New Features to be Released in December 2021

PMDP

The implementation of the Title and Total Compensation project title structure paved the way for upcoming enhancements to PMDP. The three enhancements detailed below are set to be released in December 2021.
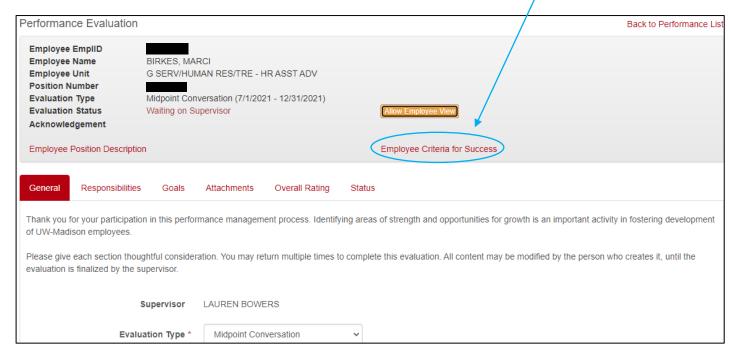
I: ABILITY TO VIEW CRITERIA FOR SUCCESS FROM ANY EVALUATION

Currently, supervisors and employees only see the Criteria for Success tab when completing a Summary Evaluation. A link to the Criteria for Success has been added to the header area of all the evaluation types. This allows the supervisor to click the link while having a performance conversation at the 30-day mark or mid-point; thus, encouraging conversation and proactive thinking about the Criteria for Success. The Criteria will open and display in a separate browser window.
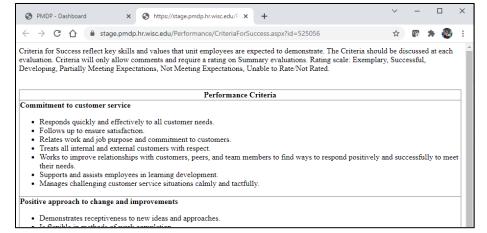
WHAT IT LOOKS LIKE

- The link will appear in the evaluation header (gray area at the top of any evaluation). It will be available on all types of evaluations (Thirty Day Conversation, Midpoint Probation Conversation, Summary Probation Conversation, Midpoint Conversation or Summary Conversation).

- When the link is clicked, it will open a new browser window displaying the Criteria for Success.

BEST PRACTICE

Encourage supervisors to open the link and discuss the Criteria for Success at each performance conversation. This will better prepare both the supervisor and employee for the rating of the Criteria which happens only in the summary evaluations.
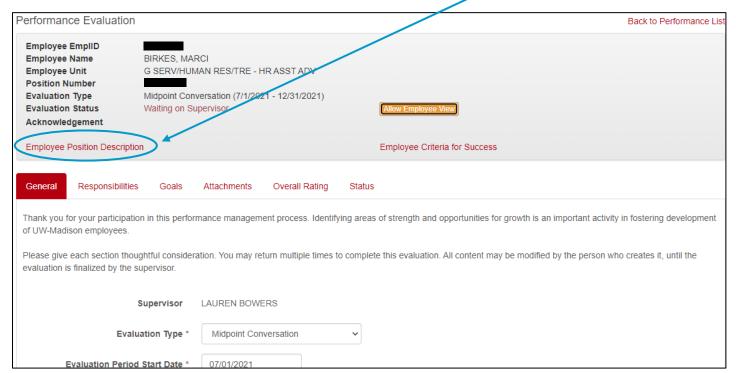
II: ABILITY TO VIEW EMPLOYEE'S POSITION DESCRIPTION FROM ANY EVALUATION

A link to the Employee Position Description has been added to the header area of all evaluation types. This allows the supervisor to click the link to open a new browser window that will display the Responsibilities (from the Standard Job Description) and the Unique Responsibilities. The supervisor can then copy and paste the responsibilities to update the PMDP evaluation record to reflect the current job description. This will not affect any previously completed evaluations in the system but will carry forward to subsequent evaluations.

WHAT IT LOOKS LIKE

- The link will appear in the evaluation header (gray area at the top of any evaluation). It will be available on all types of evaluations (Thirty Day Conversation, Midpoint Probation Conversation, Summary Probation Conversation, Midpoint Conversation or Summary Conversation).

- Clicking the link will connect to a website that will pull the employee's position description and display on the screen. The website is under development and screen shots will be provided in the future. Supervisors may copy and paste the responsibilities into any evaluation. This will overwrite the responsibilities in the current evaluation but will not impact previous evaluations in the system. Subsequent evaluations will display the updated responsibilities.

BEST PRACTICE

Encourage supervisors to update the Responsibilities tab to align with the position description. Any changes made to the responsibilities will carry forward to subsequent evaluations but will not affect past evaluations.
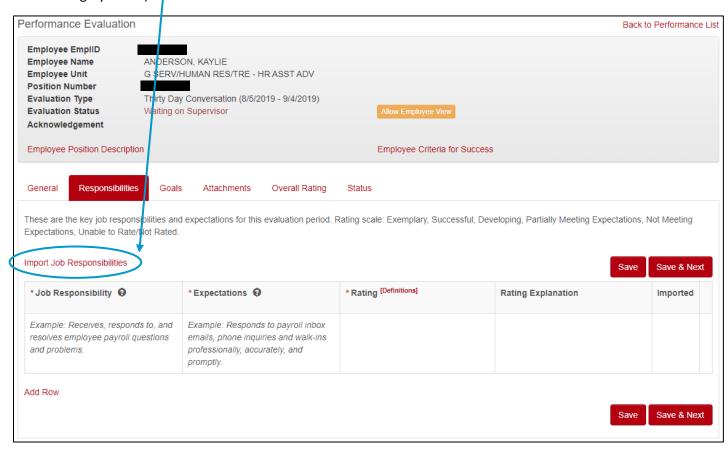
III: ABILITY TO IMPORT RESPONSIBILITIES TO THE THIRTY DAY CONVERSATION

This feature is only available on the Thirty Day Conversation evaluation type. For an employee in a new position, the initial evaluation is a Thirty Day Conversation. This is the opportunity to document and have a conversation about the job responsibilities and expectations, as well as set initial goals. Currently, a supervisor has to type in the job responsibilities or copy and paste them from another document. This feature automates the creation of the job responsibilities by importing the combination of standard and unique job responsibilities from the position description.

WHAT IT LOOKS LIKE

- The Import Job Responsibilities link will appear on the Responsibilities tab as shown below.
- Clicking the link will import the standard and unique responsibilities from the position description. A new row will be created for each. Any responsibilities that are imported cannot be edited (the box will be grayed out).

Performance Evaluation   Back to Performance List

Employee EmplID
Employee Name   ANDERSON, KAYLIE
Employee Unit   G SERV/HUMAN RES/TRE - HR ASST ADV
Position Number
Evaluation Type   Thirty Day Conversation (8/5/2019 - 9/4/2019)
Evaluation Status   Waiting on Supervisor   Allow Employee View
Acknowledgement

Employee Position Description   Employee Criteria for Success

General | **Responsibilities** | Goals | Attachments | Overall Rating | Status

These are the key job responsibilities and expectations for this evaluation period. Rating scale: Exemplary, Successful, Developing, Partially Meeting Expectations, Not Meeting Expectations, Unable to Rate/Not Rated.

Import Job Responsibilities   Save | Save & Next

* Job Responsibility ❓	* Expectations ❓	* Rating [Definitions]	Rating Explanation	Imported
Example: Receives, responds to, and resolves employee payroll questions and problems.	Example: Responds to payroll inbox emails, phone inquiries and walk-ins professionally, accurately, and promptly.			

Add Row

Save | Save & Next

- The supervisor will be responsible for typing in an expectation for each responsibility and will use the Add Row link to type in additional responsibilities.

- The Import button can only be used once, and it is disabled after being clicked. The link changes to "Responsibilities Imported". A row can be deleted, but the Import option does not re-activate.

| General | Responsibilities | Goals | Attachments | Overall Rating | Status |

These are the key job responsibilities and expectations for this evaluation period. Rating scale: Exemplary, Successful, Developing, Partially Meeting Expectations, Not Meeting Expectations, Unable to Rate/Not Rated.

Responsibilities Imported

Imported responsibilities are read-only and appear in grayed-out boxes.

Save | Save & Next

* Job Responsibility ❓	* Expectations ❓		Rating Explanation	Imported	
Example: Receives, responds to, and resolves employee payroll questions and problems.	*Example: Respond... emails, phone... ... professio... accurately, and promp...*				
Imported Responsibility	Supervisor will type in the expectation.	⌄		Yes	Delete
977 characters remaining	960 characters remaining		4000 characters remaining		
Supervisor can add as many rows as desired.	Supervisor will type in the expectation.	⌄		No	Delete
957 characters remaining	960 characters remaining		4000 characters remaining		

Add Row

Rows can be added as needed. These are open text boxes and remain editable.

Save | Save & Next

BEST PRACTICE

Alignment of the job responsibilities as they appear in the standard job description/position description and the job responsibilities that appear in performance documents allows for the most streamlined and consistent evaluation and development of employees. Encourage supervisors to provide detail specific to the role in the Expectations field. If there are multiple expectations in regard to a single responsibility, the responsibility should be duplicated to allow for independent evaluation of each expectation.