Completing a Performance Assessment

A performance evaluation will populate as a Task under "My Tasks" 30 days prior to when it is due. It is to be noted that EPM and the new performance system use different logic and some evaluations in the new system may be generated before a full year has passed since their last evaluation was completed in EPM. You will still be required to complete the evaluation in the new system, but can attach the pervious EPM evaluation as reference for the ratings you provide in RivcoTalent.

If your employee reported to another manager or worked with other leaders on a project, one method to get input from other leaders it to request feedback using the Continuous Feedback feature. Please refer to page 43 in your Guidebook for more information on this tool.

- Link to Guidebook: Click Here

IMPORTANT: Do not hit "submit" until you are ready to share the evaluation with your employee. If you are only drafting and/or updating the evaluation, then you would select "save".

Completing your staff's regular annual performance evaluation is a simple, two-step process. Components of the annual performance review are as follows:

Required:

- Competencies: Competencies, based on job role, will auto-populate to the evaluation. You will provide a year-end overall rating for each competency. You should also write meaningful comments for each competency to explain why you are providing the rating you selected. If you rate any individual competency as Unsuccessful/ Needs Development, you are required to provide a comment explaining your rating before the system will let you submit the evaluation..

    - Link to Competency Model: Click Here

- Year-end summary/Overall Rating: Provide an overall rating of the employee's performance for that rating period, and provide meaningful comments explaining why you provided that rating. Comments here should reflect the ratings and comments you provided in the competency section.

- Signature and Date - Both are required to submit the evaluation.

    - Please note - Should you select an overall rating of "Unsuccessful/Needs Development" your employee will need be placed on a Performance Improvement Plan (PIP). Please reach out to your chain of command as well as the Employees Relations (ER) team for guidance.

    - Link to Performance Improvement Plan Resource: Performance Improvement Plan (PIP) Process in RivCo Talent

- Once you sign and submit the evaluation, it will be automatically assigned to the employee to review and acknowledge. Once the employee acknowledges, the evaluation will be considered complete for that rating period.

Meeting with your employee:

- Once you have a final draft of your evaluation, you will need to meet with your employee to discuss the evaluation.

- In many cases it may be best to meet with your employee before you "submit" your evaluation in the system. This will give you have a chance to discuss your ratings with them as they review the evaluation with you. However, some may choose to submit the evaluation beforehand so the employee can review the evaluation before you meet with them.

Optional sections:

- Goals: This is where you will see the goals and completion status for the goals you and your employee set for this rating period. This information can be taken into consideration when rating the employee for this reporting period, but it is not required. If you would like to add goals for the next reporting period, please do this outside of the evaluation in the "My Goals" section of Performance once the evaluation for the current year is completed.

- Goals Resource: Creating a goal in RivCo Talent

- Development Plan: This is where development activities, which were created by the employee or assigned to them, show what has been completed or are in progress. If you created a development plan with your employee, this information can be taken into consideration when rating the employee for this reporting period, but it is not required. If you would like to add development activities for the next reporting period, please do so outside of the evaluation in the "Development Plan" section once the evaluation for the current year is completed.

- Development Plan Resource: Creating a Development Plan in RivCo Talent