



Employee Year-End Performance Evaluations

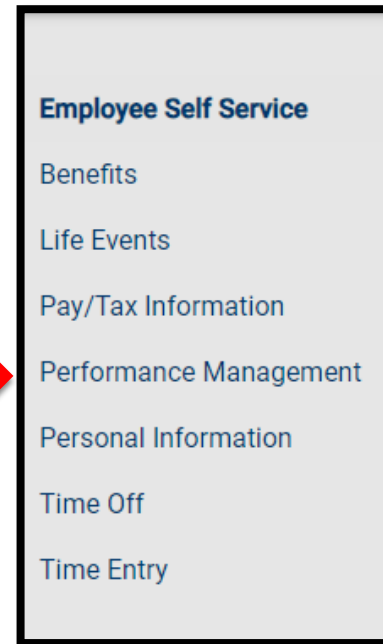
Guidance for Supervisors (September 2024)



Performance Evaluations


Login to Employee Self-Service (ESS)



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



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.




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Performance Management Home

My Team

Search 

Name	Job Class	Manager	Action
 PIERCE, LISA M	ASST DIRECTOR - HUMAN RESOURCE	FRANCOIS, VALERIE	VIEW PERFORMANCE
 AMARETH, HOEUN	HUMAN RESOURCES ASSISTANT	PIERCE, LISA M	VIEW PERFORMANCE
 GRUSSENDORF, DARRON	ORG DEVELOPMENT TRAINER	PIERCE, LISA M	VIEW PERFORMANCE

 **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

Home


Employee Self Service

Benefits

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Analytics



Personal Information

Time Off

Time Entry

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

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
Evaluation Status

6 Approved | 1 Pending



ACTIVE

COMPLETE

Search



☐ Include former employees

Name	Job Class	Evaluation Period	Type	Overall rating
 AMARETH, HOEUN	HUMAN RESOURCES ASSISTANT	10/1/2023 - 9/30/2024	PERFORMANCE REVIEW PLAN	DETAILS
 GRUSSENDORF, DARRON	ORG DEVELOPMENT TRAINER	10/1/2023 - 9/30/2024	PERFORMANCE REVIEW PLAN	DETAILS

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Time Off

Time Entry

Look for records with a date range of 10/1/2023 – 9/30/24. 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.

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Evaluations for GRUSSENDORF, DARRON

Evaluations by me

Job	Evaluation period	Status	
ORG DEVELOPMENT TRAINER	10/1/2023-9/30/2024	APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/1/2023-9/30/2024	PENDING	EDIT
ORG DEVELOPMENT TRAINER	10/1/2023-3/30/2024	APPROVED	DETAILS

FY24 Performance Review Plan Acknowledgement Record

FY24 Year-End Performance Evaluation Record

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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 application interface for 'Edit Evaluation'. At the top left is the 'ROUND ROCK TEXAS' logo. The main header is 'Edit Evaluation'. Below it, the user's name 'DARRON GRUSSENDORF' and title 'ORG DEVELOPMENT TRAINER' are displayed. A horizontal tab bar contains four tabs: 'OVERVIEW' (highlighted with a red box), 'BASIC INFO', 'COMPETENCIES', and 'GOALS'. Below the tabs is the 'Attachments' section, which includes 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 vertical sidebar with a list of navigation links: 'Home', 'Employee Self Service', 'Benefits', 'Life Events', 'Pay/Tax Information', 'Performance Management' (which is 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.

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Select Competencies tab to enter Ratings and Justifications.

Edit Evaluation

DARRON GRUSSENDORF
ORG DEVELOPMENT TRAINER

OVERVIEW

BASIC INFO

COMPETENCIES

GOALS

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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 drop-down 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

MAKE A SELECTION
NEEDS IMPROVEMENT
MEETS
EXCEEDS
DOES NOT MEET

Justification
organizational and
assessment and
tunities for career
ment within the
he effectiveness of
and make changes
as needed to improve future results.

CANCEL

SAVE

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

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

④ Select **Save** when done.



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.

KEY JOB RESPONSIBILITIES 5

List job duty, performance expectation and justification for rating.

WEIGHT: 1.00

none

RATING: MAKE A SELECTION

① Select pencil icon to enter Rating.

Rating★

MAKE A SELECTION ▼


MAKE A SELECTION
NEEDS IMPROVEMENT
MEETS
EXCEEDS
DOES NOT MEET



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

CANCEL SAVE

③ Select **Save** when done.

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

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Edit Evaluation

DARRON GRUSSENDORF

ORG DEVELOPMENT TRAINER

OVERVIEW

BASIC INFO

COMPETENCIES

GOALS

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.

GOAL - 1 for YEAR END

Continue to learn about learning management system...

Due Date

9/30/2024






GOAL - 2 for YEAR END

Continue to learn about best practices in learning...

Due Date

9/30/2024






GOAL - 3 for YEAR END

Attend seminars, workshops, conferences and traini...

Due Date

9/30/2024



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Click down arrow to view details for each development goal.

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.*



roundrocktxemployees.munisselfservice.com says
You are about to submit this evaluation. Continue?

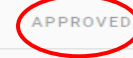


② Click **OK** to continue. This completes your submission of the employee's performance evaluation. However, the evaluation is not complete until the employee electronically acknowledges the record in ESS.

Evaluations for GRUSSENDORF, DARRON

Evaluations by me			
Job	Evaluation period	Status	
ORG DEVELOPMENT TRAINER	10/1/2023 - 9/30/2024	APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/1/2023 - 9/30/2024	APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/1/2023 - 3/31/2024	APPROVED	DETAILS

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



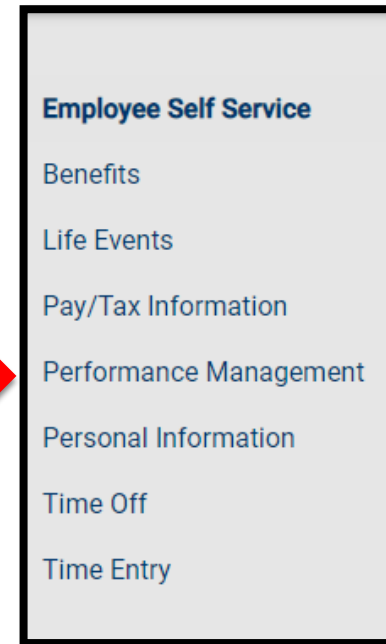
Guidance for Supervisors to Assist Employees with Acknowledging Year-End Performance Evaluations in ESS



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.

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Performance Overview



Performance Evaluation	
EVALUATION PERIOD	10/1/2023 - 9/30/2024
EVALUATION TYPE	PERFORMANCE REVIEW PLAN
OVERALL RATING	Not Entered
EVALUATOR	PIERCE, LISA M
DETAILS	


Employee Self Service

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Employee Screen in ESS

Employee will locate the Year-End Performance Evaluation record with the review period 10/1/2023 – 9/30/2024 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	10/1/2023 - 9/30/2024		APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/1/2023 - 9/30/2024		APPROVED	VIEW AND ACKNOWLEDGE
ORG DEVELOPMENT TRAINER	10/1/2023 – 3/31/2024		APPROVED	DETAILS

Employee Self Service

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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

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Time Entry

Attachments

Employee Performance Evaluation

Type of Review or Evaluation

YEAR END PERFORMANCE EVAL

Evaluation Period Begin

10/1/2023

Evaluation Period End

9/30/2024

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 09-01-24.html](#)

Employee Performance Evaluation

Type of Review or Evaluation
YEAR END PERFORMANCE EVAL

Evaluation Period Begin
10/1/2023

Evaluation Period End
9/30/2024

Evaluations

- EVALUATIONS ABOUT ME
- EVALUATIONS BY ME

Evaluations by my supervisors

Job	Evaluation period	Overall rating	Status	
ORG DEVELOPMENT TRAINER	10/1/2023 - 9/30/2024		APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/1/2023 - 9/30/2024		APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/1/2023 – 3/31/2024		APPROVED	DETAILS

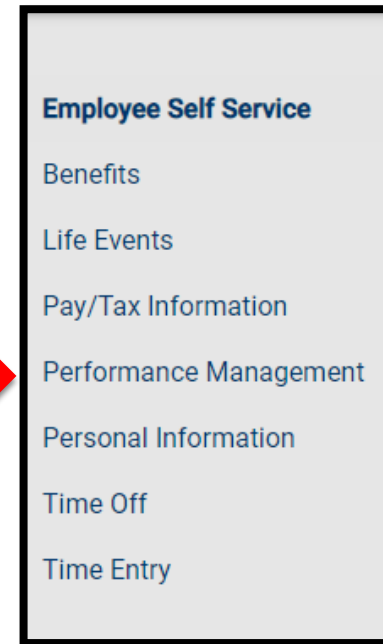
Guidance to Assist Managers and Supervisors with Acknowledging Year-End Performance Evaluations in ESS



Acknowledging Performance Evaluations in ESS (Manager/Supervisor Screens)


Login to Employee Self-Service (ESS)



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



Accessing the Year-End Evaluation Record in ESS


From the Performance Management Home dashboard, click on **Evaluations** from the menu options on the right.




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Performance Management Home


My Team



Name	Job Class	Manager	Action
 PIERCE, LISA M	ASST DIRECTOR - HUMAN RESOURCE	FRANCOIS, VALERIE	VIEW PERFORMANCE
 AMARETH, HOEUN	HUMAN RESOURCES ASSISTANT	PIERCE, LISA M	VIEW PERFORMANCE
 GRUSSENDORF, DARRON	ORG DEVELOPMENT TRAINER	PIERCE, LISA M	VIEW PERFORMANCE

 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

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Personal Information

Time Off

Time Entry

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

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Evaluation Status

6 Approved | 1 Pending



ACTIVE

COMPLETE

Search

Q

☐ Include former employees

Name	Job Class	Evaluation Period	Type	Overall rating
 AMARETH, HOEUN	HUMAN RESOURCES ASSISTANT	10/1/2023 - 9/30/2024	PERFORMANCE REVIEW PLAN	DETAILS
 GRUSSENDORF, DARRON	ORG DEVELOPMENT TRAINER	10/1/2023 - 9/30/2024	PERFORMANCE REVIEW PLAN	DETAILS

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Employee Screen in ESS

Locate your Year-End Performance Evaluation record with the review period 10/1/2023 – 9/30/2024 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	10/1/2023 - 9/30/2024		APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/1/2023 - 9/30/2024		APPROVED	VIEW AND ACKNOWLEDGE
ORG DEVELOPMENT TRAINER	10/1/2023 – 3/31/2024		APPROVED	DETAILS

Employee Self Service

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Employee Screen in ESS

1. Add comments (optional).
2. Select **I Acknowledge This Evaluation** button to complete the process.

GRUSSENDORF, DARRON - ORG DEVELOPMENT TRAINER

This evaluation is pending your acknowledgement.

Employee Self Service

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Attachments

Employee Performance Evaluation

Type of Review or Evaluation

YEAR END PERFORMANCE EVAL

Evaluation Period Begin

10/1/2023

Evaluation Period End

9/30/2024

Employee Comments

1

Employee Comments

You can add comments here (optional).

I ACKNOWLEDGE THIS EVALUATION

2

BACK

Employee Screen in ESS

You will see a message that your evaluation has been successfully acknowledged. You can view your 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 09-01-24.html](#)

Employee Performance Evaluation

Type of Review or Evaluation
YEAR END PERFORMANCE EVAL

Evaluation Period Begin
10/1/2023

Evaluation Period End
9/30/2024

Evaluations

- EVALUATIONS ABOUT ME
- EVALUATIONS BY ME

Evaluations by my supervisors

Job	Evaluation period	Overall rating	Status	
ORG DEVELOPMENT TRAINER	10/1/2023 - 9/30/2024		APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/1/2023 - 9/30/2024		APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/1/2023 – 3/31/2024		APPROVED	DETAILS

Deadline for submission of the Year-End Performance Evaluation is September 30, 2024.



Contacts

ESS Technical Support contact

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Questions about Evaluations contact

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