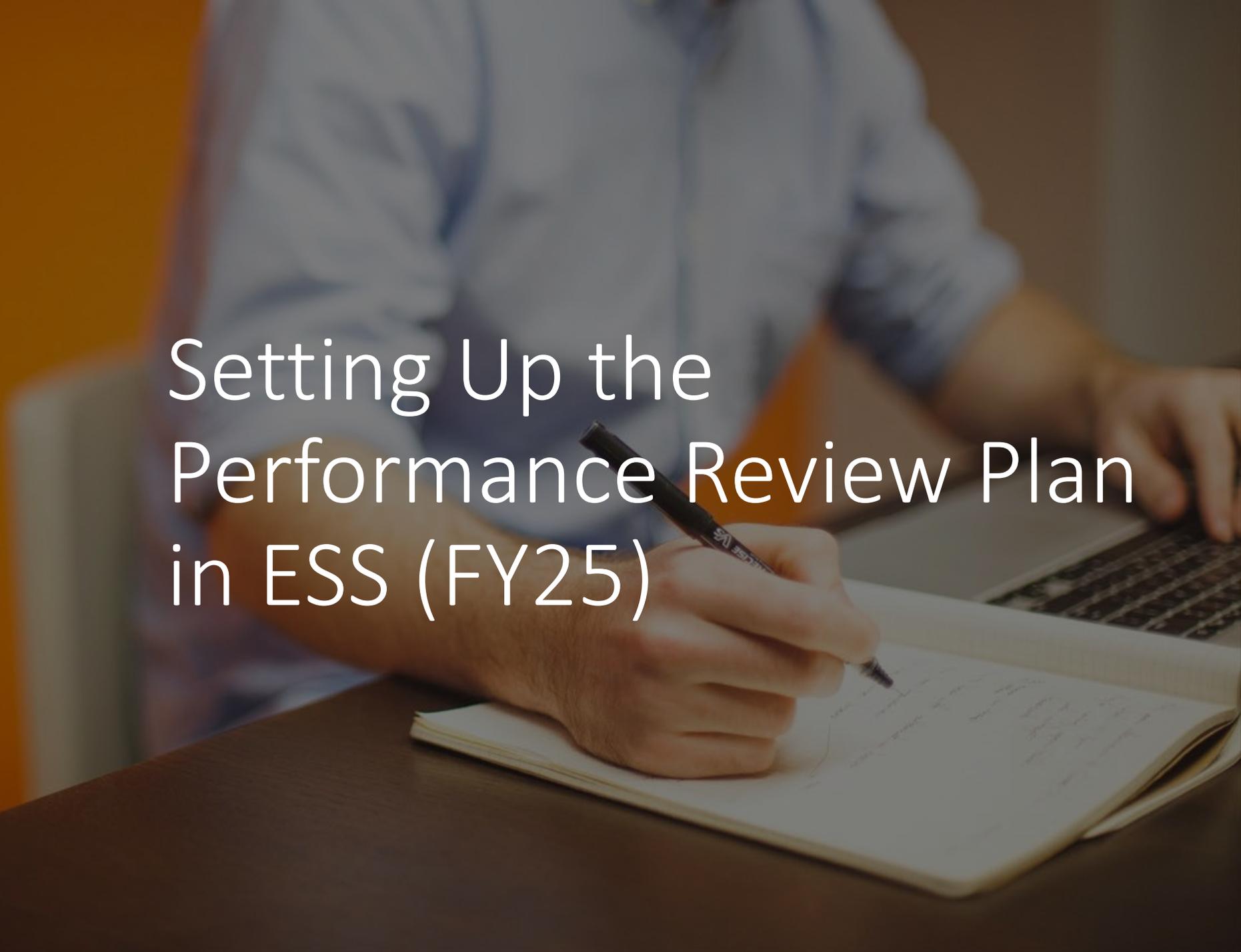




# Setting Up the Performance Review Plan in ESS (FY25)



# Performance Management Cycle (Timeline)

City of Round Rock

October

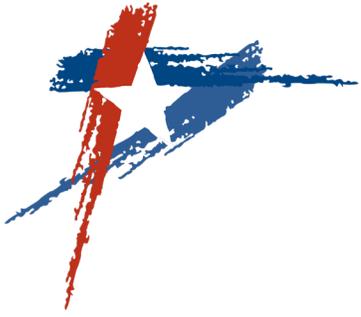
April

September

Complete Performance Review Plan  
Deadline: November 15, 2024

- Meet with employee to discuss performance expectations for new fiscal year.
- Enter this information (Key Job Responsibilities, Performance Expectations, and Employee Development Goals) directly into the **Year End Performance Evaluation** record in ESS.
- Select **Save and close**. Do not submit as you will need to edit this record at the end of the performance year.
- Next open the separate **Performance Review Plan** record and click **Submit**. Obtain electronic acknowledgment of Performance Review Plan from employee in ESS.

October  
**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.



- 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>
GRUSSENDORF, DARRON	ORG DEVELOPMENT TRAINER	PIERCE, LISA M	<a href="#">VIEW PERFORMANCE</a>

- Home
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  - Analytics
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**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 employee name to access their performance records. Select the **Active** tab. If you do not see their name listed under the Active tab, check under the Complete tab.

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**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	10/1/2024-9/30/2025	PERFORMANCE REVIEW PLAN	DETAILS
GRUSSENDORF, DARRON	ORG DEVELOPMENT TRAINER	10/1/2024-9/30/2025	PERFORMANCE REVIEW PLAN	DETAILS

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# Select Edit for Year-End Performance Evaluation Record

(You will enter the Performance Review Plan details into this record)

## Evaluations for GRUSSENDORF, DARRON

### Evaluations by me

**FY25 Performance Review Plan Acknowledgement Record**

Job	Evaluation period	Status	
ORG DEVELOPMENT TRAINER	10/1/2024-9/30/2025	PENDING	<a href="#">EDIT</a>
ORG DEVELOPMENT TRAINER	10/1/2024-9/30/2025	PENDING	<a href="#">EDIT</a>
ORG DEVELOPMENT TRAINER	10/1/2024-3/31/2025	PENDING	<a href="#">EDIT</a>

- Home
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- Pay/Tax Information
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- Evaluations
- Analytics

**FY25 Year-End Performance Evaluation Record**

Select Competencies tab to enter Key Job Responsibilities and Performance Expectations.

## Edit Evaluation

**DARRON GRUSSENDORF**  
ORG DEVELOPMENT TRAINER

OVERVIEW

BASIC INFO

COMPETENCIES

GOALS

### Attachments

No file chosen

Home  
Employee Self Service  
Benefits  
Life Events  
Pay/Tax Information

#### Performance Management

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Analytics  
Personal Information  
Time Off  
Time Entry

Select Competencies tab

# Scroll past CORR Core Competencies to enter Key Job Responsibilities and Performance Expectations

## Edit Evaluation

DARRON GRUSSENDORF  
ORG DEVELOPMENT TRAINER

OVERVIEW

BASIC INFO

COMPETENCIES

GOALS

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- Pay/Tax Information

### Performance Management

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### Competencies & Key Job Responsibilities

Competency	Manager Evaluation
<b>CUSTOMER SERVICE</b> 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. <ul style="list-style-type: none"><li>• Responds to customers promptly</li><li>• Is patient, friendly, and courteous with customers and employees</li><li>• Follows through on customer requests and questions</li><li>• Resolves issues and complaints satisfactorily</li></ul>	<p>No manager comments have been added for this competency.</p> <p>RATING:</p> <p></p>
<b>ACCOUNTABILITY</b> Accountability and Personal Responsibility: Accepts responsibility for individual actions and the quality, quantity, and timeliness of his/her work product. <ul style="list-style-type: none"><li>• Admits mistakes and works to avoid repeating them</li><li>• Arrives on time, is fully prepared for customers without delay, and works his/her assigned hours</li><li>• Behaves consistently with the department's and/or City's expectations regarding ethical conduct</li><li>• Produces output with a minimum number of errors</li><li>• Presents self professionally, positively and assertively</li><li>• Accepts responsibility for achieving goals</li><li>• Manages time and priorities to achieve objectives</li><li>• Maintains confidentiality and protects the privacy of City employees and members of the public.</li></ul>	<p>No manager comments have been added for this competency.</p> <p>RATING:</p> <p></p>
<b>SAFETY</b> Safety: Adhering to safety and health regulations. <ul style="list-style-type: none"><li>• Maintains and observes safety and health standards</li><li>• Notifies others when they are violating safety and health regulations</li><li>• Operates machinery and equipment safely and properly</li></ul>	<p>No manager comments have been added for this competency.</p> <p>RATING:</p> <p></p>

Note: Core Competencies are already pre-populated with descriptions.



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



← Select pencil icon to enter or edit each Key Job Responsibility

KEY JOB RESPONSIBILITY 2

2. Schedule and deliver training workshops, seminars, classes, and presentations, which include facilitating classroom exercises, activities, and group discussions. Decide what methods are most appropriate for each unique learning situation. Determine the level and type of classroom engagement with each participant and with each class as a whole.

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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



KEY JOB RESPONSIBILITY 2

List job duty, performance expectation and justification for rating.

WEIGHT: 1.00

2. Schedule and deliver training workshops, seminars, classes, and presentations, which include facilitating classroom exercises, activities, and group discussions. Decide what methods are most appropriate for each unique learning situation. Determine the level and type of classroom engagement with each participant and with each class as a whole.

Performance Expectation:

- Identify and deliver training classes yearly based on City needs
- Identify learning methods and best practices for City staff

RATING: MAKE A SELECTION



KEY JOB RESPONSIBILITY 3

List job duty, performance expectation and justification for rating.

WEIGHT: 1.00

3. Research and analyze best practices of specific training and analyze new training technology and methods and utilize technologies and/or methods are appropriate to use. Coordinate with training departments.

Performance Expectation:

- Coordinate with Information Technology and other departments as needed to identify technology needs
- Coordinate with external partners to provide training as needed

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Edit Competency

Competency: KEY JOB RESPONSIBILITY 1

Rating\*

MAKE A SELECTION

Performance Expectation & Justification

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.

CANCEL

SAVE

← From Rating drop box, choose Make a Selection

← Enter Key Job Responsibility and Performance Expectation here (recommend cut and paste from prior document).

← Select Save when done.

Click Save and Close to store KJRs. You can do this now or after you have entered employee development goals under the Goals tab.

#### KEY JOB RESPONSIBILITIES 4

List job duty, performance expectation and justification for rating.

WEIGHT: 1.00

process improvement, strategic planning and problem solving.

Performance Expectation:

- Consult with departments to identify need and meet established deadlines.
- Facilitate meetings with departments on business related issues and meet established deadlines.

RATING: MAKE A SELECTION



#### KEY JOB RESPONSIBILITIES 5

List job duty, performance expectation and justification for rating.

WEIGHT: 1.00

*No manager comments have been added for this competency.*

RATING:



SUBMIT

SAVE AND CLOSE

← Click Save and Close button

Select Goals tab to enter Employee Development Plan.  
Select Add New to add each development goal for the performance year.

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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.

[+ ADD NEW](#)

<b>GOAL - 1 for YEAR END</b> Continue to learn about learning management system...	<b>Due Date</b> 9/30/25	  
<b>GOAL - 2 for YEAR END</b> Continue to learn about best practices in learning...	<b>Due Date</b> 9/30/25	  
<b>GOAL - 3 for YEAR END</b> Attend seminars, workshops, conferences and traini...	<b>Due Date</b> 9/30/25	  

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Red asterisk \* indicates required field

**Add Goal**

Development Area\*

Developmental Activities

Target Completion Date\*

Goal Title\*

CANCEL

SAVE

# Employee Development Plan Examples



## Development Area

- Obtain Certification/License
- Management/Supervision
- Training related to *XYZ subject*
- Improve Communication Skills

## Development Activities

- ❖ Obtain Class 1 Wastewater License
- ❖ Prepare for and take Master Electrician Exam
  
- ❖ Participate in CORR Leadership Development Program
- ❖ Take course/program offered by City or external source
  
- ❖ Attend Water Distribution Classes
- ❖ Take a course related to Water Treatment
  
- ❖ Complete “How to be Assertive” course on LinkedIn Learning

Consider spreading out **target completion dates** throughout the performance year versus having all due dates on 9/30/24.

At the bottom of the screen, you will want to select **Save and Close**. Clicking *Save and Close* will store your entries for future editing, review, and the eventual year-end evaluation.

SUBMIT

SAVE AND CLOSE

Select **Save and Close** – this can be done at either the bottom of the Competencies section or the Goals section.

# Submitting for Approval the Performance Review Plan Record

Next open the separate Performance Review Plan record and click Submit.

Instruct employee to acknowledge Performance Review Plan in ESS.

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## Evaluations for GRUSSENDORF, DARRON

**Evaluations by me**

Job	Evaluation period	Status	
ORG DEVELOPMENT TRAINER	10/1/2024-9/30/2025	PENDING	<a href="#">EDIT</a>
ORG DEVELOPMENT TRAINER	10/1/2024-9/30/2025	PENDING	<a href="#">EDIT</a>
ORG DEVELOPMENT TRAINER	10/1/2024-3/31/2025	PENDING	<a href="#">EDIT</a>

**FY25 Performance Review Plan Record**

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  - Evaluations**
  - Analytics

# 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

