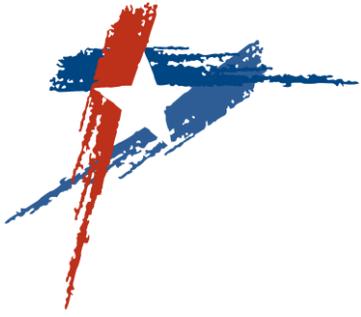




# Employee Year-End Performance Evaluations

Guidance for Supervisors (September 2023)



# Performance Evaluations

Login to Employee Self-Service (ESS)

Click on the Performance Management link on the right to access the Performance Management Home page.



- Employee Self Service**
- Benefits
- Life Events
- Pay/Tax Information
- Performance Management
- Personal Information
- Time Off
- Time Entry

Click **Evaluations** on the menu to the right to go to the Evaluation Status page where you can access employee performance records. You can also access this page by clicking Evaluations at the bottom.

## Performance Management Home

My Team

Name	Job Class	Manager	Action
PIERCE, LISA M	ASST DIRECTOR - HUMAN RESOURCE	FRANCOIS, VALERIE	<a href="#">VIEW PERFORMANCE</a>
AMARETH, HOEUN	HUMAN RESOURCES ASSISTANT	PIERCE, LISA M	<a href="#">VIEW PERFORMANCE</a>
BLEIBTREU, GRACE C	TEMPORARY	PIERCE, LISA M	<a href="#">VIEW PERFORMANCE</a>
GRUSSENDORF, DARRON	ORG DEVELOPMENT TRAINER	PIERCE, LISA M	<a href="#">VIEW PERFORMANCE</a>
PLASSE, RAMONA D	HUMAN RESOURCES GENERALIST	PIERCE, LISA M	<a href="#">VIEW PERFORMANCE</a>

- Home
- Employee Self Service
- Benefits
- Life Events
- Pay/Tax Information
- Performance Management**
  - Evaluations
  - Analytics
- Personal Information
- Time Off
- Time Entry



**EVALUATIONS**  
Add or continue working on evaluations for your employees or view completed evaluations for your employees

**ANALYTICS**  
View trends and analytics for your employees to identify areas that may need attention



From the **Evaluation Status** page, click on the employee's name to access their performance records. If you do not see an employee's name listed under the Complete tab, select the Active tab.

ROUND ROCK TEXAS

**Evaluation Status** 6 Approved | 1 Pending

**ACTIVE** COMPLETE

Search   Include former employees

<a href="#">Name</a>	<a href="#">Job Class</a>	<a href="#">Evaluation Period</a>	<a href="#">Type</a>	<a href="#">Overall rating</a>
 AMARETH, HOEUN	HUMAN RESOURCES ASSISTANT	10/01/2022 - 09/30/2023	PERFORMANCE REVIEW PLAN	<a href="#">DETAILS</a>
 GRUSSENDORF, DARRON 	ORG DEVELOPMENT TRAINER	10/01/2022 - 09/30/2023	PERFORMANCE REVIEW PLAN	<a href="#">DETAILS</a>
 PLASSE, RAMONA D	HUMAN RESOURCES GENERALIST	10/01/2022 - 09/30/2023	PERFORMANCE REVIEW PLAN	<a href="#">DETAILS</a>
 SHAW, JACQUELINE D	HUMAN RESOURCES SPECIALIST	10/01/2022 - 09/30/2023	PERFORMANCE REVIEW PLAN	<a href="#">DETAILS</a>

Home  
Employee Self Service  
Benefits  
Life Events  
Pay/Tax Information  
**Performance Management**  
Evaluations  
Analytics  
Personal Information  
Time Off  
Time Entry

Look for records with a date range of 10/1/2022 – 9/30/23. The first record with this date range is the Performance Review Plan Acknowledgement Record which is completed at the beginning of the performance year or within 30 days of a new hire start date.

The second record is the Year-End Performance Evaluation Record. Click **Edit** to access the record.

ROUND ROCK TEXAS

## Evaluations for GRUSSENDORF, DARRON

Job	Evaluation period	Status	
ORG DEVELOPMENT TRAINER	10/1/2022 - 9/30/2023	APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/1/2022 - 9/30/2023	PENDING	EDIT
ORG DEVELOPMENT TRAINER	10/1/2022 - 3/30/2023	APPROVED	DETAILS

*FY23 Performance Review Plan Acknowledgement Record*

*FY23 Year-End Performance Evaluation Record*

Home  
Employee Self Service  
Benefits  
Life Events  
Pay/Tax Information  
**Performance Management**  
Evaluations  
Analytics

**Note:** When one or more of the following situations occur during the performance year, an employee will have more than one Year-End Performance Evaluation Record.

*These records should have been closed out/completed by the supervisor at the time of the change – supervisor, department, or position.*

1

**Supervisor Change**  
When an employee transfers to another supervisor

2

**Department Change**  
When an employee transfers to another department

3

**Position Change**  
When an employee changes positions (i.e., receives a promotion)

The **Overview** tab allows you to attach supporting documentation (optional). You may attach documents which support the current evaluation ratings and justifications.

*Note: These documents will become part of the employee's evaluation record.*

The screenshot shows a web interface for editing an evaluation. At the top left, it says 'ROUND ROCK TEXAS'. The main heading is 'Edit Evaluation'. Below that, the employee's name 'DARRON GRUSSENDORF' and title 'ORG DEVELOPMENT TRAINER' are displayed. There are four tabs: 'OVERVIEW', 'BASIC INFO', 'COMPETENCIES', and 'GOALS'. The 'OVERVIEW' tab is selected and highlighted with a red box. Below the tabs is an 'Attachments' section with a 'Choose File' button and the text 'No file chosen'. A red arrow points to the 'Choose File' button. On the right side, there is a navigation menu with options: Home, Employee Self Service, Benefits, Life Events, Pay/Tax Information, Performance Management (highlighted), Evaluations, Analytics, Personal Information, Time Off, and Time Entry.

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

Select **Basic Info** tab at the top of the record to view evaluation instructions, record type, and evaluation period begin and end dates.

## Edit Evaluation

DARRON GRUSSENDORF  
ORG DEVELOPMENT TRAINER

OVERVIEW

**BASIC INFO**

COMPETENCIES

GOALS

Home  
Employee Self Service  
Benefits  
Life Events  
Pay/Tax Information

### Performance Management

Evaluations  
Analytics

Personal Information

Time Off

Time Entry

### Employee Performance Evaluation

#### Employee Performance Evaluation Instructions

The process of monitoring and evaluating employee job performance is continuous and on-going. Supervisors are responsible for evaluating and rating employee progress in meeting job expectations, City and department goals, and City core competency requirements. This form is to be used to conduct performance evaluations for City of Round Rock employees according to established policy and timelines.

#### The City's Organizational Values are:

**Integrity:** We do what's right. We're trustworthy and responsible for our actions.

**Respect:** We respect our jobs, each other and the community we serve.

**Compassion and Support:** We support each other, especially in times of need, and are considerate of our personal lives.

**Resourcefulness:** Everyone is encouraged to be creative and share new ideas. Our learning is never done.

**Teamwork:** We are at our best when we work together toward a common vision.

**Service Excellence:** We are committed to the positive, professional delivery of quality services. We take pride in what we do.

#### Part I. - City Core Competencies:

Rate each factor based on the employee's performance during the review period. Indicate the rating by selecting the appropriate rating.

**Part II. - Key Job Responsibilities:** Describe the key job responsibilities (no more than 5) the employee is expected to perform. Rate each item and provide a summary to justify the rating. Add all ratings and divide by the number of responsibilities listed to determine the average rating.  
Job Competency Scale: Meets or Does Not Meet.

Key Job Responsibilities Scale: Exceeds Standards (3) Meets Standards (2) Needs Improvement (1)

Type of Review or Evaluation

YEAR END PERFORMANCE EVAL

Evaluation Period Begin

10/01/2022

Evaluation Period End

09/30/2023

# Select Competencies tab to enter Ratings and Justifications.

## Edit Evaluation

DARRON GRUSSENDORF  
ORG DEVELOPMENT TRAINER

OVERVIEW

BASIC INFO

COMPETENCIES

GOALS

- Home
- Employee Self Service
- Benefits
- Life Events
- Pay/Tax Information
- Performance Management**
- Evaluations
- Analytics
- Personal Information
- Time Off
- Time Entry

### Competencies & Key Job Responsibilities

#### Competency

#### Manager Evaluation

**CUSTOMER SERVICE**

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

none

RATING: MAKE A SELECTION

 **① Select pencil icon to enter Ratings for each Core Competency.**

**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.

none

RATING: MAKE A SELECTION

 **② The Edit Competency box will appear. Click on the Rating dropdown menu to choose a rating.**

**For Core Competencies, your rating choices are Meets or Does Not Meet.**

*Optional comments can be entered in the Performance Expectation and Justification box below the rating.*

### Edit Competency

Competency: **CUSTOMER SERVICE**

Rating\*

MAKE A SELECTION

MAKE A SELECTION  
NEEDS IMPROVEMENT  
MEETS  
EXCEEDS  
DOES NOT MEET

Justification

**③ Click Save when done.**

CANCEL SAVE

# Key Job Responsibilities: Enter Ratings and Justifications

## KEY JOB RESPONSIBILITY 1

List job duty, performance expectation and justification for rating.

WEIGHT: 1.00

1. Assess and evaluate citywide organizational and training needs using a variety of assessment and evaluation tools. Identifying opportunities for career development and talent enhancement within the individual departments. Evaluate the effectiveness of training modules, workshops, etc. and make changes as needed to improve future results.

Performance Expectation:

- Develop citywide training plan based on assessment
- Identify Organizational Development liaison for training needs
- Work with departments on career development and talent enhancement based on business needs

RATING: MAKE A SELECTION



① Select pencil icon to enter Ratings and Justifications for each Key Job Responsibility.

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

**Edit Competency**

Competency: **KEY JOB RESPONSIBILITY 1**

Rating\*

MAKE A SELECTION ▼

Justification

MAKE A SELECTION  
NEEDS IMPROVEMENT  
MEETS  
EXCEEDS  
DOES NOT MEET

CANCEL SAVE

② The Edit Competency box will appear. Click on the Rating drop-down menu to choose a rating. Your ratings choices for KJRs are **Needs Improvement, Meets, or Exceeds**.

③ Add your **Justification** statement in the *Performance Expectation and Justification* box.

④ Select **Save** when done.



# New Requirement in ESS: All KJRs and Core Competencies must have a rating assigned before ESS will allow you to submit the record.

In this example, an employee has 4 Key Job Responsibilities. For KJR 5, the supervisor must choose **Make a Selection** and then **Save** before the system will allow the record to be submitted once completed.

The screenshot displays the 'KEY JOB RESPONSIBILITIES 5' section. It includes a text area for 'List job duty, performance expectation and justification for rating.' and a 'WEIGHT: 1.00' label. The current rating is 'none'. A pencil icon is used to edit the rating. A dropdown menu is open, showing options: 'MAKE A SELECTION', 'NEEDS IMPROVEMENT', 'MEETS', 'EXCEEDS', and 'DOES NOT MEET'. The 'MAKE A SELECTION' option is highlighted. Below the dropdown are 'CANCEL' and 'SAVE' buttons.

① Select pencil icon to enter Rating.

② Click on the Rating drop down menu. Choose **Make a Selection**.

③ Select **Save** when done.

# Select **Goals** tab to review and discuss employee's progress for the year on their Employee Development Plan goals.

## Edit Evaluation

DARRON GRUSSENDORF  
ORG DEVELOPMENT TRAINER

OVERVIEW

BASIC INFO

COMPETENCIES

**GOALS**

- Home
- Employee Self Service
- Benefits
- Life Events
- Pay/Tax Information
- Performance Management**
- Evaluations
- Analytics
- Personal Information
- Time Off

### 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.

+ ADD NEW

GOAL	Due Date	
<b>GOAL - 1 for YEAR END</b> Continue to learn about learning management system...	9/30/2023	  
<b>GOAL - 2 for YEAR END</b> Continue to learn about best practices in learning...	9/30/2023	  
<b>GOAL - 3 for YEAR END</b> Attend seminars, workshops, conferences and traini...	9/30/2023	  

Click down arrow to view details for each development goal.

# Select **Goals** tab to review and discuss employee's progress for the year on their Employee Development Plan goals.

## Edit Evaluation

DARRON GRUSSENDORF  
ORG DEVELOPMENT TRAINER

OVERVIEW

BASIC INFO

COMPETENCIES

**GOALS**

- Home
- Employee Self Service
- Benefits
- Life Events
- Pay/Tax Information
- Performance Management**
- Evaluations
- Analytics
- Personal Information
- Time Off
- Time Entry

### 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.

+ ADD NEW

#### GOAL - 1 for YEAR END

Continue to learn about learning management system...

Due Date

9/30/2023



Type *None selected*

#### Goal Description

Continue to learn about learning management systems applications.

Work with IT and other SMEs to expand the breadth and depth of user knowledge.

Comments

none

#### GOAL - 2 for YEAR END

Continue to learn about best practices in learning...

Due Date

9/30/2023



#### GOAL - 3 for YEAR END

Attend seminars, workshops, conferences and traini...

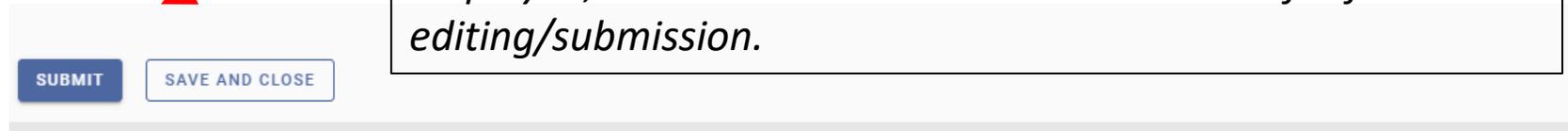
Due Date

9/30/2023

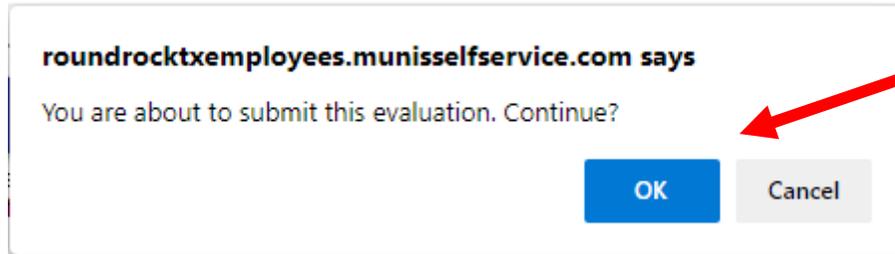


# Submit Performance Evaluation for employee to acknowledge in ESS.

① Select **Submit** when ready to submit to employee. This can be done at the bottom of either the Competencies or Goals section. *If you are not ready to submit the record to the employee, select Save and Close to store entries for future editing/submission.*



② Click **OK** to continue. This completes your submission of the employee's performance evaluation. However, the evaluation is not complete until the employee electronically acknowledges the record in ESS.



## Evaluations for GRUSSENDORF, DARRON

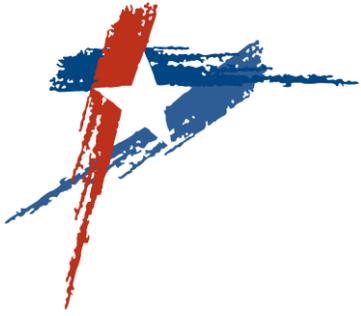
### Evaluations by me

Job	Evaluation period	Status	
ORG DEVELOPMENT TRAINER	10/1/2022 - 9/30/2023	APPROVED	<a href="#">DETAILS</a>
ORG DEVELOPMENT TRAINER	10/1/2022 - 9/30/2023	APPROVED	<a href="#">DETAILS</a>
ORG DEVELOPMENT TRAINER	10/1/2022 - 3/30/2023	APPROVED	<a href="#">DETAILS</a>

Note: The record status will show as **Approved** once you submit the record. However, you will still need to ensure the employee goes into ESS to acknowledge the record.



Guidance for Supervisors to Assist  
Employees with Acknowledging  
Year-End Performance Evaluations in ESS



## Acknowledging Performance Evaluations in ESS (Employee Screens)

Login to Employee Self-Service (ESS)

Click on the Performance Management link on the right to access the Performance Overview page.



# Employee Screen in ESS

From the Performance Overview page, employee will select **Evaluations** located to the right.

## Performance Overview



**DARRON GRUSSENDORF**  
ORG DEVELOPMENT TRAINER

Performance Evaluation	
EVALUATION PERIOD	10/1/2022 - 9/30/2023
EVALUATION TYPE	PERFORMANCE REVIEW PLAN
OVERALL RATING	<i>Not Entered</i>
EVALUATOR	PIERCE, LISA M
<a href="#">DETAILS</a>	

Employee Self Service

Benefits

Life Events

Pay/Tax Information

**Performance Management**



Evaluations

Personal Information

Time Off

Time Entry

# Employee Screen in ESS

Employee will locate the Year-End Performance Evaluation record with the review period 10/1/2022 – 9/30/2023 and click the **View and Acknowledge** link to the right.

## Evaluations

EVALUATIONS ABOUT ME

EVALUATIONS BY ME

### Evaluations by my supervisors

Job	Evaluation period	Overall rating	Status	
ORG DEVELOPMENT TRAINER	10/1/2022 - 9/30/2023		APPROVED	<a href="#">DETAILS</a>
ORG DEVELOPMENT TRAINER	10/1/2022 - 9/30/2023		APPROVED	<a href="#">VIEW AND ACKNOWLEDGE</a>
ORG DEVELOPMENT TRAINER	10/1/2022 - 3/30/2023		APPROVED	<a href="#">DETAILS</a>

Employee Self Service

Benefits

Life Events

Pay/Tax Information

**Performance Management**

**Evaluations**

Personal Information

Time Off

# Employee Screen in ESS

1. The employee can add comments (optional).
2. The employee should select **I Acknowledge This Evaluation** button to complete the process.

## GRUSSENDORF, DARRON - ORG DEVELOPMENT TRAINER

This evaluation is pending your acknowledgement.

Employee Self Service

Benefits

Life Events

Pay/Tax Information

**Performance Management**

Evaluations

Personal Information

Time Off

Time Entry

### Attachments

### Employee Performance Evaluation

**Type of Review or Evaluation**

YEAR END PERFORMANCE EVAL

**Evaluation Period Begin**

10/01/2022

**Evaluation Period End**

09/30/2023

### Employee Comments **1**

Employee Comments

Employee can add comments here (optional).

**I ACKNOWLEDGE THIS EVALUATION** **2**

BACK

# Employee Screen in ESS

Employee will see a message that their evaluation has been successfully acknowledged. Employees can view their completed performance evaluation at any time from the Evaluations page by clicking **Details** to the right of the record.

## GRUSSENDORF, DARRON - ORG DEVELOPMENT TRAINER

✔ Your evaluation has been successfully acknowledged. You can [print this page](#) for your records. ✕

### Attachments

[Employee\\_Evaluation\\_Acknowledgment\\_08-01-23.html](#)

### Employee Performance Evaluation

**Type of Review or Evaluation**

YEAR END PERFORMANCE EVAL

**Evaluation Period Begin**

10/01/2022

**Evaluation Period End**

09/30/2023

## Evaluations

EVALUATIONS ABOUT ME

EVALUATIONS BY ME

### Evaluations by my supervisors

Job	Evaluation period	Overall rating	Status	
ORG DEVELOPMENT TRAINER	10/1/2022 - 9/30/2023		APPROVED	<a href="#">DETAILS</a>
ORG DEVELOPMENT TRAINER	10/1/2022 - 9/30/2023		APPROVED	<a href="#">DETAILS</a>
ORG DEVELOPMENT TRAINER	10/1/2022 - 3/30/2023		APPROVED	<a href="#">DETAILS</a>

Deadline for submission of the Year-End Performance Evaluation is September 30, 2023.



# Contacts

ESS Technical Support contact

Darron Grussendorf, Organizational Development Trainer  
at [dgrussendorf@roundrocktexas.gov](mailto:dgrussendorf@roundrocktexas.gov) or 512-341-3382

Questions about Evaluations contact

Lisa Pierce-Jones, Assistant Director of Human Resources  
at [lpiercejones@roundrocktexas.gov](mailto:lpiercejones@roundrocktexas.gov) or 512-218-5492

