Employee Year-End Performance Evaluations

Guidance for Supervisors (September 2025)
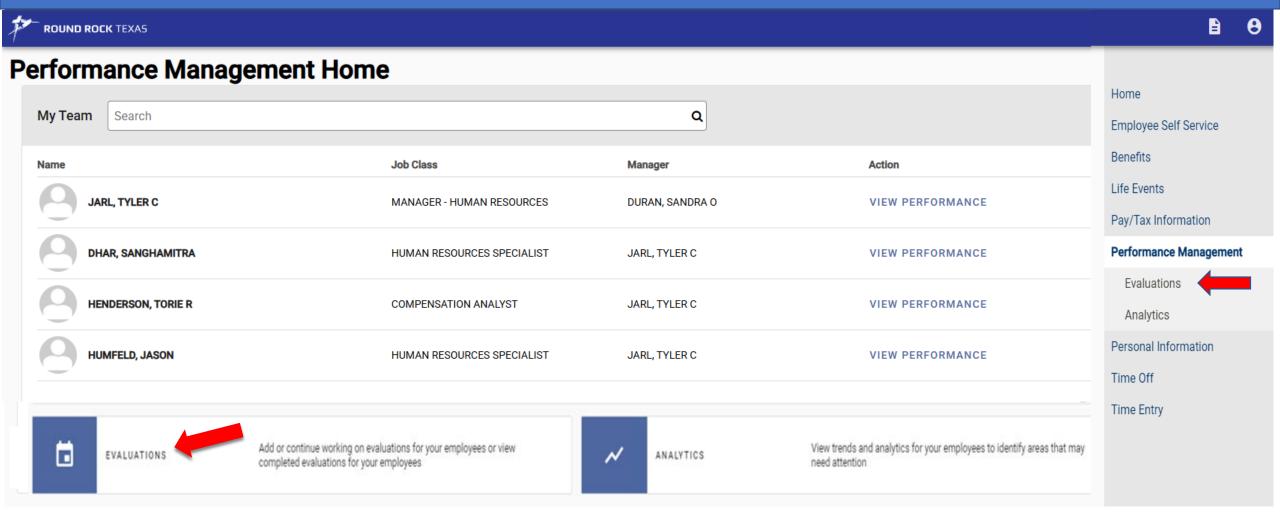
ROUND ROCK TEXAS

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

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Performance Management
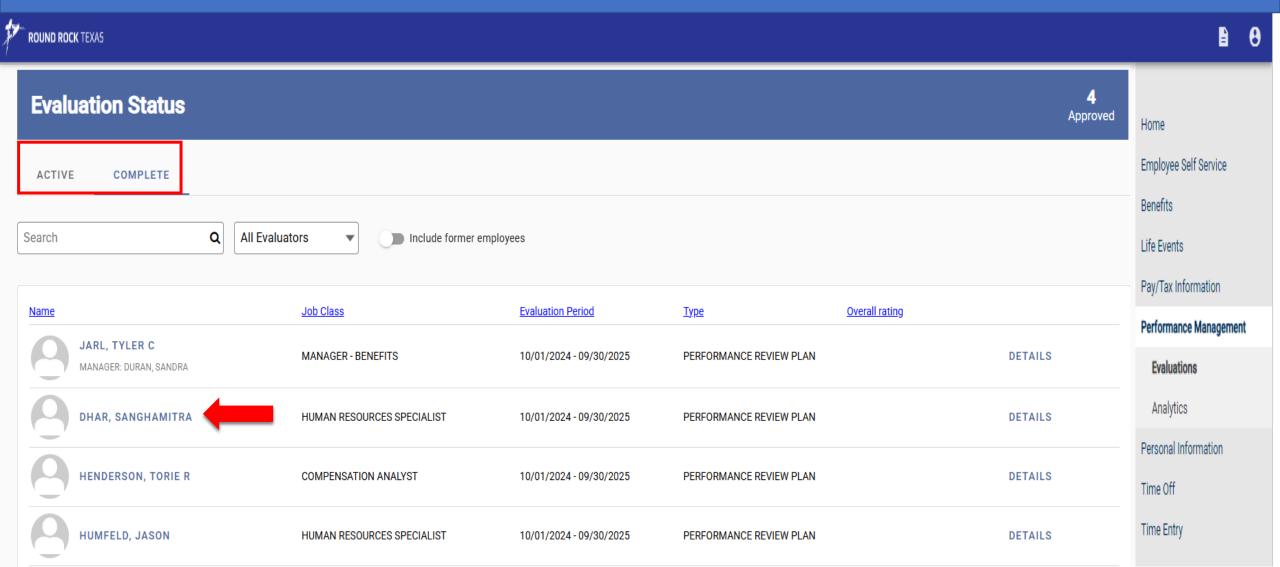
Personal Information

Time Off

Time Entry

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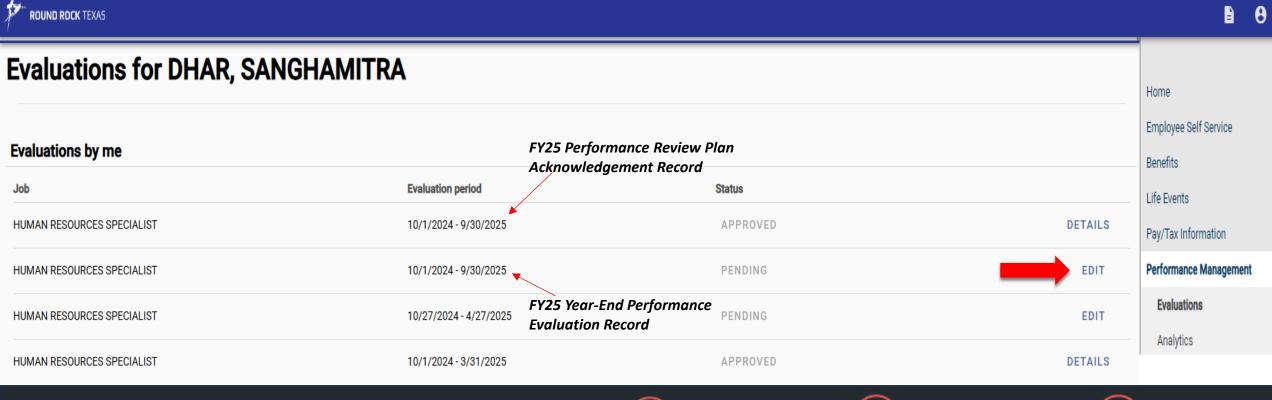You can also access this page by clicking Evaluations at the bottom.

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

4
Approved

| ACTIVE | COMPLETE |

Search

All Evaluators

Include former employees

Name	Job Class	Evaluation Period	Type	Overall rating
JARL, TYLER C MANAGER: DURAN, SANDRA	MANAGER - BENEFITS	10/01/2024 - 09/30/2025	PERFORMANCE REVIEW PLAN	DETAILS
DHAR, SANGHAMITRA	HUMAN RESOURCES SPECIALIST	10/01/2024 - 09/30/2025	PERFORMANCE REVIEW PLAN	DETAILS
HENDERSON, TORIE R	COMPENSATION ANALYST	10/01/2024 - 09/30/2025	PERFORMANCE REVIEW PLAN	DETAILS
HUMFELD, JASON	HUMAN RESOURCES SPECIALIST	10/01/2024 - 09/30/2025	PERFORMANCE REVIEW PLAN	DETAILS

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Look for records with a date range of 10/1/2024 – 9/30/25. 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 DHAR, SANGHAMITRA

Evaluations by me

FY25 Performance Review Plan Acknowledgement Record

Job	Evaluation period	Status	
HUMAN RESOURCES SPECIALIST	10/1/2024 - 9/30/2025	APPROVED	DETAILS
HUMAN RESOURCES SPECIALIST	10/1/2024 - 9/30/2025	PENDING	EDIT
HUMAN RESOURCES SPECIALIST	10/27/2024 - 4/27/2025	PENDING	EDIT
HUMAN RESOURCES SPECIALIST	10/1/2024 - 3/31/2025	APPROVED	DETAILS

FY25 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 <u>more than one</u> Year-End Performance Evaluation Record.
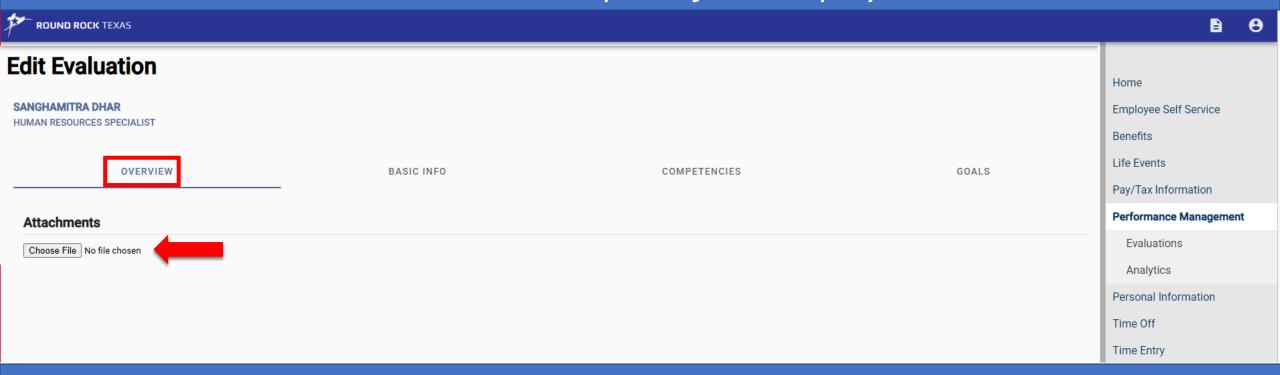
These records should have been closed out/completed by the supervisor at the time of the change – supervisor, department, or position.

① Supervisor Change
When an employee transfers to another supervisor

② Department Change
When an employee transfers to another department
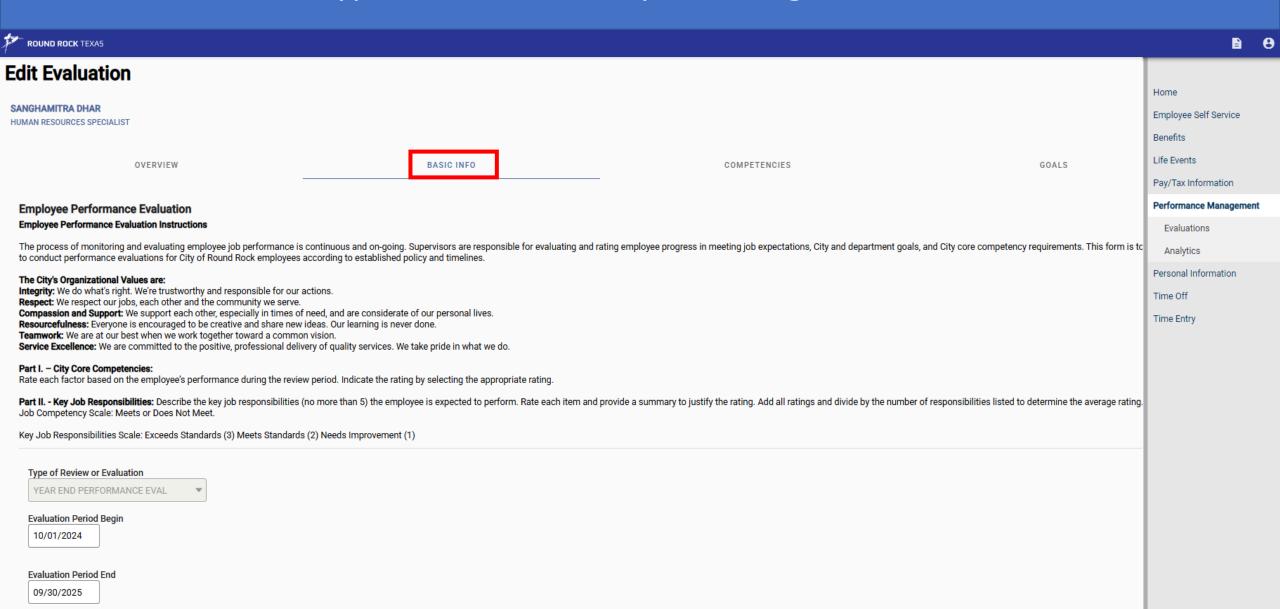
③ Position Change
When an employee changes positions (i.e., receives a promotion)

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.

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

ROUND ROCK TEXAS

Edit Evaluation

SANGHAMITRA DHAR
HUMAN RESOURCES SPECIALIST

OVERVIEW | **BASIC INFO** | COMPETENCIES | GOALS

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Employee Performance Evaluation

Employee Performance Evaluation Instructions

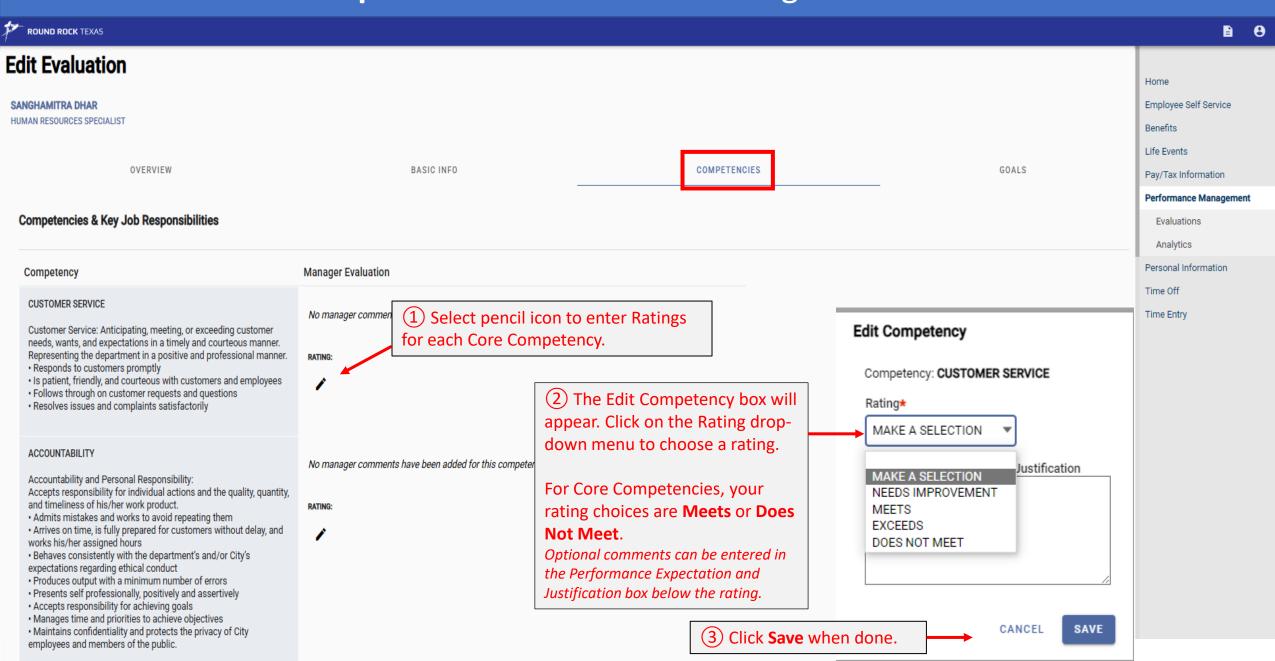The process of monitoring and evaluating employee job performance is continuous and on-going. Supervisors are responsible for evaluating and rating employee progress in meeting job expectations, City and department goals, and City core competency requirements. This form is to to conduct performance evaluations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

10/01/2024

Evaluation Period End

09/30/2025

Select **Competencies** tab to enter Ratings and Justifications.

Edit Evaluation

SANGHAMITRA DHAR
HUMAN RESOURCES SPECIALIST

OVERVIEW | BASIC INFO | COMPETENCIES | GOALS

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Competencies & Key Job Responsibilities

Competency

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

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.

Manager Evaluation

No manager comment

RATING:
✏️

No manager comments have been added for this competer

RATING:
✏️

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

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.

③ Click **Save** when done.

Edit Competency

Competency: **CUSTOMER SERVICE**

Rating*

MAKE A SELECTION ▼

MAKE A SELECTION
NEEDS IMPROVEMENT
MEETS
EXCEEDS
DOES NOT MEET

Justification

CANCEL | SAVE

Key Job Responsibilities: Enter Ratings and Justifications

KEY JOB RESPONSIBILITY 1

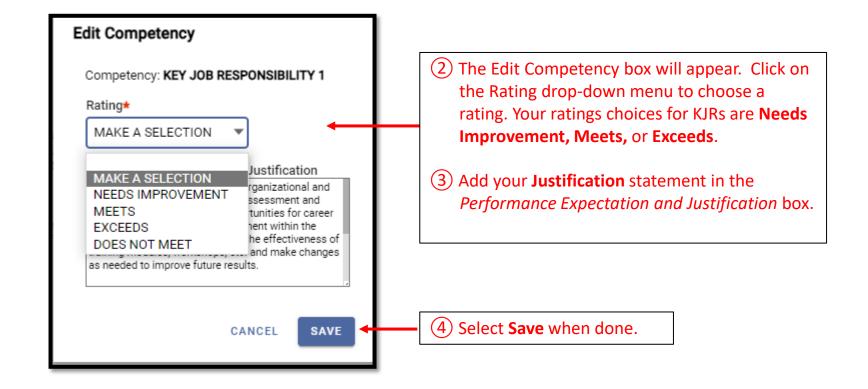List job duty, performance expectation and justification for rating.

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

Key Job Responsibilities and Performance Expectations should already have been entered as part of the initial Performance Review Plan setup in this record.
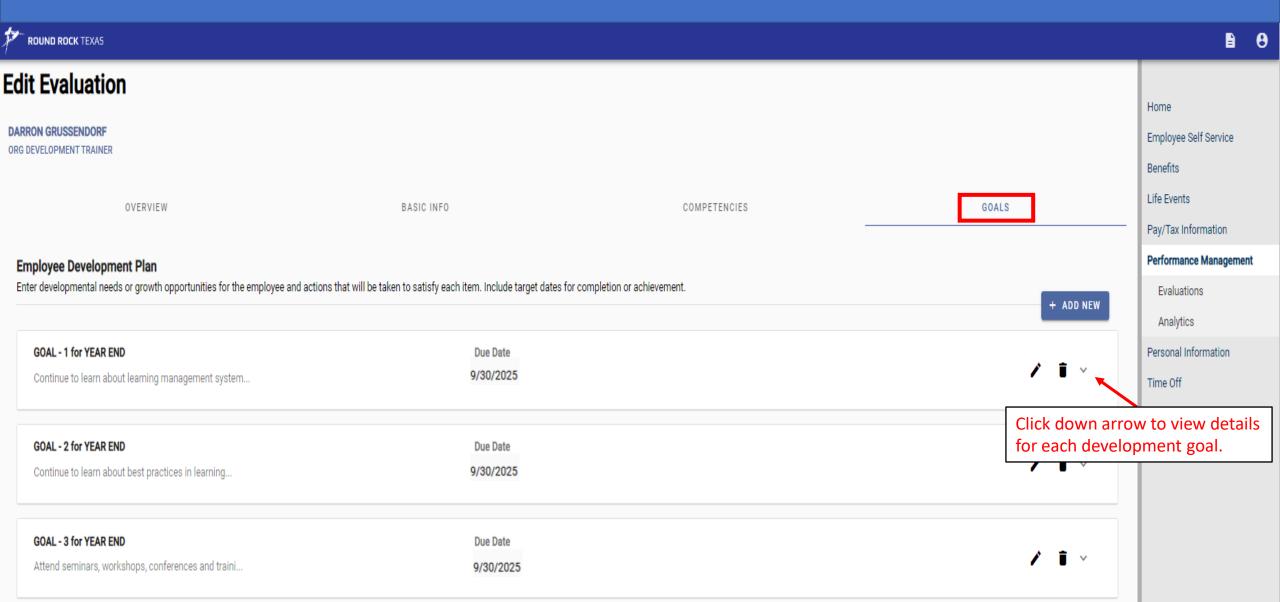
① Select pencil icon to enter Ratings and Justifications for each Key Job Responsibility.

Edit Competency

Competency: **KEY JOB RESPONSIBILITY 1**

Rating*

MAKE A SELECTION ▼

| MAKE A SELECTION |
| NEEDS IMPROVEMENT |
| MEETS |
| EXCEEDS |
| DOES NOT MEET |

Justification

rganizational and ssessment and tunities for career nent within the he effectiveness of and make changes as needed to improve future results.

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.

CANCEL   SAVE

④ Select **Save** when done.

All KJRs and Core Competencies must have a rating assigned before ESS will allow you to submit the record.
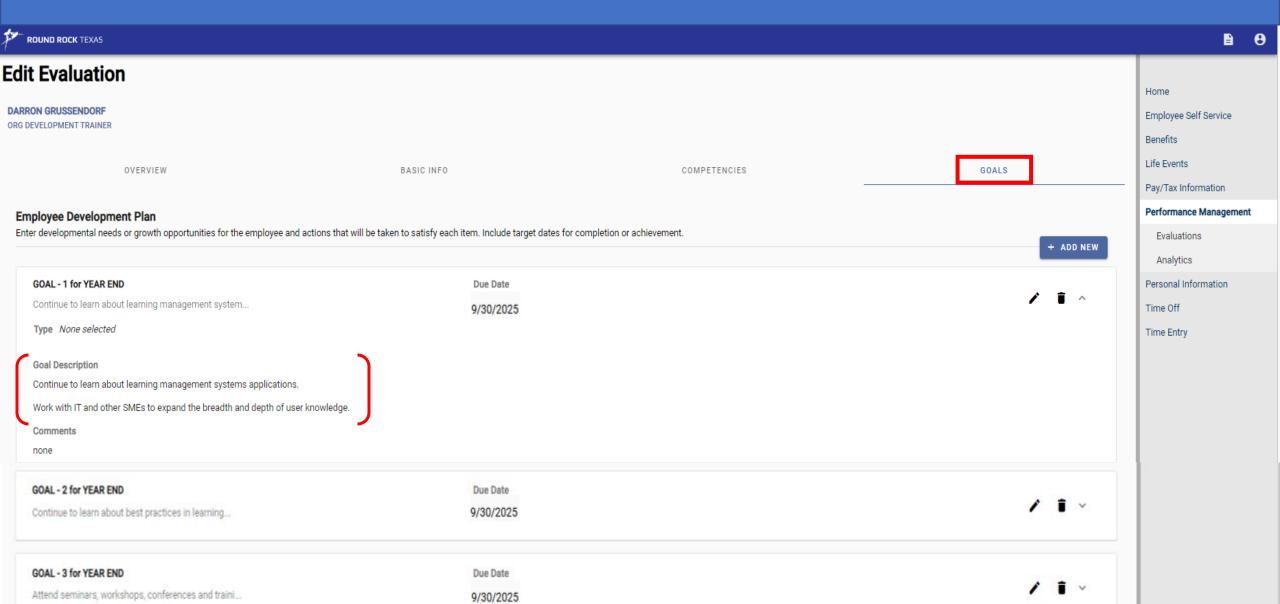
In this example, an employee has 4 Key Job Responsibilities. For KJR 5, the supervisor must choose **Make a Selection** and then **Save** before the system will allow the record to be submitted once completed.

KEY JOB RESPONSIBILITIES 5

List job duty, performance expectation and justification for rating.

WEIGHT: 1.00

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.

+ ADD NEW

GOAL - 1 for YEAR END   Due Date
Continue to learn about learning management system...   9/30/2025

Click down arrow to view details for each development goal.

GOAL - 2 for YEAR END   Due Date
Continue to learn about best practices in learning...   9/30/2025

GOAL - 3 for YEAR END   Due Date
Attend seminars, workshops, conferences and traini...   9/30/2025

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

ROUND ROCK TEXAS

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

GOAL - 1 for YEAR END

Continue to learn about learning management system...

Due Date

9/30/2025

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

GOAL - 2 for YEAR END

Continue to learn about best practices in learning...

Due Date

9/30/2025

GOAL - 3 for YEAR END

Attend seminars, workshops, conferences and traini...

Due Date

9/30/2025

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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.*

SUBMIT   SAVE AND CLOSE

roundrocktxemployees.munisselfservice.com says

You are about to submit this evaluation. Continue?

OK   Cancel

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.

ROUND ROCK TEXAS

Evaluations for GRUSSENDORF, DARRON

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.

Evaluations by me

Job	Evaluation period	Status	
ORG DEVELOPMENT TRAINER	10/01/2024 - 09/30/2025	APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/01/2024 - 09/30/2025	APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/1/2024 - 3/31/2025	APPROVED	DETAILS

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.

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Employee Screen in ESS

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

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.

Attachments

Employee Performance Evaluation

Type of Review or Evaluation
YEAR END PERFORMANCE EVAL

Evaluation Period Begin
10/01/2024

Evaluation Period End
09/30/2025
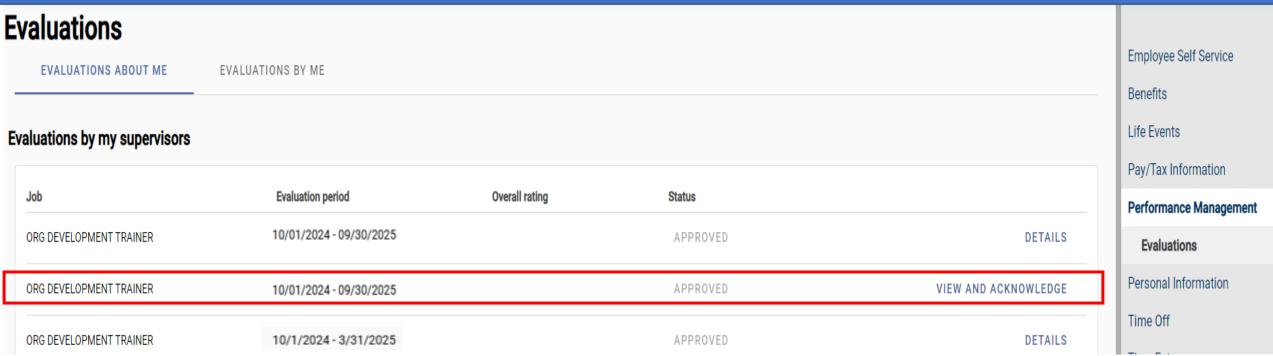
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Employee Comments 1

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_09-01-25.html

Employee Performance Evaluation

Type of Review or Evaluation
YEAR END PERFORMANCE EVAL

Evaluation Period Begin
10/01/2024

Evaluation Period End
9/30/2025

Evaluations

EVALUATIONS ABOUT ME	EVALUATIONS BY ME

Evaluations by my supervisors

Job	Evaluation period	Overall rating	Status	
ORG DEVELOPMENT TRAINER	10/01/2024 - 09/30/2025		APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/01/2024 - 09/30/2025		APPROVED	DETAILS
ORG DEVELOPMENT TRAINER	10/1/2024 - 3/31/2025		APPROVED	DETAILS

Deadline for submission of the Year-End Performance Evaluation is **September 30, 2025.**

Contact

ESS Technical Support contact
Darron Grussendorf, Organizational Development Trainer
at dgrussendorf@roundrocktexas.gov or 512-341-3382

ROUND ROCK TEXAS
HUMAN RESOURCES