Purpose

Use this procedure to enter an evaluation of the Employee's Performance Goals and Competencies after meeting with the Employee during the mandatory Pre-appraisal meeting. The Pre-appraisal meeting usually occurs in conjunction between March 15th and April 1st. The Final Rating has the following dates associated with the workflow:

Step	Open/Close	Bi-annual Review Meeting / Step	Supervisor Evaluates PMP	Employee Acknowledges PMP
Mid-year	04/01 to 06/30	07/01 to 07/10	10/10	07/17
Year-end	10/01 to 03/31	10/01 to 10/10	04/01	N/A
Performance Rating Reccommendation		04/01		
Reviewer Approval		04/01 to 04/08		
Employee Receives Rating		04/15		

Refer to the *Helpful Hints* section below for the topics the Supervisor and Employee should discuss during each of the Performance Progress review meeting.

Trigger

You need to evaluate the the Employee on their performance for the Performance Plan year.

Prerequisites

- Performance Progress Review meeting with the Employee to discuss their performance during the Performance Plan Year
- Employee Acknowledges of the Performance Management Plan
- Bi-annual Performance Management Plan

Menu Path

Use the following URL to begin this transaction: http://sapprdep.dot.state.co.us:50000/irj/portal.

- Select the **Employee Self Service** tab ➡ **Performance** link.

Transaction Code

Not Applicable

Helpful Hints

- You must complete a final evaluation of any employee who voluntary or involuntary leaves CDOT. When an employee leaves CDOT before Year-end, HR will "push" the final evaluation form to you so you do not have to complete additional evaluation(s)
- The final performance review involves a mandatory pre-appraisal meeting between an

employee and his or her supervisor. While the supervisor and employee should be collecting and writing performance documentation throughout the year, this is the employee's chance to provide a summary to the supervisor. The pre-appraisal meeting between the supervisor and the employee covers the employee's performance. After the meeting, the supervisor blends all the performance information with other known performance indicators to derive a recommended performance rating.

- During each final review process, the supervisor gives the employee the rating he or she feels the employee has earned for the Performance Plan year. This rating does not have to sync with the recommended calculated score on the left of the screen. In some cases, it may be higher or lower based on a promotion during the year or a significant upward or downward performance trend.
- The supervisor will provide comments relating to the overall rating and the employee is encouraged to do the same. The ratings and their definitions are noted in the chart below:

Rating Level	Description
3	Exceptional – Consistently exceptional performance/achievements or consistently superior achievements
2+	Successful – Occasionally exceeds expectations
2	Successful – Expected performance
2-	Successful – Occasionally misses expectations
1	Needs Improvement - Consistently poor performance
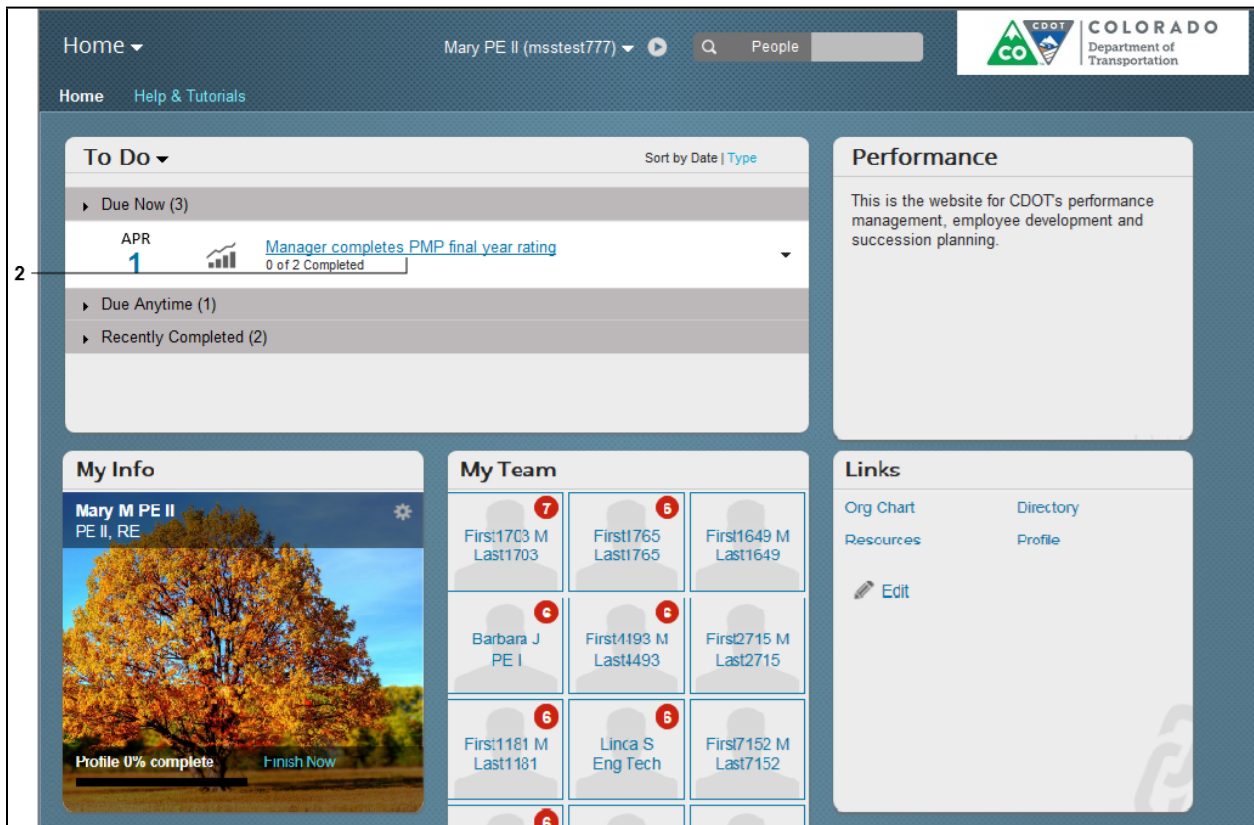
Procedure

1.   Start the transaction using the the URL
http://sapprdep.dot.state.co.us:50000/irj/portal. The *SAP NetWeaver Portal* screen displays.

Click the **Employee Self-Service** tab in the *SAP NetWeaver Portal* screen, then select the **Performance** link in the **Performance and Development** section.
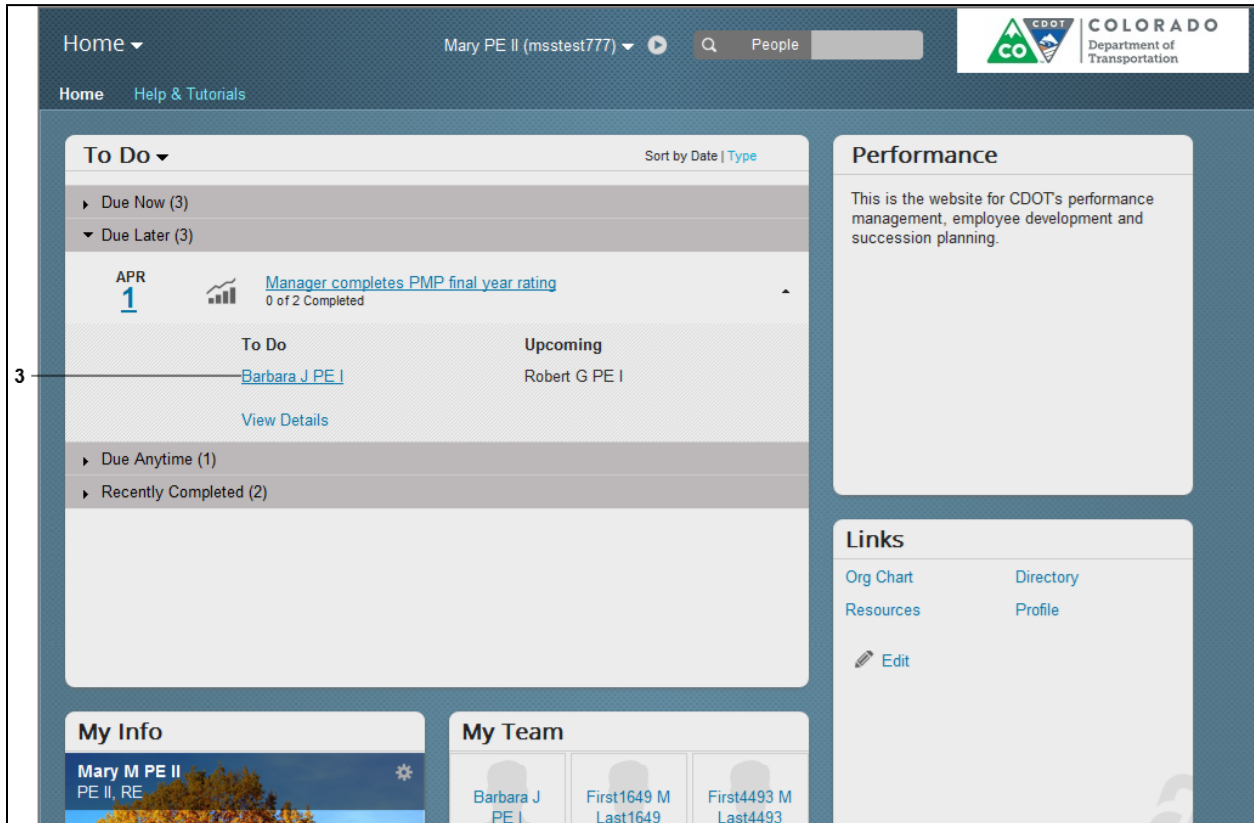
SuccessFactors: Home

2.   Click the **Manager completes PMP final year rating** link.

SuccessFactors: Home

3.   Click the link to the employee's Performance Management Plan.

Example: Barbara J PE I

SuccessFactors: Performance Review - Windows Internet Explorer

4.   Click the vertical scroll bar to go to the **Final Rating** section.

SuccessFactors: Performance Review

5.	Select the appropriate rating from the **Rating** drop-down menu using the rating scale shown below.
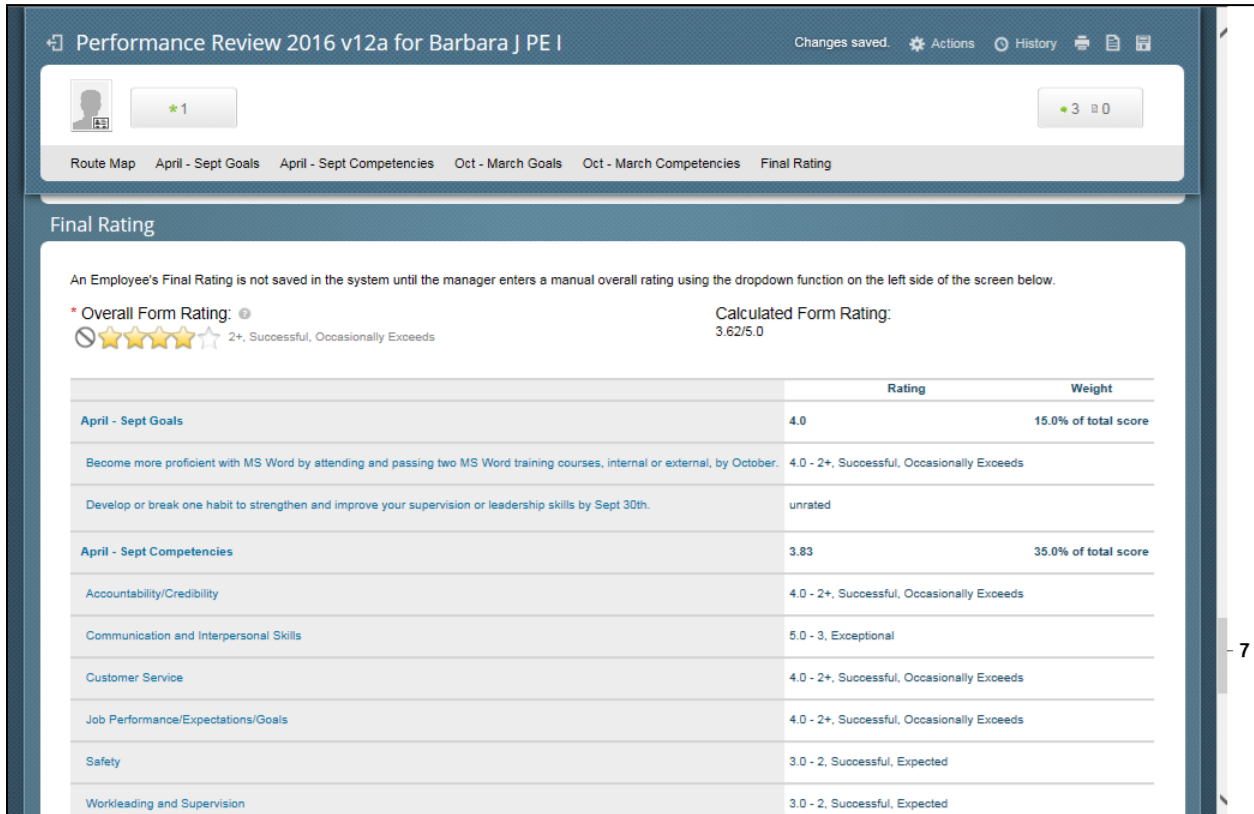
Example: 4.0 - 2+ Successful, Occassionally Exceptional

6.

Use the following rating scale to evaluate the employee for the Performance Plan year.

Rating	Description
3 (Exceptional – Consistently exceptional performance/achievements or consistently superior achievements)	This rating represents a consistently exceptional employee with documented performance achievements or an employee who shows consistently superior achievement(s) beyond the regular assignment. Employees at this level make exceptional contribution(s) and have a significant and positive impact on the performance of the unit or the organization and may materially advance the mission of the organization. This employee provides a model for excellence and helps others to do their jobs better. Peers, immediate supervision, higher-level management and others can readily recognize such a level of performance. This should be used when, for example, an employee regularly performs beyond his or her

	job expectations, or when there's been an extraordinary contribution that enhances processes or procedures used on a larger scale.
2+ (Successful – Occasionally exceeds expectations)	This rating level encompasses those employees whose performance on a competency is in between successful and exceptional. At times, performance highlights exceptional work by demonstrating superior achievement; however, not consistently enough to warrant a Level 3. This rating should be used when an employee does very well those items listed in his or her PDQ and PMP form.
2 (Successful – Expected performance)	This rating level encompasses a range of expected performance. It includes those employees who exhibit competent work behaviors, skills, and assignments for the job as well as those employees who are successfully developing in the job. These employees are meeting all the expectations, standards, requirements, and objectives in their performance plan and, on occasion, may exceed them. This is an employee who reliably performs the job assigned.
2- (Successful – Occasionally misses expectations)	This rating level encompasses those employees whose performance on a competency is in between needs improvement and successful. At times performance slides below meeting all the expectations, standards, requirements, and objectives on their performance plan; however, not enough to warrant a Level 1.
1 (Unsuccessful - Consistently poor performance)	This rating level encompasses those employees whose performance on a competency is in between needs improvement and poor.

SuccessFactors: Performance Review 2016 v12a for Barbara J PE I

7. Click the vertical scroll bar to go to the **Comments** section.

SuccessFactors: Performance Review

8.   Click in the **Comment** field and add your comments about the employee's rating.

> Be sure to add comments in support of an employee's rating. This email message is sent to your reviewer (your supervisor).   Comments are a mandatory field, you cannot submit the final rating without them.

SuccessFactors: Performance Review
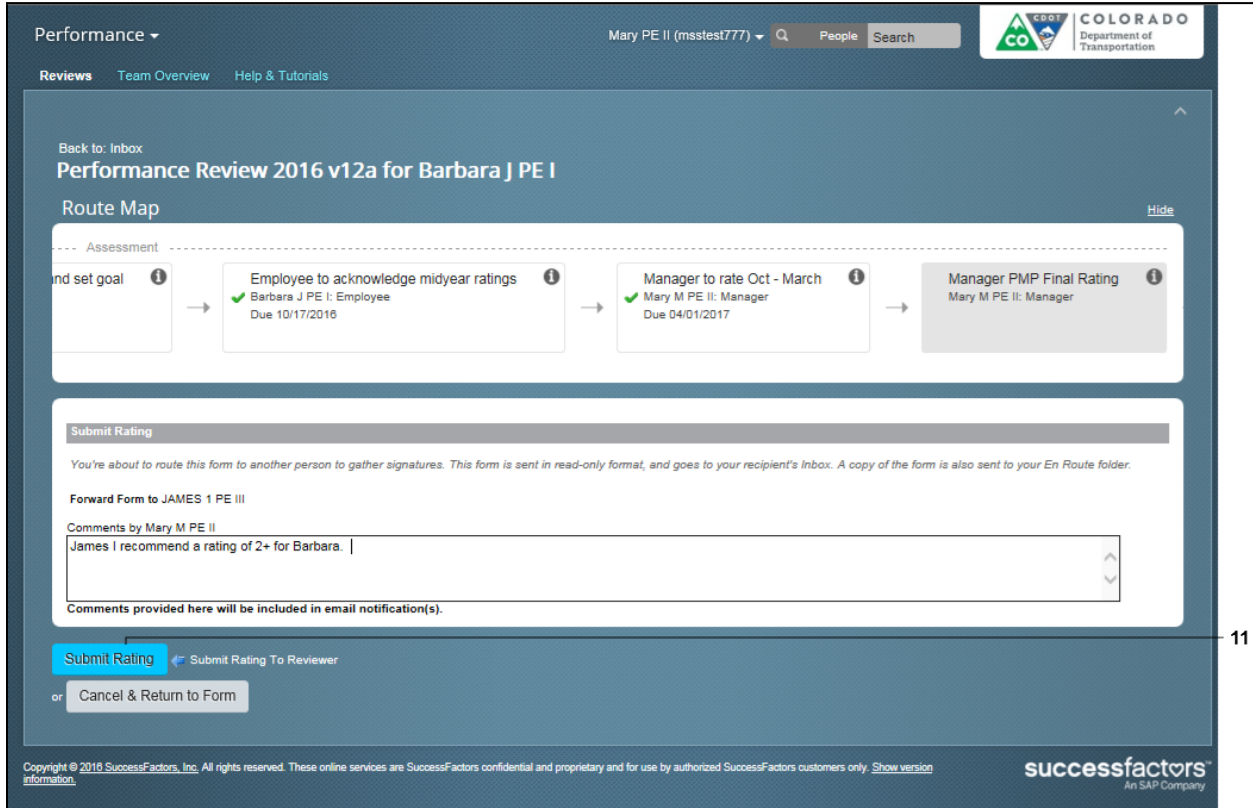

9. Click **Submit Rating** button Submit Rating .

SuccessFactors: Performance Review

10. As required, complete/review the following fields:

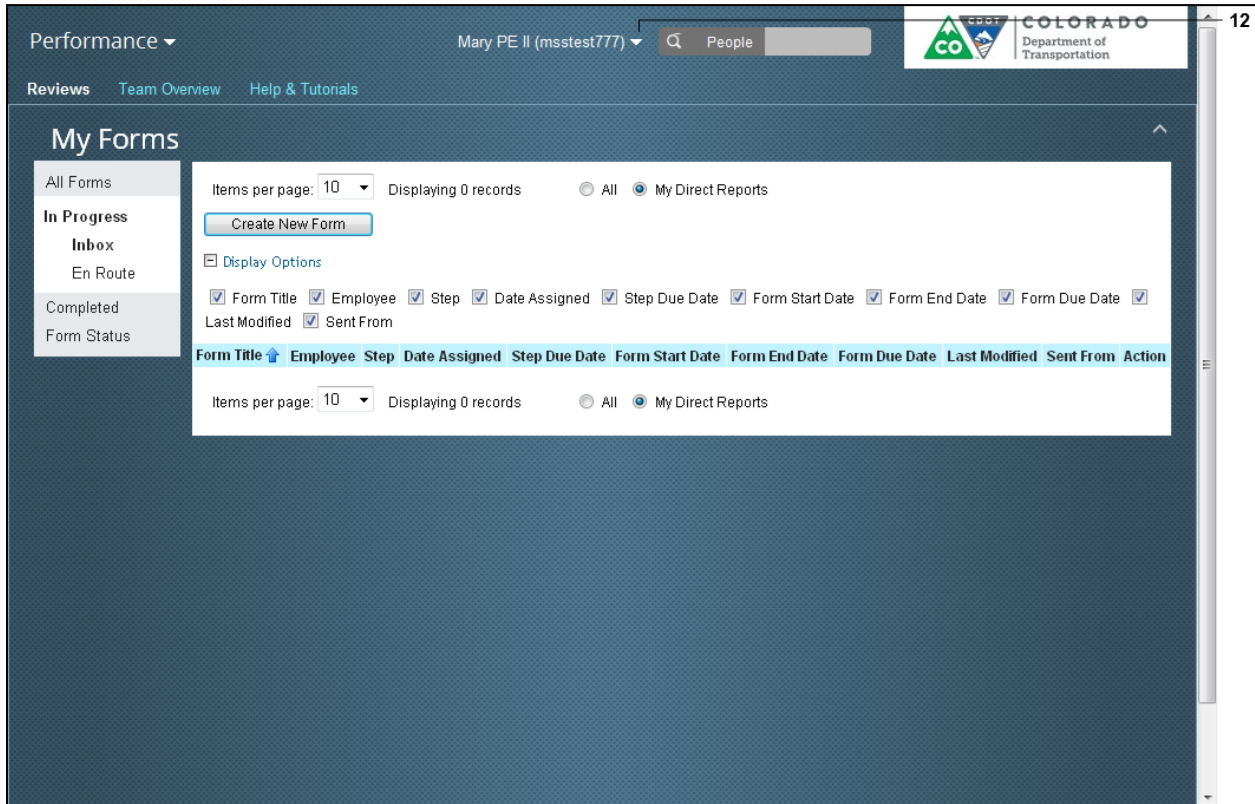| Field	R/O/C	Description
Comments	Required	**Example:** Add a message to the Employee.

SuccessFactors: Performance Review

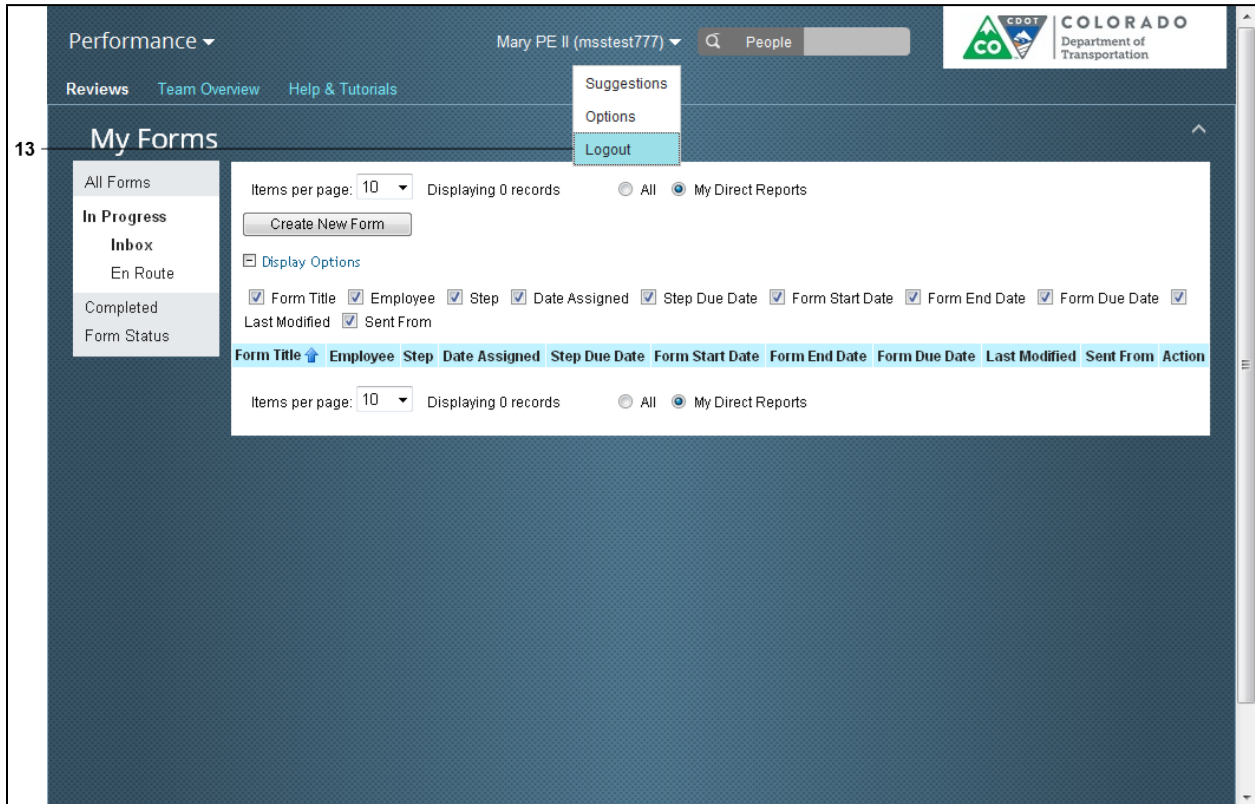**11.** Click **Submit Rating** button [Submit Rating] inside the pop-up window to submit your comments to the PMP's Reviewer.

SuccessFactors: My Forms

12.   To log out, click the drop-down button next to your user ID.

SuccessFactors: My Forms

13.   Select the **Logout** option [Logout] from the drop-down menu.

14.   You have completed this transaction.

Result

You have evaluated an employee on their goals and each of the competency areas for the Performance Plan year. The Final Rating has the following tasks associated with it to close out the Performance Plan year:

- Reviewer's (2nd Level Manager) Signature Due - April 1st
- Supervisor's Performance Rating Decision April 8th
- Employee's Acknowledges Rating - April 22nd

For feedback on this document, please contact dot_SAPSupport@state.co.us.