

COMPETENCY

Behavioral expectations are now called Competencies. Competencies are observable and identifiable skills, knowledge, abilities, or attributes that directly affect the performance of an employee in their job, demonstrated as behaviors. In essence, competencies help managers evaluate “how” an employee achieves their performance goals and performs their job.

OLD:

NEW:

DUTIES (Adaptability/Initiative (Minimum 5 points, weighted by importance))		PTS	EXPECTATIONS	RATING					TOTAL Points x Rating = Total
				1	2	3	4	5	
Adaptability		3	Accepts and adapts to change and is willing to assume additional job tasks or changes with job tasks for the benefit of the agency.						
Initiative		9	Efficiently manages more than one assigned job task at a time. Demonstrates the ability to perform job tasks without constant supervision and seeks advice in unfamiliar situations. Makes positive, job-related suggestions and/or recommendations to improve work and resolve problems.						
Category Total									
DUTIES (Communication/Teamwork (Minimum 5 points, weighted by importance))		PTS	EXPECTATIONS	RATING					TOTAL Points x Rating = Total
				1	2	3	4	5	
Communication		7	Accurately and effectively provides job related information and guidance in a courteous way to coworkers, employees, supervisor, agencies and management staff upon request or as the need is recognized. Keeps supervisor informed of work progress and concerns.						
Teamwork		4	Cooperates with others and is willing to work as a team member and offers assistance to coworkers. Interaction with coworkers, supervisor, agencies, and public is ethical, courteous, respectful and professional. There are no reports concerning discourteous						

- Overview
- Competency Section**
- Goal Planning Section
- Evaluator Signature

Accountability

Accepts full responsibility for self and contribution as a team member. Displays a strong commitment to organizational success. Demonstrates a commitment to delivering on his/her duties and responsibilities. Requests and uses leave in accordance with policies and procedures. Notifies supervisor directly if an unscheduled absence is necessary. Arrives at and leaves workstation per approved schedule. Observes rules concerning work schedules, breaks, and lunch periods.

Comments:

Adaptability

Demonstrates ability to adjust readily to different conditions. Adjusts to change and different ways of doing things quickly and positively. Does not shy away from addressing setbacks or concerns. Deals effectively with a variety of people and situations. Appropriately modifies thinking or approach as the situation changes.

Comments:

GOALS

Job Duties are now called Goals. Goals include job duties and responsibilities. Performance goals help the evaluator to evaluate accomplishments throughout the year and should be consistent with the employee’s position description (PD).

OLD:

KENTUCKY STATE GOVERNMENT PERSONNEL CABINET
ANNUAL EMPLOYEE PERFORMANCE EVALUATION
 NAME: _____ PERSONNEL #: _____
 JOB TITLE: Training Development Specialist II JOB ID #: _____
 CABINET/DEPARTMENT #: Personnel Cabinet/DHRA/ ORG ID #: _____
 ORG TITLE: DHRA/Commissioner's Office
 POSITION #: _____ REVIEW PERIOD: FROM 1/1/2018 TO 12/31/2018
 Add or Change Performance Plan: New Job Title Begin Date: 4/5/2018
 New Position Begin Date: _____
 Other: _____ Begin Date: _____
 EVALUATOR: _____ NEXT LINE SUPERVISOR: _____

PERFORMANCE PLANNING
 INSTRUCTIONS: List job duties under each category and identify the expectations to "adequately meet" the job requirements. Distribute 100 points between the four (4) categories. AT END OF YEAR, rate each duty, multiply by points assigned, place sum in last column, and total each category. Record these category totals in the Performance Evaluation Section A, of the evaluation form.

DUTIES (Minimum 50 points) Job duties must be weighted consistently with the employer's Position Description (PE).	PTS	EXPECTATIONS	RATING					TOTAL Points & Range & Total
			1	2	3	4	5	
Develops and maintains instructor led training and e-learning training materials to ensure information is up-to-date and technology resources/requirements are met.	16	Assists in researching and/or surveying business and functional teams to determine necessary information for course development/updates and ensures training client supports training material. Completes development by established deadlines.						
Conducts and prepares for classroom training for KHRIS and personnel related programs.	12	Prepares for and assists in conducting assigned training courses. Maintains knowledge and understanding of course content. Interactions with trainers and participants is respectful and professional.						
Ensures classrooms are training ready, including accurate training materials/manuals, validated training client, secured working equipment. Addresses training needs that may arise during classroom training.	11	Ensures classrooms are prepared with accurate training materials, equipment & validated client no later than 24 hours before start time. Provide up-to-date materials to instructors to ensure effective and prepared instruction. Ensures training is running smoothly.						

NEW:

Status: Approved
 Start Date: 1/1/2019
 End Date: 12/31/2019
 Goal Type: Job Responsibility
 Job Title: Training Development Specialist II
 Weight: 25.00%

Task	Start Date	End Date	Progress
Ensures classrooms are prepared with accurate training materials, equipment & validated client no later than 24 hours before start time. Provide up-to-date materials to instructors to ensure effective and prepared instruction. Ensures training instructors have current version of training materials by no later than 3 working days prior to the next scheduled class. Actively engages with instructors during training to ensure training is running smoothly.	1/1/2019	12/31/2019	0%

Comments:

Total Weight: 100%
 Please adjust individual goal weight percentages to total weight percentage equals 100%. Shared goals cannot be modified. Only newly created and approved goal weight percentage changes will be reflected in the table.

Back Save and Exit Submit

TASKS

Expectations are now called Tasks. Tasks should further define the goal expectations using the SMART criteria. Task should be specific, measurable, achievable, realistic and timely.

OLD:

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 JOB TITLE: Training Development Specialist II JOB ID #: _____
 CABINET/DEPARTMENT #: Personnel Cabinet/DHRA/ ORG ID #: _____
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PERFORMANCE PLANNING
 INSTRUCTIONS: List job duties under each category and identify the expectations to "adequately meet" the job requirements. Distribute 100 points between the four (4) categories. AT END OF YEAR, rate each duty, multiply by points assigned, place sum in last column, and total each category. Record these category totals in the Performance Evaluation Section A, of the evaluation form.

DUTIES (Minimum 50 points) Job duties must be weighted consistently with the employer's Position Description (PE).	PTS	EXPECTATIONS	RATING		Performance Expected Level
			1	2	
Develops and maintains instructor led training and e-learning training materials to ensure information is up-to-date and technology resources/requirements are met.	16	Assists in researching and/or surveying business and functional teams to determine necessary information for course development/updates and ensures training client supports training material. Completes development by established deadlines.			
Conducts and prepares for classroom training for KHRIS and personnel related programs.	12	Prepares for and assists in conducting assigned training courses. Maintains knowledge and understanding of course content. Interactions with trainers and participants is respectful and professional.			
Ensures classrooms are training ready, including accurate training materials/manuals, validated training client, secured working equipment. Addresses training needs that may arise during classroom training.	11	Ensures classrooms are prepared with accurate training materials, equipment & validated client no later than 24 hours before start time. Provide up-to-date materials to instructors to ensure effective and prepared instruction. Ensures training is running smoothly.			

NEW:

Edit Tasks

Description

Distributes course evaluation results to leadership within 48 hours of class completion. Distributes follow up evaluations to participants 2 months after course completion.

Start Date * 1/1/2019

End Date * 12/31/2019

Cancel Done