Employee ePerformance Competency Model Weighting



If you use competencies as your primary performance model, you need to tell the system to "ignore" the goals section/tab. You will do this even if you set goals to support your performance or your professional development.

1.	In the Goals Section Summary, Section Weight field, enter 0.			Mission Statement Goals Competencies Mand
				 Section 2 - Employee Goals
	a.	Click the Add Goal io	con.	Add Goal
				✓ Goals Section Summary
				Section Weight 0 %
	b.	Click Add your own	Goal.	Add Goal
	с.	Click Next		Select an option to add the new goal.
	0.			Add your own Goal Copy Goal from My Documents
	d.	Type Null Goal in		Next
		the Title field.	Add Your Own Goal	
			Description	St ← → Font - Size - B I U := := A - ⊠ - == . ≪
		<i>Optional:</i> You may add a		
		developmental		
		goal into this		
		appropriate.	Add	
	e.	Click Add .		
	_			Goal 1: Null Goal
	f. Type <i>100</i> into the goal's weight.			Weight 100 c
				Save Ready for Manager Review
	g.	CIICK Save.		
				🗃 Print 🖃 Notify 💆 Export
	The The	odel. Section Weight %		
2.	Ch	oose the Competenc	ies tab.	Mission Statement Goals Competencies Mandatory Training

3. Confirm the weights for each competency.

The competencies are defaulted to be at 10%. Speak with your manager to ensure this is how the competencies should be weighted. In most situations they will remain at 10% each. <u>Ensure all competencies are weighted.</u>

Ready for Manager Review

Cancel

continue.

OK

- 4. In the Competency Section Summary, Section Weight field, enter *100*. This is how you get the system to know you are only using the Competencies Model.
- 5. Click **Ready for Manager Review**. This step allows your manager to confirm the Define Criteria step.

ur	Save	Ready for Manager Review	
	🚝 Print 🖃 Notify 🕅 Expo		

Section Weight 100

Competency Section Summary

Selecting OK will notify your manager that the document is ready for review. You will no longer be able to make changes. Press OK to

A confirmation window displays.

6. Click **OK** to confirm submission.

The Define Criteria step will be marked as complete.

 Once your supervisor has completed the Define Criteria step, you can move onto the next step in alignment with your performance review period.

0	Define Criteria			
	Due Date	11/30/2021		
	View			