



ROUND ROCK TEXAS

Employee Self-Service

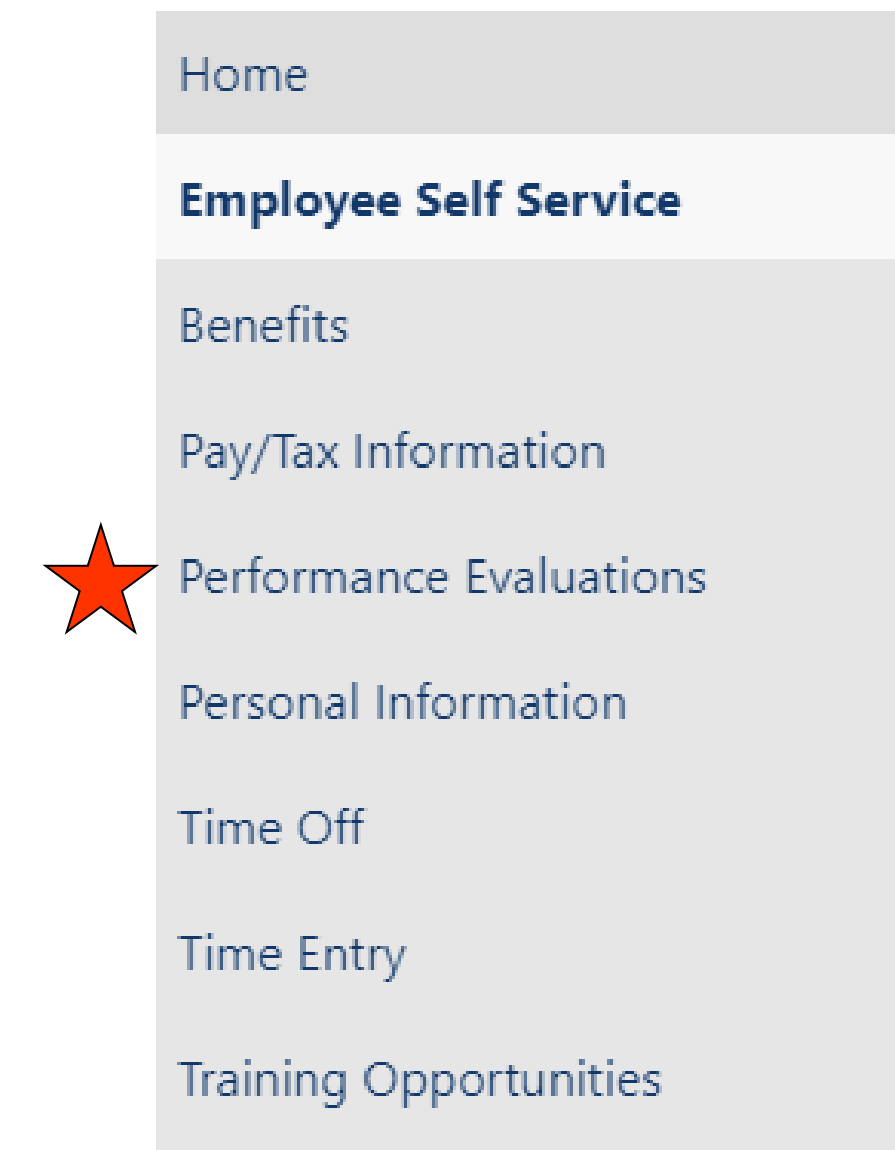
Employee Year-End Performance Evaluations
for Supervisors
September 2022



Performance Evaluations

Login to Employee Self-Service (ESS)

Click on the Performance Evaluations link on the right and the Performance Evaluation module will open.





Accessing Your Employee's Performance Evaluations

Click Employee Evaluations
Your employee evaluations will be listed.

You will be able to access performance evaluations awaiting completion as well as those already completed.

The screenshot shows the 'Evaluations of My Employees' section in the Round Rock Texas HR system. At the top left, the 'ROUND ROCK TEXAS' logo is visible. The main content area is titled 'Evaluations of My Employees' and features a dropdown menu for 'Employee: GRUSSENDORF, DARRON'. Below this, there are two sections: 'Evaluations by me' and 'Evaluations by employees'. The 'Evaluations by me' section contains a table with the following data:

Job	Review period	Status	
ORG DEVELOPMENT TRAINER	10/1/2021 - 9/30/2022	Approved	Details
ORG DEVELOPMENT TRAINER	10/1/2021 - 9/30/2022	Pending	Edit


Below the table, there is a 'Show history' link. The 'Evaluations by employees' section shows 'No employee evaluations could be found.' with a 'Show history' link. On the right side, there is a navigation menu with the following items: Home, Employee Self Service, Benefits, Life Events, Pay/Tax Information, Performance Evaluations (highlighted with a red star), Employee Evaluations (highlighted with a red star), 360° Evaluations, Personal Information, Time Off, and Time Entry.




Accessing Your Employee's Performance Evaluation, cont.

Step 1: Using the drop-down box, select the employee.

Step 2: Clicking the "Edit" link will open the employee's performance evaluation.


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Evaluations of My Employees

Employee: 

Evaluations by me

[Show history](#)

Job	Review period	Status	
ORG DEVELOPMENT TRAINER	10/1/2021 - 9/30/2022	Approved	Details
ORG DEVELOPMENT TRAINER	10/1/2021 - 9/30/2022	Pending	 Edit

Evaluations by employees

[Show history](#)

No employee evaluations could be found.



Completing Your Employee's Evaluation

The top of the evaluation provides details about the evaluation including instructions and reference information as well as an opportunity to attach supporting documents.

The screenshot shows the 'Employee Performance Evaluation' page for DARRON GRUSSENDORF, an Org Development Trainer. The page includes a header with the Round Rock Texas logo and navigation icons. A sidebar on the right contains a menu with options like Home, Employee Self Service, Benefits, Life Events, Pay/Tax Information, Performance Evaluations (with sub-options for Employee Evaluations and 360° Evaluations), Personal Information, Time Off, Time Entry, and Training Opportunities. The main content area is titled 'GRUSSENDORF, DARRON - ORG DEVELOPMENT TRAINER' and features an 'Attachments' section with a 'Choose File' button and a red star icon. Below this is the 'Employee Performance Evaluation Instructions' section, which includes a red star icon and detailed text about the evaluation process and organizational values. The 'Part I. - City Core Competencies' section includes a dropdown menu for 'Type of Review or Evaluation' set to 'YEAR END PERFORMANCE EVAL', with a red arrow pointing to it and the text 'This field will default in. Do not change this field.' Below this are date pickers for 'Review Period Begin' (10/1/2021) and 'Review Period End' (9/30/2022).



Completing Your Employee's Evaluation Attachments

You may attach documents which support the current evaluation ratings and justifications.
Note, these documents will become part of the employee's evaluation record.

Uploading a File

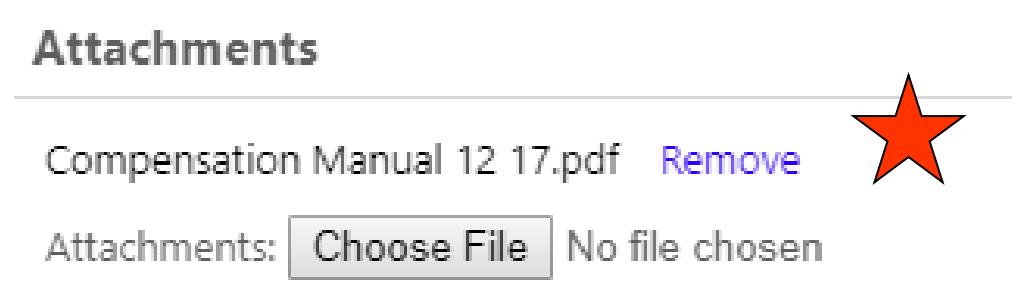
Click *Choose File*



Locate the File on your computer or drive that you want to Upload and Click *Open*
The file will automatically upload.

Removing a File

Click *Remove*



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Completing Your Employee's Evaluation: Competencies

Competencies & Key Job Responsibilities

CUSTOMER SERVICE MAKE A SELECTION

Customer Service: Anticipating, meeting, or exceeding customer needs, wants, and expectations in a timely and courteous manner. Representing the department in a positive and professional manner.

- Responds to customers promptly
- Is patient, friendly, and courteous with customers and employees
- Follows through on customer requests and questions
- Resolves issues and complaints satisfactorily

[Edit](#)

ACCOUNTABILITY MAKE A SELECTION

Accountability and Personal Responsibility:

Accepts responsibility for individual actions and the quality, quantity, and timeliness of his/her work product.

- Admits mistakes and works to avoid repeating them
- Arrives on time, is fully prepared for customers without delay, and works his/her assigned hours
- Behaves consistently with the department's and/or City's expectations regarding ethical conduct
- Produces output with a minimum number of errors
- Presents self professionally, positively and assertively
- Accepts responsibility for achieving goals
- Manages time and priorities to achieve objectives
- Maintains confidentiality and protects the privacy of City employees and members of the public.

[Edit](#)

SAFETY MAKE A SELECTION

Safety: Adhering to safety and health regulations.

- Maintains and observes safety and health standards
- Notifies others when they are violating safety and health regulations
- Operates machinery and equipment safely and properly
- Safe use of chemical products and all other products
- Reports problems and repair needs to supervisor or manager in a timely manner

[Edit](#)

COMMUNICATION MAKE A SELECTION

Communication: Effectively communicating by listening and by conveying and receiving ideas, information, and direction. Writing clearly, succinctly, and understandably. Using (written) language to convey key

- Communicates clearly, concisely and understandably
- Repeats statements and instructions to ensure understanding
- Listens, observes, and strives to gain understanding of others
- Organizes information in logical sequences
- Exercises judgment in determining what information needs to be communicated
- Prepares clear, succinct, and well-written documents

[Edit](#)

FLEXIBILITY & ADAPTABILITY MAKE A SELECTION

Flexibility & Adaptability: Adjusts effectively with change and supports implementation of new initiatives and processes.

- Responds promptly to shifts in direction, priorities, and schedules
- Reacts positively to new approaches, ideas, and methods
- Juggles multiple priorities and tasks effectively
- Maintains productivity and appropriate responses during transitions and periods of high levels of pressure or stress

[Edit](#)

Step 1: Click *Edit* under each competency

Step 2: Select a rating from the Rating drop down menu

Step 3: Document Rating Justifications (optional for competencies)

Step 4: Click *Done*

ACCOUNTABILITY

Accountability and Personal Responsibility:

Accepts responsibility for individual actions and the quality, quantity, and timeliness of his/her work product.

- Admits mistakes and works to avoid repeating them
- Arrives on time, is fully prepared for customers without delay, and works his/her assigned hours
- Behaves consistently with the department's and/or City's expectations regarding ethical conduct
- Produces output with a minimum number of errors
- Presents self professionally, positively and assertively
- Accepts responsibility for achieving goals
- Manages time and priorities to achieve objectives
- Maintains confidentiality and protects the privacy of City employees and members of the public.

Rating*

MAKE A SELECTION

Performance Expectation & Justification



Done Cancel



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Completing Your Employee's Evaluation: Key Job Responsibilities

KEY JOB RESPONSIBILITY 1 MAKE A SELECTION

List job duty, performance expectation and justification for rating.

[Edit](#)

KEY JOB RESPONSIBILITY 2 MAKE A SELECTION

List job duty, performance expectation and justification for rating.

[Edit](#)

KEY JOB RESPONSIBILITY 3 MAKE A SELECTION

List job duty, performance expectation and justification for rating.

[Edit](#)

KEY JOB RESPONSIBILITIES 4 MAKE A SELECTION

List job duty, performance expectation and justification for rating.

[Edit](#)

KEY JOB RESPONSIBILITIES 5 MAKE A SELECTION

List job duty, performance expectation and justification for rating.

[Edit](#)

Step 1: Click *Edit* under key job responsibility.

Step 2: Select a rating from the Rating drop down menu

Step 3: Document Rating Justifications

Step 4: Click *Done*



KEY JOB RESPONSIBILITY 1

List job duty, performance expectation and justification for rating.

Rating*

MAKE A SELECTION

Performance Expectation & Justification

[Done](#) [Cancel](#)

Note that Key Job Responsibilities and Performance Expectations should have already been entered as part of the initial Performance Review Plan set up in this record.






Completing Your Employee's Evaluation: Employee Development Plan

This area of the evaluation is designated to document the development activities for the evaluation period. Multiple development activities may be added.

1. Enter Development Area
2. Describe the Development Activity
3. Enter Target Completion Date
4. Click "Add" to add the record

Employee Development Plan

Enter developmental needs or growth opportunities for the employee and actions that will be taken to satisfy each item. Include target dates for completion or achievement.

Development Area*	
Developmental Activities	
Target Completion Date*	<input type="text"/> 
Add	

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Note that the Employee Development Plan should have already been entered as part of the initial Performance Review Plan set up in this record.



Completing Your Employee's Evaluation: Submitting for Employee Review

At the bottom of the screen you will have the following options:

Save and Close: Clicking *Save and Close* will store your entries for future editing/review.

Submit for Approval: When you click *Submit for Approval* the evaluation will be viewable by the employee in ESS. You will no longer be able to edit the evaluation.

Cancel: Clicking *cancel* will erase all of your entries.

Save and close

Submit for approval

Cancel



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Your Employee's Evaluation: Employee Review

Notify your employee that they have the final step in the evaluation process.

They may review, provide comments (optional) and acknowledge their evaluation in ESS (required).

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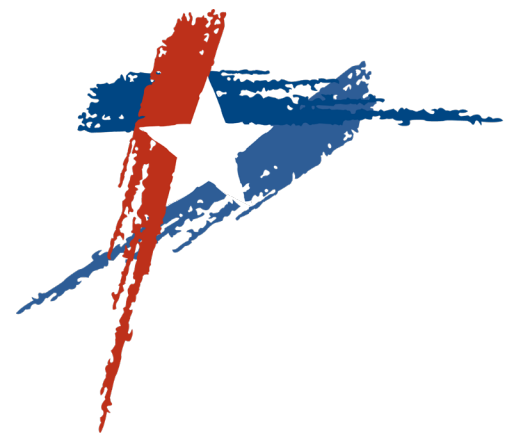
Accessing an Employee Evaluation After Completion

Completed evaluations are available for review in ESS by clicking on the *details* link.

Evaluations by my supervisors

Job	Review period	Show history
ORG DEVELOPMENT TRAINER	10/1/2021 - 9/30/2022	Details





Contacts

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