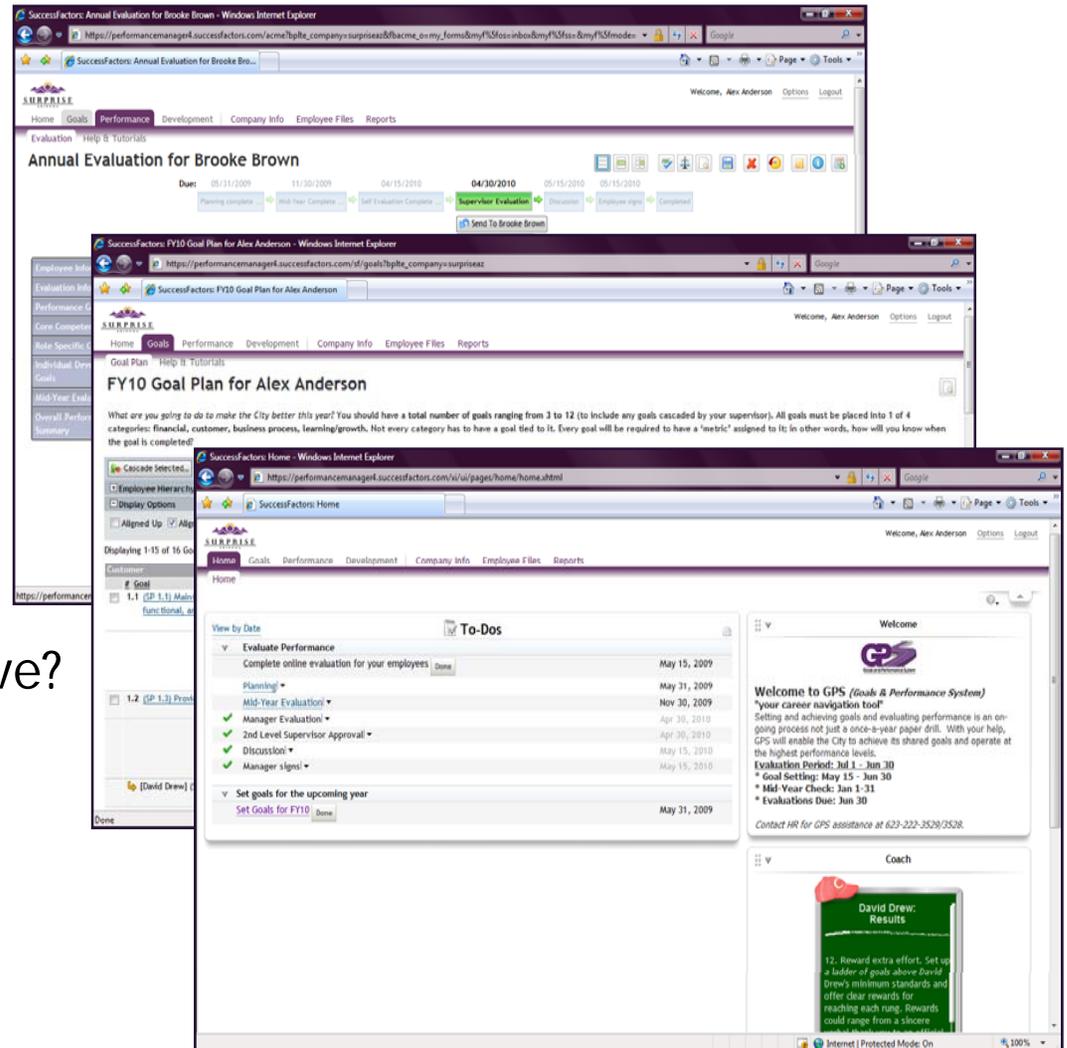


# An Employee's Introduction to GPS

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- *Maria Alas x23528*
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# Agenda

1. What is GPS?
2. Why are we doing this?
3. Who will be affected?
4. Where can I access GPS?
5. When will GPS be effective?
6. How do I use it?



# What is GPS?

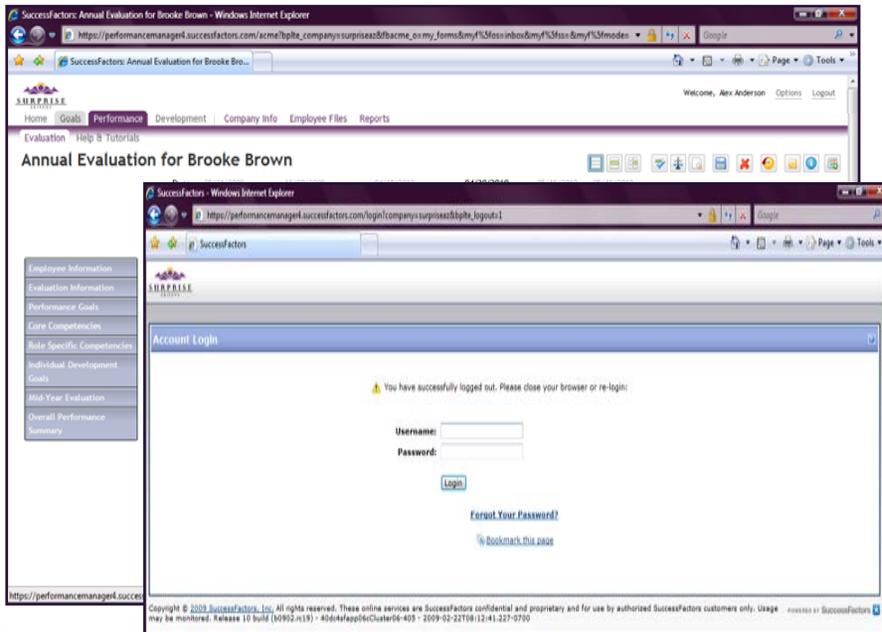
The Goals & Performance System (GPS) is a performance management “system”.

Designed to ...

Clearly Define What's Expected of You

Provide Timely Feedback on Your Performance

Support Future Development



# Why are we implementing GPS?

## Efficiency

Career Plans

## Consistency

Rewards

## Professional

Clear Expectations

## Visibility

- Formalizes linking the **City's Strategic Plan** to **employees' individual goals**
- **Automates** evaluation process
- Provides clear outline for your **areas of focus** and supports **timely and regular feedback**
- Creates **a clear understanding** of how you're evaluated and allows you to comment and rate your own performance
- Defines opportunities for **development**

# Who will be affected?

Employees who will use GPS include:

- **Full time regular** employees
- **Part time regular** employees

# Where can I access GPS?

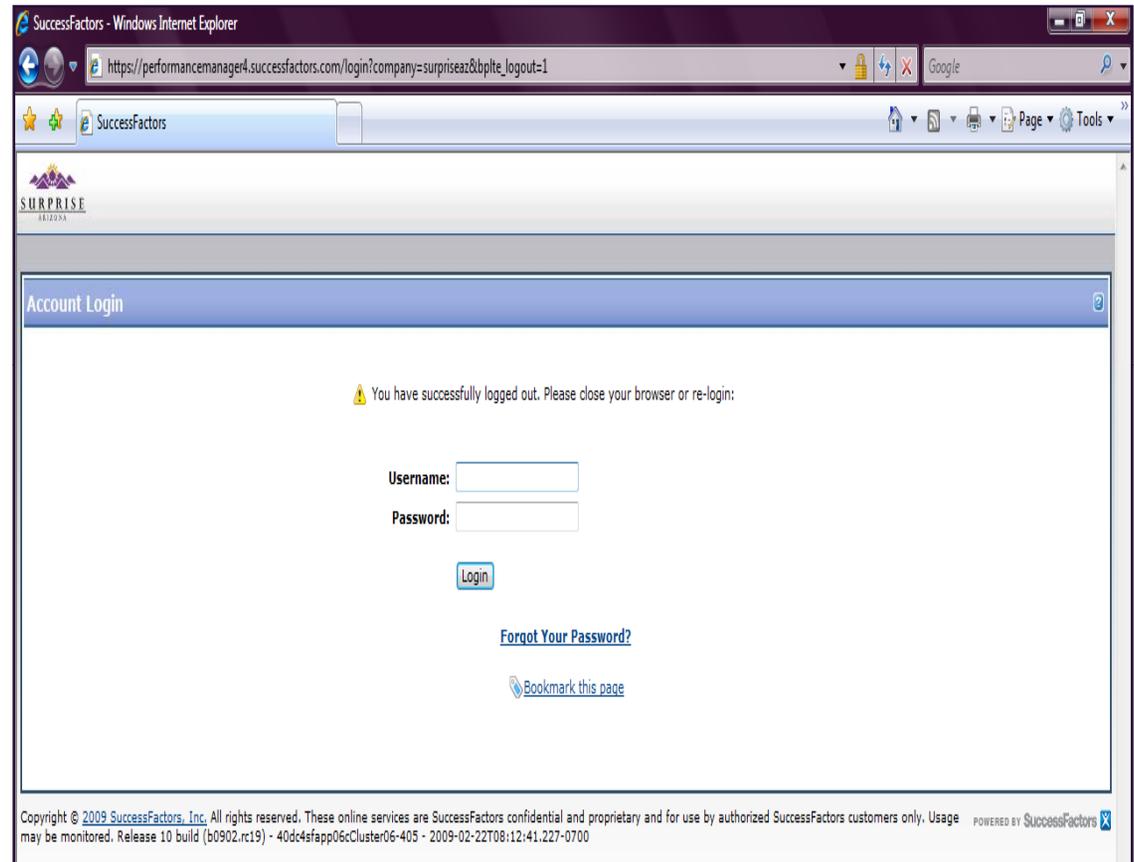
Access GPS from the  
**Intranet** - HR Dept resources *or*  
**Internet** - HR Dept page

This completely **secure online system** provides a central location to manage and store Goal Plans and Evaluations.

You will receive **automated notification** when you need to participate in the process.

**Smart Tip:**

Automated form routing and triggered email reminders will help keep the process on track.



**Smart Tip:**

Bookmark the GPS homepage as a Favorite

# When will GPS be effective?

- FY09 -  
*Submit annual evaluations on GPS*
  - FY10 and beyond -  
*Define & track goals and submit annual evaluations on GPS*
- New Evaluation Calendar Timeline: July 1<sup>st</sup> - June 30<sup>th</sup>

## Performance Management Process

Steps	
1	<b>Set Goals</b> You and your supervisor define annual goals.
2	<b>Mid-Year Discussion</b> You and your supervisor discuss performance and goals completed to date.
3	<b>Year-End Evaluation</b> You and your supervisor assess your performance for the year.

# How do I use GPS?

## Step 1: Set Goals

**What is it?** A Goal Plan is worksheet that tracks goals in one place.

**How does it help?** Ensures that everyone is moving forward on those things that are most important to the City, and that your development goals are included in the plan.

### Your Role:

1. Log in to GPS & access your Goal Plan.
2. Define your goals for the evaluation period with your supervisor.
3. Review your goals and expectations with your supervisor.
4. Edit your goals status & completion % throughout the year!

*Taking the next step: See the 'Employee Goals Quick Guide' for a step-by-step guide to goal plans.*

#	Goal	Metric	Action
1.1	(SP 1.1) Maintain long-range neighborhood planning and physical design strategies to ensure attractive, functional, and safe neighborhoods	Marley Park 65% built-out, Sarah Ann Ranch 60% built-out, Sierra Montana 75% built-out	[Icons]
1.2	(SP 1.3) Provide services and coordination to build neighborhood cohesiveness	Reach out to the City's 50 HOAs by sending the block party trailer services to each of the neighborhoods.	[Icons]
	[David Drew] (SP 1.3) Provide services and coordination to build neighborhood cohesiveness	Reach out to the City's 50 HOAs by sending the block party trailer services to each of the neighborhoods.	
1.3	(SP 1.6) Maintain active and passive recreational, entertainment, cultural, and other leisure venues and activities that promote and develop traditions and a unique character for Surprise	Hold annual Surprise party, Memorial Day parade, July 4th fireworks event, fall and spring youth sports leagues, summer swimming pool activities, family movie night at the sports stadium two times a year.	[Icons]
	[David Drew] (SP 1.6) Maintain active and passive recreational, entertainment, cultural, and other leisure venues and activities that promote and develop traditions and a unique character for Surprise	Hold annual Surprise party, Memorial Day parade, July 4th fireworks event, fall and spring youth sports leagues, summer swimming pool activities, family movie night at the sports stadium two times a year.	

### Smart Tip:

Save your goals as a recurring Outlook calendar event and add additional tasks to Outlook tasks as needed.

# How do I use GPS?

## Step 2: Mid-Year Discussion

**What is it?** A mid-year checkpoint between you and your supervisor.

**How does it help?** Provides an opportunity for you and your supervisor to discuss progress, update priorities and identify development areas for the rest of the year.

### Your Role:

1. Your supervisor will schedule a meeting with you to discuss your goals and performance to-date.
2. Review/update any notes you've taken about your performance and goal accomplishment so you are prepared for the mid-year discussion and can provide specific examples.

### Smart Tips:

Use the Profile **'Notes'** feature to capture your achievements throughout the year!

# How do I use GPS?

## Step 3: Year-End Evaluation

**What is it?** An assessment of your performance throughout the year. Your supervisor will provide both ratings and supporting commentary.

**How does it help?** Learn how you did and identify your strengths and areas of development for the coming year. Use this opportunity to discuss your performance and future development goals.

### Your Role:

1. Log in to GPS and access your Performance Evaluation Form from your Inbox.
2. Rate your performance and Comment on your performance. Provide specific examples wherever possible.
3. Save your work and send the form back to your supervisor.

*Taking the next step: See the 'Employee Evaluations Quick Guide' for a step-by-step guide to performance evaluations.*

The screenshot shows the 'Annual Evaluation for Ian Iverson' page in a web browser. The page has a navigation menu with 'Home', 'Goals', 'Performance', 'Development', 'Company Info', 'Employee Files', and 'Reports'. The 'Performance' tab is active. A progress bar at the top shows the evaluation process: Planning complete (05/31/2009), Mid-Year Complete (11/30/2009), Self Evaluation Complete (04/15/2010), Supervisor Evaluation Complete (04/30/2010), Discussion (04/30/2010), Discussion Complete (05/15/2010), Employee signs (05/15/2010), and Completed. A 'Send Copy' button is visible. The main content area is divided into sections: Employee Information (Last Name: Iverson, First Name: Ian, Title: Director Engineering, Department: N/A, Supervisor: David Drew), Evaluation Information (Originator: David Drew, Review Period: 01/12/2009 - 02/11/2009, Due Date: 02/11/2009), Performance Goals (Customer introductory text, SMART goal: 1.1 (SP 1.3) Provide services and coordination to build neighborhood cohesiveness), and Category: Customer. The goal details include: Goal: (SP 1.3) Provide services and coordination to build neighborhood cohesiveness; Metric: Spearhead a quarterly 'clean-up your neighborhood' initiative; Start, Due, Status, and % Complete fields are present at the bottom.

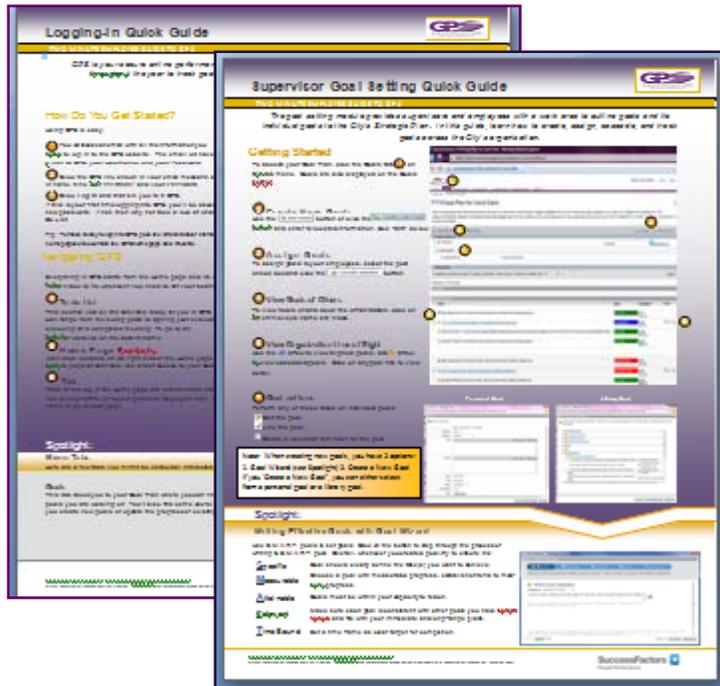
### **Smart Tip:**

Goals are automatically populated on to the Performance Evaluation Form.

# Additional Resources

## Employee Quick Guides

- Logging-in
- Your Goals
- Your Evaluation
- Your Profile (Notes/History)



## Online Help

- Video Tutorials
- Help
  - FAQs
  - GPS Job Roles
  - Evaluation Competencies
  - Strategic Plan
  - Sample Goal Plan
  - Sample Evaluation

# Questions & Answers

