPLOYEE

Employee Reports Org Chart Manager

Employee Details

Employee #: 2
Email: employee@nolatest.com
Position: Employee
Address:
Phone:
Active: Yes

Class Spec:
Department: Test Department
Division:
Online Access: Activated
Start Date: 08/01/2016
Separation Date:

Performance Evaluations

Evaluation List


Evaluation Name	Evaluation Type	Due Date	Status	Completion Date	Archived	Actions
Annual Performance Planning and Evaluation Form (due...	Periodic	04/01/2018	Completed	03/27/2018	No	

Development Plans

Development Plan Name	Begin Date	End Date	Actions
No matching records			

Tasks


Employees Library Reports



Employee Employee
EMPLOYEE

- My Dashboard
- Employee
- Reports
- Org Chart

Manager



Annual Performance Planning and Evaluation Form (due 04 / 2018)

Employee Employee

print preview print blank form

Overall Rating
Meets Expectations

General Information

DUE DATE Sun. Apr. 01, 2018	STATUS Approval
Evaluation Name Annual Performance Planning and Evaluation Form (due 04 / 2018)	Employee Employee Employee
Type Periodic	Position Employee
Archived No	Department Test Department

Content

GOAL SECTION | TEXT ONLY

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Items	Description	Progress	Due Date
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