



Orange County Government
Employee's Step-by-Step Guide to
ePerformance Management



1. You will receive an autogenerated email stating that the performance criteria have been approved for your annual performance evaluation.

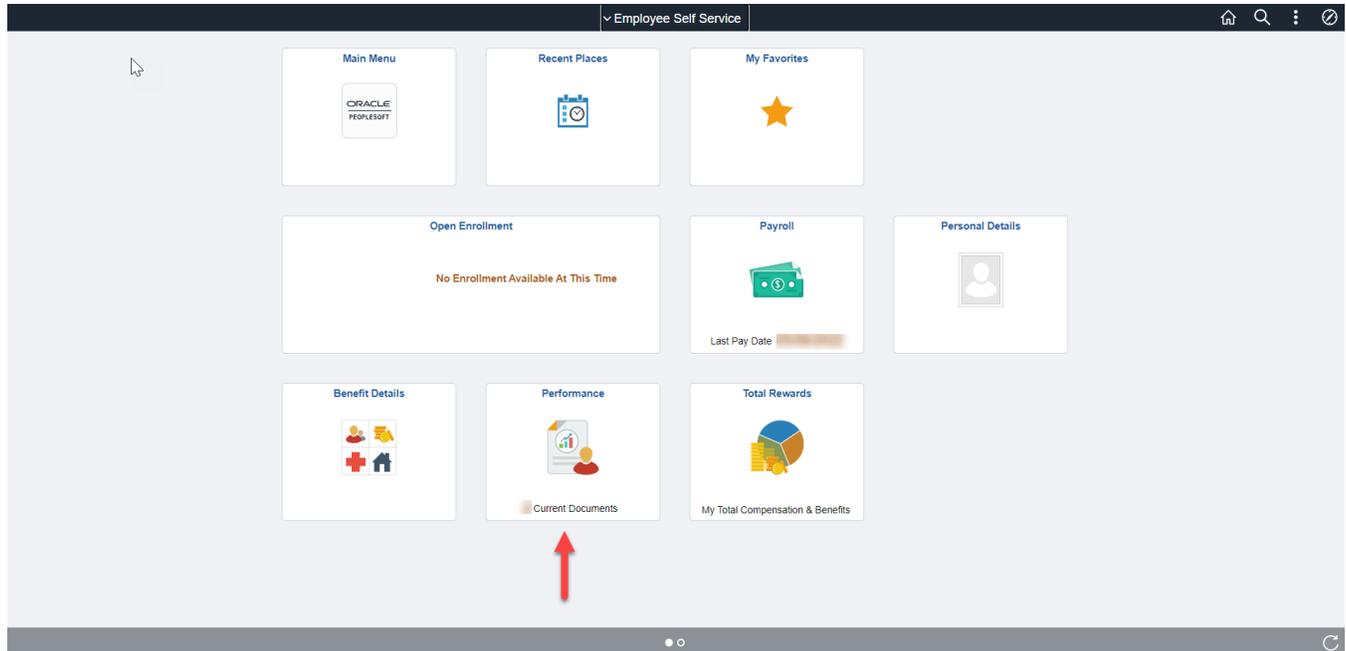
From: DoNotReply_D16_TM0@ocfl.net <DoNotReply_D16_TM0@ocfl.net>
Sent: [Redacted]
To: [Redacted]
Subject: The Performance Criteria has been approved

The Performance Criteria has been approved for the following performance document:

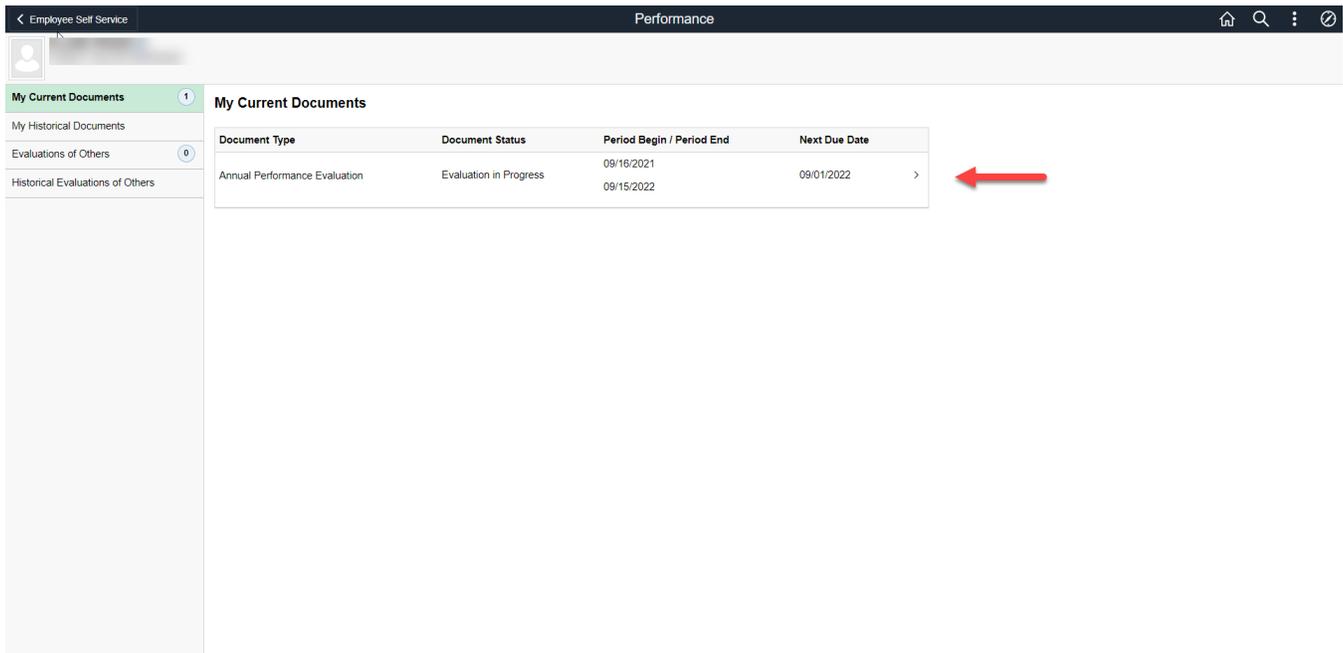
Employee: [Redacted]
Document Type: Annual Performance Evaluation
Period: [Redacted]
Use this link to navigate to the document: [Redacted]

(Please do not respond to this automatic notification.)
PLEASE NOTE: Florida has a very broad public records law (F. S. 119).

2. Log in to MyOCPortal and click the “Performance” tile.



3. You will be taken to the “Current Documents” section of the Performance homepage. Click on your evaluation.

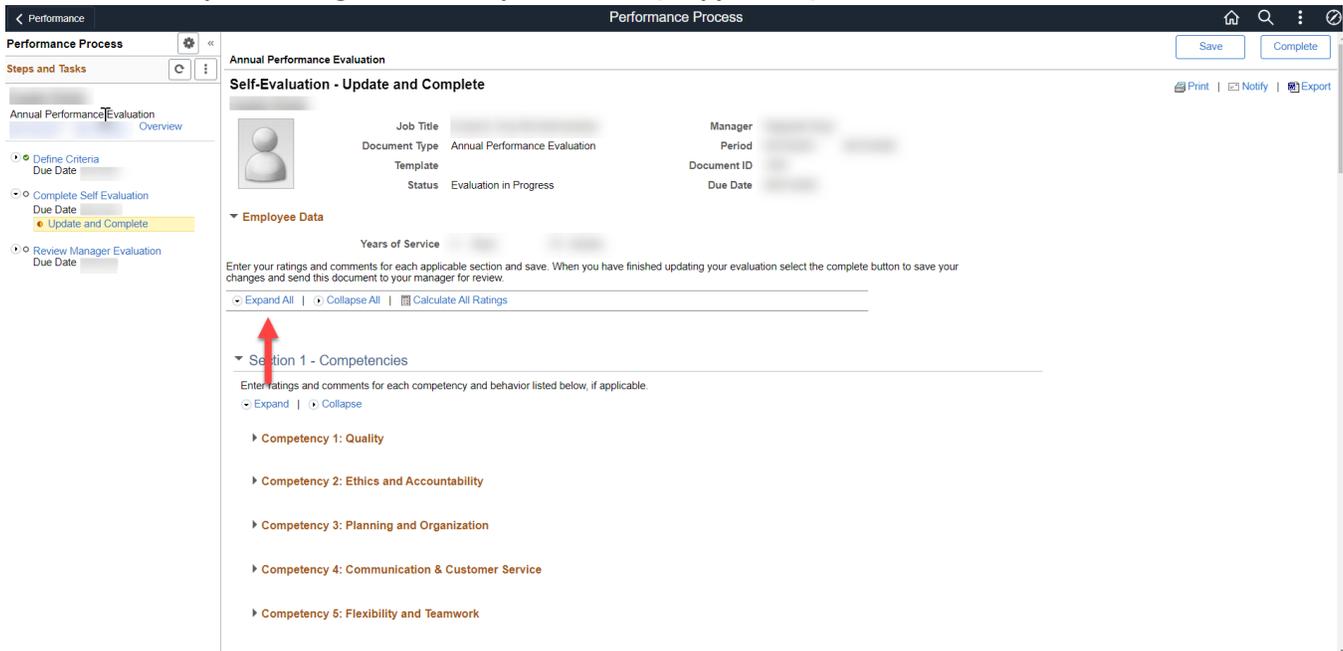


Employee Self Service Performance

My Current Documents

Document Type	Document Status	Period Begin / Period End	Next Due Date
Annual Performance Evaluation	Evaluation in Progress	09/16/2021 09/15/2022	09/01/2022

4. Your Competencies and Responsibilities (if applicable) have been automatically populated for you. Your supervisor may have added goals for you. You can also add goals for yourself. Click the “Expand All” text to view all competencies, goals, and responsibilities (if applicable).



Performance Process Performance Process

Annual Performance Evaluation

Self-Evaluation - Update and Complete

Job Title: [Redacted] Manager: [Redacted]
 Document Type: Annual Performance Evaluation Period: [Redacted]
 Template: [Redacted] Document ID: [Redacted]
 Status: Evaluation in Progress Due Date: [Redacted]

Employee Data
 Years of Service: [Redacted]

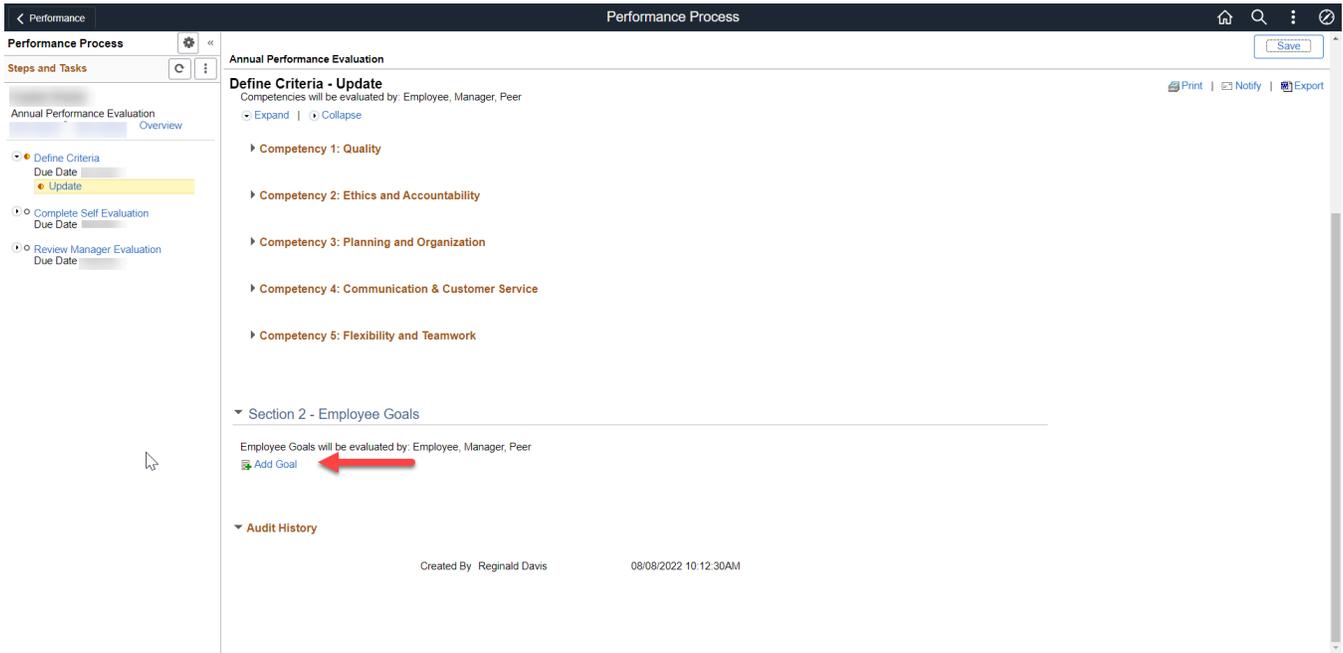
Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

Expand All | Collapse All | Calculate All Ratings

Section 1 - Competencies
 Enter ratings and comments for each competency and behavior listed below, if applicable.
 Expand | Collapse

- Competency 1: Quality
- Competency 2: Ethics and Accountability
- Competency 3: Planning and Organization
- Competency 4: Communication & Customer Service
- Competency 5: Flexibility and Teamwork

5. To add goals for yourself, scroll to Section 2- Employee Goals and click “Add Goal.”



Performance Process

Annual Performance Evaluation

Define Criteria - Update
Competencies will be evaluated by: Employee, Manager, Peer

- Expand | Collapse
- Competency 1: Quality
- Competency 2: Ethics and Accountability
- Competency 3: Planning and Organization
- Competency 4: Communication & Customer Service
- Competency 5: Flexibility and Teamwork

Section 2 - Employee Goals

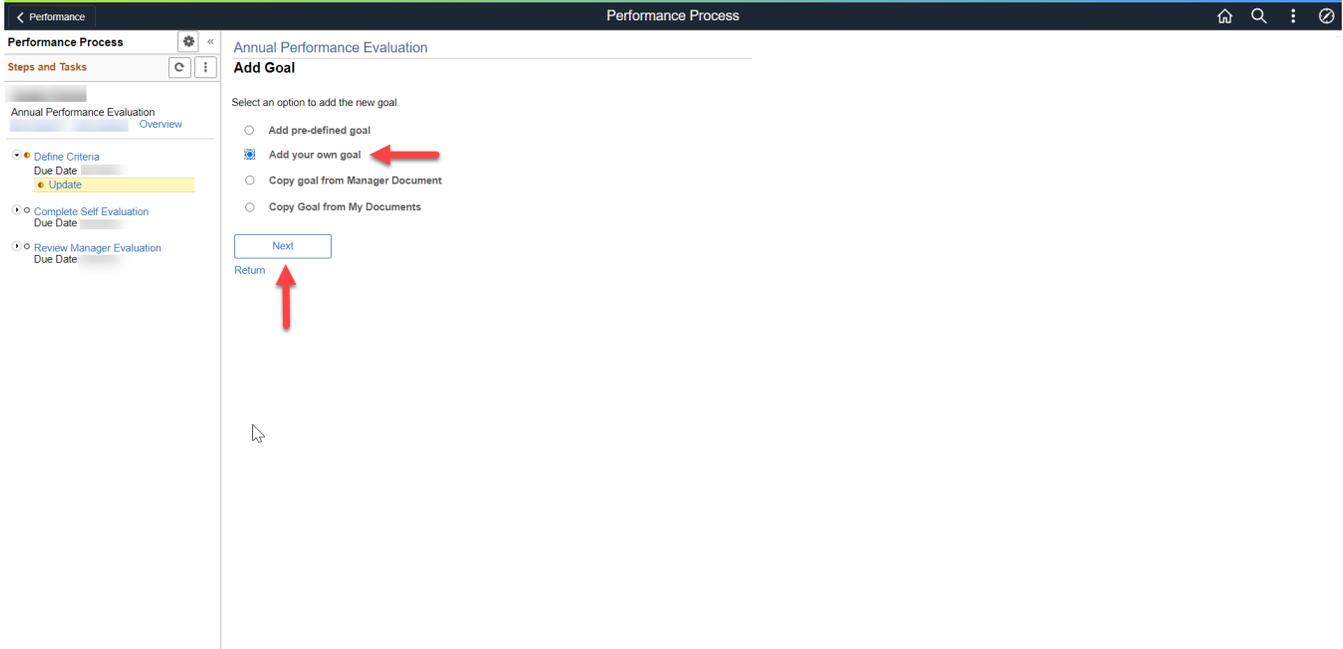
Employee Goals will be evaluated by: Employee, Manager, Peer

Add Goal ←

Audit History

Created By: Reginald Davis | 08/08/2022 10:12:30AM

6. Select the radial button next to “Add your own goal” and click the “Next” button.



Performance Process

Annual Performance Evaluation

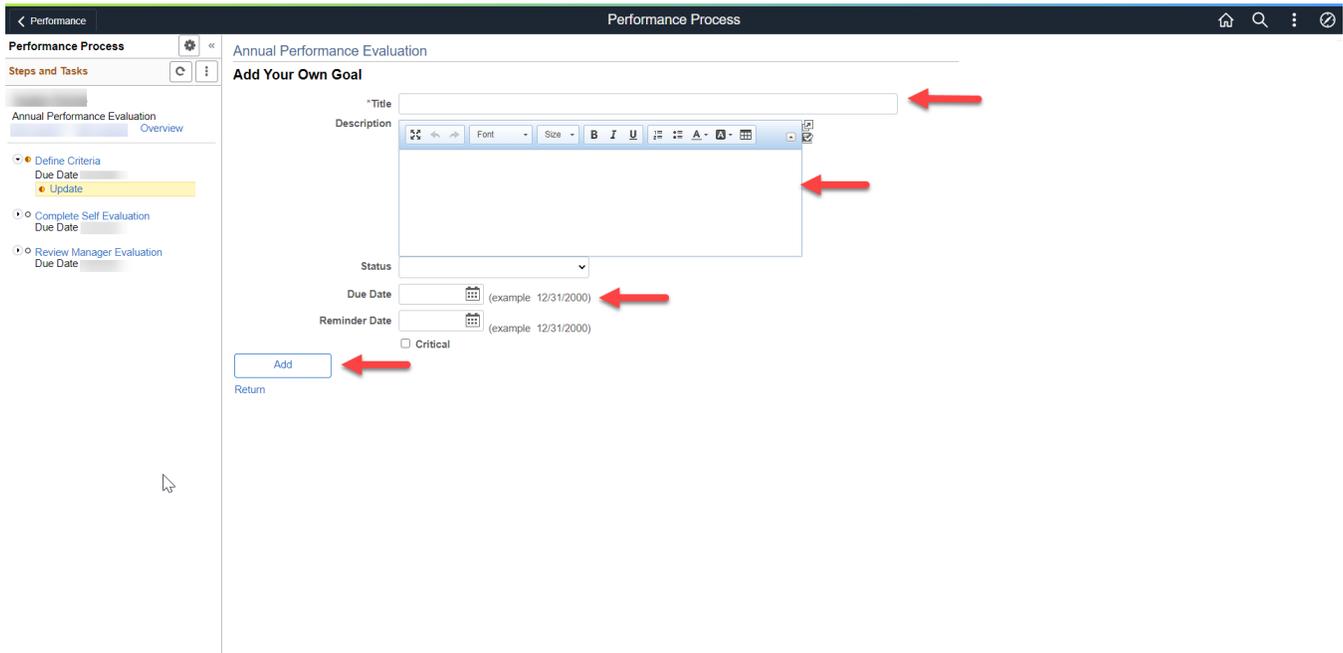
Add Goal

Select an option to add the new goal.

- Add pre-defined goal
- Add your own goal** ←
- Copy goal from Manager Document
- Copy Goal from My Documents

Next button
Return button ←

7. On the Add Your Own Goal page, enter a title for your goal, a description, and an anticipated due date. When you are done, click the “Add” button.



Performance Process

Annual Performance Evaluation

Add Your Own Goal

Title: [Text Field]

Description: [Rich Text Editor]

Status: [Dropdown]

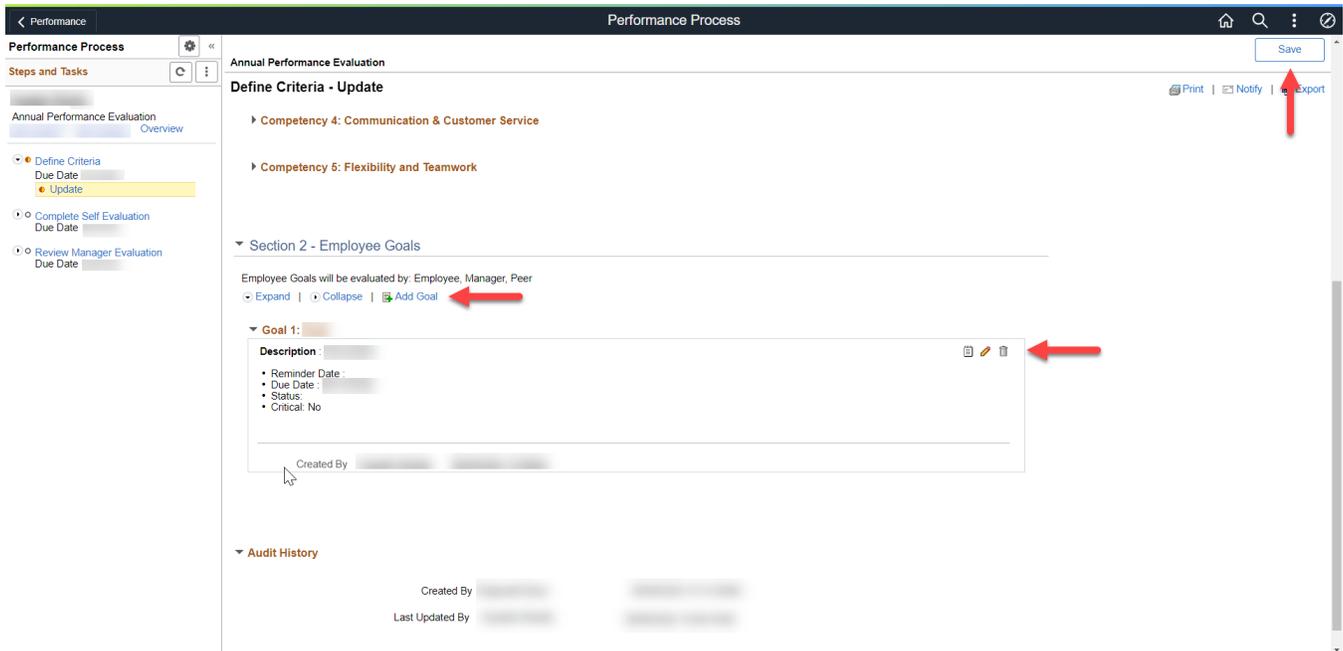
Due Date: [Calendar] (example 12/31/2000)

Reminder Date: [Calendar] (example 12/31/2000)

Critical

[Add] [Return]

8. After adding your goal, you will return to the evaluation screen. From here, you can add additional goals by repeating the process, edit the goal you added by clicking on the pencil icon, or deleting the goal you added by clicking on the trash can icon. Be sure to click the "Save" button often to save your entered goals.



Performance Process

Annual Performance Evaluation

Define Criteria - Update

Print | Notify | Export

Competency 4: Communication & Customer Service

Competency 5: Flexibility and Teamwork

Section 2 - Employee Goals

Employee Goals will be evaluated by: Employee, Manager, Peer

Expand | Collapse | Add Goal

Goal 1:

Description: [Text Field] [Edit] [Delete]

Reminder Date: [Text Field]

Due Date: [Text Field]

Status: [Text Field]

Critical: No

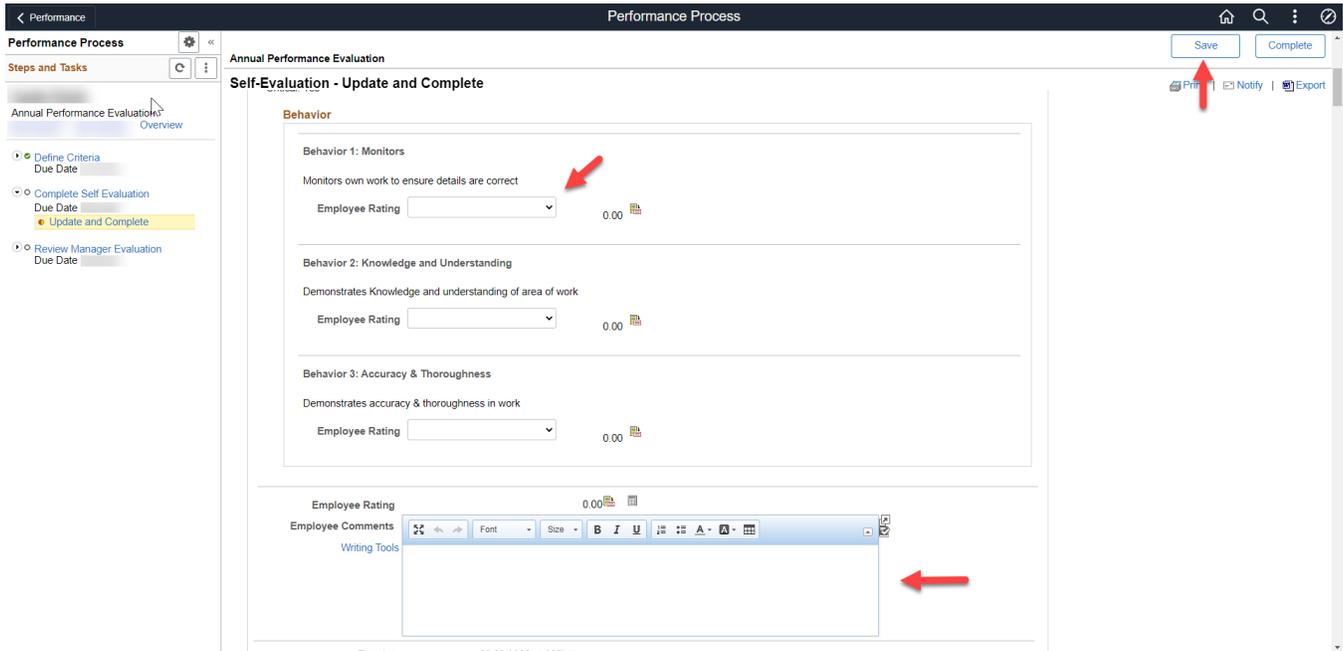
Audit History

Created By: [Text Field]

Last Updated By: [Text Field]

[Save]

9. Scroll through each of the competencies, goals, and responsibilities (if applicable) and select a rating for yourself from the drop-down menu. You can also add comments to each section. Be sure to click the "Save" button often to save your work.



Performance Process

Annual Performance Evaluation

Self-Evaluation - Update and Complete

Behavior

Behavior 1: Monitors
Monitors own work to ensure details are correct
Employee Rating: 0.00

Behavior 2: Knowledge and Understanding
Demonstrates Knowledge and understanding of area of work
Employee Rating: 0.00

Behavior 3: Accuracy & Thoroughness
Demonstrates accuracy & thoroughness in work
Employee Rating: 0.00

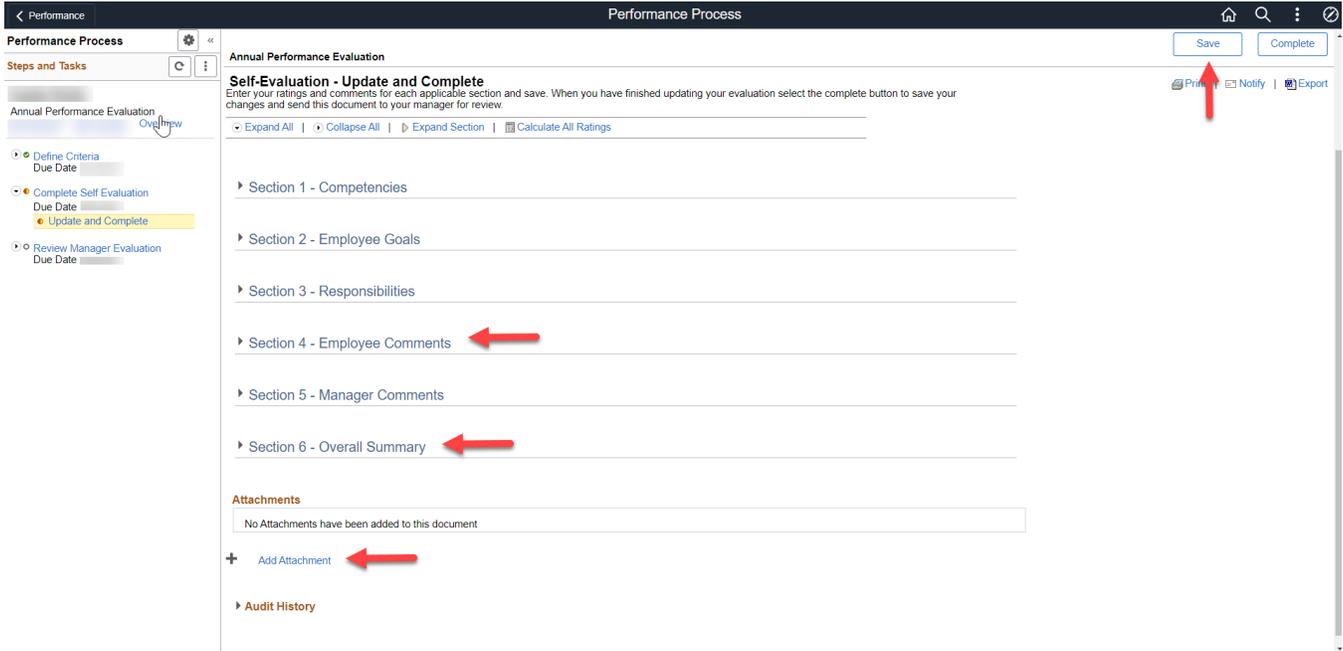
Employee Rating: 0.00

Employee Comments

Writing Tools

Rating	Numeric Rating	Description
Exceeds	3	Performance consistently exceeds job requirements, demonstrates exceptional productivity, efficiency, and effectiveness. (Written comment is required.)
Meets	2	Performance consistently meets job requirements, demonstrates productivity, effectiveness, and competency
Needs Improvement	1	Performance does not consistently meet all job requirements; improvement is necessary to attain expected level of performance. (Written comment is required.)

10. As an employee, you can add comments to any of your ratings and each summary. You can also add comments to Section 4: Employee Comments and Section 6: Overall Summary. You may also add attachments to your evaluation that support your ratings. Remember to click the “Save” button often to save your work.



Performance Process

Annual Performance Evaluation

Self-Evaluation - Update and Complete
Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

Expand All | Collapse All | Expand Section | Calculate All Ratings

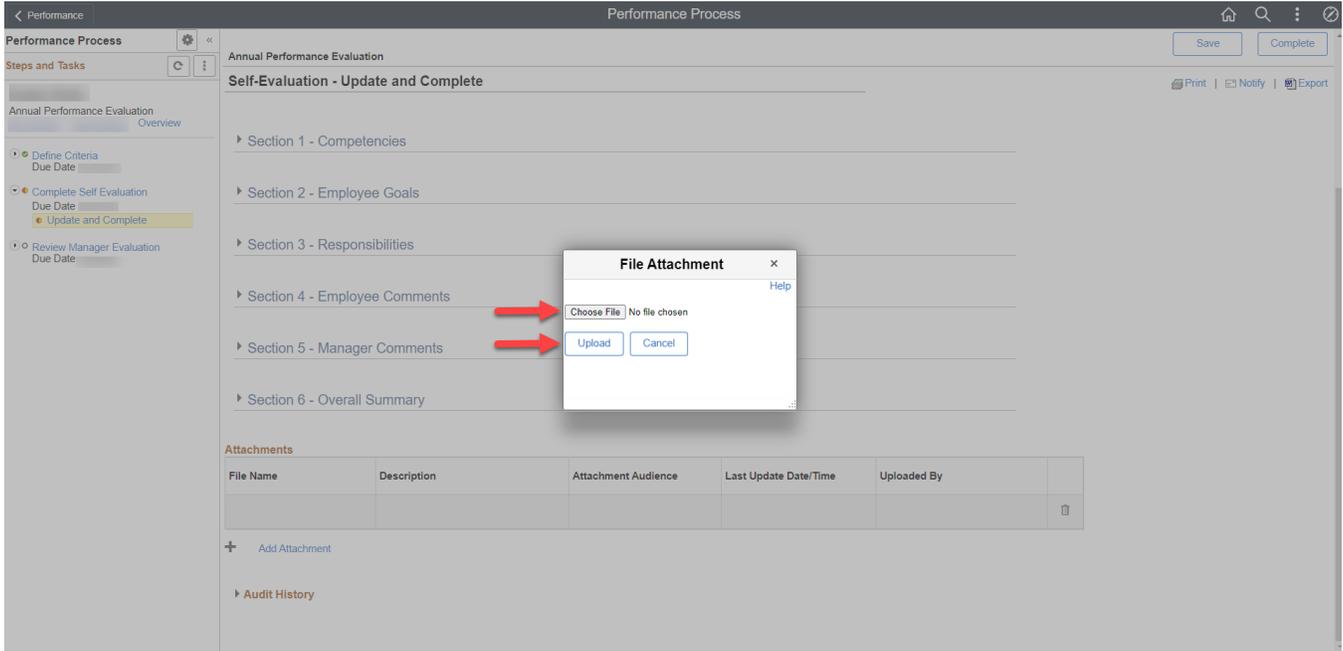
- Section 1 - Competencies
- Section 2 - Employee Goals
- Section 3 - Responsibilities
- Section 4 - Employee Comments
- Section 5 - Manager Comments
- Section 6 - Overall Summary

Attachments
No Attachments have been added to this document

+ Add Attachment

Audit History

11. To add an attachment, click “Add Attachment.” A pop-up will appear to upload your document from your computer. Follow the prompts to add your document, clicking “Choose File” and then “Upload.”

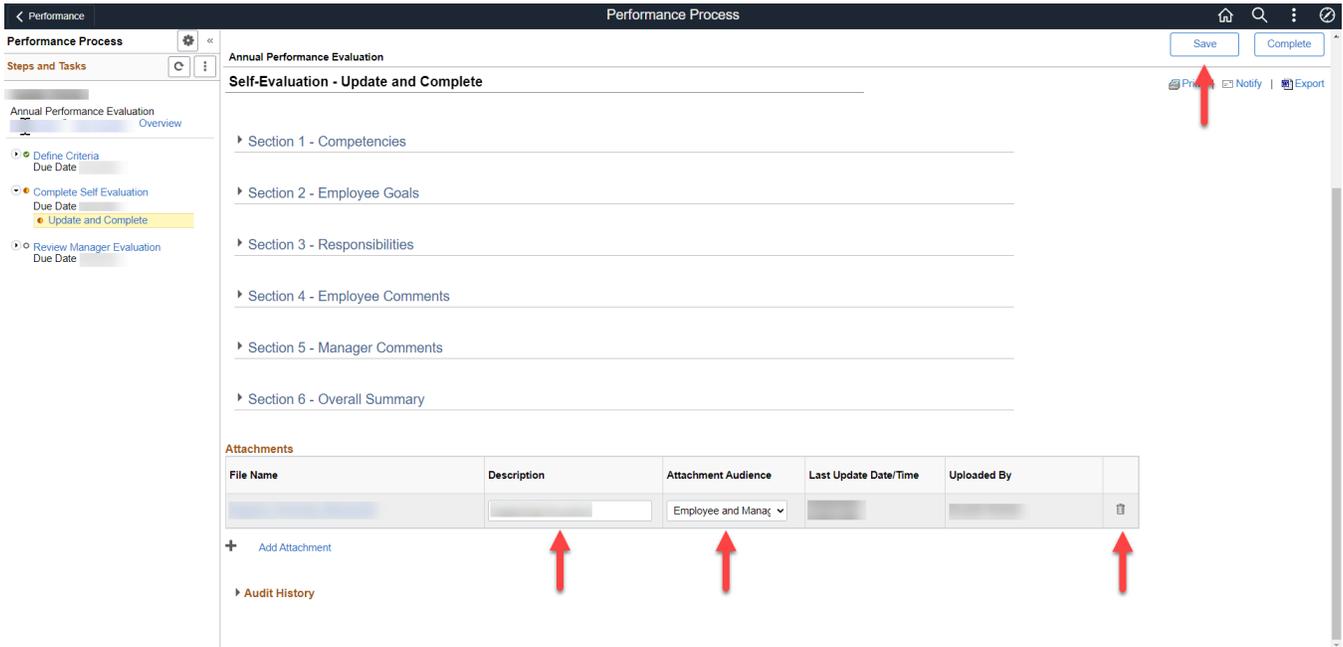


File Attachment

Choose File | No file chosen

Upload | Cancel

12. When the document is uploaded, you will see the name of the file you uploaded. You can add a short description by typing in the “Description” box. From the “Attachment Audience” drop-down box, select “Employee and Manager” so your supervisor can view your document. If you need to delete your attachment, click the trash can icon. Click the “Save” button at the top of the page once you have finished.



Performance Process

Annual Performance Evaluation

Self-Evaluation - Update and Complete

Save Complete

Print Notify Export

Annual Performance Evaluation Overview

- Define Criteria Due Date
- Complete Self Evaluation Due Date
 - Update and Complete
- Review Manager Evaluation Due Date

Section 1 - Competencies

Section 2 - Employee Goals

Section 3 - Responsibilities

Section 4 - Employee Comments

Section 5 - Manager Comments

Section 6 - Overall Summary

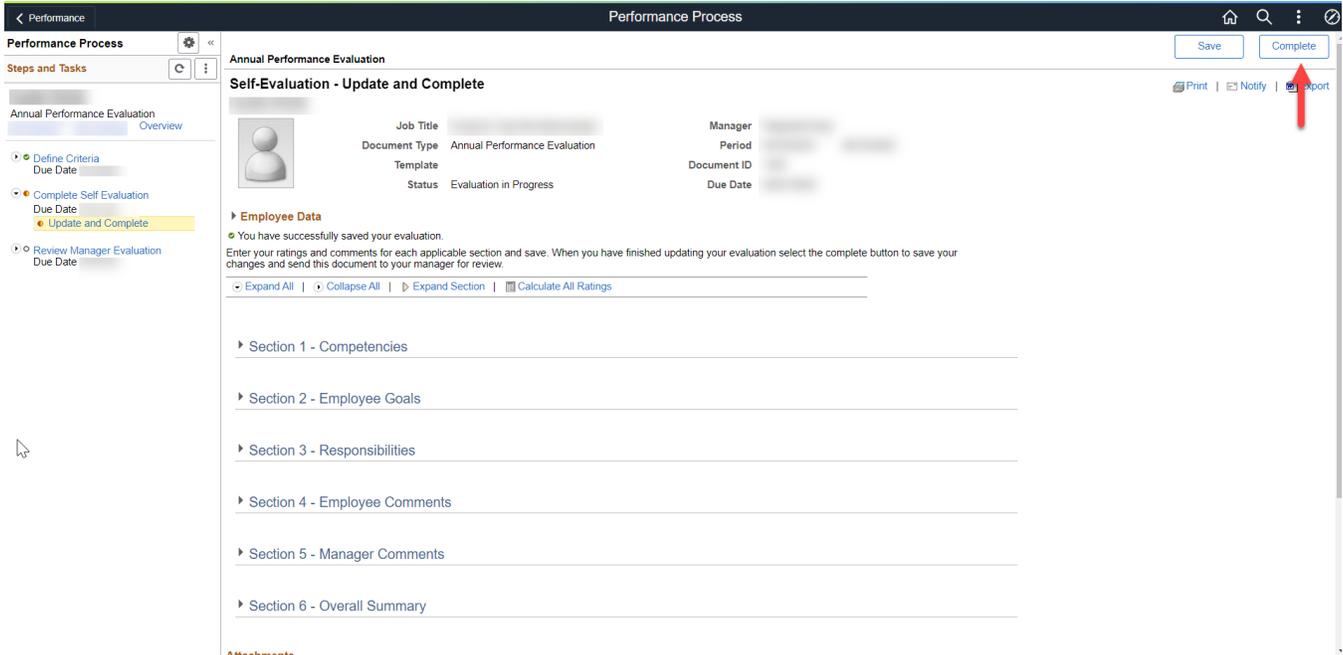
Attachments

File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By
		Employee and Manag		

+ Add Attachment

Audit History

13. Once you have completed your Self Evaluation, selected ratings for all competencies, goals, and responsibilities (if applicable), added all necessary comments, and uploaded any desired attachments, you are ready to submit your evaluation. Click the “Complete” button in the upper right-hand corner of the page.



Performance Process

Annual Performance Evaluation

Self-Evaluation - Update and Complete

Save Complete

Print Notify Export

Annual Performance Evaluation Overview

- Define Criteria Due Date
- Complete Self Evaluation Due Date
 - Update and Complete
- Review Manager Evaluation Due Date

Job Title

Document Type Annual Performance Evaluation

Manager

Period

Template

Document ID

Status Evaluation in Progress

Due Date

Employee Data

You have successfully saved your evaluation.

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

Expand All Collapse All Expand Section Calculate All Ratings

Section 1 - Competencies

Section 2 - Employee Goals

Section 3 - Responsibilities

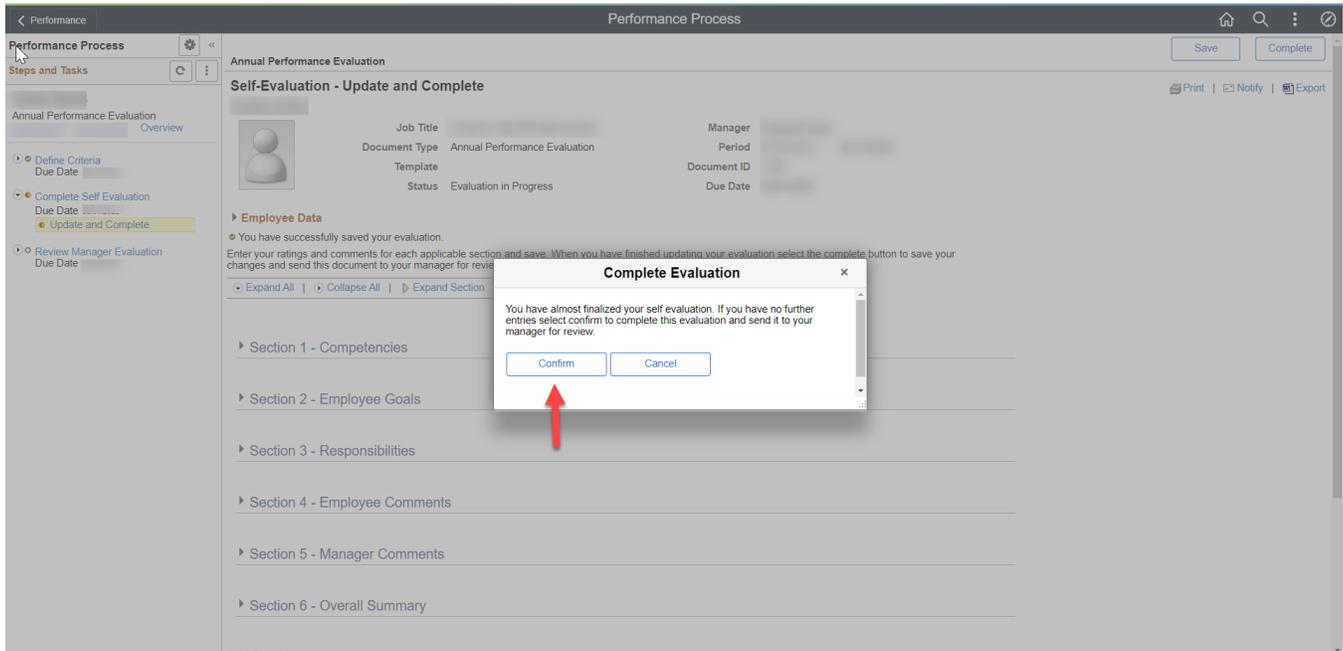
Section 4 - Employee Comments

Section 5 - Manager Comments

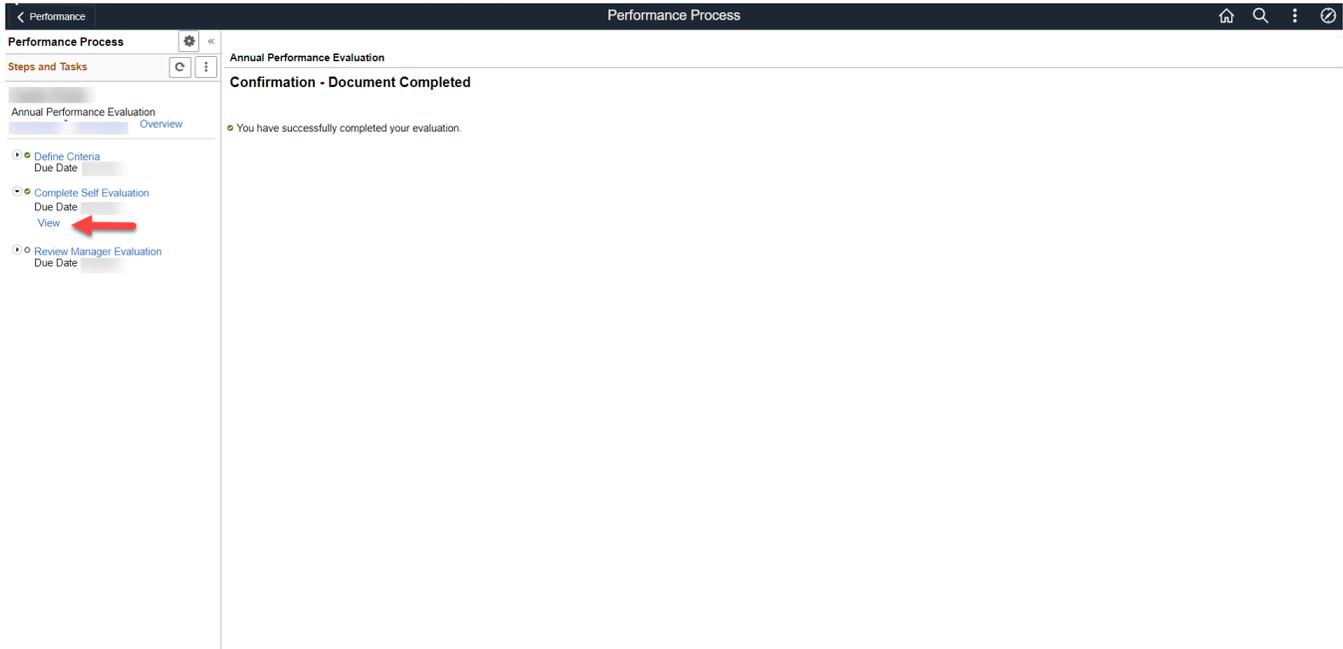
Section 6 - Overall Summary

Attachments

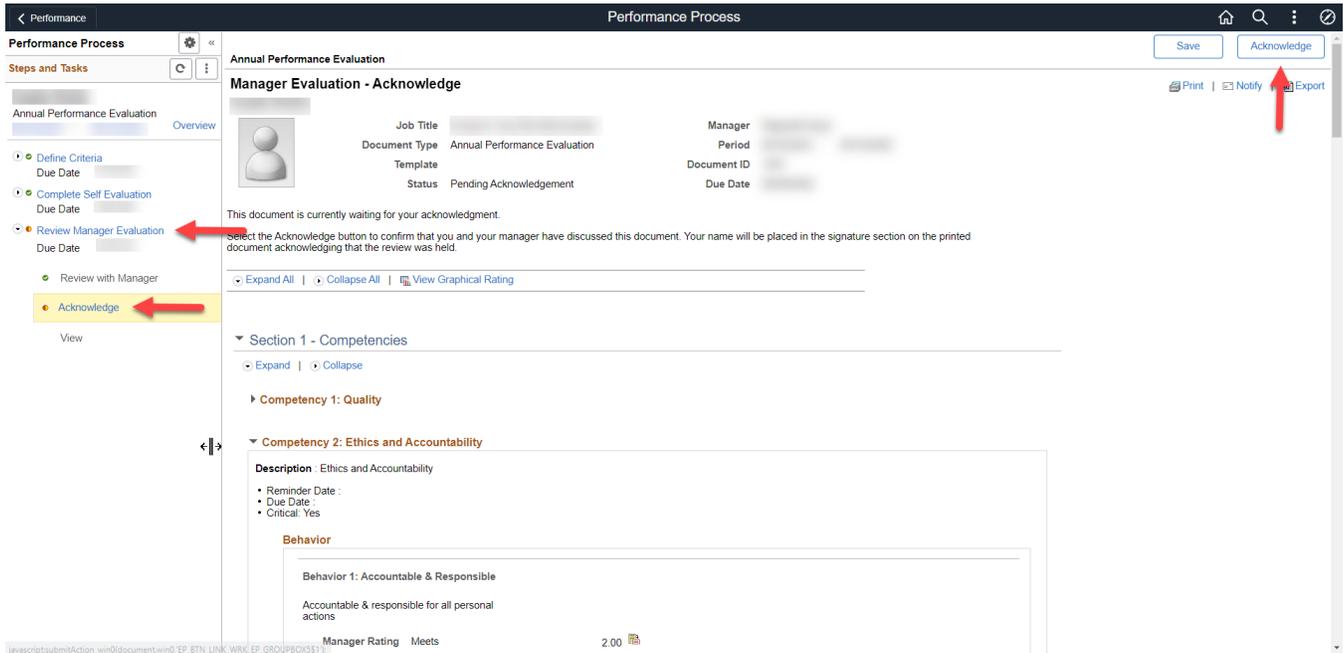
14. You will see a confirmation pop-up. Click “Confirm” to submit or “Cancel” to return to editing your evaluation.



15. You will see this confirmation page. If you wish to see what you just submitted, click “View” and your completed Self Evaluation will pop up in a new window.



16. After reviewing your evaluation with your manager, you will need to acknowledge the evaluation. In the evaluation, click “Review Manager Evaluation” then “Acknowledge” from the left-hand menu. Then click the “Acknowledge” button in the upper right-hand corner.



Performance Process

Annual Performance Evaluation

Manager Evaluation - Acknowledge

Save Acknowledge

Print Notify Export

Job Title Annual Performance Evaluation Manager

Document Type Annual Performance Evaluation Period

Template Status Pending Acknowledgement Document ID

Due Date

This document is currently waiting for your acknowledgment.

Select the Acknowledge button to confirm that you and your manager have discussed this document. Your name will be placed in the signature section on the printed document acknowledging that the review was held.

Expand All Collapse All View Graphical Rating

Section 1 - Competencies

Expand Collapse

Competency 1: Quality

Competency 2: Ethics and Accountability

Description: Ethics and Accountability

- Reminder Date:
- Due Date:
- Critical: Yes

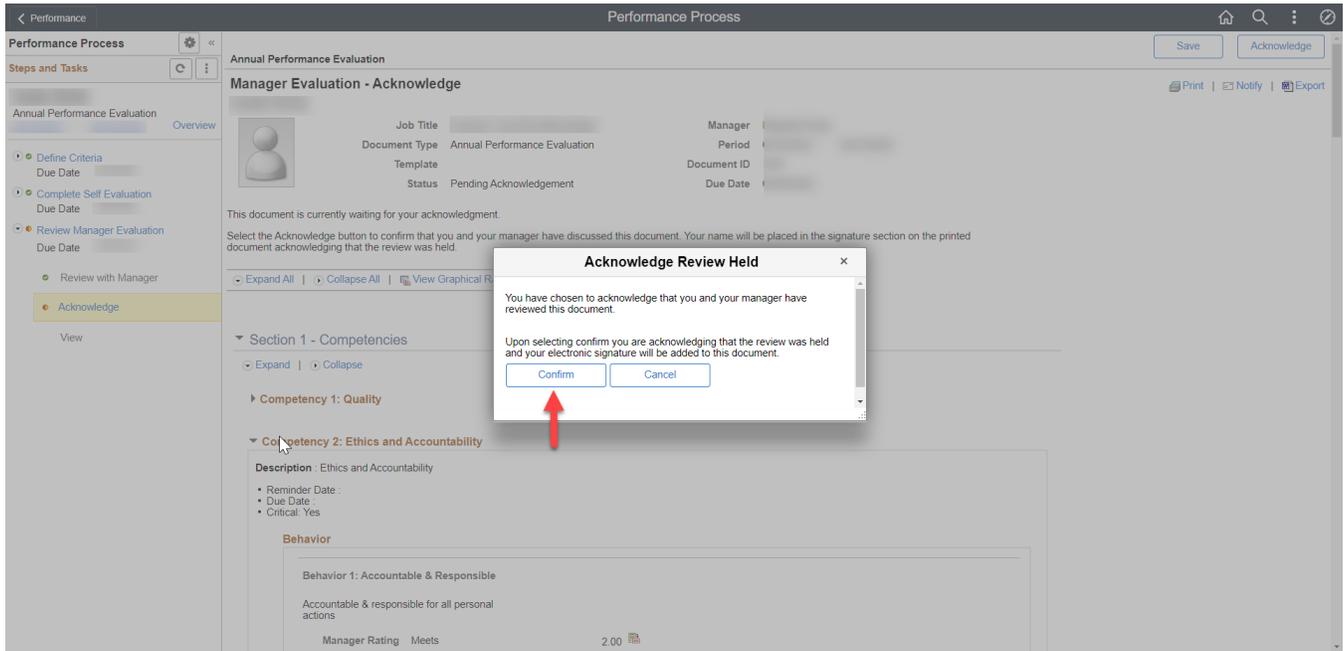
Behavior

Behavior 1: Accountable & Responsible

Accountable & responsible for all personal actions

Manager Rating Meets 2.00

17. A box will pop up, click "Confirm" to confirm.



Performance Process

Annual Performance Evaluation

Manager Evaluation - Acknowledge

Save Acknowledge

Print Notify Export

Job Title Annual Performance Evaluation Manager

Document Type Annual Performance Evaluation Period

Template Status Pending Acknowledgement Document ID

Due Date

This document is currently waiting for your acknowledgment.

Select the Acknowledge button to confirm that you and your manager have discussed this document. Your name will be placed in the signature section on the printed document acknowledging that the review was held.

Expand All Collapse All View Graphical Rating

Section 1 - Competencies

Expand Collapse

Competency 1: Quality

Competency 2: Ethics and Accountability

Description: Ethics and Accountability

- Reminder Date:
- Due Date:
- Critical: Yes

Behavior

Behavior 1: Accountable & Responsible

Accountable & responsible for all personal actions

Manager Rating Meets 2.00

Acknowledge Review Held

You have chosen to acknowledge that you and your manager have reviewed this document.

Upon selecting confirm you are acknowledging that the review was held and your electronic signature will be added to this document.

Confirm Cancel

18. You will see a confirmation page of your acknowledgement.

Performance Process

Performance Process

Annual Performance Evaluation

Confirmation - Employee Acknowledgement

- You have successfully acknowledged this document.

Annual Performance Evaluation

- Define Criteria
Due Date
- Complete Self Evaluation
Due Date
- Review Manager Evaluation
Due Date
 - Review with Manager
 - Acknowledge
View