

Performance Review Process for Managers - Manager Space

Thank you for conducting the annual appraisal of your team members. 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 for a manager's workspace. On the left side, there is a vertical menu of roles, each with an icon and a text label. The 'Manager' role, represented by a person icon, is highlighted with a red rectangular border. A red arrow points from the top of this menu down to the 'Manager' role. To the right of the menu is a list of employees, each with a checkbox, a person icon, and their name and title. The employee 'Murithi, Kenneth' (010895 Data Analytics and ...) is selected, indicated by a blue checkmark in the checkbox and a light blue background. Other employees listed include 'Thurs, Annie' and several '011107 HRIS Senior Analyst' entries. At the bottom left of the interface is the 'Tango' logo, and at the bottom right is the text 'Created with Tango.us'.

2. Click on Review Performance.

My Staff

Birthdays And Anniversaries

Acquire Talent

Manager Space Guide

Take Notes

Employee Check In

Review Performance

Search by Name

400123 Human Resource ...

010413 Payroll Coordinator

011107 HRIS Senior Analyst

011107 HRIS Senior Analyst

011107 HRIS Senior Analyst

Murithi, Kenneth
010895 Data Analytics and ...

Thurs Annie

Active

Appraisal

CPC APPRAISAL 2024 TEST

Appraisal Status

Document Type	Appraisal
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3. Click on All Assigned to Me, this will bring up any appraisals that need to be completed.

Review Performance

My Staff All Active Appraisals **All Assigned To Me** Reassigned By Status Acknowledged And

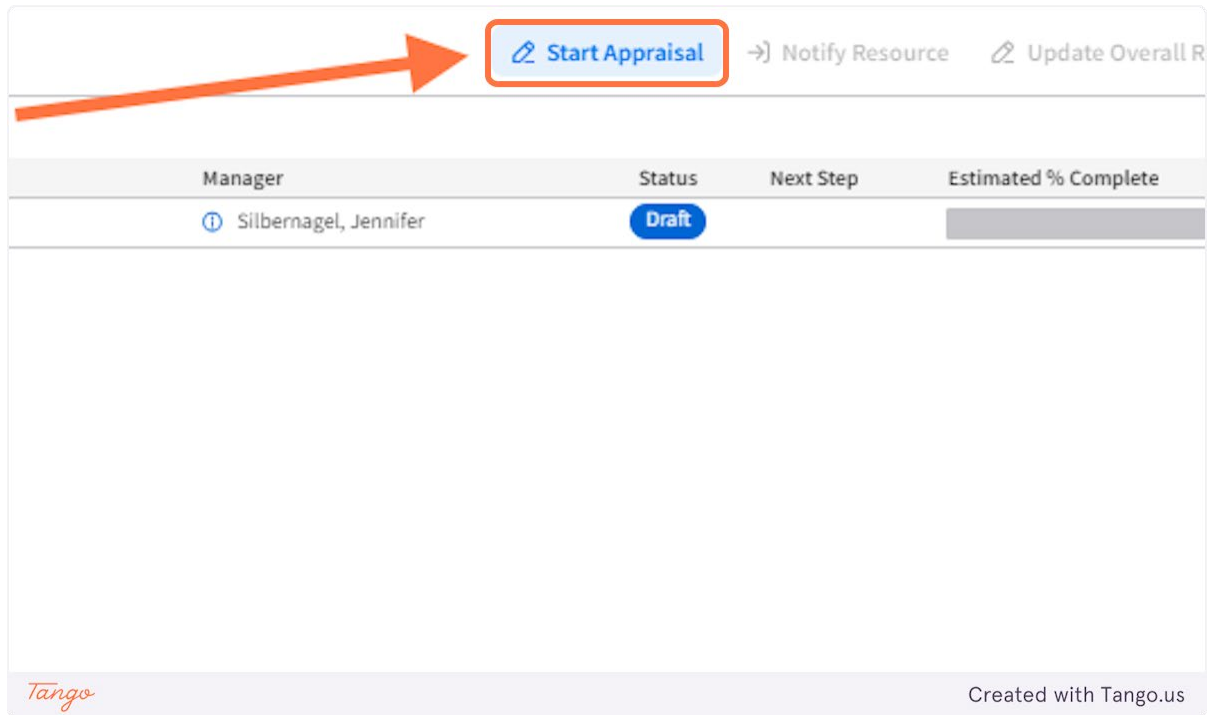
Appraisals

<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

Tango

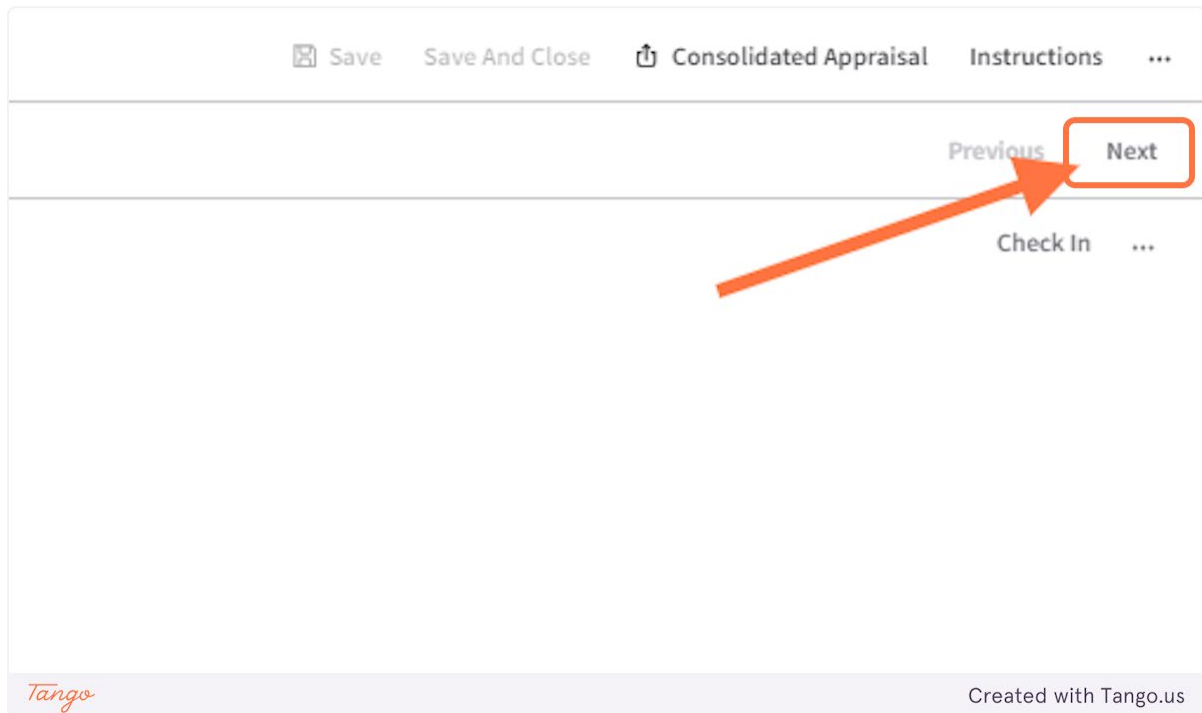
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4. Click on Start Appraisal.



The screenshot shows a user interface for starting an appraisal. At the top, there is a toolbar with a blue button labeled "Start Appraisal" which is highlighted with an orange border and an orange arrow points to it from the left. To the right of this button are two other options: "Notify Resource" and "Update Overall R". Below the toolbar 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" under "Manager", a blue "Draft" button under "Status", and a grey progress bar under "Estimated % Complete". The footer of the page includes the "Tango" logo on the left and "Created with Tango.us" on the right.

5. Click on Next.



The screenshot shows a user interface for navigating through appraisal steps. At the top, there is a toolbar with buttons for "Save", "Save And Close", "Consolidated Appraisal", "Instructions", and a menu icon. Below the toolbar, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with an orange border and an orange arrow points to it from the bottom right. Below these buttons is a "Check In ..." option. The footer of the page includes the "Tango" logo on the left and "Created with Tango.us" on the right.

6. Click on the 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 | [A](#) |

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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 | [A](#) | | **B** | **66** | | [?](#) | | | HTML

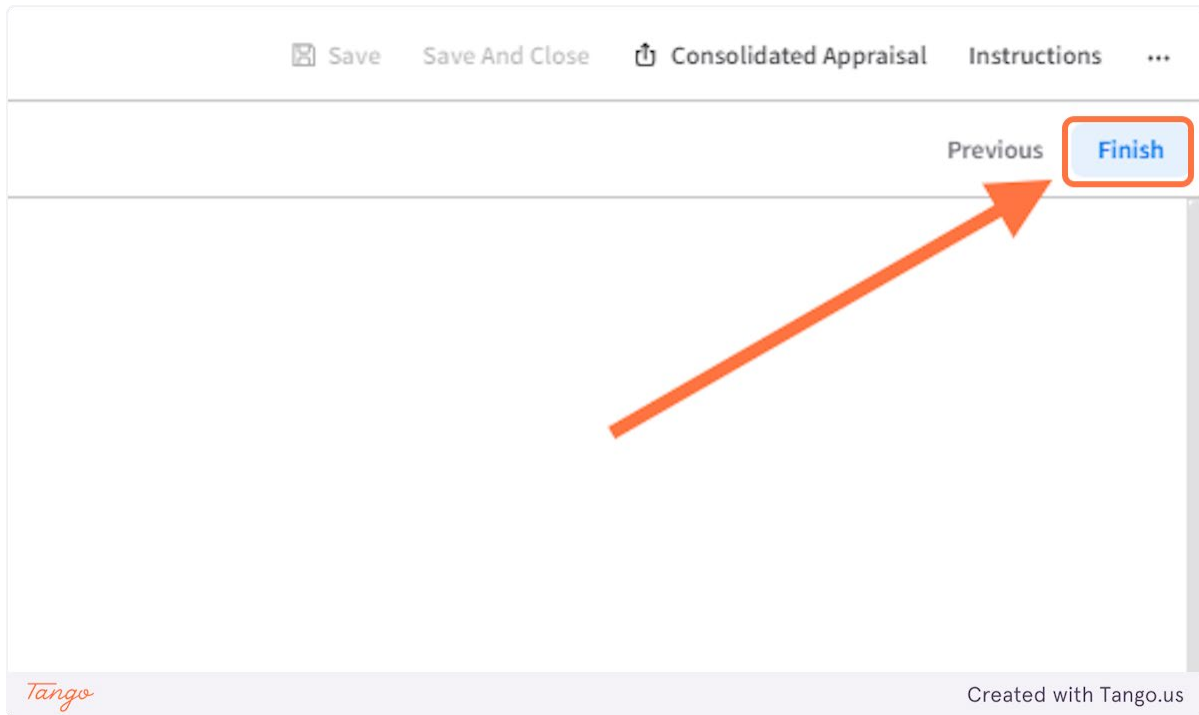
details here

Overall Section Comments:

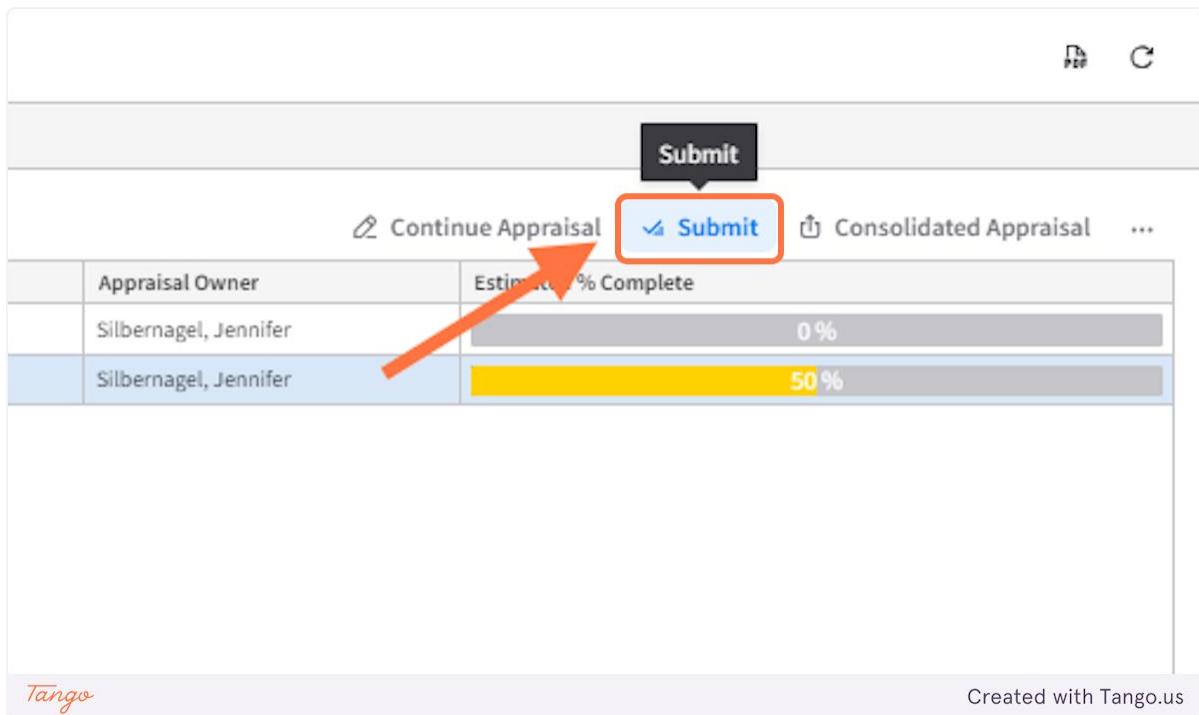
Normal text | **B** | *I* | U | [A](#) | | **B** | **66** | | [?](#) | | | HTML

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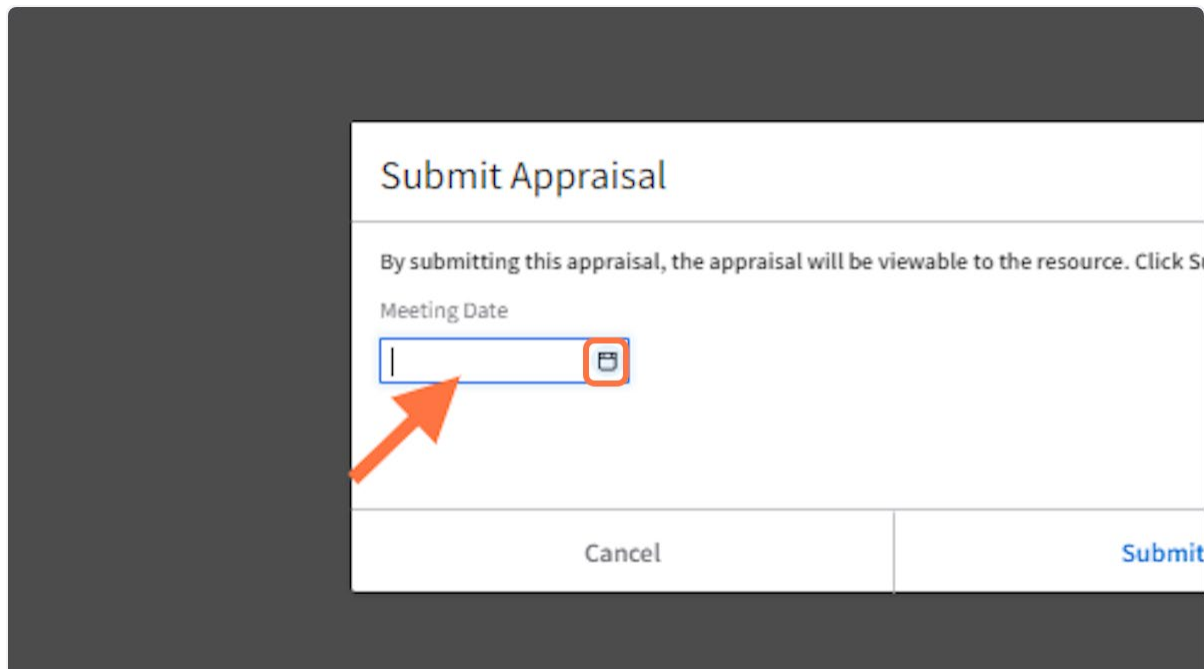
8. Click on Finish.



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



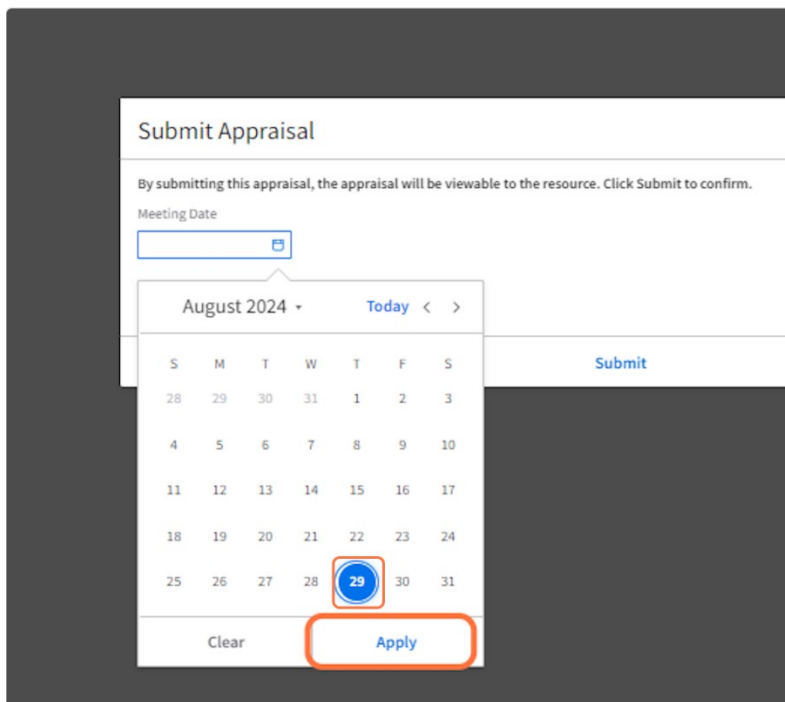
10. You will then be asked for the date you met with the employee to go over the appraisal. You click on the lookup trigger and pick a date.



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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! The Process is Complete!