



Updated: 3/19/2025

NEW Performance Evaluation Layout

All evaluations in Perform (PE) will now be in a vertical format on the rating form page.

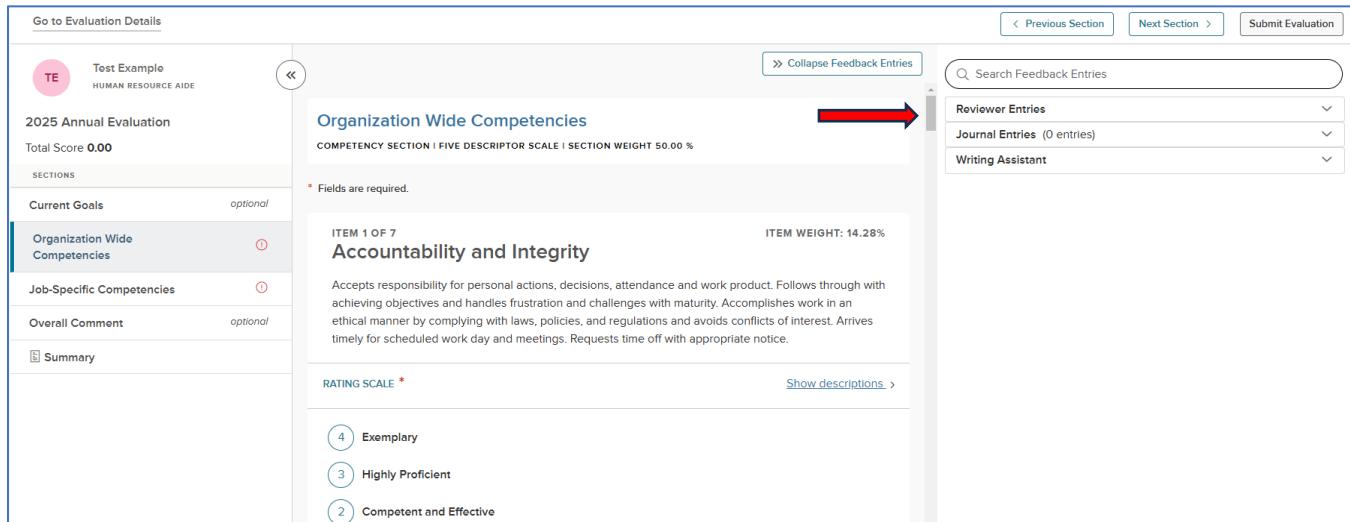
- From the Dashboard, click on the evaluation to rate listed in your task under the Performance/Rating section

A screenshot of the Perform (PE) software dashboard for Union County. The dashboard has a top navigation bar with links for Dashboard, Tasks, People, Performance, Training, Recruiting, Onboard, and Reports. A search bar is on the right. Below the navigation is a section for 'Union County' with 'Tasks' and 'People' sections. The 'Tasks' section shows 'To-Do (1)' and 'Overdue (22)'. A specific task titled 'PERFORMANCE - RATING' is highlighted with a red box. The task details show it's due on 05/05/25 and is for 'Rating For Test Example's 2025 Annual Evaluation'. The 'People' section shows 'MY MANAGER' (Julie Broome) and 'MY DIRECT REPORTS' (Alan Aldridge, Krysten Carl森, Karen Daly, Example Employee, Test Example, Kristin Jacumin). Each direct report has an 'Overdue Tasks' count next to their name.

- Once you click on the task, it will bring up the following page to complete the rating form.

A screenshot of the performance evaluation rating form. At the top, there are buttons for 'Go to Evaluation Details', 'Previous Section', 'Next Section', and 'Submit Evaluation'. On the left, there's a sidebar with 'Test Example' (Human Resource Aide) and sections for '2025 Annual Evaluation' (Total Score 0.00), 'Current Goals' (optional), 'Organization Wide Competencies' (with a red circle icon), 'Job-Specific Competencies' (with a red circle icon), 'Overall Comment' (optional), and a 'Summary' section. The main content area starts with 'Organization Wide Competencies' (Competency Section | Five Descriptor Scale | Section Weight 50.00 %). It shows a required field note: '* Fields are required.' Below this is 'ITEM 1 OF 7 Accountability and Integrity' (Item Weight: 14.28%). The description for this item is: 'Accepts responsibility for personal actions, decisions, attendance and work product. Follows through with achieving objectives and handles frustration and challenges with maturity. Accomplishes work in an ethical manner by complying with laws, policies, and regulations and avoids conflicts of interest. Arrives timely for scheduled work day and meetings. Requests time off with appropriate notice.' There's a 'RATING SCALE *' section with 'Exemplary' (4) and 'Highly Proficient' (3) options. On the right, there are buttons for 'Collapse Feedback Entries', 'Search Feedback Entries', 'Reviewer Entries', 'Journal Entries (0 entries)', and 'Writing Assistant'.

- The evaluation form is now in a vertical format for both Organizational Wide Competencies and Job Specific Competencies. You must use the scroll bar to view all competencies.



Go to Evaluation Details

Test Example
HUMAN RESOURCE AIDE

2025 Annual Evaluation
Total Score 0.00

SECTIONS

Current Goals optional

Organization Wide Competencies

Job-Specific Competencies

Overall Comment optional

Summary

Organization Wide Competencies

COMPETENCY SECTION | FIVE DESCRIPTOR SCALE | SECTION WEIGHT 50.00 %

* Fields are required.

ITEM 1 OF 7 Accountability and Integrity ITEM WEIGHT: 14.28%

Accepts responsibility for personal actions, decisions, attendance and work product. Follows through with achieving objectives and handles frustration and challenges with maturity. Accomplishes work in an ethical manner by complying with laws, policies, and regulations and avoids conflicts of interest. Arrives timely for scheduled work day and meetings. Requests time off with appropriate notice.

RATING SCALE *

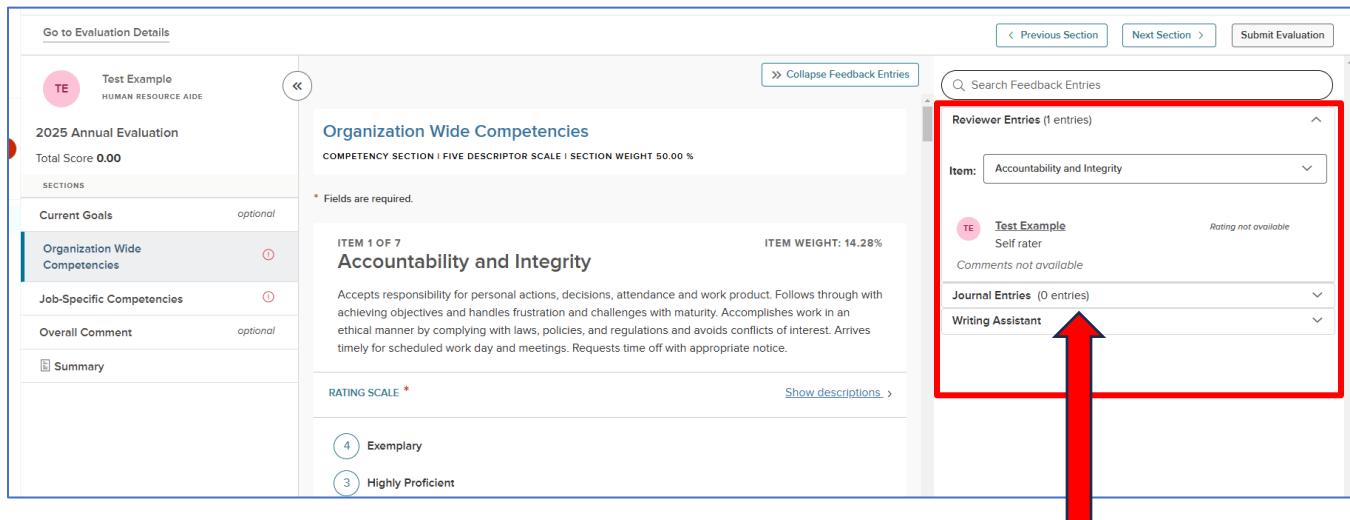
4 Exemplary
3 Highly Proficient
2 Competent and Effective

> Previous Section Next Section Submit Evaluation

Search Feedback Entries

Reviewer Entries
Journal Entries (0 entries)
Writing Assistant

- To view Reviewer Entries (right side of page), click on down arrow and select the matching competency in the "Item" section to show proper comments per competency. You must take this step for each competency.



Go to Evaluation Details

Test Example
HUMAN RESOURCE AIDE

2025 Annual Evaluation
Total Score 0.00

SECTIONS

Current Goals optional

Organization Wide Competencies

Job-Specific Competencies

Overall Comment optional

Summary

Organization Wide Competencies

COMPETENCY SECTION | FIVE DESCRIPTOR SCALE | SECTION WEIGHT 50.00 %

* Fields are required.

ITEM 1 OF 7 Accountability and Integrity ITEM WEIGHT: 14.28%

Accepts responsibility for personal actions, decisions, attendance and work product. Follows through with achieving objectives and handles frustration and challenges with maturity. Accomplishes work in an ethical manner by complying with laws, policies, and regulations and avoids conflicts of interest. Arrives timely for scheduled work day and meetings. Requests time off with appropriate notice.

RATING SCALE *

4 Exemplary
3 Highly Proficient

> Previous Section Next Section Submit Evaluation

Search Feedback Entries

Reviewer Entries (1 entries)

Item: Accountability and Integrity

TE Test Example Self rater Rating not available
Comments not available

Journal Entries (0 entries)

Writing Assistant

Journal entries can also be shown in this section as well by clicking on the down arrow to pull up any journal entry.



- To view Writing Assistants (right side of page), click on down arrow and select the matching competency in the “Item” section to show proper comments per competency. You must take this step for each competency. The writing assistant function should only be used as a guide, the employee/manager should also add in their own individualized comments.

Go to Evaluation Details

TE Test Example HUMAN RESOURCE AIDE

2025 Annual Evaluation Total Score **0.00**

SECTIONS

Current Goals optional

Organization Wide Competencies

Job-Specific Competencies

Overall Comment optional

Summary

Organization Wide Competencies

COMPETENCY SECTION | FIVE DESCRIPTOR SCALE | SECTION WEIGHT 50.00 %

* Fields are required.

ITEM 1 OF 7 Accountability and Integrity ITEM WEIGHT: 14.28%

Accepts responsibility for personal actions, decisions, attendance and work product. Follows through with achieving objectives and handles frustration and challenges with maturity. Accomplishes work in an ethical manner by complying with laws, policies, and regulations and avoids conflicts of interest. Arrives timely for scheduled work day and meetings. Requests time off with appropriate notice.

RATING SCALE * Show descriptions >

4 Exemplary

3 Highly Proficient

Writing Assistant (6 entries)

Item: Accountability and Integrity

Good tone

Competent & Effective - Accepts individual responsibility for personal actions, decisions, attendance and work product. Follows through with achieving objectives and handles frustration and challenges with maturity. Accomplishes work in an ethical manner by complying with laws, policies, and regulations and avoids conflicts of interest. Arrives timely for scheduled work day and meetings. Requests time off with appropriate notice.

Add to Comment Box

Good tone

Highly Proficient - Shows ownership without prompting for personal actions, decisions, attendance and work product. Little to no oversight is required for follow up on completing objectives. Employee looks for

< Previous Section Next Section > Submit Evaluation

- Once you are complete with the Organization Wide Competencies, you must select “Next Section” on the top right. This will take you to the Job Specific Competency section.

Go to Evaluation Details

TE Test Example HUMAN RESOURCE AIDE

2025 Annual Evaluation Total Score **0.40**

SECTIONS

Current Goals optional

Organization Wide Competencies

Job-Specific Competencies

Overall Comment optional

Summary

COMPETENCY SECTION | FIVE DESCRIPTOR SCALE | SECTION WEIGHT 50.00 %

* Fields are required.

ITEM 1 OF 5 Documentation ITEM WEIGHT: 20%

Obtains and logs necessary information as required by work processes and policies. Keeps factual and legally compliant documentation using professional language and tone.

RATING SCALE * Show descriptions >

4 Exemplary

3 Highly Proficient

2 Competent and Effective

Writing Assistant

< Previous Section Next Section > Submit Evaluation



- The Job Specific Competency section will now display. Make sure to scroll down page via scroll bar to complete rating for each competency. Follow earlier instructions on pulling up Reviewer Entries, Journal Entries and Writing Assistant information. Once complete, enter in Overall Comment and select Submit Evaluation.

Go to Evaluation Details

TE Test Example
HUMAN RESOURCE AIDE
<< >> Collapse Feedback Entries
< Previous Section Next Section > Submit Evaluation

Job-Specific Competencies
COMPETENCY SECTION | FIVE DESCRIPTOR SCALE | SECTION WEIGHT 50.00 %

* Fields are required.

ITEM 1 OF 5 ITEM WEIGHT: 20%

Documentation

Obtains and logs necessary Information as required by work processes and policies. Keeps factual and legally compliant documentation using professional language and tone.

RATING SCALE * Show descriptions >

4 Exemplary
 3 Highly Proficient
 2 Competent and Effective

Overall Comment optional

Summary

Search Feedback Entries

Reviewer Entries
Journal Entries (0 entries)
Writing Assistant

