Performance Management Update

HR Rep Meeting
Tuesday, March 11 2014
Training for Non-Managers

- General sessions scheduled at 1599
  - March 21: full
  - March 26: full
  - April 1: full
  - April 8: full
  - Because of demand, will schedule more sessions for mid/late April

- Materials available for you to train your staff
  - Were distributed to all trainers in Feb
  - Will provide you printed participant guides

- CBT being developed now; Manager version will be up very soon.
Online PM Form

- Has been migrated to the production server
  - Is ALMOST available for use
  - HRTS is working out a few security issues
- Training will be available very soon via web conference
  - Will be a live demo; multiple sessions
  - Will record a session and provide on ELMS
- A Job Aide will be available on the PM website
- FYI: Emory Healthcare will be using same tool
Where to find

Manager Self Service
Navigate to self-service information and activities for people reporting to you.
- IBS Single Signon
- Emory Learning Management Sys
- Exempt Leave Tracking
- & More...

Recruitment
Manage and administrate the recruiting process.

Benefits
Select benefit plans, track company cars & FMLA, calculate leave accrual & annuity, maintain primary job, NDT, FSA details, auto enrollment, COBRA, and merchants.
- Employees/Dependent Information

Workforce Development
Perform Profile Management and Performance Management, maintain Faculty Events and Career Planning.
- Performance Management

Set Up HRMS
Define installation and system setup tables.
- Common Definitions

Enterprise Components
Access common definitions, interfaces, utilities and configuration objects.
- Approvals
Where to find
Concerns

Some have voiced concerns recently
- Too soon to evaluation time to be changing to a new process
- Many staff are still unaware
- Unfair to switch “mid-stream” to new criteria

Response
- Communications have been ongoing since August 2013, to HR reps, managers and non-managers
- Managers have been encouraged to share news of this change to their staff, once trained (Over 1,300 to date)
- Some departments (with T3 trainers) have already trained their own staff, which Central HR supports and encourages
- Criteria are not that new; should not feel like a radical change
<table>
<thead>
<tr>
<th>New</th>
<th>Original</th>
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<tbody>
<tr>
<td>1. Building Trust</td>
<td>Work Results</td>
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<td>2. Collaboration</td>
<td>Work Results; Influence; Teamwork; Diversity</td>
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<td>3. Communication</td>
<td>Interpersonal &amp; Communication Skills; Influence</td>
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<td>4. Delivering Results</td>
<td>Planning and Organizing; Work Results</td>
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<td>5. Problem Solving</td>
<td>Problem Solving/Decision Making</td>
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<tr>
<td>6. Taking Initiative</td>
<td>Work Results</td>
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<td>7. Functional Knowledge/Skills</td>
<td>NA</td>
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<td>8. Service to Others/Customer</td>
<td>Customer Service (internal/external)</td>
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<tr>
<td>Focus</td>
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Questions?