



State of Kansas
Kansas Department of Administration

Online Performance Management Process
- Employee Guide

Version 1.1

Updated 10/15/2021

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QUICK STEP GUIDE TO COMPLETING ONLINE PERFORMANCE REVIEW FORM – EMPLOYEE

1. You will receive an email requesting your digital signature after your Supervisor has completed the Performance Planning Process for your Performance Review Form and has met with you to discuss the expectations for the review period.
2. Log into your account on the Kansas Learning & Performance Management (KLPM) System.
3. Click on the **Performance** Tab at the top of the screen.
4. You will see your name and the current Performance Review Form.
5. Click the **Link** next to your name to review the Performance Review form (you may save a .pdf version and / or print it for your records). Close the Performance Review form when done.
6. When ready to apply your Digital Signature (and add any optional comments), click on the pencil icon to the far right of the row of the Performance Review form.
7. This will bring up your digital signature page:
 - a. Check the checkbox to agree to apply your digital signature.
 - b. (Optional) Enter Any Comments
 - c. Click the **Employee Sign Off** button
8. A message will indicate that an email has been sent to your Supervisor. Click the Close button to close the page.
9. The screen will refresh and your Performance Review form will no longer display (it has been sent back to your Supervisor so they can continue with your Performance Review form).
10. Note: You may be required to repeat steps 2- 9 for different stages of the Performance Management process.

STEP-BY-STEP GUIDE TO COMPLETING ONLINE PERFORMANCE REVIEW FORM – EMPLOYEE

This document illustrates the Performance Management process which includes meeting with your Supervisor during the review period below:

- 1) Performance Planning process – Review performance expectations for the upcoming Performance Review period.
- 2) Mid-Year Discussion – Review to ensure progress towards established performance expectations (optional for certain review types)
- 3) Annual/Final Review – Review actual Performance against the established performance expectations.

After each session, you will be sent an email to review the online Performance Review form (you can also save and print) and apply your digital signature (you can also add optional comments).

This document provides step-by-step instructions in how to perform these tasks.

NOTE: This process will be used for all Review types, including Special and Probationary. Not every agency will require all steps.

HOW TO LOGIN AND ACCESS YOUR ONLINE PERFORMANCE REVIEW FORM (PRF)

- 1) After meeting with your Supervisor and discussing your performance expectations for the review period, you will receive an email that your Performance Review form (PRF) is available for you to review, sign off (with electronic signature) and add optional comments. The email will direct you to login to your Kansas Learning & Performance Management website.



- 2) Upon successful login you will be brought to your **Overview** Tab

User Dashboard

Overview Profile Search Help Performance

<p>0 Past Due</p> <p>Upcoming Courses 0 Online / 0 Classroom</p> <p>0 Course(s) in Progress</p>	<p>0 Hours in Training</p> <p>0 Online / 0 Classroom</p>	<p></p> <p>You are up to date!</p>	<p>August 2021</p> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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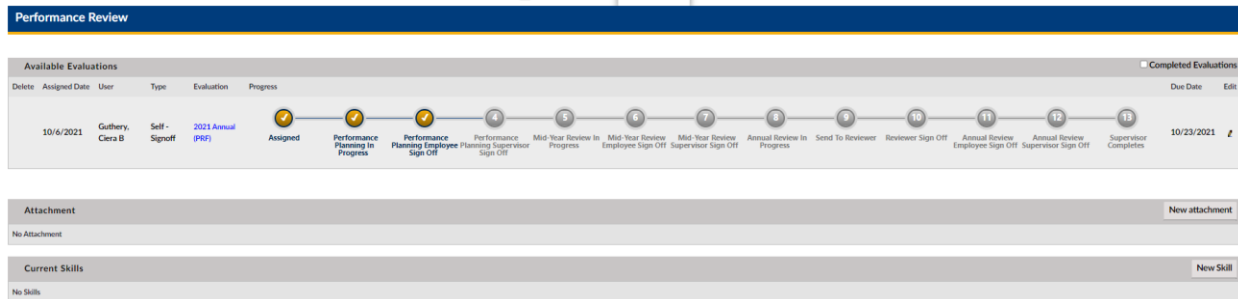
0 Certifications
0 Due Soon / 0 Overdue

0 Incomplete Evaluations

23 Printable Certificates

My Task Displaying Courses Actions

- Click the **Performance** Tab where you can access your Performance Review form which has been completed by your Supervisor and is ready for your review and sign off.



The screenshot shows the 'Performance Review' interface. At the top, there's a 'Performance Review' header. Below it, the 'Available Evaluations' section displays a table with columns for 'Delete', 'Assigned Date', 'User', 'Type', 'Evaluation', 'Progress', and 'Due Date'. A progress bar below the table shows 13 steps, with the first three steps (Assigned, Performance Planning Employee Sign Off, Performance Planning Supervisor Sign Off) marked with checkmarks. The 'User' column lists 'Guthery, Ciera B' and 'Type' is 'Self - Signoff'. The 'Evaluation' column shows '2021 Annual (PRF)'. The 'Due Date' is '10/23/2021'. Below the table are sections for 'Attachment' (No Attachment) and 'Current Skills' (No Skills).

- In the **Available Evaluations** section, you will see a listing with your name in the User column, Type = **Self-Signoff** and the **Progress** section will show a large checkmark in the current Performance Review form step.
 - Depending on the stage of the Performance Management process you should either see a checkbox at Step 3 – **Performance Planning Employee Sign Off** or Step 6 – **Mid-Year Review Employee Sign Off** or Step 11 – **Annual Review Employee Sign Off**
- To access a copy of your Performance Review form, click on the Link to the right of your name. This will launch a new window with a copy of your PERFORMANCE REVIEW FORM which was updated by your Supervisor.
 - Note: The document is in Read Only mode. You will be able to add comments when you apply your digital signature.



The screenshot shows the 'User Evaluation' form. It includes fields for 'Colleague' (Bryant, Adam R), 'Evaluator' (Zachary Kesler), 'Evaluation Date' (10/13/2021), and 'Position' (Natural Resource Officer I). The form also displays the Kansas Department of Administration logo and 'Performance Review Form' title. Fields for 'Employee Name' (Bryant, Adam R), 'Employee ID' (K0000204306), 'Department/Position' (KS Wildlife & Parks—KS Wildlife & Parks—WEBSTER 710-7107024000 / Natural Resource Officer I), 'Evaluation Period' (From: 10/15/2021 To: 12/15/2022), 'Supervisor' (Zachary L. Kesler), 'Review Type' (Annual, Special, Probationary), and 'Classification Type' (Classified, Unclassified) are visible. The 'Overall Rating' is set to 'Meets Expectations'.

HOW TO REVIEW, PRINT AND SAVE YOUR PERFORMANCE REVIEW FORM (PRF)

1. Use the scroll bar to the right of the form to scroll up / down and review the online Performance Review form. Depending on the stage of the Performance Management process, certain sections may or may not yet be filled in.
 - a. The few sections of a sample performance review form in the Performance Planning stage are shown below

User Evaluation

Evaluation Print Evaluation Cancel

Colleague Feedback: Colleague: Hart, Rene L. | Evaluator: Rene L. Hart
 Evaluation Date: 8/26/2021 | Position: Planner II

Performance Review Form

Employee Name: Rene Hart | Employee ID: 7000001392
 Department/Position: Department of Transportation—Headquarters—Transportation Planning -2765001200 / Planner | Evaluation Period: From: 8/23/2021 To: 8/23/2022
 Supervisor: Matthew T. Messina | Overall Rating: U ME EE E

Review Type: Probationary Recommend Permanent Status Extend Probation Not Recommend Permanent Status Annual Special

Classification Type: Classified Not Classified

Task Objectives

Rating Description:
 U. Unsatisfactory - Performance consistently below expectations. NE. Needs Improvement - Performance did not meet expectations.
 ME. Meets Expectations - Performance consistently met expectations. EE. Exceeds Expectations - Performance consistently exceeded expectations.
 E. Exceptional - Performance far exceeded expectations.

Task Objectives	Rating	Examples of Task Performance
1. Type task objectives	2. Add rating	3. Type examples of task performance
1. Rene will provide daily phone coverage for the front desk, except during scheduled breaks and lunch, which includes providing accurate information and reasonable assistance to those contacting our office. a. Month: Exemptions (M/F) (locatid:ar:trn:011)	- Select One -	
Rene will earn a passing grade on the RN training test within the first 6 months of employment. a. E-earning a score of 100% b. FF-average a score between 80%-99%		
Rene will complete the Employee Care Work Assignment Sheet daily. a. EE-0 missed patient care work assignment sheets b. ME-1 to 2 missed patient care work assignment sheets c. EE-more than 3 missed patient care work assignment sheets		

Competencies and Behaviors

Rating Description:
 U. Unsatisfactory - Performance consistently below expectations. NE. Needs Improvement - Performance did not meet expectations.
 ME. Meets Expectations - Performance consistently met expectations. EE. Exceeds Expectations - Performance consistently exceeded expectations.
 E. Exceptional - Performance far exceeded expectations.

On the Job Suggestion/Example

Problem Solving/Decision Making 1 Active

Rating: U NI ME EE E

Behavioral Examples/Comments

Attitude/Accountability 3 Active

1. Does not blame others or make excuses, and will admit to making a mistake when they occur.
 2. Prioritizes tasks by importance and deadline. Adjusts priorities as situations change.
 3. Focuses on results and desired outcomes and how best to achieve them. Gets the job done.

Rating: U NI ME EE E

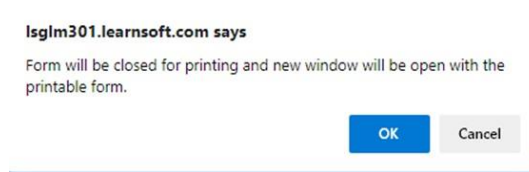
Behavioral Examples/Comments

Productivity 2 Active

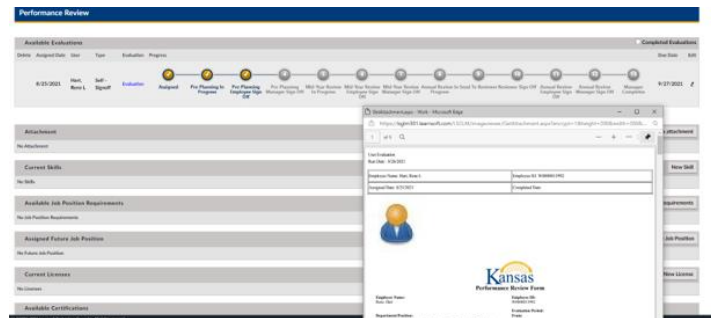
Rating: U NI ME EE E

Behavioral Examples/Comments

2. To review the Performance Review form as a PDF document, which can also be saved for later reference and / or printed for offline review, click the **Print** button in the upper right-hand corner of the Performance Review Form window.
 - a. A confirmation pop-up window will display. Click **OK** to close the window.



3. A new window containing a PDF version of the form will popup (Note: There may be a delay for a few minutes as this request processes and the .pdf is generated).




Note – Please allow pop-ups from the learnsoft.com website to enable the PDF.

4. In the upper right corner of the PDF window, click the Print or Save icon and follow the on screen instructions.



HOW TO APPLY YOUR DIGITAL SIGNATURE

1. After reviewing the Performance Review form, navigate back to the **Performance** Tab.
2. Click on the Pencil Icon  found in the **Edit** column on the far right side of the row in the **Available Evaluations** section where your name appears.

Available Evaluations					Progress													Completed Evaluations	
Delete	Assigned Date	User	Type		1	2	3	4	5	6	7	8	9	10	11	12	13	Due Date	Edit
	10/6/2021	Guthery, Ciera B	Self - Signoff	2021 Annual (PRF)	Assigned	Performance Planning In Progress	Performance Planning Employee Sign Off	Performance Planning Supervisor Sign Off	Mid-Year Review In Progress	Mid-Year Review Employee Sign Off	Mid-Year Review Supervisor Sign Off	Annual Review In Progress	Send To Reviewer	Reviewer Sign Off	Annual Review Employee Sign Off	Annual Review Supervisor Sign Off	Supervisor Completes	10/23/2021	

3. This will bring up the Performance Review form - **Employee Section** in a separate popup window.

Note: Depending on what step you are in, the Performance Planning, Mid-Year or Annual Review step, the sign-off process will be the same, but the step name will be identified.

UserEvaluationSession Entry

Update User Evaluation for Guthery, Ciera B
Save Cancel

Employee Section

Performance Planning Discussion

By checking this box I agree that I am applying my digital signature. Date: 10/7/2021

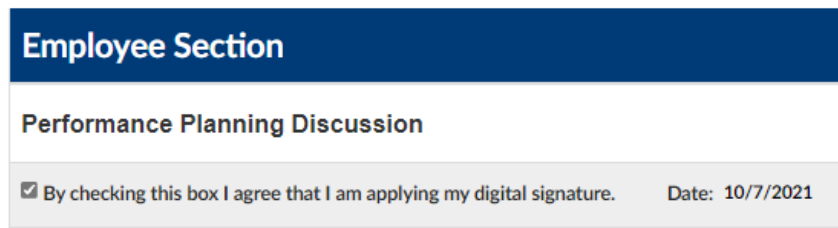
My comments are as follows:

Employee Sign Off

4. To Sign Off on the Performance Review form:

- a. Click the checkbox (“By clicking this box I agree that I am applying my digital signature.”).

Depending on where you are in the Performance Management Process, there will be different sections for your digital signature and to add comments.

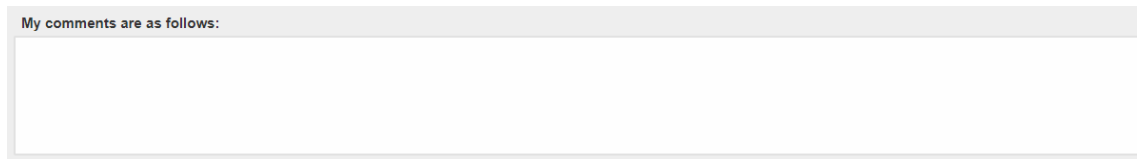


Employee Section

Performance Planning Discussion

By checking this box I agree that I am applying my digital signature. Date: 10/7/2021

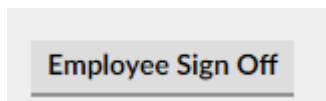
- b. To add comments (optional), enter them in the **My comments are as follows** textbox below the checkbox.



My comments are as follows:

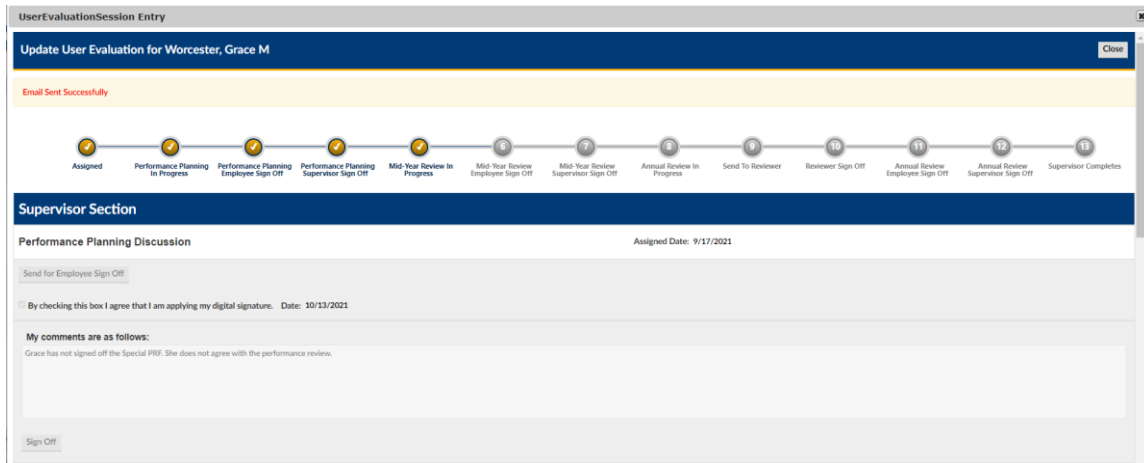
[Empty text area]

- c. Click the **Employee Sign Off** button below the My Comments textbox.



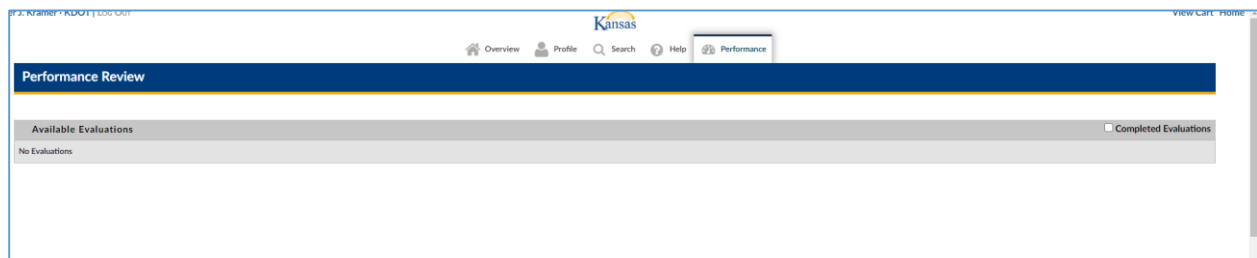
Employee Sign Off

11. After Clicking the **Employee Sign Off** button, the window will refresh and a red note will appear in the upper left hand corner indicating an email has been sent to your Supervisor, allowing them to continue the process. The Progress bar will also move the checkmark to the next step.



- Click the **Close** button in the upper right hand corner to close the window. You will be returned to your Performance Review Tab.

Note: Since the Performance Review form has been sent back to the Supervisor for further processing, you will no longer see the Performance Review form listed in your Available Evaluations section.



- There are no further tasks required of you until the next Employee sign-off is required.
- When the Performance Review form is completed, you will be able to view it in your Profile, under the Evaluations tab.