



A Quick
Intro to...

Performance
Management



TM

What Can I Learn From This Overview?

- What Performance Management is and is not
- The State policies and Rules that govern the Performance Management process
- Where I need to start with this process
- Line-of-site performance management
- How to set goals to the new rating levels
- How to incorporate the state's core competencies
- How to monitor performance
- Supervisor and employee responsibilities throughout the process

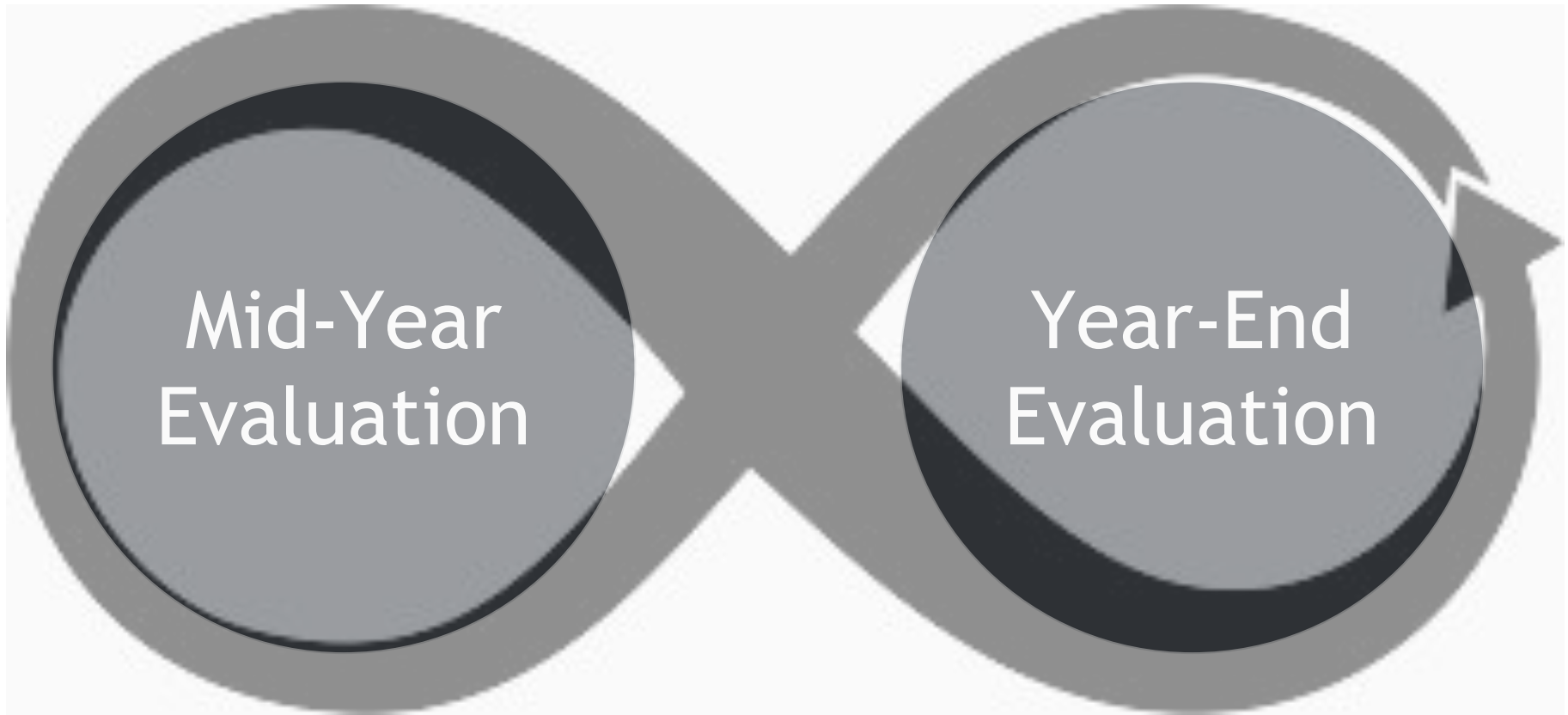


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What Performance Management Is NOT



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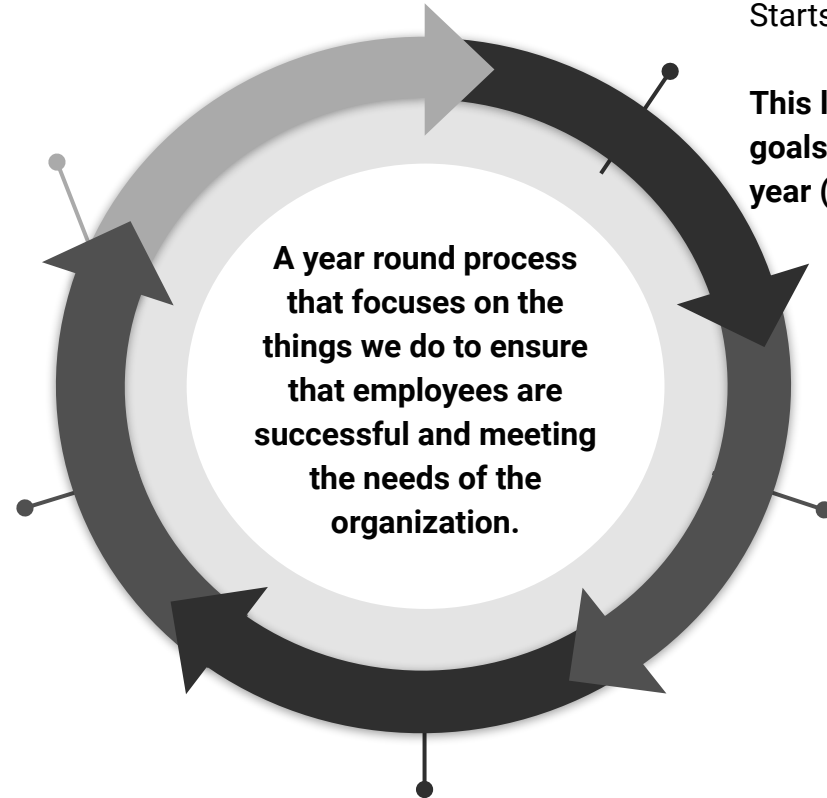
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It is NOT just 2 conversations a year and a narrative in a system. It is MUCH more.

So, What is Performance Management?

Includes 2 Formal Evaluative
Check Points

**Guided by State Personnel
Board Rules, state employees
receive a mid-year and
year-end evaluation on
achievement of goals set at
beginning of performance
year.**



Starts with the Position Description

**This lays the foundation for job duties and
goals and should be revisited every other
year (at a minimum).**

Focuses on Feedback

**Feedback to the employee
focused on reinforcing and
redirecting as well as feedback
to the supervisor to establish
and build trust and
communication for effective
team productivity.**

Occurs during Onboarding

**Collaboration between employee
and supervisor to develop goals
based on PD and
personal/professional goals.**

Is worked through weekly during Check-ins

**Goals built from PD ensure that daily work contributes to
employee and organizational growth.**

What State Policies & Rules Should I Know About?

- [Colorado State Personnel Rules](#)
- [Classified Employee Handbook](#)
- [Partnership Agreement - Collective Bargaining Agreement Between the State of Colorado and Colorado Workers for Innovative and New Solutions \(COWINS\)](#)
- Agency Performance Management Programs - CHECK WITH YOUR HR TEAMS!



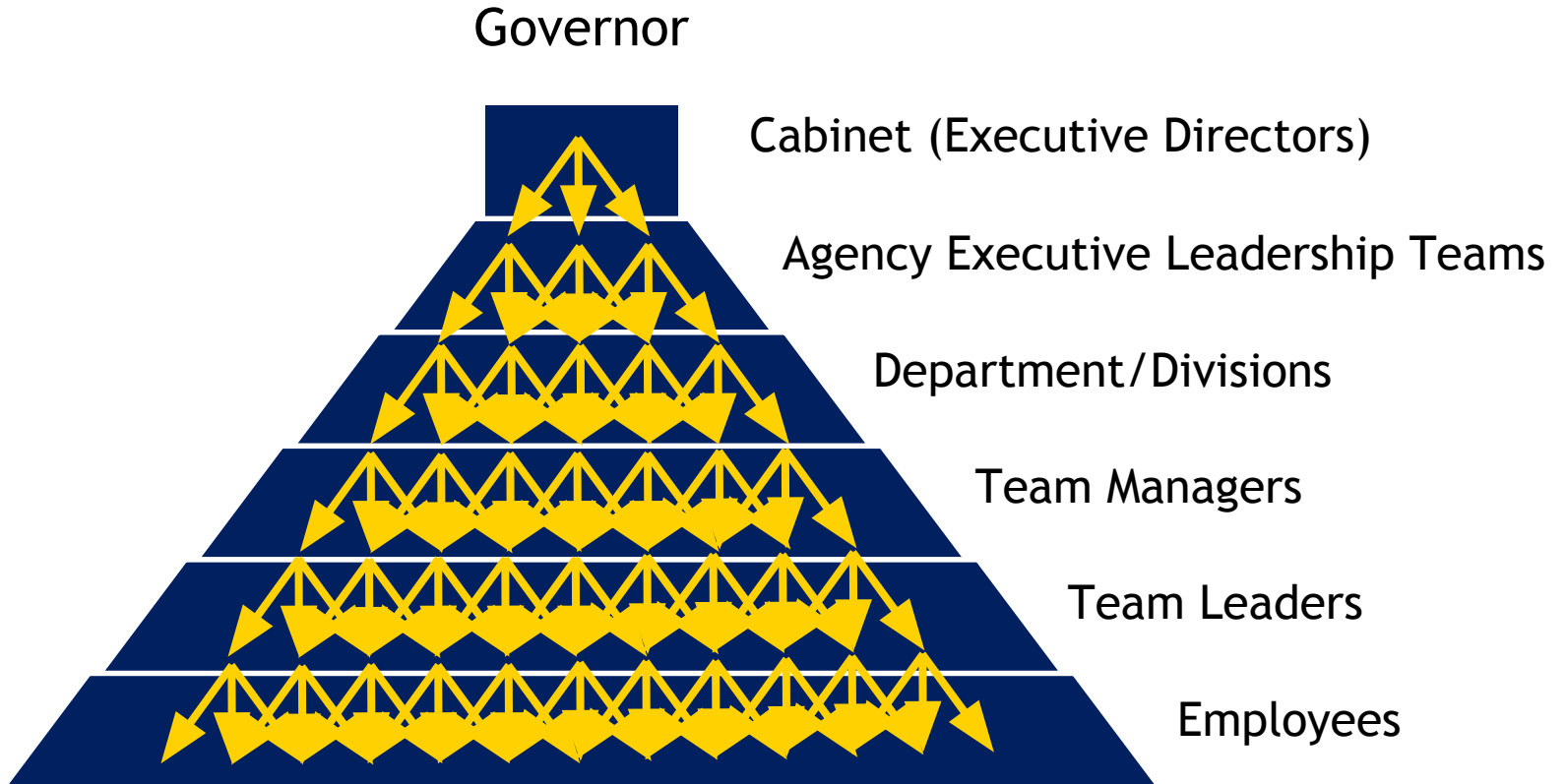
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How Do I Start This Process?

Know where you're going. Goals cascade down from leadership.



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Performance Management Building Blocks

Goals designed to elevate job duties for employee career growth.

EX: Job Duty - Design and Implement training...

Goal: Participate and complete Statewide Supervisor Certificate Training by December 31, 2022. Using knowledge from program, create a Position Description for a Training Specialist III to report to your position.



Goals designed to measure performance of job duties.

EX: Job Duty - Design and Implement learning...

Goal: Design and draft a 2-day Leadership Academy focusing on Adult Learning Theories for State Supervisors. Present draft to DPA Leadership by November 13, 2022. Present completed training to State Supervisors by March 1, 2023.



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Cascading Goals = Line of Site Performance



Attract, develop and retain a results focused workforce.



Develop next generation leaders through innovative programs that promote excellence in management.



Create a leadership development program that builds the capabilities of green talent.



Develop a two-day classroom based leadership academy workshop and deliver it by March 1st.



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How Do I Connect This to the New Rating System?

5 What does a level 5 evaluation of each goal and competency look like for my position?

4 What does a level 4 evaluation of each goal and competency look like for my position?

3 What does a level 3 evaluation of each goal and competency look like for my position?

2 What does a level 2 evaluation of each goal and competency look like for my position?

1 What does a level 1 evaluation of each goal and competency look like for my position?



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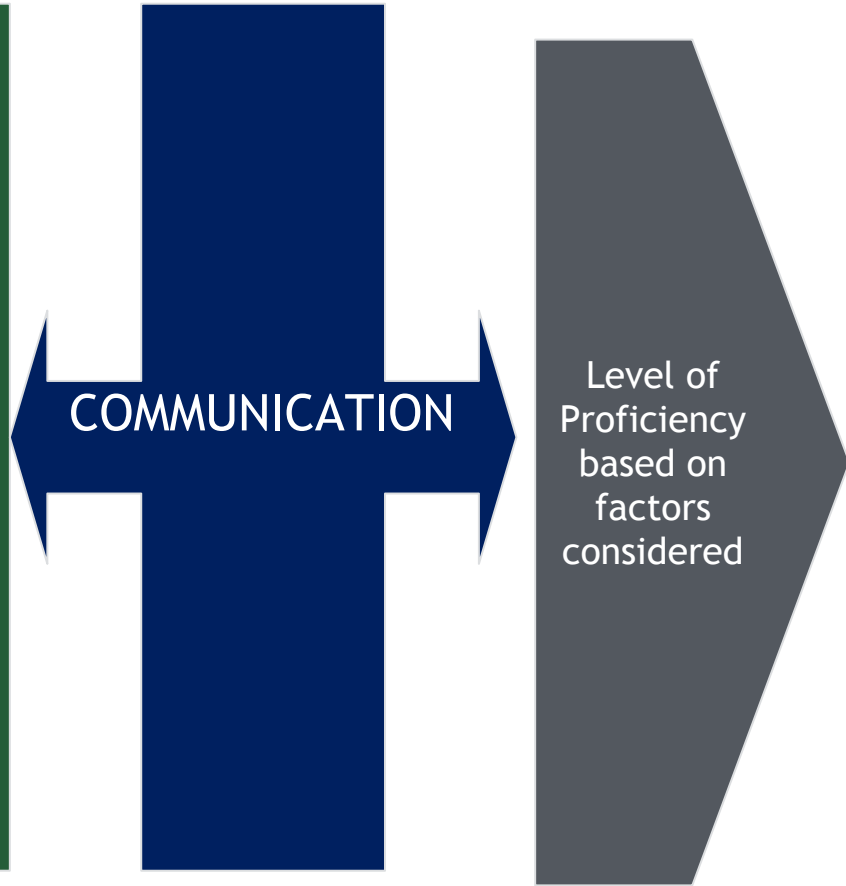
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How Do I Use the Core Competencies?

FACTORS TO CONSIDER:

- Position and position expectations
- Individual time in position
- Individual strengths, knowledge, abilities, and skills



What does each rating level look like based on all this information?

- 1.
- 2.
- 3.
- 4.
- 5.

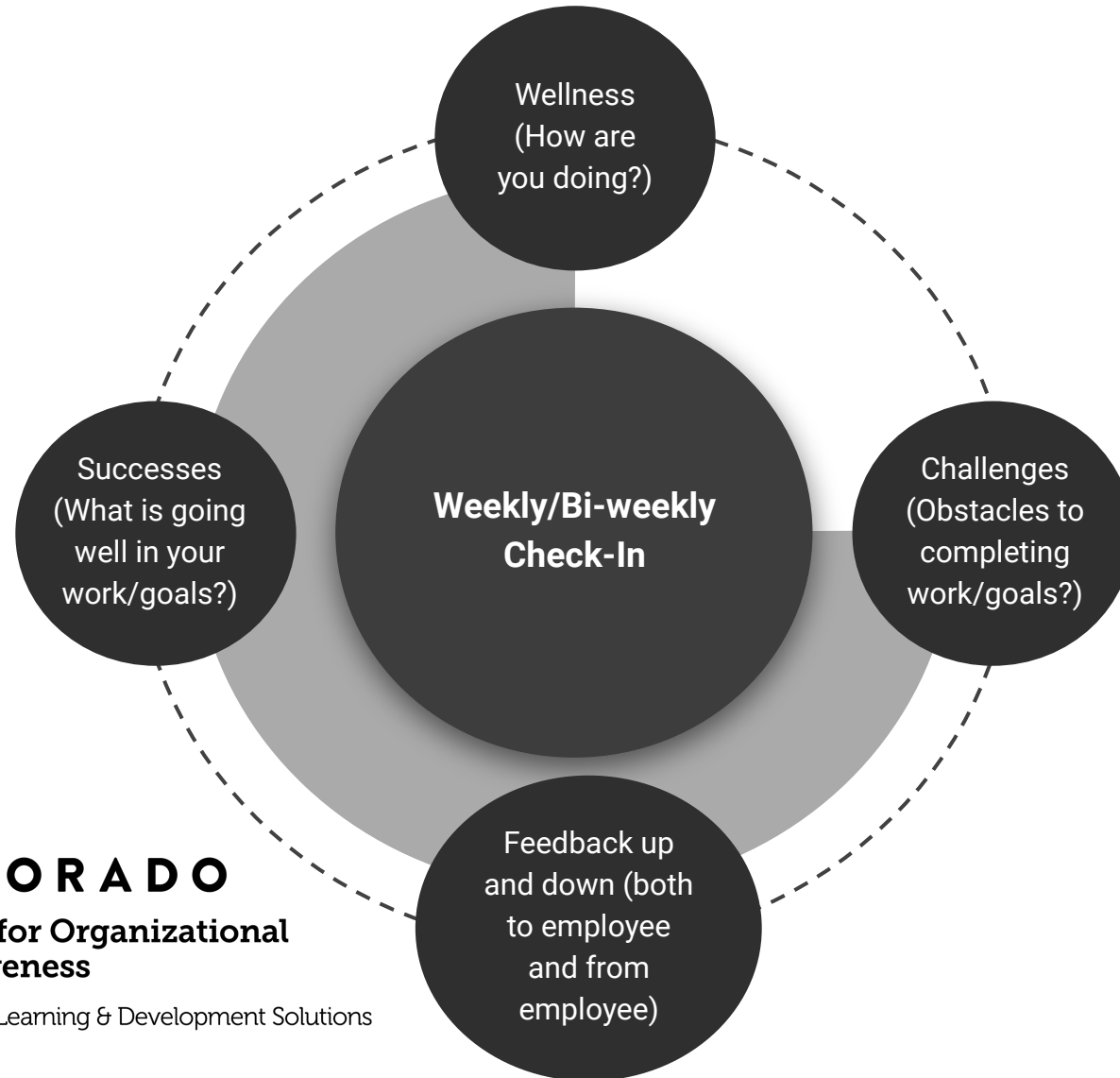


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How do I Monitor Performance Management?



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Employee Responsibilities

KNOW

Know your job and what's in your position description. If you're unclear, ask your supervisor.

ASK

Ask questions and clarify what you hear. If you don't understand how your goals or job duties tie to the strategic plans, ask! The goal is to meet your supervisor's expectations. Sometimes we assume we know what they are.

WORK

Accomplish your tasks and do your job to the best of your ability. The state operates better when everyone is working together, at their best.

DOCUMENT

Document what you do. This helps you keep track of what you're doing and gives you documentation for your part of the Performance Evaluation Process.

FEEDBACK

Look at work through a growth mindset. How can you keep learning to be better? Work with your supervisor to develop your relationship and trust through active listening, open dialogue, and continued communication and feedback.

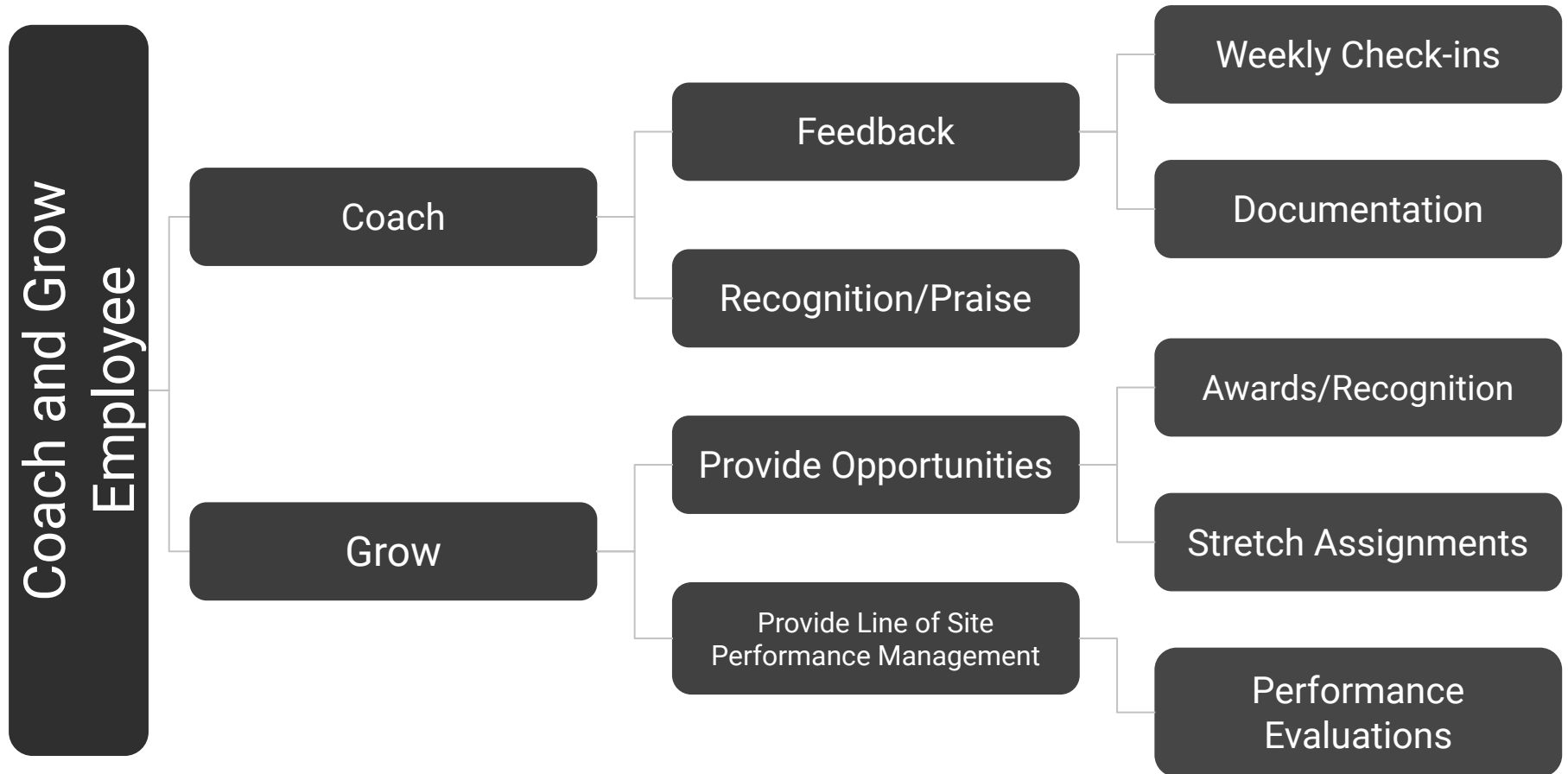


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Supervisor Responsibilities

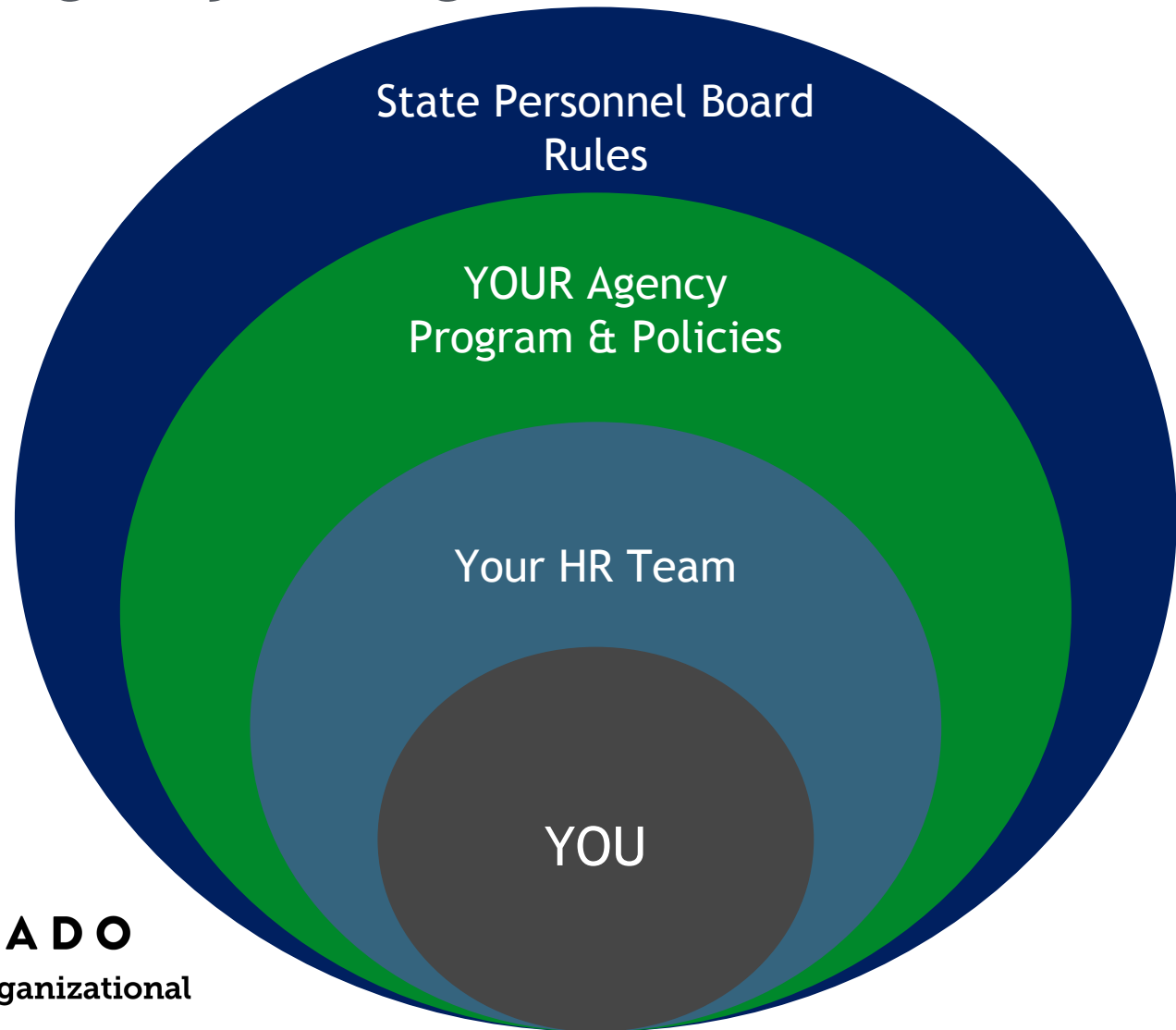


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Know Your Agency's Program & Policies



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There's More!

This is not the end of the Performance Management learning journey. There are several layers to this process and to ensure success with your performance year, we strongly recommend continuing your learning journey with some of COE's supplemental training including:

SUPERVISOR LEARNING OPPORTUNITIES

- Statewide Supervisor Certificate Program
- Unconscious Bias
- Coaching Skills for Supervisors and Managers
- Progressive Discipline Part I
- Progressive Discipline Part II
- Effective Coaching & Feedback

ALL EMPLOYEE LEARNING OPPORTUNITIES

- Effective Communication & Listening Skills
- Courageous Conversations
- Creative Problem Solving
- Decision Making Made Simple
- Time Management: Maintaining Productivity in a Remote Environment



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Reach out!

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