Workforce Performance Management

WPM Glossary

Employee: An employee (direct report) who has a performance plan in the Workforce Performance Management (WPM) system.

Competencies: Descriptions of the observable behaviors to be demonstrated by employees. Competencies have a causal relationship: What you do ≈ How you do it!

Date and Comment Boxes: Boxes on a performance plan where supervisors and employees enter dates and comments. Date and Comments boxes can be accessed by clicking the *Update Details pencil icon* in the Competency section or *Update Comments pencil icon* in the Goals (Objectives) section. The 2000 maximum save space limit in Date and Comments boxes are used for the ***entire*** performance review period. Comments must be dated to differentiate interim (including mid-year) comments from year-end comments.

Details Field: Field in the Goal (Objective) section of a performance plan where the details of an objective are entered.

Goals: Descriptions of the tasks to be performed to accomplish required results. Goals (Objectives) describe the specific expectations of an employees work responsibilities and must be written at a minimum, at the performance level of "Successful Performance".

MCG Performance Plans: WPM hierarchy-based Performance plans that contain performance templates. There are currently three (3) MCG performance plans in WPM: MCG Executive Branch Performance Plan; MCG Legislative Branch Performance Plan and; MCG Executive Sheriff Office Performance Plan.

Performance Contributor: Another supervisor or project lead who has valuable input on an employee's performance. The employee's supervisor must invite a Performance Contributor to provide feedback on an employee's performance. There are two types of Performance Contributors: Ratings Contributor and Comments Contributor

- ***Ratings Contributor*** can only provide feedback
- ***Comments Contributor*** can provide ratings and feedback.

NOTE: If an employee transfers before the end of the performance review cycle, the prior supervisor will automatically be added as a Performance Contributor.

Performance Management Process: The Performance Management Process facilitates communication between a supervisor and an employee; aligns of the goals of the organizational and with the goals of the individual; establishing a high performing organization; support for professional development; establishing consistency and *s*upports for personnel actions.

Performance Manager: The Performance Manager manages the performance process throughout the performance review cycle, including keeping departments apprised of performance management non-compliance; researching and resolving WPM issues and working with WPM technical staff to resolve WPM technical problems.

Performance Plan Administrator: The Performance Plan Administrator creates performance plans and publishes Performance Plan templates at the beginning of each fiscal year.

Performance Template: The document that records performance expectations and standards and is the basis for assessment of the employee's job performance. A performance plan can only be possessed by one person at a time. A supervisor or an employee can only edit/update a performance plan when it is in his/her possession.

Success Criteria: Performance targets that serve as indicators of how well the employee met the objectives. Success Criteria are specific and quantifiable and describes quality, quantity, timeliness, cost effectiveness and type of result desired.

Success Criteria Field: Field in the Goals (Objectives) section of a performance plan where the success criteria for accomplishing objective are entered.

Supervisor: An employee's immediate supervisor.

Supervising Supervisor: A second level supervisor who must review the evaluation and ensure that appropriate performance planning and evaluation procedures were followed by the employee's supervisor.

Workforce Performance Management (WPM): A module in the Oracle-based integrated system that will allow the Performance Management process to be started and completed electronically between supervisors and employees. WPM is the system. Performance Management is the process.