



EPMS Transitional Training *for Supervisors*

USC School of Medicine
7/24/2012



Updates to EPMS Policy – Levels of Performance

Previous

Four Levels of Performance

- Substantially Exceeds
- Exceeds
- Meets
- Failure to Meet

Performance Characteristics

- Acceptable
- Unacceptable

Current

Three Levels of Performance

- Exceptional
- Successful
- Unsuccessful

Performance Characteristics

- Successful
- Unsuccessful



What's the Difference?



- Exceptional: Work that is characterized by **exemplary** accomplishments throughout the rating period: performance that is **considerable** and **consistently above** the requirements of the job function.
- Successful: Work that is characterized by the **successful** mastery of the criteria of the job function. **(Benchmark/success criteria)**
- Unsuccessful: Work that does not meet the criteria of the job function.



Updates to EPMS Policy – Levels of Performance

Previous

Performance Objectives

- Were only optional on the Non-Supervisor EPMS evaluation forms.

Current

Performance Objectives

- Are optional for all employees.



Updates to EPMS Policy - Weighted System

Weight/Rate Job Duties

Weight: Each job duty will be assigned a numerical weight which should reflect importance of the job duty/objective in terms of overall criticality to job success by assigning to it a percentage (This percentage is not necessarily equal to the value on the position description that represents the percentage of time).

The percentage of importance for job duties/objectives with success criteria must total 100%.



Updates to EPMS Policy – Universal Due Dates

Previous

Review Date

- Was established according to employee's hire date.

Current

Review Date

- Determined by the Division, College, or Campus.

▪ Four Options Include:

- February 1st
- May 1st
- August 1st
- November 1st



Transitioning to the Universal Review Date – Covered Employees

- Once a universal review date has been determined, the supervisor will complete a short year review (evaluation) followed by a short year planning stage in order to move the employee to the new universal review date.

**THE UNIVERSAL REVIEW DATE FOR
SCHOOL OF MEDICINE IS**

FEBRUARY 1



Transitioning to the Universal Review Date – Covered Employees EXAMPLE

- Maria's review (based on hire date) is September 21, 2012.
- Her Division chose **February 1st**, as the Universal Review Date.

TRANSITION

- EVALUATE: Supervisor will evaluate Maria by September 21, 2012 on the **OLD** EPMS form (based on performance from Sept 2011 –Sept 2012)
- PLAN: Supervisor will complete the planning stage on the **NEW EPMS** form for the review period ending **January 31, 2013**. (Short year planning stage which is based on performance from September 2012- January 2013) Write short year on front of document
- EVALUATE: Supervisor will evaluate employee by **January 31, 2013** (Short year evaluation based on performance from September 2012 – January 2013)



- If an evaluation is completed within 90 days of the Universal Review Date...the supervisor will complete the **NEW** planning stage using the **NEW** Universal Review Date. A short year evaluation will not be necessary.



Transitioning to the Universal Review Date – Covered Employees EXAMPLE

Employee Evaluated 90 Days Prior to February 1st:

- Maria's annual review date (based on hire date) is December 4, 2012.
- Her Division chose **February 1st**, as the Universal Review Date.

TRANSITION

- **EVALUATE:** Supervisor will evaluate the employee on the **OLD EPMS** form by December 4, 2012.
- **PLAN:** Supervisor will complete the planning stage using the **NEW EPMS** form for the review period ending **January 31, 2013**. (this is the full year annual review based on performance from February 1, 2012- January 31, 2013)



Transitioning Employees to the Universal Review Date – Probationary Employees

- All newly hired employees **MUST** complete a 12 month probationary period; therefore, the review date will **not** change until the employee has received their annual evaluation. Once employee has been evaluated, they will receive a short year planning stage and a short year review in order to move them to the new universal review date.



Transitioning to the Universal Review Date – Probationary Employees EXAMPLE

- Jane Doe was hired November 10, 2011.
- Her Division chose **February 1st**, as the Universal Review Date.

TRANSITION

- **EVALUATE:** Supervisor will still evaluate Jane by her annual review date of November 10, 2012, using the **OLD EPMS** form.
- **PLAN:** Supervisor will then complete the planning stage using the **NEW EPMS** form for the review period ending **January 31, 2013**.
(**Short year planning stage** based on performance from November 2012 to January 31, 2013)
- **EVALUATE:** Supervisor will evaluate Jane by **January 31, 2013**.
(**Short year review** November 10, 2012 – January 31, 2013)
- **PLAN:** Supervisor will then complete new planning stage for review period ending **January 31, 2014**. (**Full year annual review**)



Transition Key Points



- Once a universal review date has been determined, the supervisor will complete a short year review (evaluation) followed by a short year planning stage in order to move the employee to the new universal review date.

Short Year Evaluation is based on performance less than 1 year and is required.

APPROACH = PROGRESS
—————
OUTCOME

- Job Duties:** Continuous day-to-day functions that can be evaluated during a shorter period of time.
- Objectives:** How well has employee progressed towards completion.
- Be Flexible.



Transition Key Points



- *Planning Stage on **OLD** EPMS form = Evaluation on **OLD** EPMS.*
- Employee evaluated within 90 days of universal review date =
NO SHORT YEAR REVIEW
- Employee evaluated more than 90 days before the universal review date = **SHORT YEAR REVIEW**
- New employee hired after May 25, 2012 = **NEW EPMS FORM**

WHAT SHOULD I DO IF.....



- A planning stage was not completed for the employee and the universal review date is February 1st?



ANSWERS!!

- If the employee has a February 1st universal review date and the employee does not have a current planning stage on file, the supervisor will immediately complete the planning stage document using the **OLD** EPMS form with a review period ending date of January 31, 2013. **(short year planning stage)**
- Supervisor will evaluate the employee by **January 31, 2013** **(short year review)**
- Supervisor will complete a new EPMS using the **NEW** for review period ending January 31, 2014.



Refresher Tips – Planning Stage

- **Success criteria are required for each job duty and objective.**
- **Effective Success Criteria are:**
 - S**pecific
 - M**easurable
 - A**ttainable
 - R**ealistic
 - T**imely



Refresher Tips – Planning Stage

- **When drafting “Smart” success criteria, include measurable items such as:**
 - Time
 - Quality (absence of errors or defects)
 - Frequency of Occurrence
 - Item Counts (Workload/Productivity)
 - Cycle Time
 - Cost



Effective Success Criteria using the **“S.M.A.R.T” METHOD**

Job Duty:

Provides effective leadership to office staff, manage employee performance, and ensure efficient and effective operation of the department.

Success Criteria:

Assigns responsibilities and coordinates staff activities using interdepartmental procedures. Completes performance appraisals according to the University EPMS policy. Ensures that positions descriptions are kept up-to-date on all employees. Communicates expectations and provide feedback at least twice within the review period.



Refresher Tips – Annual Performance Appraisal

- If the EPMS is not completed by the universal review date, the employee gets a “Successful by Default” rating. **Once the rating is in default, IT CANNOT BE CHANGED...**(Unless extenuating circumstances exist)
- Employee cannot receive an “Unsuccessful” rating on **any essential job function** that **significantly** impacts the overall performance without first receiving a Warning Notice of Substandard Performance.
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Refresher Tips – Annual Performance Appraisal

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- Employee cannot receive an “Unsuccessful” rating on **any essential job function** that **significantly** impacts the overall performance without first receiving a Warning Notice of Substandard Performance.
- Warning Notice of Substandard Performance **CAN** be given to the employee within 30 days of the universal review date.