



State of Kansas

Kansas Department of

Administration

Online Performance

Management Process

Supervisor Guide

Version 1.1

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QUICK STEP GUIDE TO COMPLETING A PERFORMANCE REVIEW FORM– SUPERVISOR

1) You will be notified via email when required to complete a Performance Review form. Login to the Kansas Learning & Performance Management (KLPM) System website, click on **Performance** tab to see a listing of Employee Performance Review forms to complete.

- 2) Click on the **Evaluation Link** next to the Employee name you wish to review to launch the Performance Review form (PRF) in a new window.
- Select the Performance Review Type: Annual, Special or Probationary and the Classification Type: Classified or Unclassified
 - Enter the Performance Review Period date range
 - Enter the Task Objectives and their tracking methods and click the Add Task Objective button
 - Enter the Competencies and Behaviors
 - Save at the top of the Performance Review form.

3) Send the Performance Review form to the Employee to review and sign-off/add comments:

NOTE – This step will be repeated at Performance Planning, Mid-Year review discussion and the Annual Review steps.

- Click on the Pencil Icon on the right side of the row (*Under Edit*) to launch the Performance Review form in a new window. Navigate to the Supervisor Section.
- Click the Send for Employee Sign-Off button. After receiving a red confirmation message, click the Close button.

4) Receive the Performance Review form back from the Employee with their sign-off / (optional) comments, ready for Supervisor sign-off:

NOTE – This step will be repeated at Performance Planning, Mid-Year review discussion and the Annual Review steps:

- Click on the **Evaluation Link** next to the Employee name to view the Performance Review form and any comments.
- Click on the Pencil Icon on the right side of the row (*Under Edit*) to launch the Performance Review form in a new window. Navigate to the Supervisor Section.
- Click the box 'By checking this box I agree that I am applying my digital signature' and add any optional comments.
- Click on the Sign-off button. After receiving a red confirmation message, click the Close button.

5) At the Annual/Final Review, you will complete the Performance Review form:

- Click on the **Evaluation Link** next to the Employee name to update the Performance Review form
- Select the Task Objectives Ratings and enter Examples of Task Performance
- Select the Competencies and Behaviors Ratings and enter Behavioral Examples/Comments
- Select the Essential Requirements Ratings and enter any Comments
- Complete the Areas of Strength/Development and Other Comments
- Save at the top of the Performance Review form

- 6) You can send the Performance Review Form to a Reviewer for Approval and/or Comments (*This step is optional*).
 - a. Click on the Pencil Icon on the right side of the row to launch the Performance Review Form in a new window. Navigate to the Reviewer Section.
 - b. Highlight the name of your Direct Report or a Reviewer name, click the Send to Reviewer button. After receiving a red confirmation message, click the Close button.
- 7) You will be notified of the Reviewer's response (*both via an email and an update on the progress bar*). Click the Pencil Icon to launch the Performance Review form in a new window. Scroll down to the Reviewer Section to see the Approver's response type (*approved, needs more information*) and comments.
- 8) Whether you send the Performance Review form to a Reviewer or skip that step, you will schedule time to meet with the Employee to discuss their Performance Review form.
- 9) Send the Performance Review form to the Employee for sign-off / comments:
 - a. Click on the Pencil Icon on the right side of this row to launch the Performance Review form in a new window. Navigate to the Supervisor Section – Annual Performance Review form Discussion:
 - b. Click the Send for Employee Sign-Off button. After receiving a red confirmation message, click the Close button.
- 10) You will be notified of the Employee's Sign Off (*both via an email and an update on the progress bar*). Click the Pencil Icon to launch the Performance Review form in a new window. Scroll down to the Employee Section to see and review the Employee's sign off and any comments.
- 11) When ready to sign off on the Performance Review form:
 - a. Click on the Pencil Icon on the right side of this row to launch the Performance Review form in a new window.
 - b. Navigate to the Supervisor Section – Annual Performance Review Discussion:
 - i. Check the digital signature checkbox
 - ii. Enter any optional comments
 - iii. Click the Sign Off button
 - iv. Then the Submit / Complete Evaluation button. This Completes the online process.
 - v. After receiving a red confirmation message, click the Close button.

STEP BY STEP) PERFORMANCE MANAGEMENT PROCESS: SUPERVISOR

HOW TO ACCESS PERFORMANCE REVIEW FORMS THAT HAVE BEEN ASSIGNED TO YOU

- 1) Upon being assigned a Performance Review Form to complete, you will receive an email directing you to login to the Kansas Learning & Performance Management (KLPM) System website.



- 2) Upon successful login you will be brought to your **Overview** Tab (Group = User)

William B. Hughes - KDOT | Log Out View Cart Home

[Overview](#) | [Profile](#) | [Search](#) | [Performance](#) | [Team](#) | [Reports](#) | [Help](#)

User Dashboard Group: User

<p>0 Upcoming Courses 0 Online / 0 Classroom</p> <p style="background-color: #0056b3; color: white; padding: 2px;">0 Course(s) In Progress</p> <p>142 Completed Courses 42 Online / 48 Classroom / 52 Others</p> <p style="font-size: small;">Print Transcripts Report</p>	<p>0 Past Due</p> <p>62 Certifications 0 Due Soon / 0 Overdue</p>	<p>0 Hours in Training 0 Online / 0 Classroom</p> <p>62 Total Credits 53.0 Hours / 9.0 Units / .0 Others</p>	<p>0 Incomplete Evaluations</p> <p>142 Printable Certificates</p>
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You are up to date!

August 2021						
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				

My Task Displaying: Courses | Actions

- 3) Click the **Performance** Tab to access the Kansas Learning & Performance Management (KLPM) System

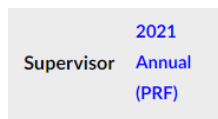
If you have Performance Review forms to complete, you will see them in the Available Evaluations section. It will list the name(s) of the **Employee(s)** that you are evaluating, the **Assigned Date** and the **Due Date**. There is also a section that will indicate the **Progress** of the Performance Review form. When first assigned, the leftmost Progress indicator, Step 1 – **Assigned**, will be highlighted with a large checkmark.

Available Evaluations													Completed Evaluations						
Delete	Assigned Date	User	Type	Evaluation	Progress								Due Date	Edit					
	10/1/2021	Pearson, Keadron E	Supervisor	2021 Annual (PRF) Details		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 SIGN OFF	ANNUAL REVIEW EMPLOYEE SIGN OFF	ANNUAL REVIEW SUPERVISOR SIGN OFF	SUPERVISOR COMPLETES	10/30/2021	
	10/1/2021	Maguire, Sara E	Supervisor	2021 Annual (PRF) Details		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 SIGN OFF	ANNUAL REVIEW EMPLOYEE SIGN OFF	ANNUAL REVIEW SUPERVISOR SIGN OFF	SUPERVISOR COMPLETES	10/30/2021	

- 4) To update an Employee Performance Review form, click the **Evaluation Link** next to the name of the Employee you want review. This will launch the Performance Review form in a new window.

NOTE: The **Type** column will identify who is Assigned to work on the Performance Review form.

- (1) Supervisor



- (2) Supervisor - Backup



HOW TO UPDATE AND SAVE THE PERFORMANCE REVIEW FORM

Performance Planning – Entering Task Objectives/Competencies

During **Performance Planning**, you will enter the objective tasks/goals, and competencies/behaviors for each employee. After, you enter these in the Performance Review form, you will meet with the employee to discuss:

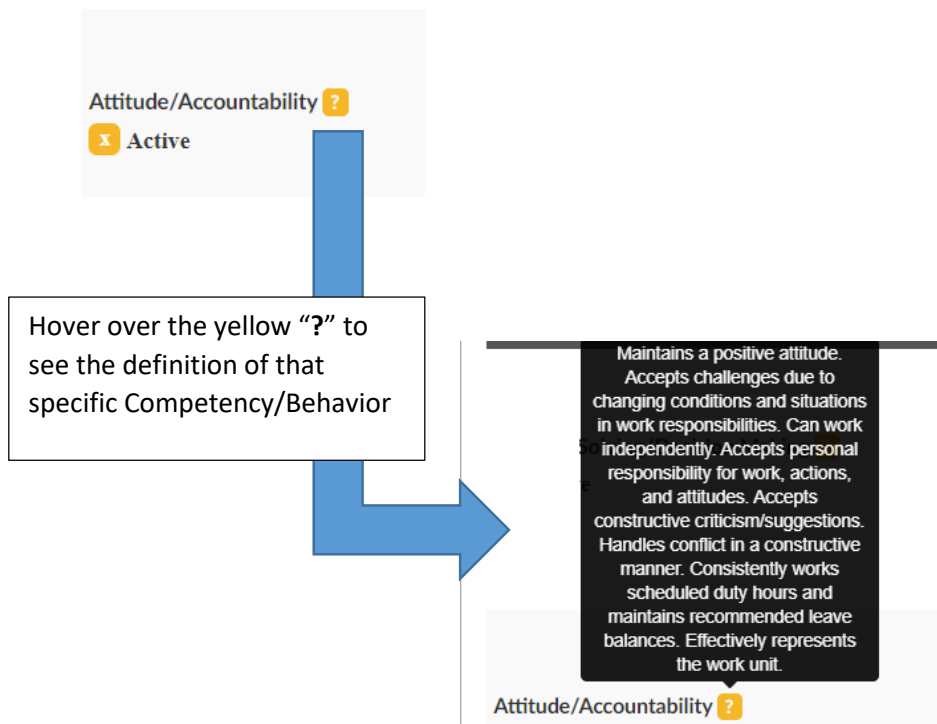
- 1) The Performance Review form consists of multiple sections. The top section contains the employee information and job details. You will have to select the Review Type and Classification Type for the Performance Review form.

- 2) The next section, allows you to enter the **Task Objectives**.
 - a. Type in the Task Objectives and their corresponding tracking methods, in the top row, left column.
 - b. Click the **Add Task Objectives** button to Save each objective. You can add multiple Task Objectives.

Note: The **Rating** and **Examples of Task Performance** columns are completed during the Annual/Final Review step.

- 3) The next section is **Competencies and Behaviors**.
 - a. Choose the competencies and behaviors you will evaluate the employee on by selecting the **Active** box for the Competencies/Behaviors.
 - b. It will display a 'X' to show it is active.
 - c. Enter **On the Job Suggestions/Examples** in the middle column to inform the employee how you expect them to display that behavior during the review period.
 - d. Select each Competency/Behavior that is applicable for the employee.

Competencies/Behaviors	On the Job Suggestion/Example
Attitude/Accountability ? <input checked="" type="checkbox"/> Active	Does not blame others or make excuses, and will admit to making a mistake when they occur. Prioritizes tasks by importance and deadline. Adjusts priorities as situations



If there is a Competency/Behavior that does not match any of those that are pre-defined, you can select the Active box for **Other** at the bottom of the section and enter in the competency or essential requirement and an on-the-job suggestion/example.

Other

x Active

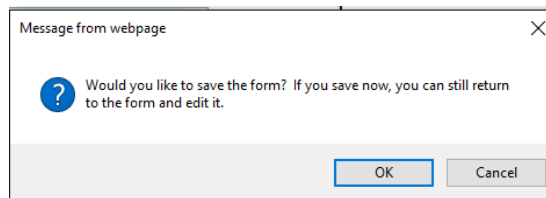
Agency Values. You should meet the company ethical values at all times. Conduct yourself at highest standard and do not participate in any illegal behavior.

Note: The **Rating** column is completed during the Annual/Final Review step.

- 4) After the Tasks/Objects and Competencies/Behaviors are entered, click the **Save** button at the top right of the Performance Review form.



- 5) A message box will pop up and you will be prompted to confirm that you want to Save the Performance Review form. Click **OK** to confirm (*Click **Cancel**, if you do not want to save and to return to the Performance Review form.*



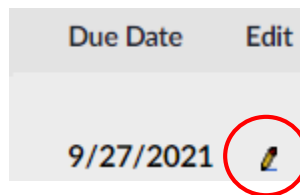
- 6) The Performance Review form window closes and returns to the **Performance** Tab and the **Progress** for this Performance Review form will update with checkmark in Step 2 – **Performance Planning in Progress**.

Performance Planning – Employee Sign Off

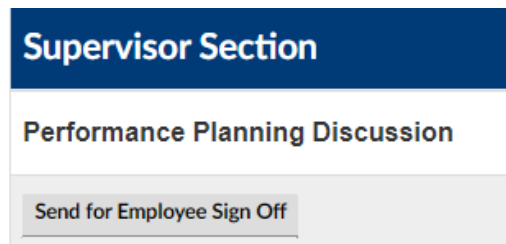
After the Tasks and Competencies have been entered for the **Performance Planning** step and you have met and discussed the expectations for the Employee, it is now time to send the Performance Review form to the Employee to sign-off.



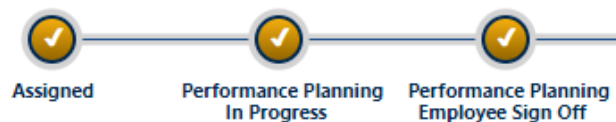
- 1) Click on the Pencil Icon on the right side of the row (*Under Edit*) to launch the Performance Review form in a new window.



- 2) Navigate to the Supervisor Section – **Performance Planning Discussion** and Click on the **Send for Employee Sign Off**.



- 3) The progress in the Performance Review form should update to show the next step as Step 3 - **Performance Planning Employee Sign Off**. After receiving a red confirmation message, click the Close button.



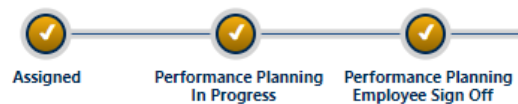
Performance Planning – Supervisor Sign-off

There are 2 options for you depending on if the Employee signs off or refuses to sign-off on the Performance Review form.

- A. If the Performance Review form has been signed-off by the Employee, you will receive an email confirmation. On the Performance tab, the progress indicator, Step 4 – **Performance Planning Supervisor Sign Off**, will be highlighted with a large checkmark.



- B. If the Employee refuses to sign-off on the Performance Planning step, you can still move forward with the Performance Review form. You will not receive the Email confirmation and the Performance Review form will still display at Step 3 - **Performance Planning Employee Sign-off** step.



- 1) Click on the Pencil Icon on the right side of the row (*Under Edit*) to launch the Performance Review form in a new window.
- 2) Navigate to the Supervisor Section – **Performance Planning Discussion** and select the box next to the statement ‘By Checking this box I agree that I am applying my digital signature. It will save the current date.

By checking this box I agree that I am applying my digital signature. Date: 8/30/2021

- 3) Add any optional comments and Click the **Sign Off** button

My comments are as follows:

I met with Joe on 9/9/21 and he does not agree with all the Objective tasks. He thinks they are too aggressive and does not want to sign off on them.

Sign Off

- 4) The progress in the Performance Review form bar should update to show Step 5 – **Mid-Year Review in Progress**. After receiving a red confirmation message, click the Close button.

Mid-Year – Employee Feedback

Prior to and for the Mid-Year Review discussion, you can log any Coaching and Feedback discussions with the Employee. You can track any meeting discussions with the employee during the year about their progress against their Objectives and Competencies as defined in the Performance Planning process.

- 1) After logging into the Kansas Learning & Performance Management (KLPM) System website, click on the Performance tab to access the Employee Performance Review form to update.
- 2) To update the Employee Performance Review form, click the **Link** next to the name of the Employee you want to view. This will launch the Performance Review form in a new window.
- 3) Scroll down to the **On Going – Coaching and Feedback Discussions** and the **Mid-Year Review Discussion** sections.

User Evaluation

On Going-Coaching and Feedback Discussions

Instructions:
 Identify the process to be used throughout the year to provide feedback and coaching to the employee. Identify any customer input tools that will be used to provide feedback throughout the year. Identify any employee responsibilities in the process. For instance, you may wish to identify when and how on-going feedback will be delivered, who has responsibility for setting up coaching sessions and if current customer input tools will be used, etc.

My comments are as follows:

[Add Comment](#)

Mid-Year Review Discussion

Instructions:
 Document progress against the Objectives and Competencies as defined in the Performance Planning process. Be as specific as possible about the employee's actual performance to date, documenting specific observable results wherever possible, and adding qualitative information or feedback wherever helpful. Any valid updates to employee's objectives, which are based on changes in State or agency needs, may also be documented in this section.

My comments are as follows:

[Add Comment](#)

- 4) Enter your feedback in the **My comments are as follows:** text box and click **Add Comment**.

My comments are as follows:

I met with James and is working towards meeting the annual goals and competencies. He is currently on target to meet this year's goals.

Spicer Alan L 8/25/2021 11:44:44 AM

- 5) Your comment will be saved with the user name and date stamp.

My comments are as follows:

I met with James and is working towards meeting the annual goals and competencies. He is currently on target to meet this year's goals.

Benny Smith

8/25/2021 11:44:44 AM

- 6) After you have completed entering the feedback comments, scroll to the upper right corner of the Performance Review form and select the **Save** button.

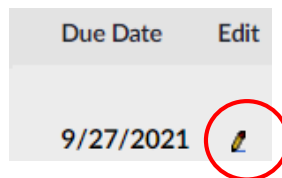
- 7) The Performance Review form window closes and returns to the **Performance** Tab and the **Progress** of the Performance Review form will update with a checkmark in Step 5 – **Mid-Year Review in Progress**.



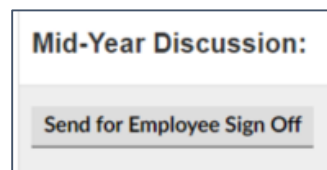
Mid-Year – Employee Sign Off

After you have met with the Employee for their Mid-Year review discussion and entered comments / feedback, the Performance Review form is now ready to be sent to the employee for sign off.

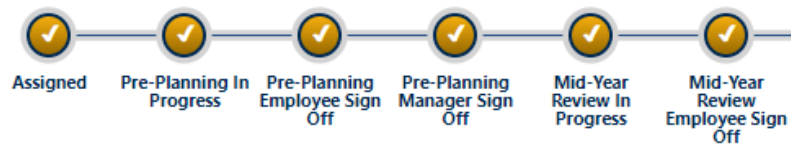
- 1) Click on the Pencil Icon on the right side of the row (*Under Edit*) to launch the Performance Review form in a new window.



- 2) Navigate to the Supervisor Section – **Mid-Year Discussion** and Click on the **Send for Employee Sign Off**.



- 3) The progress on the Performance Review form should update to show the next step as **Mid-Year Review Employee Sign Off**. After receiving a red confirmation message, click the Close button.



Mid-Year – Supervisor Sign-off

There are 2 options for you depending on if the Employee signs off or refuses to sign-off on the Mid-Year review discussion step.

- A. If the Performance Review form has been signed-off by the Employee, you will receive an email confirmation. On the Performance tab, the progress indicator, Step 7 – **Mid-Year Review Supervisor Sign Off**, will be highlighted with a large checkmark.



- B. If the Employee refuses to sign-off on the Mid-Year review discussion step, you can still move forward with the Performance Review form. You will not receive the email confirmation and the Performance Review form will still display at Step 6 – **Mid-Year Review Employee Sign-off** step.



- 1) Click on the Pencil Icon on the right side of the row (*Under Edit*) to launch the Performance Review form screen in a new window.
- 2) Navigate to the Supervisor Section – **Mid-Year Discussion** and select the box next to the statement ‘By Checking this box I agree that I am applying my digital signature’. It will save the current date.
- 3) Add any optional comments and Click the **Sign Off** button.

Mid-Year Discussion:

Send for Employee Sign Off

By checking this box I agree that I am applying my digital signature. Date: 9/8/2021

My comments are as follows:

Grace will not sign-off on the Mid-Year review because she does not agree with my assessment of her goals so far this year. I met with her to go over on Wed 9/8/21.

Sign Off

- 4) The progress in the Performance Review form should update to show the next step as Step 8 - **Annual Review in Progress**. After receiving a red confirmation message, click the Close button.

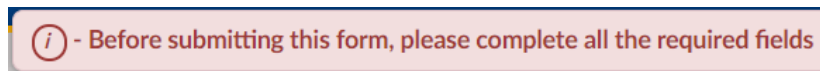


- 5) The Performance Review form will stay on this step until the Annual-Year review is due.

Annual/Final Review – In Progress

When the Annual/Final Review is due, it is time to give the Employee feedback and ratings on the Task Objectives, Competencies/Behaviors and the overall performance rating. This applies whether the Performance Review form is for an Annual, Special or Probationary review type.

- 1) After logging into the Kansas Learning & Performance Management (KLPM) System, click on the Performance tab to access the Employee Performance Review form to update.
- 2) When you open the Performance Review form, you will notice a message in the upper right corner of the window by the Save button. You will be able to **Save** while making updates to the PRF.



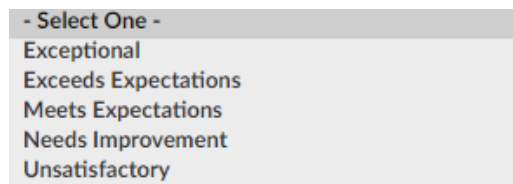
- 3) In the **Task Objectives** section, the message **'Please select a rating and enter comments'** will display.



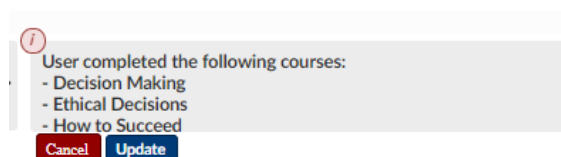
- a. Click the **Edit** button to update each Task Objective:



- b. For the **Task Objectives**, select a **Rating** from the drop down list in the middle column.



- c. Enter **Examples of Task Performance** in the far-right column to justify the rating you gave for each Task Objective and click the **Update** button to Save the Task Objectives.



- 4) In the **Competencies and Behaviors** section, the message ‘**Please select a rating and enter comments**’ will display for Active Competencies and Behaviors.

The screenshot shows a performance review interface. On the left, there is a section for 'Customer Service' with a status of 'Active'. A red message box says 'Please select a rating and enter comments'. In the center, there is a text box with the following content: 'Olivia has to increase her productivity in the next 60 days by - Starting and closing XX number of - Maintaining'. On the right, there are five rating options: U, NI, ME, EE, E. Below the ratings is a section titled 'Behavioral Examples/Comments'.

- a. Select a **Rating**. The rating options in this section are:



- U - Unsatisfactory - Performance consistently below expectations
- NI - Needs Improvement – Performance does not meet expectations
- ME- Meets Expectations - Performance consistently met expectations
- EE – Exceeds Expectations – Performance consistently exceeds expectations
- E – Exceptional – Performance far exceeded expectations

- 5) Enter in the **Behavioral Examples/Comments** for each **active Competencies/Behaviors**.

The screenshot shows the 'Behavioral Examples/Comments' section. At the top, there are five rating options: U, NI, ME, EE, E. The 'EE' option is selected and highlighted in yellow. Below the ratings is a text box with the following content: 'James has taken a leadership role with the team. He has been mentoring the newer employees and taken on additional workload where needed.'

- 6) The next section, **Essential Requirements** is required to be completed. You have to select a Rating of either Meets Expectations (ME) or Unsatisfactory (U). The **Comments** section is required if the Rating selected is Unsatisfactory.

Essential Requirements

Dependability:
Recognizes responsibilities to the agency and applies effective work habits and attitudes to meet work requirements. Attends work regularly and on time, plans appropriately for absences and assumes personal accountability for work.

M Meets Expectations
U Unsatisfactory

Comments:

Agency Values:
Align actions with high standards of conduct, accept responsibility for behavior and exhibit personal integrity at all times. Acts as a role model for other employees and does the right thing, even when no one is watching. Demonstrates personal integrity and ethical behavior, displays good stewardship of public resources and adapts to changes in processes, procedures and responsibilities.

M Meets Expectations
U Unsatisfactory

Comments:

Note: If either of the **Essential Requirements** is rated as **'U'** Unsatisfactory, the overall Performance Rating at the top of the Performance Review form will default to an **Unsatisfactory** rating.

- 7) The next section is the **Areas of Strength/Development**, which is optional. This is where you can enter any additional feedback for the Employee.

Areas of Strength/Development

Areas of Strength(s):
James has shown his ability to lead a team this year. He has mentored the newer employees and taken on additional responsibilities to learn management skills.

Areas for Development:
James needs to work on his leadership skills to better delegate work among his team.

Other Evaluation Comments:
Overall James is an asset to the department and helps were needed.

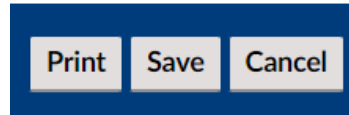
- 8) After you have completed adding the Employee feedback and ratings, scroll to the employee section at the top of the Performance Review form and select the **Overall Rating**.

Overall Rating:

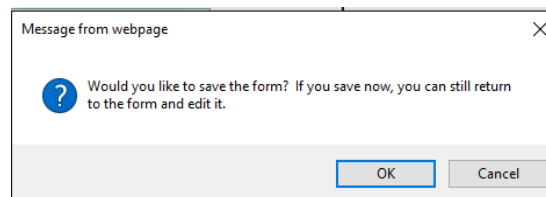
Meets Expectations ▼

Reminder – If one of the **Essential Requirements** was rated as Unsatisfactory, the Overall Rating defaults to **Unsatisfactory** and cannot be changed. If the Performance Review form is later appealed by the Employee and the rating is overturned, then staff with the necessary authorization can change the rating on the Performance Review form.

- 9) After you have completed all the required fields for the Annual/Final Review, scroll to the upper right corner of the form and click the **Save** button.



- 10) A message box will pop up and you will be prompted to confirm that you want to Save the Performance Review form. Click **OK** to confirm (*Click **Cancel**, if you do not want to save and to return to the Performance Review form*).



- 11) The Performance Review form closes and returns to the **Performance** Tab and the **Progress** section of the Performance Review form will display with a checkmark in Step 8 – **Annual Review in Progress**.



After you have completed updating the Performance Review form for the Annual/Final Review, you can either meet with the Employee to review and discuss or send the Performance Review form to a Reviewer for approval prior to meeting with the Employee.

Since sending to a Reviewer is an optional step, we will continue with Step 11 – **Annual Review Employee Sign off**. If you want the steps to send to a Reviewer, click [here](#).

Annual/Final Review – Employee Sign-off

After you have met with the Employee for their Annual/Final Review discussion, the Performance Review form is now ready to be sent for **Employee Sign off**.

- 1) Click on the Pencil Icon on the right side of the row (*Under Edit*) to launch the Performance Review form in a new window.
- 2) Navigate to the Supervisor Section – **Annual Performance Review Discussion** and Click on the **Send for Employee Sign Off** button.

Annual Performance Review Discussion:

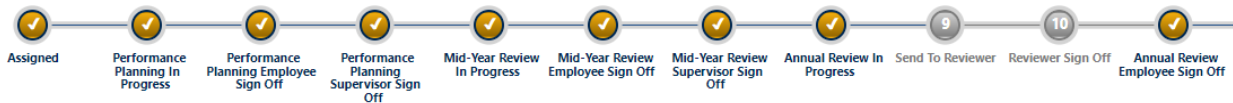
Reviewer:
(Please select one)

Doll Maggie H (Indirect)
 Herrick Chris J (Indirect)
 Lorenz Julie L (Indirect)
 Moriarty Michael J (Direct)

[Send To Reviewer](#)

[Send for Employee Sign Off](#)

- 3) The progress on the Performance Review form updates to show the next step as **Annual Review Employee Sign Off**. After receiving a red confirmation message, click the Close button.



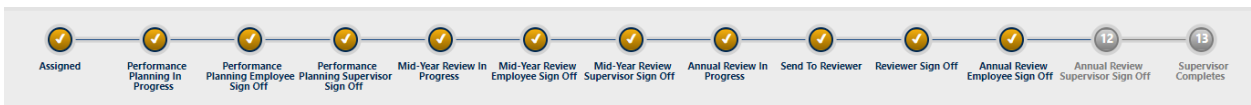
Annual/Final Review – Supervisor Sign-off

There are 2 options for you depending on if the Employee signs off or refuses to sign-off on the Annual Review Form step.

- A. When the Performance Review form has been signed-off by the Employee, you will receive an email confirmation. On the Performance tab, the progress indicator, Step 12 – **Annual Review Supervisor Sign Off**, will be highlighted with a large checkmark.



- B. If the Employee refuses to sign-off on the Annual Review step, you can still move forward with the Performance Review form. You will not receive the Email confirmation and the Performance Review form will still display at Step 11 – **Annual Review Employee Sign-off** step.



- 1) Click on the Pencil Icon on the right side of the row (*Under Edit*) to launch the Performance Review form in a new window.
- 2) Navigate to the Supervisor Section – **Annual Performance Review Discussion** and select the box next to the statement ‘By Checking this box I agree that I am applying my digital signature. It will save the current date.

By checking this box I agree that I am applying my digital signature. Date: 8/31/2021

- 3) Add any comments and Click the **Sign Off** button.

My comments are as follows:

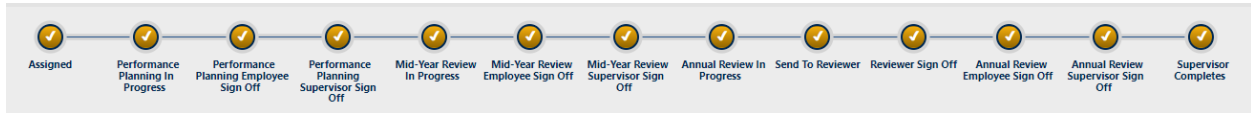
Cheryl has met all her task objectives and competencies this year. She worked hard to achieve them!

Sign Off

- 4) When the Performance Review form is complete and it is ready to be closed, click the **Submit / Complete Evaluation** button.

Submit / Complete Evaluation

- 5) The progress in the Performance Review form should update to show the next step as **Supervisor Completes**. After receiving a red confirmation message, click the Close button.



- 6) The Performance Management Process (PMP) is now complete. Completed Performance Review form will not display under Available Evaluations on the Performance tab.
- 7) To view the Completed Performance Review forms that are finished, check the box next to **Completed Evaluations** in the upper right corner on the Performance Review tab.

Completed Evaluations

- 8) When the box is checked, the screen will update and display all completed Performance Review forms.

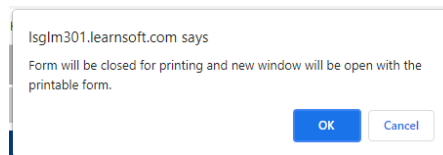
Type	Evaluation	Progress	Completed Evaluations	Due Date	Edit
Supervisor	2021 Annual (PRF) Details		<input checked="" type="checkbox"/>	10/4/2021	2

HOW TO PRINT AND SAVE THE PERFORMANCE REVIEW FORM

During any of the Performance Review form steps, you can Print or Save the Performance Review form.

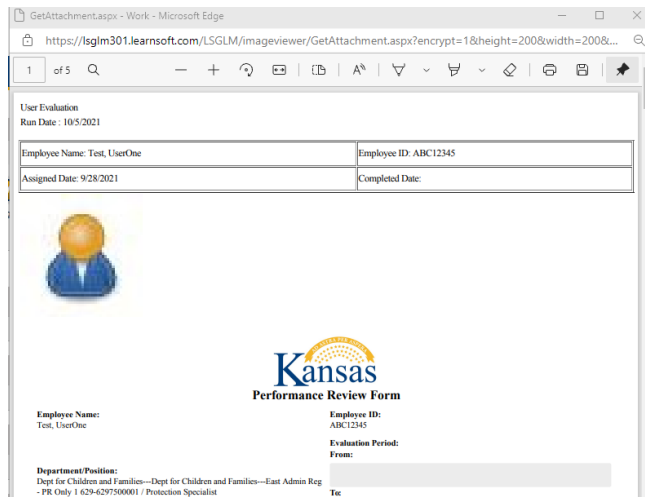
After logging into the Kansas Learning & Performance Management (KLPM) System website, click on the **Performance** tab to access the Employee Performance Review Form to update.

- 1) To view the Employee Performance Review form, click the **Link** next to the name of the Employee you want to view. This will launch the Performance Review form in a new window
 - A. If you want to review the Performance Review as a PDF document, which can also be printed for offline review, click the **Print Evaluation** button in the upper right-hand corner of the window.
 - B. A pop-up window will display, click OK to close and proceed.



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

- C. A new pop-up window of the Performance Review form should display.



- D. Click on the square box in the upper right corner of the window to Maximize the screen. It will maximize the window to display the entire Performance Review form.



- E. In the upper right corner of the window should be icons with options to either Print and Save the Performance Review form.



- F. The Print window will display.
- In the Printer field, select a Printer name from the drop down or
 - Select 'Save as PDF'
 - Click the Save button

Print
Total: 5 pages

Print:
Save as PDF

Layout:
Portrait
Landscape

Pages:
All
e.g. 1-5, 8, 11-13

More settings v
Troubleshoot printer issues

Save Cancel

Kansas
Performance Review Form

Employee Name:
Test, UserOne

Employee ID:
ABC12345

Department/Position:
Dept for Children and Families--Dept for Children and Families--East Admin Reg
- PR Only 1 629-6297500001 / Protection Specialist

Supervisor:
Manager M Test

Review Type:
Annual Special Probationary

Overall Rating:
- Select One -

Classification Type:
Classified Unclassified

(If Probationary Only) - Status Recommendation:
Recommend Permanent Status Extend Probation
Not Recommend Permanent Status

(If Special Only) - Reason for Special:
Closeout - Termination Closeout - Position Change
Performance Improvement Align to Annual Rotation Other

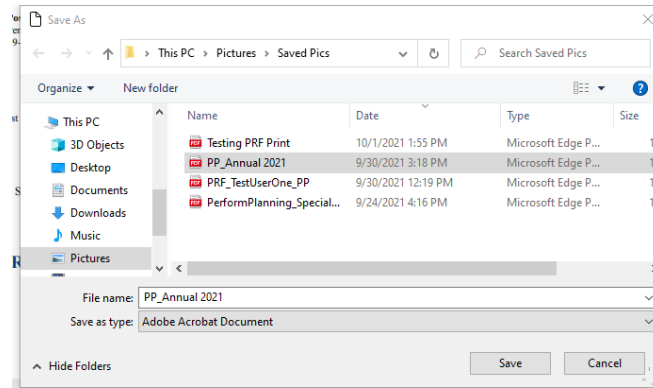
Specify Other:
[Text Box]

Task Objectives

Rating Description:
U. Un satisfactory - Performance consistently below expectations. N. 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

- G. If saving as a PDF, a window will display to name and save the file to your computer. Enter a name for the PDF file to identify it (e.g. Performance Review form _Annual 2022, Performance Review form _Special 30 days, Probationary Performance Review form, etc.) and select Save.



- H. Select the “X” in the upper right corner to close the Performance Review form window and you will be back on the Performance tab.
- I. In the **Attachment** section under Available Evaluations, select the **New attachment** button. A pop-up window will display.

- J. Fill in the below fields:
 - a. Type = Others
 - b. Choose File = Locate the file where you saved it to your computer
 - c. Name = Enter a name of the attachment
 - d. Description = Enter a description of the file (optional)
 - e. Select the **Upload File** button
- K. The PDF will be located in the Attachment section of the User’s Profile.


Attachment			
Delete	Name	Attachment Type	Attachment
	Special PRF 2021	Others	

HOW TO ASSIGN THE PERFORMANCE REVIEW FORM TO A REVIEWER FOR APPROVAL

Send to Reviewer

Note: This process is optional and can be used by Supervisors who want their Reviewer to review and approve the Performance Review Form. If you want to send directly for Reviewer Sign-off, view [here](#).

During the Annual Review step, you can send to a Reviewer to review the Performance Review form and get their approval before you meet with the Employee for the annual review discussion.

- 1) Click on the Pencil Icon  found in the **Edit** column on the right side of the row to launch the Performance Review form in a new window.
- 2) Navigate to the Supervisor Section – **Annual Performance Review Discussion** and choose a name from the list of Supervisor names to send the Performance Review Form to.

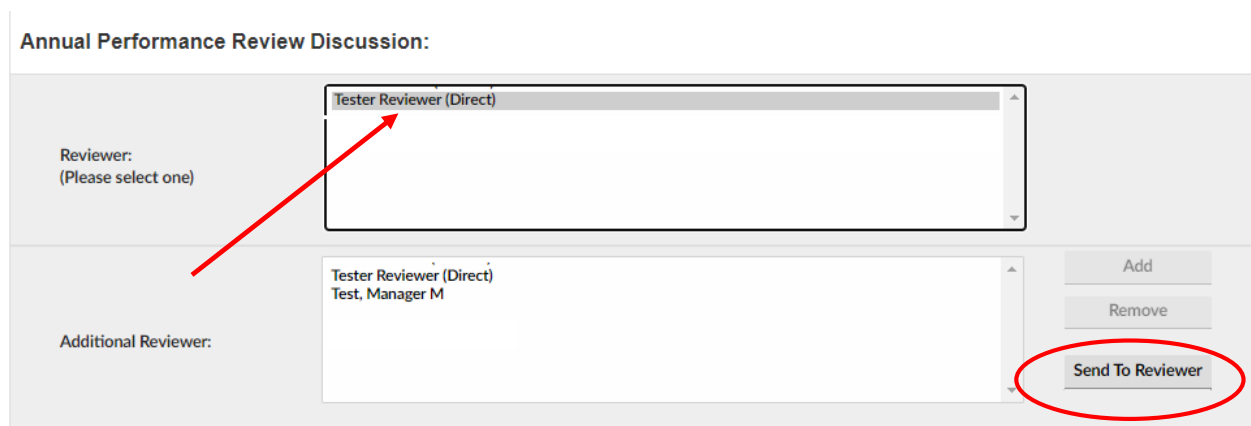
Annual Performance Review Discussion:

Reviewer:
(Please select one)

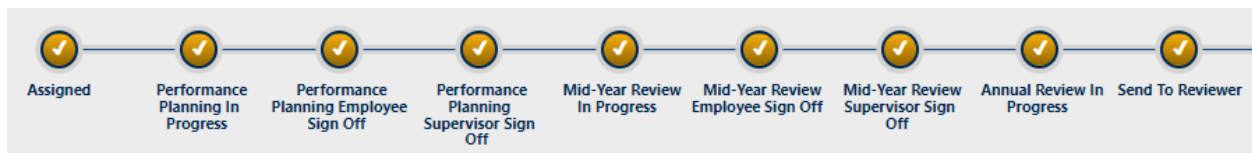
Tester Reviewer (Direct)

Additional Reviewer:

Tester Reviewer (Direct)
Test, Manager M



- 3) Click on a Supervisor name and click the **Send to Reviewer** button.
- 4) The progress in the Performance Review form should update to show the next step as **Send to Reviewer**. After receiving a red confirmation message, click the Close button.




- 5) It will stay on this step until the Reviewer sends a response.

Reviewer Sign Off

When the Performance Review Form has been signed-off by the **Reviewer**, you will receive an email confirmation. On the Performance tab, the progress indicator, Step 10 – **Reviewer Sign Off**, will be highlighted with a large checkmark.



- 1) Click on the Pencil Icon  found in the **Edit** column on the right side of the row to launch the Performance Review form in a new window.
- 2) Navigate to the **Reviewer Section** to view any comments added by the Reviewer.
- 3) If the **Reviewer** Approved the Performance Review form, you can now schedule the Annual review discussion with the Employee and continue with the Performance Review Form.
- 4) If the **Reviewer** has recommended any updates to the Performance Review form, you can update the Performance Review form with their feedback and comments, then schedule the Annual Review discussion with the Employee.

STEP BY STEP PERFORMANCE MANAGEMENT PROCESS: REVIEWER

HOW TO APPROVE AND COMMENT ON THE PERFORMANCE REVIEW FORM

Send to Reviewer for Approval

As a Reviewer, you will receive an email indicating that an Employee’s Performance Review form has been completed by a Supervisor who is one of your direct reports, and is requesting that you review and Approve the Performance Review form so the process can continue. Please follow the steps below to complete your part of this process.

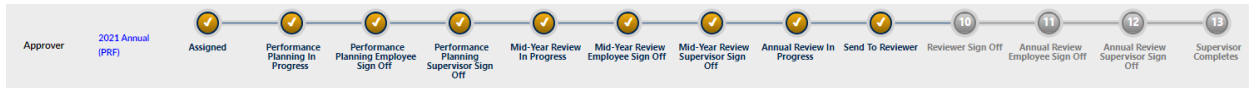
- 1) Please login to the Kansas Learning & Performance Management (KLPM) System website.



- 2) Upon successful login, you will be brought to your **Overview** Tab (Group = User)

- 3) Click the **Performance** Tab to access the Kansas Learning & Performance Management (KLPM) System.

If you have Performance Review forms to complete, you will see them in the section Available Evaluations. It will list the name(s) of the **Employee(s)** that you are reviewing, the **Assigned Date** and the **Due Date**. There are also steps that will indicate the progress of the Performance Review form. When first assigned, the leftmost Progress indicator, Step 9 – **Send to Reviewer**, will be highlighted with a large checkmark.




Note: Performance Review forms that have been sent for your review will show the Type = **Approver**.

- 4) To access the Performance Review form prior to making your approval decision, click on the **Link** next to the Employee name whose Performance Review form you want to access. This will launch the Performance Review form which was submitted by the Employee’s Supervisor for your review.

- 5) If you want to review the Performance Review form as a PDF document, which can also be printed for offline review, click the **Print Evaluation** button in the upper right hand corner of the window and follow the steps [HOW TO PRINT AND SAVE THE PERFORMANCE REVIEW FORM](#)
- 6) After reviewing the Performance Review form, select the **Cancel** button at the top of the screen, the window will close and you will be back on the **Performance** Tab.

- 7) Click on the Pencil Icon on the right side of the row (*Under Edit*) to launch the Performance Review form in a new window.

Due Date	Edit
9/27/2021	

- 8) The Reviewer Section for sign off will display in the window.

Reviewer Section

Reviewer Assigned Date: 10/5/2021 Reviewer Respond Date: 10/5/2021

By checking this box this verifies that the Reviewer approves the form as submitted.

The Reviewer needs more information before approval can be given.

- 9) At this point you have two options as the Reviewer:

Reviewer Approval Process

- A. Click the checkbox by the statement, *“By checking this box this verifies that the Reviewer approves the form as submitted.”*

By checking this box this verifies that the Reviewer approves the form as submitted.

- B. You may enter optional comments in the Comments textbox.

James Evaluation looks good and is approved.

- C. Click the **Approve** button next to the Comments box or see below for the other option.

Reviewer Declined Process

- A. Click the checkbox by the statement, *“The Reviewer needs more information before approval can be given.”*

The Reviewer needs more information before approval can be given.

- B. You should enter comments in the Comments textbox explaining the reason for the decision and if there are any updates you would like made in the Performance Review form.

Matthew's overall rating should be changed to Meets Expectations since he met all other goals and competencies except one.

- C. Click the **Deny** button next to the Comments box, this will send the Performance Review form back to the Supervisor.

- 10) Whether you select the **Approve** or **Deny** button, the progress in the Performance Review form will update to show step 10 - **Reviewer Sign Off**. After receiving a red confirmation message, click the **Close** button.



- 11) After returning to the Performance tab, you will notice the Performance Review form is no longer displaying under Available Evaluations.

- 12) This will send the Performance Review form back to the Supervisor.

- 13) This completes the actions for the Reviewer on the Performance Review form.