

# Performance Review Process for Managers

Thank you for conducting the annual appraisal of your team member. This process is vital to their development and your duties as a manager. The process has been developed to put the focus on building open communication regarding the employees' performance. Please utilize the CPC Appraisal Prep Tool found here:

<https://bhr.sd.gov/files/CPCAppraisalForm.pdf> before meeting with your employee. The prep tool will allow you to have your thoughts together and help move the conversation along when you do have your one-on-one meeting with your employee.

## 1. In Manger Space click on Manager

The screenshot displays a web application interface. On the left is a vertical navigation menu with various roles, each with an icon: Employment Contract Administrator, Health & Safety Management, Integration Architect, Job Console, Landing Page Designer, Learning and Development, **Manager** (highlighted with a red box and an arrow), Mentor, Position Budget Manager, Process Designer, Process Server, and Process Server Administrator. The main content area shows a list of employees. The first three are '011107 HRIS Senior Analyst'. The fourth is 'Murithi, Kenneth' with ID '010895 Data Analytics and ...' and a blue checkmark. The fifth is 'Thurs, Annie' with ID '011107 HRIS Senior Analyst'. The next two are '011107 HRIS Senior Analyst'. The right side of the interface shows a table with columns 'document type' and 'Appraisal'.

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## 2. Click on Review Performance

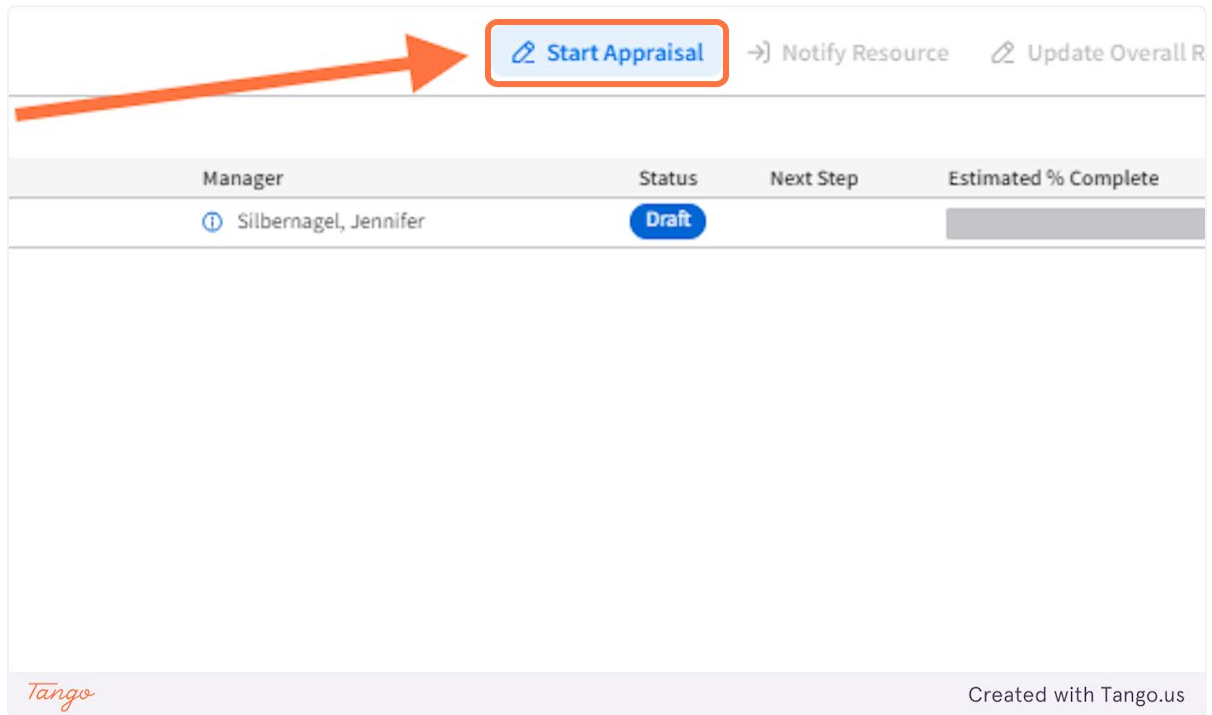
The screenshot shows a sidebar menu on the left with the following items: My Staff, Birthdays And Anniversaries, Acquire Talent, Manager Space Guide, Take Notes, Employee Check In, and Review Performance. The 'Review Performance' item is highlighted with an orange box and an orange arrow points to it. The main content area has a search bar 'Search by Name' and a list of staff members. The right sidebar shows 'Active' with 'Appraisal' and 'CPC APPRAISAL 2024 TEST', and 'Appraisal Status' with 'Document Type' and 'Appraisal'. The footer includes the 'Tango' logo and 'Created with Tango.us'.

## 3. Click on All Assigned to me, this will bring up any appraisals that need to be completed.

The screenshot shows the 'Review Performance' page. The top navigation bar has 'Review Performance' and a hamburger menu icon. Below it are tabs: 'My Staff', 'All Active Appraisals', 'All Assigned To Me', 'Reassigned', 'By Status', and 'Acknowledged And'. The 'All Assigned To Me' tab is selected and highlighted with an orange box and an orange arrow points to it. Below the tabs is a table titled 'Appraisals' with columns: Name, Appraisal, and Due Date. The table contains two rows: one for 'CPC Appraisal Form 1' with a due date of '1/30/2023' and one for 'Murithi, Kenneth' with a due date of '7/31/2024'. The footer includes the 'Tango' logo and 'Created with Tango.us'.

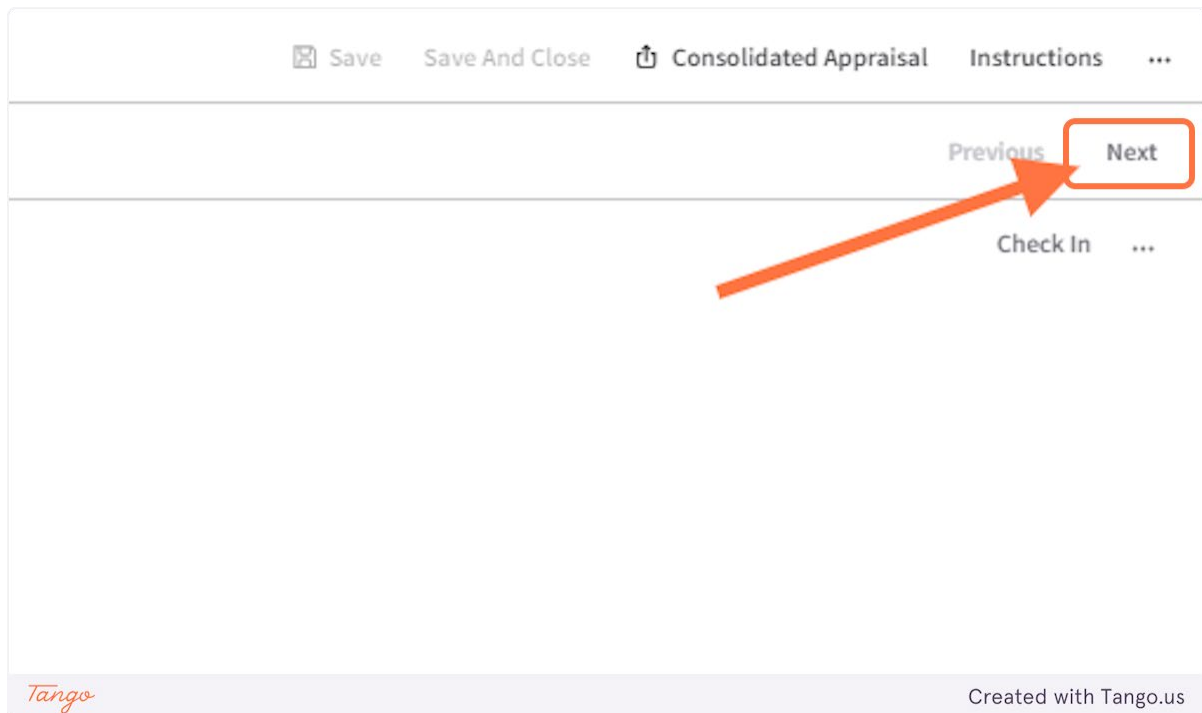
<input type="checkbox"/>	Name	Appraisal	Due Date ↕
<input type="checkbox"/>		CPC Appraisal Form 1	🔴 1/30/2023
<input type="checkbox"/>	Murithi, Kenneth	CPC APPRAISAL 2024 TEST	🔴 7/31/2024

#### 4. Click on Start Appraisal



The screenshot shows a software interface with a top navigation bar and a table below. In the top bar, there is a blue button labeled 'Start Appraisal' with a pencil icon, which is highlighted by an orange arrow. To its right are two other buttons: 'Notify Resource' and 'Update Overall R'. Below the navigation bar is a table with the following columns: 'Manager', 'Status', 'Next Step', and 'Estimated % Complete'. The first row of the table contains the name 'Silbernagel, Jennifer', a blue 'Draft' button, and a grey progress bar. The bottom of the interface features the 'Tango' logo on the left and the text 'Created with Tango.us' on the right.

#### 5. Click on Next



The screenshot shows a software interface with a top navigation bar and a table below. The top bar contains several buttons: 'Save', 'Save And Close', 'Consolidated Appraisal', 'Instructions', and a three-dot menu. Below the navigation bar is a table with the following columns: 'Previous', 'Next', and 'Check In'. The 'Next' button is highlighted by an orange arrow. The bottom of the interface features the 'Tango' logo on the left and the text 'Created with Tango.us' on the right.

**6. Click on CPC Rating Section choose the correct button for expectations and fill out the appropriate comments for each section.**

**CPC Rating Section**

For example, you may consider these factors:

- 1) Work Quantity: Did the employee complete the expected work?
- 2) Thoroughness: Were all aspects of work done thoroughly?
- 3) Compliance: Was work done correctly and in compliance with policies and procedures?
- 4) Accuracy: Was work done accurately?
- 5) Timeliness: Was work done on time?
- 6) Job Knowledge: Does the employee have the knowledge and skills to perform the job?

Did Not Meet Expectations

Partially Met Expectations

Met Expectations

Exceeded Expectations

Comments:

Normal text | B | I | U | S | A | HTML

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**7. In the overall Section you are only allowed to put comments. Please enter appropriate comments.**

2 Interpersonal Behavior: Please rate overall performance for the calendar year in terms of interpersonal behaviors that are important for success in this role.

For example, you may have chosen factors such as:

- 1) Teamwork: Did the employee work well with others to get work done?
- 2) Customer Service: Did the employee respond to customers in a courteous and respectful manner?
- 3) Professionalism: Did the employee act with integrity and keep commitments?
- 4) Interpersonal Savvy: Did the employee relate openly and comfortably with diverse groups of people?
- 5) Work Attitude: Did the employee approach work with a positive "can do" mindset?

Did Not Meet Expectations

Partially Met Expectations

Met Expectations

Exceeded Expectations

Comments:

Normal text | B | I | U | S | A | HTML

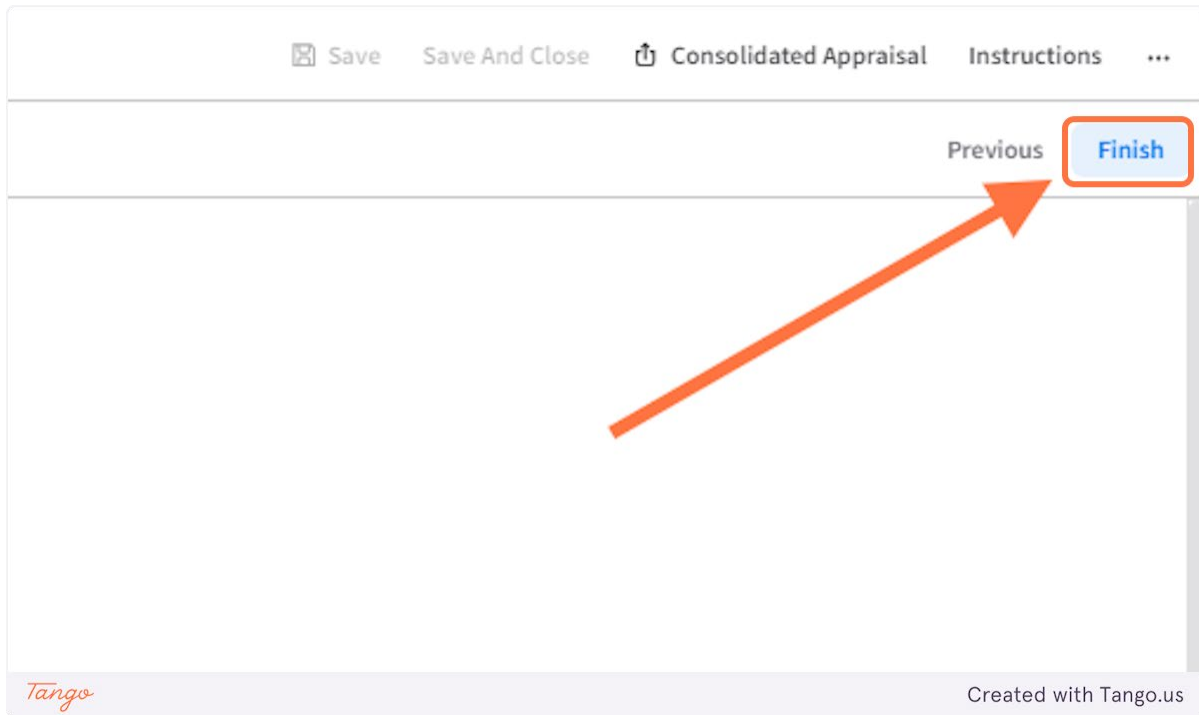
details here

Overall Section Comments:

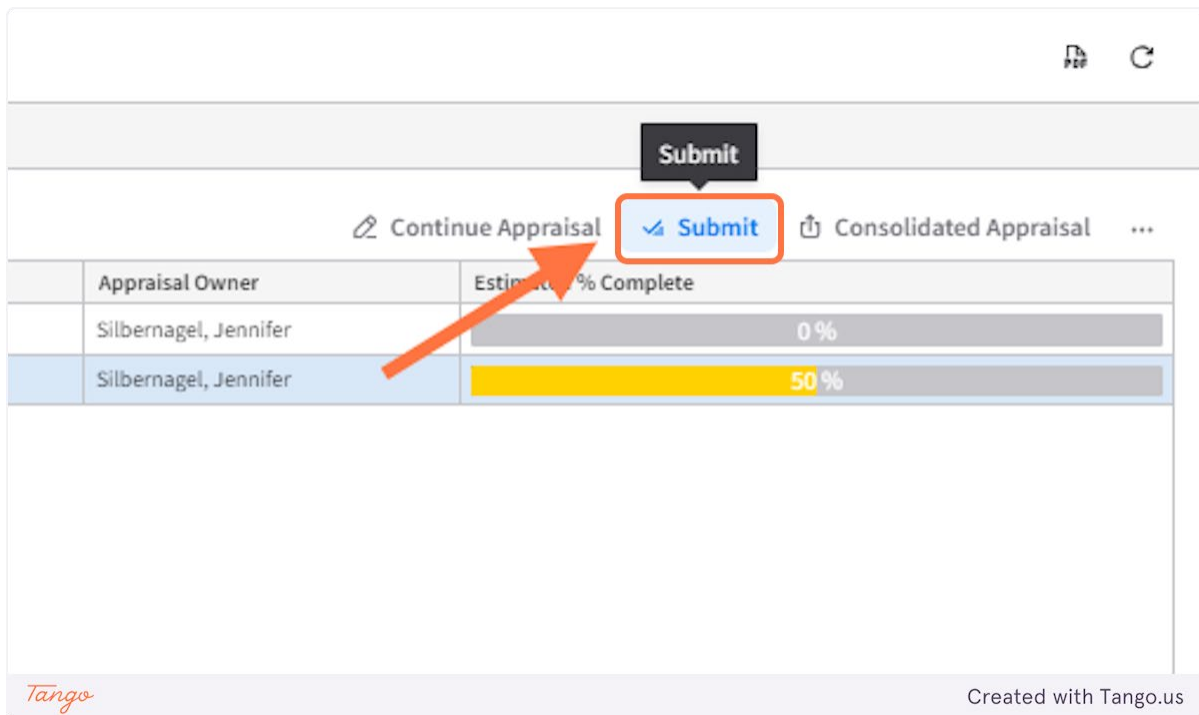
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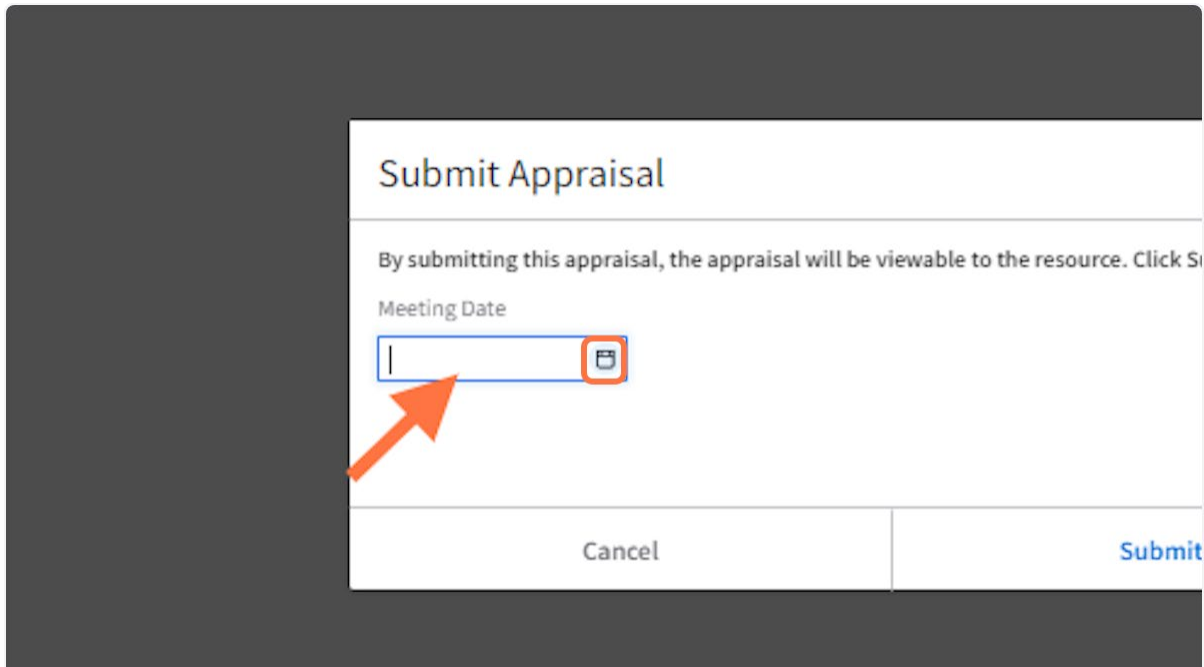
## 8. Click on Finish



9. Then you click on Submit. This is a change from prior years you only have to submit this once now to go to the employee.



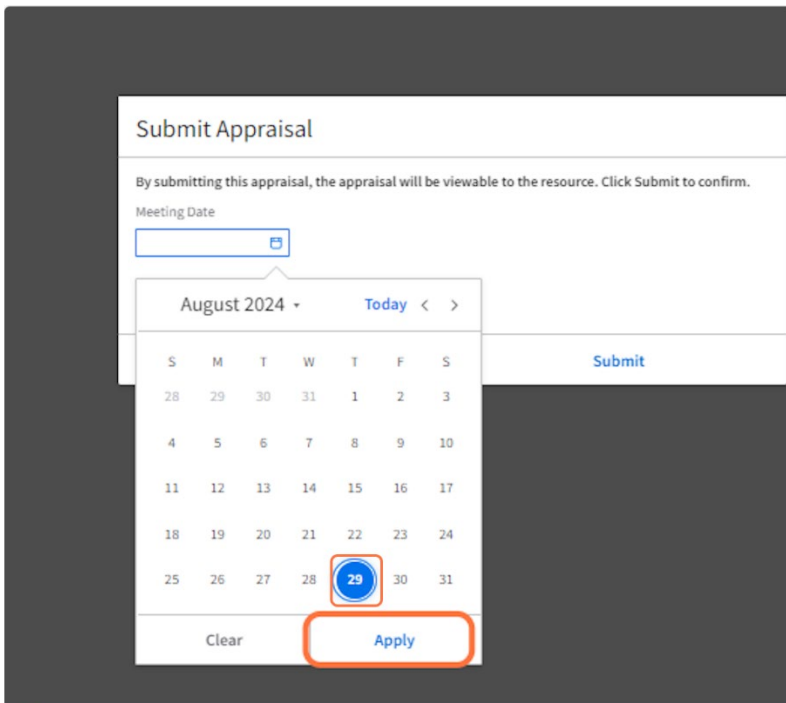
10. You will then be asked the for the date you met with the employee to go over the appraisal. You click on the lookup trigger and pick a date.



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11. For this example we are using 8/29, then click apply.



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**12. Once you have the date entered click on Submit.**

Submit Appraisal

By submitting this appraisal, the appraisal will be viewable to the resource. Click Submit to confirm.

Meeting Date

8/29/2024

Cancel Submit

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**13. Congratulations on submitting your appraisal. Your employee will now receive an email notifying them that the appraisal is ready for their acknowledgment. Please come back to Manager Space in a few days to make sure they have acknowledged the appraisal, as you will not be notified once it has been acknowledged. If they have not, please ask them to do so.**