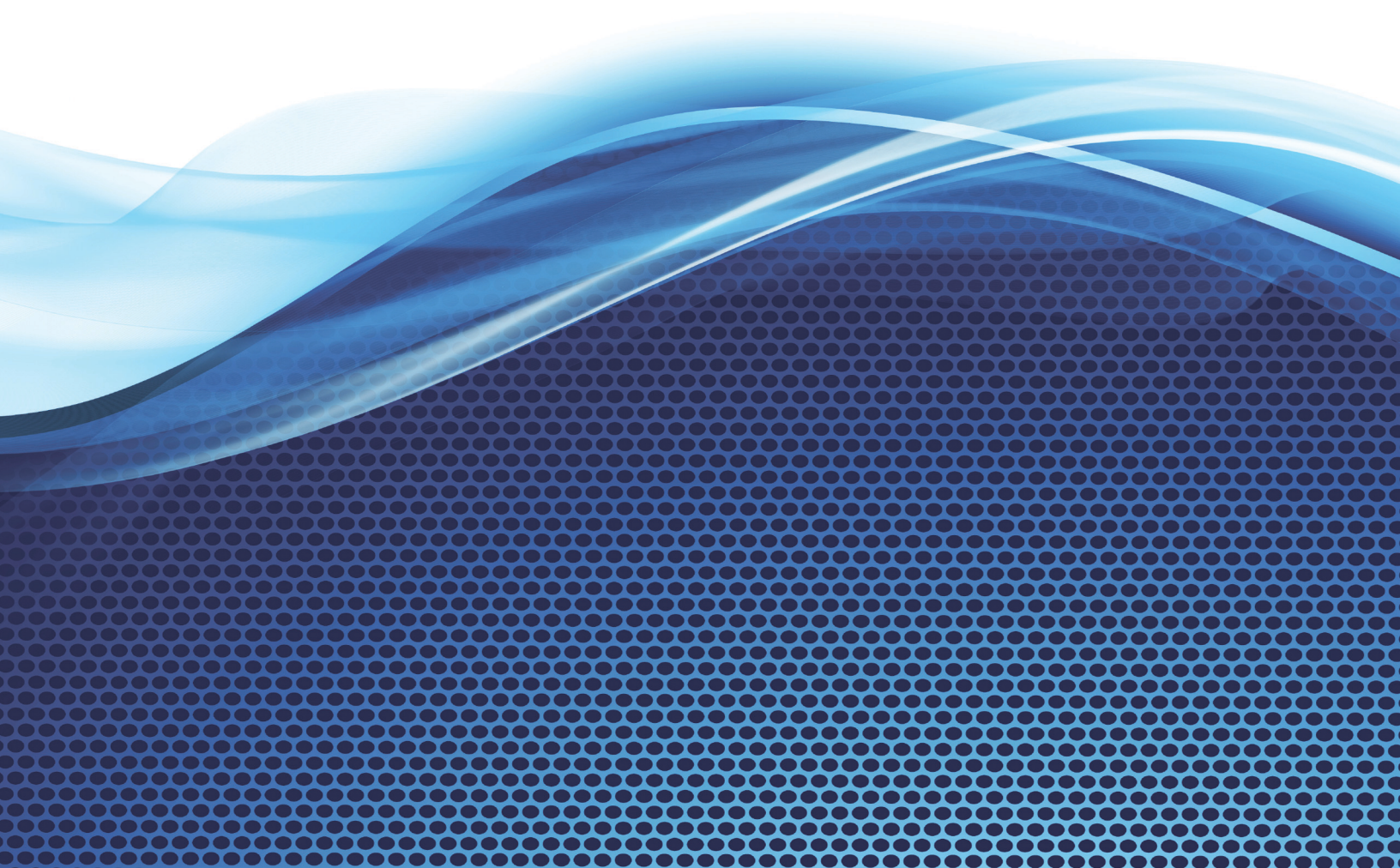




STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

# ePAR USER GUIDE



Chris Christie  
*Governor*

Kim Guadagno  
*Lt. Governor*

Robert M. Czech  
*Chair/Chief Executive Officer*

# Questions Please contact



(609) 777-2225  
or  
e-mail [ePARHelp@csc.state.nj.us](mailto:ePARHelp@csc.state.nj.us)



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## Participants Guide

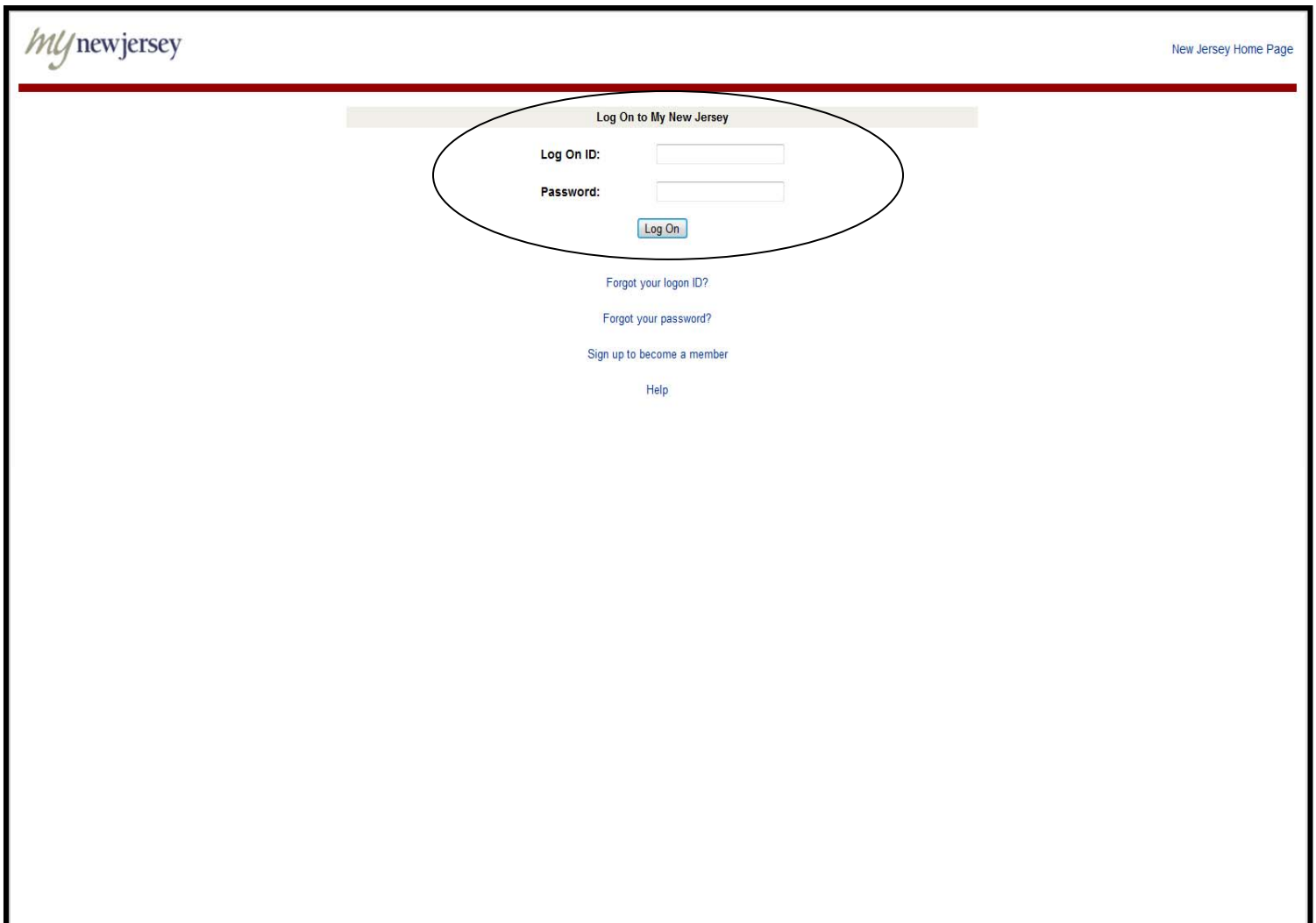
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**Helpful Hint – The State Seal, located on the left side in the ePAR system, serves as a “home” key and returns you to the Dashboard page.**

## Getting Started

Log in to the myNewJersey using the URL: <https://portal01.state.nj.us>

Input your log on ID and password. All state employees are automatically enrolled by the portal team as part of the agency activation process as of the initial implementation. New employees will need to use the Self-Registration process.



mynewjersey

New Jersey Home Page

Log On to My New Jersey

Log On ID:

Password:

Log On

[Forgot your logon ID?](#)

[Forgot your password?](#)

[Sign up to become a member](#)

[Help](#)



# Getting Started

Click **ePAR** link to enter the system. If you do not see it, use the Self-Registration process.

The screenshot displays the official website for the State of New Jersey. The header includes the state seal and the text "THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY". Navigation links for "Services A to Z", "Departments/Agencies", and "FAQs" are in the top right. A user login bar shows "Welcome Mary Carthan" with links for "logout", "change profile", "enter authorization code", "choose start page", "content", "layout", and "help".

The left sidebar contains several application categories:

- Civil Service Commission Applications**: Includes "Office of Training", "eLearning", and **ePAR** (circled in red).
- OMB Applications**: Includes "Office of Management and Budget", "Employee Self Service - NJ", and "Employee Self Service User Guide [pdf]".
- Applications**: Includes "eCATS - Executive Branch", "eCATS - Judiciary", and "eCATS Help Desk".
- Role Manager**: Includes "Search / Update", "Invite a Client", and "Send Mail to Clients".

The right sidebar features "New Jersey Events" and a "Travel Guide" section with links for "Locate Events", "Travel & Tourism Home", and "Add an Event".

The footer includes the "OPRA / Open Public Records Act" logo, contact information, and copyright details: "Copyright (c) State of New Jersey, 1996-2008. This site is maintained by the New Jersey Office of Information Technology".

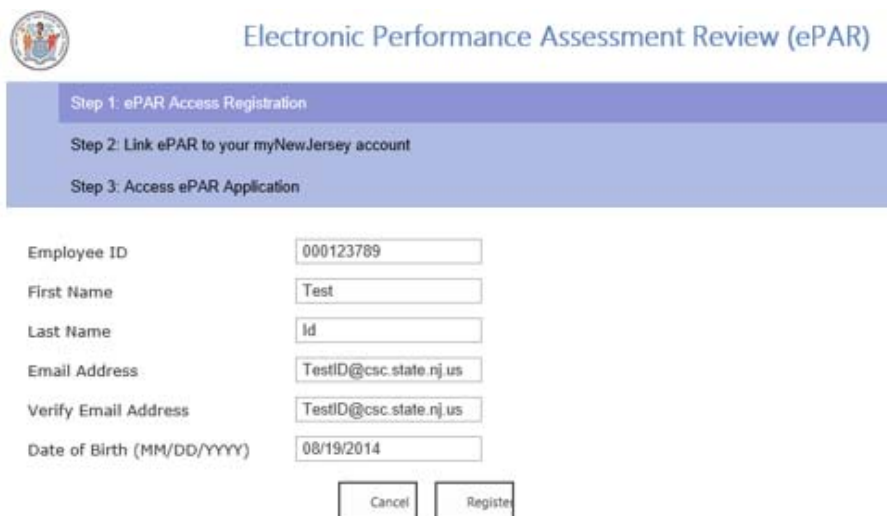
## ePAR Self-Registration

This is used for new employees or others who do not have an ePAR link on their portal page. Below are the required steps to activate the ePAR link on the myNewJersey Portal page. All state e-employees are automatically enrolled by the portal team as part of the agency activation process.

For new employees who do not have an existing myNewJersey Portal account *OR* for employees hired **after** an agency is activated, a self-registration mechanism is in place to enable the link on the portal.

Please follow the directions below:

1. Navigate to the self-registration page below:  
[https://wwwnet1.state.nj.us/NJ/NJ\\_ePar\\_Reg/SelfRegistration.aspx](https://wwwnet1.state.nj.us/NJ/NJ_ePar_Reg/SelfRegistration.aspx)
2. Fill in Step 1 with your employee information and click Register. If you need your EID you can either find the information on your paystub or contact your HR department.



The screenshot shows the 'Electronic Performance Assessment Review (ePAR)' self-registration page. It has a header with the state seal and the title. Below the header is a blue bar with three steps: 'Step 1: ePAR Access Registration' (highlighted), 'Step 2: Link ePAR to your myNewJersey account', and 'Step 3: Access ePAR Application'. The main form area contains input fields for: Employee ID (000123789), First Name (Test), Last Name (Id), Email Address (TestID@csc.state.nj.us), Verify Email Address (TestID@csc.state.nj.us), and Date of Birth (MM/DD/YYYY) (08/19/2014). At the bottom are 'Cancel' and 'Register' buttons.

3. On Step 2 enter the myNewJersey Portal account you have associated with paystub, or create a new one if you do not have one.

### Link ePAR to Your myNewJersey Account

Do you have a myNewJersey Logon ID?

☒ Yes

☐ No

### Information about your existing myNewJersey account

myNewJersey Logon ID:

myNewJersey Password:

Next

- a. If you chose to create a new myNewJersey Portal account, you'll fill out a similar page like the screenshot below.

The screenshot shows a registration form for a myNewJersey Portal account. The form includes fields for Log On ID (TestID), Password (masked with asterisks), Retype your password (masked with asterisks), First name (Test), Last name (ID), Question you want us to ask (What training is this), Your answer (ePAR), Email address (TestID@state.nj.us), and Retype your email address (TestID@state.nj.us). To the right of the form, there are three informational boxes: 1) Logon IDs can only contain letters, numbers, and these four characters: @, -, ., and \_; 2) Passwords must be at least 8 characters long, chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and !); 3) You'll be able to change all of your entries later, except your logon ID, using the "change profile" link any time you're logged in to myNewJersey. Below the form, there is a note: "Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button." and a button labeled "Create myNewJersey Account".

- b. Complete the required information for your portal logon and then click **Create myNewJersey Account**

4. Once you have completed the steps you will automatically be brought to the ePAR Dashboard.


The screenshot shows the ePAR Dashboard. At the top, there is a header with the ePAR logo, the text "Electronic Performance Assessment Review (ePAR)", and "CIVIL SERVICE COMMISSION \*". Below the header, there is a navigation bar with "Current Review", "Action Items", and "All Reviews". The main content area features a large "Rating Year 2015" section with the dates "(07/01/2014 to 06/30/2015)". To the right of this section, there is a box titled "2015 Rating Cycle Due Dates" with three checked items: "Job Expectations due by June 01, 2014", "Interim Review due by June 16, 2014", and "Final Review due by June 30, 2015". Below this, there is a section titled "My ePAR" which contains a table with the following columns: Ratee, Job Title, Model Code, Stage, Progress, and Status.

5. To make sure everything works, close all browsers, then open a new browser, and try to log back into the myNewJersey Portal by navigating to <http://nj.gov>.
6. Your portal account should now correctly show the ePAR application under the Civil Service Commission Application section.

The screenshot shows the myNewJersey Portal homepage. At the top, there is a header with the State of New Jersey seal and the text "THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY". Below the header, there is a navigation bar with "myNJ Home", "myNJ Business", and "myNewJersey". The main content area features a "Welcome" message. Below this, there is a section titled "Civil Service Commission Applications" with a sub-section for "ePAR". At the bottom, there is a section titled "Premier E-Business Services".

## Dashboard Screen

This will bring you to the ePAR Dashboard screen.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION <sup>®</sup>

Current Review

Action Items

Administration

All Reviews

Rating Year

2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

☒ Job Expectations due by June 01, 2014

☒ Interim Review due by June 16, 2014

☒ Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Interim Review	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

# Dashboard Views

**Electronic Performance Assessment Review (ePAR)**  
CIVIL SERVICE COMMISSION \*

**Rating Year 2015**  
(04/01/2014 to 06/30/2015)

**2015 Rating Cycle Due Dates**

- ☒ Job Expectations due by June 01, 2014
- ☒ Interim Review due by June 16, 2014
- ☒ Final Review due by June 30, 2015

**My ePAR**

Ratee	Job Title	Model Code	Stage	Progress	Status
GAMBERO, JOSEPH A [00031013]	SR EXEC SVC	CSA10701P-M2015	Job Expectations	Face to Face Meeting	Shared

**My Rates**

Ratee	Job Title	Model Code	Stage	Progress	Status
CONSEY, SHARV R [000342161]	ADMN ANLT 2 DP	CSA10701P-M2015	Job Expectations	Goal Setting	Not Initiated
HANCOCK, SCOTT A [000729405]	SFTWRE DEV SPLCT 1	CSA10701P-E2015	Job Expectations	Goal Setting	Not Initiated
KIM, SUNWOONG [00072797]	SR EXEC SVC	CSA10701P-M2015	Job Expectations	Goal Setting	Not Initiated
KRAKER, DOUGLAS [000334336]	ADMN ANLT 2 DP	CSA10701P-E2015	Job Expectations	Goal Setting	Not Initiated
MALDONADO, HANNAH [000305464]	TST DEV SPLCT 3	CSA10701P-E2015	Job Expectations	Goal Setting	Not Initiated
SPADY, KEYDOTTA [000701677]	PRNCPL CLK THFT	CSA10701P-E2015	Job Expectations	Goal Setting	Not Initiated
STOUT, REBA H [000316851]	PRSNAL ASST 2	CSA10701P-E2015	Job Expectations	Goal Setting	Not Initiated

**Electronic Performance Assessment Review (ePAR)**  
CIVIL SERVICE COMMISSION \*

**Rating Year 2015**  
(04/01/2014 to 06/30/2015)

**2015 Rating Cycle Due Dates**

- ☒ Job Expectations due by June 01, 2014
- ☒ Interim Review due by June 16, 2014
- ☒ Final Review due by June 30, 2015

**My ePAR**

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000300310]	SR EXEC SVC	CSA10701P-M2015	Job Expectations	Goal Setting	Not Initiated

**My Rates**

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE Y [000317927]	SPVR GENRL & SHRT SVCS	CSA10701P-E2015	Job Expectations	Review Close	Complete
GAMBERO, JOSEPH A [00031013]	SR EXEC SVC	CSA10701P-M2015	Job Expectations	Face to Face Meeting	Shared
GOODMAN, CAROL [000326264]	BEC ASST 1 NON-STENO	CSA10701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPLCT 3	CSA10701P-E2015	Job Expectations	Goal Setting	Not Initiated
MULLINACCO, DEANNA L [000328991]	HGMT IMPRVMT SPLCT 1	CSA10701P-E2015	Job Expectations	Pending Reviewer Signature	Shared

**Electronic Performance Assessment Review (ePAR)**  
CIVIL SERVICE COMMISSION \*

**Rating Year 2015**  
(04/01/2014 to 06/30/2015)

**2015 Rating Cycle Due Dates**

- ☒ Job Expectations due by June 01, 2014
- ☒ Interim Review due by June 16, 2014
- ☒ Final Review due by June 30, 2015

**My ePAR**

Ratee	Job Title	Model Code	Stage	Progress	Status
STOUT, REBA H [000316851]	PRSNAL ASST 2	CSA10701P-E2015	Job Expectations	Goal Setting	Not Initiated

**My Rates**

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000300310]	SR EXEC SVC	CSA10701P-M2015	Job Expectations	Goal Setting	Not Initiated
ROGERS, RAYMOND G [000322775]	PRLY DRVC SPLCT 2	CSA10701P-E2015	Job Expectations	Goal Setting	Not Initiated

**Requested Feedback and Reviews**

Employee Name	Feedback Requested	Pending Review
GAMBERO, JOSEPH A [00031013]	NA	Pending Review
MULLINACCO, DEANNA L [000328991]	NA	Pending Review

Depending upon your role in the ePAR process there are three possible items you may see on your Dashboard Views. These roles include: Ratee, Rater and Reviewer. The definitions of the roles are as follows:

**Ratee** -The employee receiving the evaluation is the Ratee. Everyone is a Ratee. This person is the focus of the assessment. As in any other communication process, there must be an exchange of ideas in the ePAR process. Both the Ratee and the Rater are responsible for working together in the development of job expectations and the provision of open and honest feedback about job expectations, the interim and final assessments and the development plan.

**Rater**- The immediate supervisor of the Ratee is the Rater. Immediate supervisor is the person who receives and/or dispenses the work. The Rater has the responsibility of conducting the performance assessment and giving open and honest feedback to the Ratee about performance throughout the rating cycle. In the ePAR process, the Rater role has the primary responsibility of controlling and informing the other roles about their responsibilities. All parts of the process begin with the Rater.

**Reviewer**-The Rater's supervisor (or manager) who is responsible for ensuring appropriate administration of the ePAR Process is the Reviewer. Reviewers are also responsible for setting goals and expectations for the organization, unit or division. The Reviewer is strongly encouraged to take an active role in all parts of the ePAR process. This may include managing performance management meetings and conflict resolution meetings. It is highly recommended that Raters meet with or provide feedback to Reviewers prior to conducting interim or final assessment meetings with their Ratees.




## Dashboard

The Dashboard will display information about you under **My ePAR** as well as information about all of your subordinates under the heading **My Ratees**.

The ribbon at the top left corner of the Dashboard has 4 buttons. The ribbons are: Current Review, Action items, Administration, and All Reviews.

The majority of this training will utilize The **Current Review** button. When the **Current Review** button is highlighted, items included will be information on the current rating cycle, important dates, current ePAR for both yourself and your employees, and requested Feedback and Reviews. **Action Items** display items that require attention. It displays title of action, message, action triggers and the creation date. The **Administration** button is for administrative use only. Finally, **All Reviews** button displays ePAR reviews for self and employees in reporting lines.


ePAR
Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION \*

[Current Review](#)
[Action Items](#)
[Administration](#)
[All Reviews](#)

### Rating Year

## 2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

- ☒ Job Expectations due by June 01, 2014
- ☒ Interim Review due by June 16, 2014
- ☒ Final Review due by June 30, 2015

#### My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

#### My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

#### Requested Feedback and Reviews

No records found.

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The State Seal acts as a “**Home**” button and may be used at any time to return to the Dashboard.

The top right box outlines important due dates for the Rating Cycle. The ePAR process is the same as the paper process.

The first part is **Job Expectations**, when the employee and supervisor establish the major goals, job responsibilities and essential criteria for the position.

This is followed by the **Interim Review**, which occurs six months into the rating cycle. The purpose of the Interim Review is to provide the ratee an indication of their work performance and progress for the first six months of the cycle.

Then, **Final Review**, which occurs at the end of the rating cycle and is an evaluation of overall performance for the entire rating cycle. The Final Review rating is recorded in the employee’s record and is the rating that triggers or supports the other personnel actions associated with the ePAR.



ePAR

CIVIL SERVICE COMMISSION \*

Current Review

Action Items

Administration

All Reviews

Rating Year

2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

☒ Job Expectations due by June 01, 2014  
☒ Interim Review due by June 16, 2014  
☒ Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPprt SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

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While most of the column headers are self-explanatory, pay special attention to the column indicators labeled **Stage**, **Progress**, and **Status**.

**Stage** defines the part of the ePAR process that is due. The Stages that you will see in this section are Job Expectations, Interim Review, or Final Review.

**Progress** details the elements of the Stage process pending in ePAR. For example, one might see in the Job Expectations sections – Goal setting, Face-to-Face meeting, and Pending Ratee signature.

**Status** defines what has happened in the Stage section. For example, **Initiated** – indicates that Progress has begun on ePAR; **Not Initiated** – indicates that nothing has begun; **Draft** – means that items are being worked on; **Shared** – verifies that ePAR has been sent to others in the process; **Complete** – indicates when all parties have signed off.


ePAR
Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION \*

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### Rating Year

## 2015

(04/01/2014 to 06/30/2015)

**2015 Rating Cycle Due Dates**

- ☒ Job Expectations due by June 01, 2014
- ☒ Interim Review due by June 16, 2014
- ☒ Final Review due by June 30, 2015

#### My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

#### My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

#### Requested Feedback and Reviews


No records found.

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## Creating an ePAR:

From the Dashboard, **select an employee** by clicking on their name.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

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Rating Year

2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

☒ Job Expectations due by June 01, 2014
 ☒ Interim Review due by June 16, 2014
 ☒ Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
RODGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137937]	SPVR GENRL & SPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STEMO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
SETER, WAYNE [000331174]	EDUC PROG DIR SECLET 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MOLLAJACIC, DEANNA L [000328591]	MGMT IMPVMENT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

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## Job Expectations

Once you click the employee's name, the Job Expectations screen displays.

The row of buttons below the ribbon outlines more actions.

**Cancel** –Does not save changes made.

**Save Draft** – Allows Rater to save an incomplete ePAR without sending it to any other parties. If desired, Rater may request feedback from Reviewer.

**Submit** – Allows Rater to complete the ePAR and forward to all parties including Human Resources.

**Notes** – Appears only on the Rater's screen and allows one to keep track of notes during the rating cycle. Rater's notes are not part of the ePAR record and deletes automatically at the end of the cycle.

**Significant events** – This button will be explained later in the **Tools** portion of the book.

**Feedback** – Rater can request feedback from the Reviewer during all stages of the ePAR. This button sends the request to the Reviewer and prompts him/her to view the ePAR. If there are any issues, discrepancies or questions, the Feedback button should be used to discuss. The Reviewer's comments are confidential between Rater and Reviewer.

**Check Spelling** - Checks for spelling errors.

**Print** – Gives ability to print entire document or any individual section of the ePAR; may print when the document is in **Shared** or **Complete** Status. All parties have the ability to print.

**ePAR Close-out** – This button is used to complete a "closeout" on an ePAR Review which occurs under certain conditions. The conditions include when the supervisor changes for a unit or when the employee changes supervisors without any title or appointing authority changes. The former supervisor would complete the close-out. The Close-out is really a close-out of the record for the Rater and there are no signatures required.

**Download PDF** - the PDF icon appears throughout the screens and allows all parties to download the form at any stage. The complete form will download regardless of whether all parts of the process is complete.

**Electronic Performance Assessment Review (ePAR)**

CIVIL SERVICE COMMISSION \*

Current Review | Action Items | Administration | All Reviews

cancel | save draft | submit | notes | significant events | feedback | check spelling | print | ePAR close-out | download pdf

Ratee : GAMBINO, JOSEPH A [000331015] | Title : EDUC PROG DEV SPLST 3 | Rater : ROGERS-MCLEAN, KIMBERLY [000360510] | Dept/Agency : CS/CSA | ModelID : CSAX0701P-E2015 | Year : 2015

Job Expectations | Interim Review | Final Review

**Job Expectations**

**Major Goals of the Agency**

The Core Mission of the Civil Service Commission is to provide a fair and efficient human resource delivery system that reads quality, merit and productivity in a framework that allows Civil Service jurisdictions the flexibility necessary to manage their workforce. Specific unit goals are as follows:

-identify course topics to be delivered in a classroom based on online format

**Major Goals of the Ratee**

1. Functions as the Development Team Supervisor

**Major Job Responsibilities and Essential Criteria for Successful Accomplishments**

**Job Responsibility 1**

Assist in the planning implementation of general training programs or training in a specific assigned area.

**Essential Criteria 1**



## Job Expectations

### Job Expectations screen details.

To begin this section, type or cut and paste the information into the **Major Goals of the Agency** and the **Major Goals of the Ratee** boxes.

Under **Major Responsibilities and Essential Criteria for Successful Accomplishments**, click **+add new**, and a box will appear.

Type or cut and paste information into the **Job Responsibility 1** and **Essential Criteria 1** fields. Click **+add new** again for each additional job responsibility.

Reminder: **Save Draft** allows you to save changes without proceeding in the process. **Note:** When saving in draft, both sections need to have information inputted (at-least one character) before saving successfully, (ex. Major Goals of the Agency and Major Goals of the Ratee, Job Responsibility and Essential Criteria). If you begin a Job Responsibility, but do not put at least 1 character in Essential Criteria, the information will be lost upon saving.

Once Job Expectations are finalized, click **Submit**, so that Job Expectations are shared with Ratee. You may print in the “share” or “complete” status.

**Electronic Performance Assessment Review (ePAR)**

CIVIL SERVICE COMMISSION \*

Ratee : GAMBINO, JOSEPH A [000331015] Title : EDUC PROG DEV SPCLST 3 Rater : ROGERS-MCLEAN, KIMBERLY [000360510] Dept/Agency : CS/CSA ModelID : CSAX0701P-E2015 Year : 2015

**Job Expectations**

**Major Goals of the Agency**

The Core Mission of the Civil Service Commission is to provide a fair and efficient human resource delivery system that reads quality, merit and productivity in a framework that allows Civil Service jurisdictions the flexibility necessary to manage their workforce. Specific unit goals are as follows:

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**Major Goals of the Ratee**

1. Functions as the Development Team Supervisor

**Major Job Responsibilities and Essential Criteria for Successful Accomplishments**

**Job Responsibility 1**

Assist in the planning implementation of general training programs or training in a specific assigned area.


**Essential Criteria 1**

## Job Expectations

After **submitting** the Job Expectations, the system will take the Rater back to the Dashboard.

The description in the Progress column updates to "Face-to-Face Meeting." And the status in the Status column updates to "Shared."

Shared means that the ePAR was sent to the others for review. When the description updates to Face-to-Face, the Rater needs to schedule the Face-to-Face meeting OUTSIDE of the ePAR system. Raters may use an email or calendar system like Outlook to schedule the meeting about the Job Expectations.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

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Rating Year

2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

☒ Job Expectations due by June 01, 2014  
☒ Interim Review due by June 16, 2014  
☒ Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRMNT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

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## Ratee's Dashboard

## Job Expectations

If Notifications are enabled, the Ratee will receive an email prompting him/her to review the ePAR.

The Ratee needs to click on his/her own name to view the Job Expectations completed by the Rater.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

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2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

☒ Job Expectations due by June 01, 2014  
☒ Interim Review due by June 16, 2014  
☒ Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Face to Face Meeting	Shared

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
COMISKY, SHARYN R [000362161]	ADMINV ANLT 2 DP	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
HANCOCK, SCOTT A [000725605]	SFTWRE DEV SPCLST 1	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
KIM, SUNWOONG [000373797]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
KRAKER, DOUGLAS [000334536]	ADMINV ANLT 2 DP	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
MALDONADO, HANNAH [000385604]	TST DEV SPCLST 3	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
SPADY, KEYDOTTA [000701677]	PRNCPL CLK TYPST	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
STOUT, REBA M [000316851]	PRSNL ASST 2	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated

Requested Feedback and Reviews

No records found.


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## Ratee's Dashboard

## Job Expectations

The Job Expectations will be grayed out so the Ratee may view it.


**ePAR**
CIVIL SERVICE COMMISSION \*

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cancel
save draft
submit
edit
notes
significant events
feedback
check spelling
print
ePAR close-out
download pdf

Ratee : **GAMBINO, JOSEPH A [000331015]**
Title : **SR EXEC SVC**
Rater : **ROGERS-MCLEAN, KIMBERLY [000360510]**
Dept/Agency : **CS/CSA**
ModelID : **CSAX0701P-M2015**
Year : **2015**

Job Expectations
Interim Review
Final Review

**Job Expectation**

- ✓ Job Expectations
- ✓ Job Factors
- ⇒ Face to Face Meeting
- Ratee Signature
- Rater Signature
- Reviewer Signature

**Interim Review**

- Interim Ratings
- Interim Justification
- Face to Face Meeting
- Ratee Signature
- Rater Signature
- Reviewer Signature

**Final Review**

- Final Ratings

### Job Expectations

**Major Goals of the Agency**

The Core Mission of the Civil Service Commission is to provide a fair and efficient human resource delivery system that reads quality, merit and productivity in a framework that allows Civil Service jurisdiction the flexibility necessary to manage their workforce, Specific unit goals are as follows:

- identify course topics to be delivered in a classroom based or online format

**Major Goals of the Ratee**

1. Functions as the Development Team Supervisor

**Major Job Responsibilities and Essential Criteria for Successful Accomplishments**

**Job Responsibility 1**

Assist in the planning implementation of general training programs or training in a specific assigned area.

## Job Expectations

The Face-to-Face meeting must be scheduled offline. Utilize email, Outlook or other tools to schedule the meeting. Rater may initiate modifications to ePAR by using the **Edit** button.





## Job Expectations

After the Face-To-Face Meeting with the Ratee is held, it needs to be confirmed in ePAR.

Click on **Face-to-Face Meeting** under Job Expectations, the Rater name, Ratee name, and current date will display that the meeting was held. Click on calendar icon to change the date.

When completed, click **Confirm**. This will notify all parties that the ePAR is ready to be signed.

Note: No changes can be made to the ePAR once it is signed. Rater has to confirm face to face meeting.

**Electronic Performance Assessment Review (ePAR)**  
CIVIL SERVICE COMMISSION \*

Current Review | Action Items | Administration | All Reviews

cancel confirm notes significant events feedback check spelling print ePAR close-out download pdf

Ratee : GAMBINO, JOSEPH A [000331015] Title : SR EXEC SVC Rater : ROGERS-MCLEAN, KIMBERLY [000360510] Dept/Agency : CS/CSA ModelID : CSAX0701P-M2015 Year : 2015

Job Expectations | Interim Review | Final Review

**Job Expectation**

- ✓ Job Expectations
- ✓ Job Factors
- ⇒ **Face to Face Meeting**
- Ratee Signature
- Rater Signature
- Reviewer Signature

**Interim Review**

- Interim Ratings
- Interim Justification
- Face to Face Meeting
- Ratee Signature
- Rater Signature
- Reviewer Signature

**Final Review**

- Final Ratings
- Final Justification
- Face to Face Meeting
- Ratee Signature
- Rater Signature
- Reviewer Signature

**Job Expectations: Confirm Face to Face Meeting**

Rater: ROGERS-MCLEAN, KIMBERLY [000360510]

Ratee: GAMBINO, JOSEPH A [000331015]

Date: Wednesday, September 03, 2014

I am submitting the ePAR for review. The meeting with my ratee was held on the specified date above.

September 2014

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11


## Job Expectations

After confirming the Face-to-Face meeting, the progress updates on the Dashboard to “Pending Ratee Signature.” Status displays as “Shared.”

### Rating Year

## 2015

(04/01/2014 to 06/30/2015)

 2015 Rating Cycle Due Dates

- ☒ Job Expectations due by June 01, 2014
- ☒ Interim Review due by June 16, 2014
- ☒ Final Review due by June 30, 2015

#### My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

#### My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
<a href="#">FRANK, VALENTINE T [000137927]</a>	SPVR GENRL & SPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
<a href="#">GAMBINO, JOSEPH A [000331015]</a>	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Pending Ratee Signature	Shared
<a href="#">GOODMAN, CAROL [000328264]</a>	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
<a href="#">JETER, WAYNE [000321074]</a>	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
<a href="#">MIGLIACCIO, DEANNA L [000328591]</a>	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

#### Requested Feedback and Reviews

No records found.

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## Ratee's Dashboard

## Job Expectations

Ratee will receive a system-generated email to let him/her know an action item is waiting for input.

The Ratee must click on his/her own **name** to open document.

Note: Progress column will indicate "Pending Ratee Signature." Status will indicate "Shared."



Electronic Performance Assessment Review (ePAR)

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2015 Rating Cycle Due Dates

☒ Job Expectations due by June 01, 2014
 ☒ Interim Review due by June 16, 2014
 ☒ Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Pending Ratee Signature	Shared

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
COMISKY, SHARYN R [000362161]	ADMINV ANLT 2 DP	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
HANCOCK, SCOTT A [000725605]	SFTWRE DEV SPCLST 1	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
KIM, SUNWOONG [000373797]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
KRAKER, DOUGLAS [000334536]	ADMINV ANLT 2 DP	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
MALDONADO, HANNAH [000385604]	TST DEV SPCLST 3	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
SPADY, KEYDOTTA [000701677]	PRNCPL CLK TYPST	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
STOUT, REBA M [000316851]	PRSNL ASST 2	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated

Requested Feedback and Reviews

No records found.

## Ratee

## Job Expectations

### Ratee Signature

The Ratee is the first to sign for this process. Ratee should check the **Agree** or **Disagree** box.

To add **Ratee comments**, click in the Ratee comment box and type. Expand comments section if necessary.

**Comments** are part of the official record and allow any and all parties to provide feedback.

Ratee should click **Sign** which initiates an electronic signature acknowledging the elements of the ePAR. A system-generated e-mail is sent to the Rater stating the ePAR is ready for their review and signature.

Reminder: To review Job Expectations, Ratee may click the **Job Expectations** on side tab at any time. **No changes can be made to the document once the Ratee signs it.**

The screenshot displays the ePAR system interface. At the top, the title "Electronic Performance Assessment Review (ePAR)" is centered, with "CIVIL SERVICE COMMISSION \*" on the right. Below the title is a navigation bar with tabs: "Current Review", "Action Items", "Administration", and "All Reviews". Under "Current Review", there are icons for "cancel", "sign" (circled), "notes", "significant events", "feedback", "check spelling", "print", "ePAR close-out", and "download pdf".

Below the navigation bar, a header section contains the following information:

- Ratee : GAMBINO, JOSEPH A [000331015]
- Title : SR EXEC SVC
- Rater : ROGERS-MCLEAN, KIMBERLY [000360510]
- Dept/Agency : CS/CSA
- ModelID : CSAX0701P-M2015
- Year : 2015

Below this header is a progress bar with three steps: "Job Expectations" (active), "Interim Review", and "Final Review".

The main content area is titled "Job Expectations : Ratee Signature". It contains the following text:

I have reviewed the elements of this PAR and had a face-to-face meeting with my supervisor to discuss the Major Goals (Unit and Ratee), Major Job Responsibilities, Essential Criteria, Performance Factors, Point Accumulation Methodology, and the Evaluation Conversion to the Overall Rating by which I will be rated.

**This meeting was held on**

Wednesday, September 03, 2014

My signature indicates that I have been advised of these PAR elements.

Ratee: GAMBINO, JOSEPH A [000331015] Date: Wednesday, September 03, 2014


☒ I agree with the elements of this PAR. ☐ I disagree with the elements of this PAR.

Ratee Comments : no comment

On the left side, there is a sidebar with a list of tabs: "Job Expectation", "Job Factors", "Face to Face Meeting", "Ratee Signature", "Rater Signature" (circled), "Reviewer Signature", "Interim Review", "Interim Ratings", "Interim Justification", "Face to Face Meeting", "Ratee Signature", "Rater Signature", and "Reviewer Signature".

System will display current date.

Ratee's Dashboard updates to "Pending Rater Signature." Status displays as "Shared."



ePAR

CIVIL SERVICE COMMISSION \*

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(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

☒ Job Expectations due by June 01, 2014  
☒ Interim Review due by June 16, 2014  
☒ Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Pending Rater Signature	Shared

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
COMISKY, SHARYN R [000362161]	ADMINV ANLT 2 DP	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
HANCOCK, SCOTT A [000725605]	SFTWRE DEV SPCLST 1	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
KIM, SUNWOONG [000373797]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
KRAKER, DOUGLAS [000334536]	ADMINV ANLT 2 DP	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
MALDONADO, HANNAH [000385604]	TST DEV SPCLST 3	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
SPADY, KEYDOTTA [000701677]	PRNCPL CLK TYPST	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
STOUT, REBA M [000316851]	PRSNL ASST 2	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated


Requested Feedback and Reviews

No records found.



The next step is the Rater's signature as indicated on the Dashboard.

Click **employee's name** to open.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

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2015 Rating Cycle Due Dates

☒ Job Expectations due by June 01, 2014  
☒ Interim Review due by June 16, 2014  
☒ Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Pending Rater Signature	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

**Rater**

## Job Expectations

### Rater Signature

The Rater indicates acknowledgment that the Ratee's comments have been noted, by checking appropriate box. Rater may also certify Ratee's refusal to sign.

**Comments** are part of the official record and allow any and all parties to provide feedback.


GAMBINO, JOSEPH A [000331015]		Wednesday, September 03, 2014	
<input checked="" type="checkbox"/> I agree with the elements of this PAR.		<input type="checkbox"/> I disagree with the elements of this PAR.	
Ratee Comments :			
no comment			

Job Expectations : Rater Signature			
Rater:		Date:	
ROGERS-MCLEAN, KIMBERLY [000360510]		Wednesday, September 03, 2014	
Rater Comments :			
>COMMENT HERE<			
<input checked="" type="checkbox"/> My signature through this checkbox indicates that the Ratee's positions have been noted			
<input type="checkbox"/> (If ratee signature missing) I certify Ratee refuses signature			

System will display current date.

Rater's Dashboard updates. Progress changes to "Pending Reviewer Signature." Status will update to "Shared."



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION ®

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(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

☒ Job Expectations due by June 01, 2014
 ☒ Interim Review due by June 16, 2014
 ☒ Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Rates


Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Pending Reviewer Signature	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

## Job Expectations

Click **Sign** to indicate that Job Expectations are ready for the Reviewer's signature. A system-generated email will be sent to Ratee and Reviewer indicating that the ePAR is ready for Reviewer's approval.



Electronic Performance Assessment Review (ePAR)

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check spelling

print

ePAR close-out

download pdf

Ratee : GAMBINO, JOSEPH A [000331015]

Title : SR EXEC SVC

Rater : ROGERS-MCLEAN, KIMBERLY [000360510]

Dept/Agency : CS/CSA

ModelID : CSAX0701P-M2015

Year : 2015

Job Expectations

Interim Review

Final Review

Job Expectation

✓ Job Expectations

✓ Job Factors

✓ Face to Face Meeting

✓ Ratee Signature

⇒ Rater Signature

Reviewer Signature

Interim Review

Interim Ratings

Interim Justification

Face to Face Meeting

Ratee Signature

Rater Signature

Reviewer Signature

Job Expectations : Ratee Signature

I have reviewed the elements of this PAR and had a face-to-face meeting with my supervisor to discuss the Major Goals (Unit and Ratee), Major Job Responsibilities, Essential Criteria, Performance Factors, Point Accumulation Methodology, and the Evaluation Conversion to the Overall Rating by which I will be rated.

**This meeting was held on**

Wednesday, September 03, 2014

My signature indicates that I have been advised of these PAR elements.

Ratee: GAMBINO, JOSEPH A [000331015]

Date: Wednesday, September 03, 2014


☒ I agree with the elements of this PAR. ☐ I disagree with the elements of this PAR.

Ratee Comments :

no comment

## Reviewing an ePAR:

From the Dashboard, select an employee by clicking on **Pending Review** in the Requested Feedback and Reviews section.



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CIVIL SERVICE COMMISSION™

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☒ Job Expectations due by June 01, 2014  
☒ Interim Review due by June 16, 2014  
☒ Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
STOUT, REBA M [000316851]	PRSNL ASST 2	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
ROYSTER, RAYMOND G [000522775]	FMLY SRVC SPCLST 2	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated

Requested Feedback and Reviews

Employee Name	Feedback Requested	Pending Review
GAMBINO, JOSEPH A [000331015]	NA	<a href="#">Pending Review</a>
MIGLIACCIO, DEANNA L [000328591]	NA	<a href="#">Pending Review</a>

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## Job Expectations

Reviewer's First and Last Name will display in the Reviewer Signature box.

Reviewer may add comments if necessary.

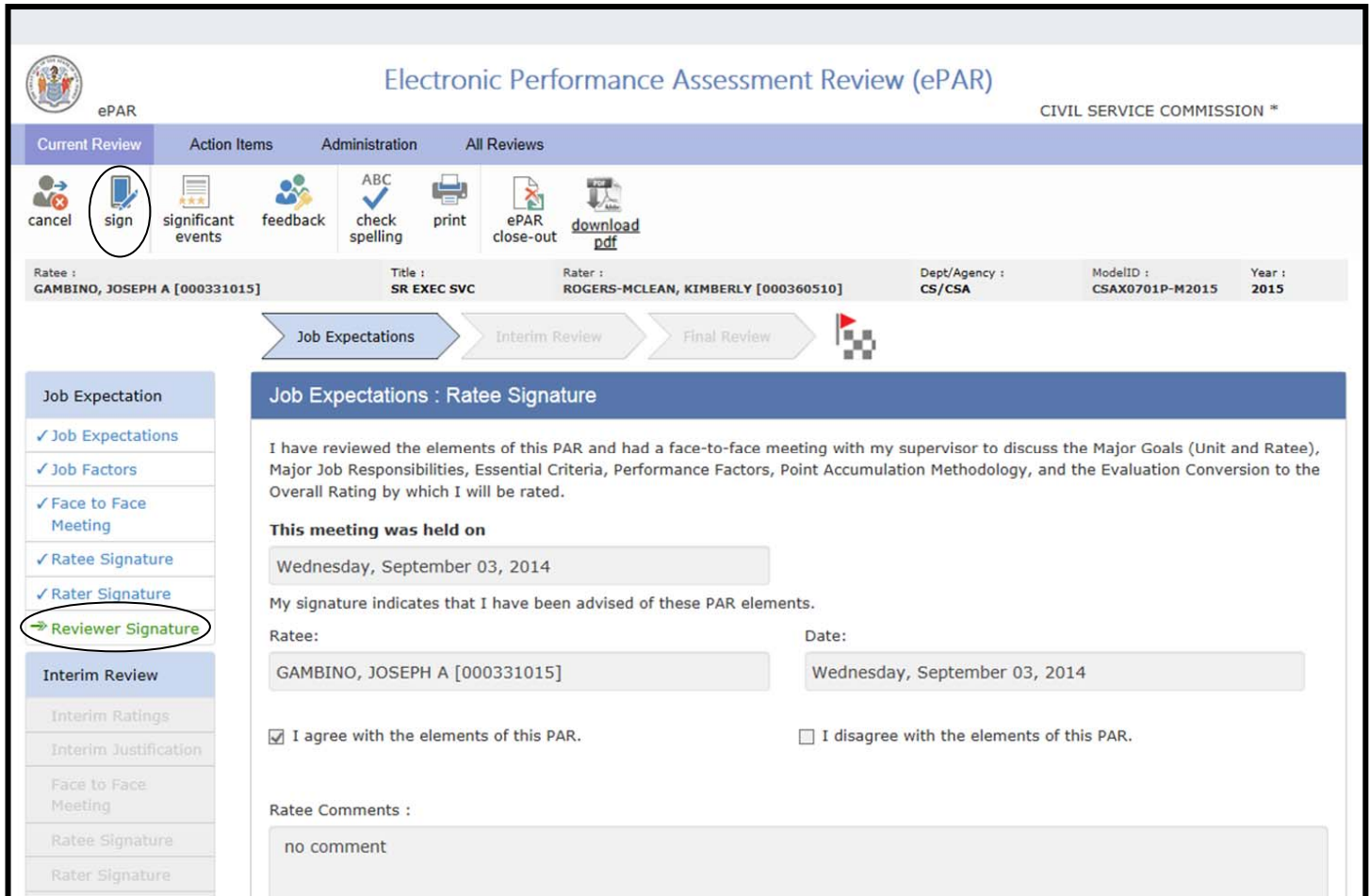
**Reminder: Comments** are part of the official record and allow any and all parties to provide feedback.

The screenshot displays a web form titled "Job Expectations". On the left is a sidebar with a menu containing "Face to Face Meeting", "Ratee Signature", "Rater Signature", and "Reviewer Signature". The main content area is divided into two sections, each with a blue header. The first section, "Job Expectations : Rater Signature", contains fields for "Rater:" (filled with "ROGERS-MCLEAN, KIMBERLY [000360510]") and "Date:" (filled with "Tuesday, September 09, 2014"). Below these is a "Rater Comments :" text area with the placeholder ">Comment here<". At the bottom of this section are two checkboxes: the first is checked and reads "My signature through this checkbox indicates that the Ratee's positions have been noted", and the second is unchecked and reads "(If ratee signature missing) I certify Ratee refuses signature". The second section, "Job Expectations : Reviewer Signature", contains fields for "Reviewer:" (filled with "STOUT, REBA M [000316851]") and "Date:" (filled with "Tuesday, September 09, 2014"). Below these is a "Reviewer Comments :" text area with the placeholder ">Comment here<". An arrow points from the text "System will display current date." to the date field in the Reviewer Signature section.

System will display current date.

Once approved, click **Sign**, a system-generated e-mail is sent to the Rater indicating that the ePAR has been reviewed and signed.

The Reviewer signature automatically submits the ePAR to the Human Resource Office.



**Electronic Performance Assessment Review (ePAR)**  
CIVIL SERVICE COMMISSION

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cancel | **sign** | significant events | feedback | ABC check spelling | print | ePAR close-out | download pdf

Ratee : GAMBINO, JOSEPH A [000331015] | Title : SR EXEC SVC | Rater : ROGERS-MCLEAN, KIMBERLY [000360510] | Dept/Agency : CS/CSA | ModelID : CSAX0701P-M2015 | Year : 2015

Job Expectations | Interim Review | Final Review

**Job Expectation**

- ✓ Job Expectations
- ✓ Job Factors
- ✓ Face to Face Meeting
- ✓ Ratee Signature
- ✓ Rater Signature
- ➔ **Reviewer Signature**

**Interim Review**

- Interim Ratings
- Interim Justification
- Face to Face Meeting
- Ratee Signature
- Rater Signature

**Job Expectations : Ratee Signature**

I have reviewed the elements of this PAR and had a face-to-face meeting with my supervisor to discuss the Major Goals (Unit and Ratee), Major Job Responsibilities, Essential Criteria, Performance Factors, Point Accumulation Methodology, and the Evaluation Conversion to the Overall Rating by which I will be rated.

**This meeting was held on**  
Wednesday, September 03, 2014

My signature indicates that I have been advised of these PAR elements.

Ratee: GAMBINO, JOSEPH A [000331015] | Date: Wednesday, September 03, 2014

☒ I agree with the elements of this PAR. | ☐ I disagree with the elements of this PAR.

Ratee Comments :  
no comment

The following tools are available in the ePAR system to assist you throughout the rating process: **Notes, Significant Events, Feedback, Check Spelling, and Print.**

These items will be discussed over the next few pages.

**Electronic Performance Assessment Review (ePAR)**  
CIVIL SERVICE COMMISSION \*

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cancel | sign | notes | significant events | feedback | check spelling | print | ePAR close-out | download pdf

Ratee : GAMBINO, JOSEPH A [000331015] | Title : SREXEC SVC | Rater : ROGERS-MCLEAN, KIMBERLY [000360510] | Dept/Agency : CS/CSA | ModelID : CSAX0701P-M2015 | Year : 2015

Job Expectations | Interim Review | Final Review

**Job Expectations : Ratee Signature**

I have reviewed the elements of this PAR and had a face-to-face meeting with my supervisor to discuss the Major Goals (Unit and Ratee), Major Job Responsibilities, Essential Criteria, Performance Factors, Point Accumulation Methodology, and the Evaluation Conversion to the Overall Rating by which I will be rated.

**This meeting was held on**  
Wednesday, September 03, 2014

My signature indicates that I have been advised of these PAR elements.


Ratee: GAMB:NO, JOSEPH A [000331015] | Date: Wednesday, September 03, 2014

☒ I agree with the elements of this PAR. ☐ I disagree with the elements of this PAR.

**Ratee Comments :**  
no comment

## Tools - Notes

**Notes** appear only on the Rater's screen and allows the Rater to keep track of notes during the rating cycle. Rater's notes are not part of the ePAR record and deletes automatically at the end of the cycle. To open Notes, Click **New**.



ePAR

CIVIL SERVICE COMMISSION

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cancel

notes

significant events


feedback

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ePAR

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## Tools - Significant Events

**Significant Events** – The Significant Events screen is available throughout the rating cycle and is used to record any noteworthy event (positive or negative) or any other amendments/changes that need to be made to the signed ePAR.

To add a Significant Event, click on the **Significant Events** icon and the **Fact Sheet of Significant Performance Events** will display. Since Significant Events may occur throughout the process, you will find the button in various sections.

You may click on the name from the Dashboard to access the Significant Events button.

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Ratee : GAMBINO, JOSEPH A [000331015] | Title : SR EXEC SVC | Rater : ROGERS-MCLEAN, KIMBERLY [000360510] | Dept/Agency : CS/CSA | ModelID : CSAX0701P-M2015 | Year : 2015

Job Expectations | Interim Review | Final Review

**Job Expectation**

- ✓ Job Expectations
- ✓ Job Factors
- ✓ Face to Face Meeting
- ✓ Ratee Signature
- ✓ Rater Signature
- ✓ Reviewer Signature

**Interim Review**

- ✓ Interim Ratings
- ⇒ Interim Justification
- Face to Face Meeting
- Ratee Signature
- Rater Signature
- Reviewer Signature

**Justification and Development Plan**

**Justification for Interim Evaluation**


Joe's performance during this interim period has been very satisfactory. During this rating period Joe has distinguished himself as eager to teach and ready to make a contribution to the team. His performance has been commendable in the quality and quantity of his work. His ability to demonstrate leadership in order to achieve major unit goals has also been commendable.

**Interim Development Plan**

1. Be more proactive when dealing office conflict
2. Engage employees more
3. Build on positive employee moral



Click **New** to add a Significant Event.



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Fact Sheet of Significant Performance Events

	Title	Comments/Action	Ratee Signature	Rater Signature	Date
<input type="radio"/>	Job Accolade <a href="#">Click to view</a>	Build on positive employee moral. Engage employees and be more proactive when dealing with office conflict.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thursday, September 18, 2014

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## Tools - Significant Events

The Ratee's and Rater's information will be displayed automatically.

Click in the **Title** box to name a significant event and begin entering information. Once completed – check the box “I verify this significant performance event as the Rater.”

Click **Save** and you will return to **Fact Sheet of Significant Performance Events**.


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### Significant Event > New

Title

Job Accolade

Description of significant performance event

Joe has distinguished himself as eager to teach, ready to make a contribution to the team and is a great team leader.

Date:

Thursday, September

Rater:

ROGERS-MCLEAN, KIMBERLY [000360510]

Rater Comments / Recommended Action

Build on positive employee moral. Engage employees and be more proactive when dealing with office conflict.

☒ I verify this significant performance event as the Rater

Date:

Thursday, September

Ratee:


GAMBINO, JOSEPH A [000331015]

Ratee Comments





☐ I verify this significant performance event as the Ratee

## Tools - Significant Events

Notice the Rater Signature box is checked. The Ratee receives a system-generated email indicating that a significant event has been added to their ePAR. This email will contain a link to the Significant Event.


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### Fact Sheet of Significant Performance Events






	Title	Comments/Action	Ratee Signature	Rater Signature	Date
<input type="radio"/>	<b>Job Accolade</b> <a href="#">Click to view</a>	Build on positive employee moral. Engage employees and be more proactive when dealing with office conflict.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thursday, September 18, 2014

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Upon reviewing the Significant Event, Ratee must add a comment because it is a required field.

Ratee should then check the verification box located at the bottom of the screen. Next, click **Save** at the top of the page. This will return the Ratee to the prior screen, and the “Ratee Signature” box will be checked.

Click on the State Seal or **Current Review** to return to Dashboard.

**Significant Event > Update**

Title

Job Accolade

Description of significant performance event

Joe has distinguished himself as eager to teach, ready to make a contribution to the team and is a great team leader.

Date:

Thursday, September

Rater:

ROGERS-MCLEAN, KIMBERLY [000360510]

Rater Comments / Recommended Action

Build on positive employee moral. Engage employees and be more proactive when dealing with office conflict.

☒ I verify this significant performance event as the Rater

Date:

Thursday, September

Ratee:

**GAMBINO, JOSEPH A [000331015]**

Ratee Comments

> Comment here<


☒ I verify this significant performance event as the Ratee

## Tools - Significant Events

Edit may also be used to further comment on a Significant Event, click **Edit** to view and comment on the Significant Event.

**Edit** allows Rater to make changes. To see the ePAR click **View ePAR** button.

The **Click to view** hyperlink is just to view significant events. You will not be able to edit in this mode. To edit a significant event, click the button in the first column next to the event you wish to edit, then click **Edit**.



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Fact Sheet of Significant Performance Events					
	Title	Comments/Action	Ratee Signature	Rater Signature	Date
	<b>Job Accolade</b> <a href="#">Click to view</a>	Build on positive employee moral. Engage employees and be more proactive when dealing with office conflict.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thursday, September 18, 2014

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**Feedback** – Rater can request feedback from the Reviewer during all stages of the ePAR. This button sends the request to Reviewer and prompts him/her to view the ePAR. If there are any issues, discrepancies or questions, the Feedback button should be used to discuss. The Reviewer’s comments are confidential between Rater and Reviewer.


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


	Request Summary	Status	Date

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Click **New** to open a new Request box.

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	Request Summary	Status
		Date

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After clicking **New**, the Request Reviewer Feedback page will appear and will allow the Rater to type in the request for feedback. The Rater can also view the ePAR for referencing.



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cancel



check spelling



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Request Reviewer Feedback for GAMBINO, JOSEPH A [000331015]

To


KELLY, GRACE M [000003824]

Message

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When the Rater is finished writing comments, click **Save** which automatically sends the request to the Reviewer.



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withdraw



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Reviewer Feedback

	Request Summary	Status	Date
<input type="radio"/>	The request for Reviewer Feedback will be entered here.	Pending response	Monday, December 08, 2014





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The Reviewer can access the feedback page by either the Dashboard or from the system-generated email. Once the Reviewer clicks open the request on the Dashboard, the Reviewer Feedback Response page displays.

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**Reviewer Feedback Response**

To

ROGERS-MCLEAN, KIMBERLY [000360510]

type it in.

Message

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**Print** gives the ability to print the entire document or any individual section of the ePAR when the document is in “Shared” or “Complete” Status.

To print an ePAR, click the **Print** icon. The following preview page will display:

Select File/Print, or click the printer icon.

Select the appropriate printer, and click **Print**.



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**Model # CSAX0701P-M2015**

**Rating Cycle Ending 2015**



STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

PAR Committee Model Civil Service Commission

### Manager Form

Ratee:	Title:	Rating Period:
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	04-01-2014 - 06-30-2015

Rater:	Dept/Agency-Location:
ROGERS-MCLEAN, KIMBERLY [000360510]	CIVIL SERVICE - CIVIL SERVICE COMMISSION *

### Job Expectations

Major Goals of the Unit/Work Group
testing

Major Goals of the Ratee
testing

I have reviewed this package and have had a face-to-face meeting with my supervisor to discuss the Major Goals (Unit and Ratee), Major Job Responsibilities, Essential Criteria, Performance Factors, Point Accumulation	<b>My signature indicates that the Ratee's positions have been noted</b>
--	--

**Download PDF** – The PDF icon appears throughout the screens and allows all parties to download the form at any stage. The complete form will download regardless of whether all parts of the process is complete.

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File Edit View Window Help

1 / 10 | 125% | Tools Sign Comment

Model # CSAX0701P-M2015 | Rating Cycle Ending 2015

STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

PAR Committee Model Civil  
Service Commission

**Manager Form**

Ratee:	Title:	Rating Period:
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	07-01-2014 - 06-30-2015

Rater:	Dept/Agency-Location:
ROGERS-MCLEAN, KIMBERLY [000360510]	CIVIL SERVICE-CIVIL SERVICE COMMISSION *

**Job Expectations**

**Major Goals of the Unit/Work Group**

The Core Mission of the Civil Service Commission is to provide a fair taxpayers efficient human resource delivery system that rewards quality merit and productivity in a framework that allows Civil Service jurisdictions the flexibility necessary to manage their workforce, improve productivity and provide a more cost effective service delivery for state taxpayers.


The Division of Administration and Training provides the necessary administration support to Commission employees including facilities, fiscal, human resources and information technology. For State and local entities, the Office of Training supports staff development activities by providing classroom and online training either directly or in concert with education and training partners. The State of New Jersey Employee Advisory Service provides State employees and employees confidential counseling referrals and support services for issues related to job-performance, mental health, substance use and employee well-being.

The Division of Information Technology Management is responsible for information technology systems and operations, including:

## Interim Review

**Interim Review** occurs six months into the rating cycle. The purpose of the Interim Review is to provide the ratee an indication of their work performance and progress for the first six months of the cycle.

To begin the Interim Review, click Interim Ratings on the side bar, then enter numerical ratings for each Job Factor.



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Job Expectations | Interim Review | Final Review

**Job Factors**

Job Related Factors	Factor Score Metrics	Interim Score	Final Score
Customer Service: Identifies and meets customer (internal & external) needs while meeting time, quality and cost requirements.	1: Was slow or inaccurate in diagnosing customer needs; did not meet deadlines; service to customer lacked expected expertise; product was unacceptable or revisions were necessary.  2: Lacked consistency in meeting customer needs; inaccurately interpreted the needs of customers; was not attentive and inquisitive when dealing with customers; did not consistently meet time, quality and cost requirements.  3: Accurately assessed customer needs; provided necessary or requested service within acceptable timeframes requiring few corrections or revisions; sought customer feedback and expression of satisfaction with work product.  4: Sometimes anticipated customer needs; sought quality alternative solutions; work quality occasionally demonstrated exceptional insights and technical expertise.  5: Frequently anticipated customer needs; accurately diagnosed customer requirements; recommended quality alternative solutions; work quality typically demonstrated exceptional insights and technical expertise.	4	
Communication: Effective expression of ideas, concepts, or directions in individual or group situations, non-verbal communication, voice level, and organization of	1: Informal communication was ineffective due to disorganization of thoughts, and/or inappropriate use of voice volume/tone or gestures. Formal presentations failed to inform or persuade due to lack of structure or poor organization. Did not listen during verbal exchanges. Written communication was poorly structured, contained poor grammar, or was difficult to read due to inadequate organization.	4	

**Job Expectation**

- ✓ Job Expectations
- ✓ Job Factors
- ✓ Face to Face Meeting
- ✓ Ratee Signature
- ✓ Rater Signature
- ✓ Reviewer Signature

**Interim Review**

- ✓ Interim Ratings
- Interim Justification
- Face to Face Meeting
- Ratee Signature
- Rater Signature
- Reviewer Signature


**Final Review**

- Final Ratings
- Final Justification

## Interim Review

Once complete, click the **Compute Rating** button at the top of the page. The **Compute Rating** button calculates performance factor ratings to determine Interim & Final Evaluations. The Interim Evaluation information will auto-sum once the numerical ratings are entered.

After computing the Rating, click **Submit** to proceed to the Justification and Development section. Selecting submit after Computer Ratings does NOT send the notification to all parties. It merely proceeds to the next step of the process, Justification and Development Plan.



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<p>extent to which employee produces an acceptable amount of work as defined in the quantity criteria.</p>	<p>2: Produced less than acceptable output as identified in essential quantity criteria.</p> <p>3: Produced acceptable amount of work; met essential quantity criteria.</p> <p>4: Produced more than acceptable amount of work.</p> <p>5: Significantly exceeded essential quantity criteria.</p>		
<p>Timeliness: Overall extent to which employee meets work schedules and specified deadlines.</p>	<p>1: Rarely met work schedules or deadlines.</p> <p>2: Sometimes met deadlines but often late in completing assignments within specified times.</p> <p>3: Met work schedules and deadlines.</p> <p>4: Met and often completed assignments ahead of specified deadlines.</p> <p>5: Consistently completed assignments and job responsibilities ahead of deadlines.</p>	4	
<p><b>Job Achievement Factors Total</b></p>		17	
<b>Interim Evaluation</b>		<b>Final Evaluation</b>	
<b>Grand Total Points</b>	51		
<b>Interim Evaluation Rating</b>		<b>Final Evaluation Rating</b>	
<b>Overall</b>	5		
<b>Conversion To Overall Rating</b>			
1-Unsatisfactory (12-20)	2-Needs Improvement (21-30)	3-Successful (31-40)	4-Commendable (41-50)
5-Outstanding (51-60)			

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Note: To find the compute tab, click "back to top" button



## Interim Review

Complete the Justification and hit **Submit** when finished. The submission notifies the Ratee that the Interim Review is complete and ready to be discussed at the Face-to-Face meeting.



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Title : SR EXEC SVC

Rater : ROGERS-MCLEAN, KIMBERLY [000360510]

Dept/Agency : CS/CSA

ModelID : CSAX0701P-M2015

Year : 2015

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Rater Signature

Reviewer Signature

Interim Ratings

Interim Justification

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Reviewer Signature

Justification and Development Plan

Justification for Interim Evaluation

Interim Development Plan

Joe's performance during this interim period has been very satisfactory. During this rating period Joe has distinguished himself as eager to teach and ready to make a contribution to the team. His performance has been commendable in the quality and quantity of his work. His ability to demonstrate leadership in order to achieve major unit goals has also been commendable.

1. Be more proactive when dealing office conflict


2. Engage employee's more

3. Build on positive employee moral

## Interim Review

After clicking **Submit**, the Rater's Dashboard will appear and you will see the "Development Plan" in the Progress column, the Status will be in "Draft."

Click on the name to go back into the Ratee's ePAR to do the **Justification and Development Plan**.



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Rating Year

2015

(07/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

☒ Job Expectations due by July 31, 2014
 ☒ Interim Review due by December 31, 2014
 ☐ Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
BYRNE, DEBORAH [000351556]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Draft
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPRT SVCS	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Interim Review	Development Plan	Draft
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-S2015	Job Expectations	Face to Face Meeting	Shared
MCCLASKEY, ANN M [000321475]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Goal Setting	Draft

Requested Feedback and Reviews

No records found.



## Interim Review

The next step of the process is to complete a written justification of the rating. Rater will enter a written Interim Justification and Development Plan by typing in the box. These fields are required.

Rater may also request Reviewer feedback by clicking on Feedback.

After completing the Justification and Development Plan, Rater may hit **Save Draft** or **Submit**.

**Save Draft** allows Rater to save an incomplete ePAR without sending it to any other parties. If desired, Rater may request feedback from Reviewer prior to submitting to Ratee.

**Submit** allows Rater to share the ePAR with the Ratee.

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Ratee : GAMBINO, JOSEPH A [000331015] | Title : SR EXEC SVC | Rater : ROGERS-MCLEAN, KIMBERLY [000360510] | Dept/Agency : CS/CSA | ModelID : CSAX0701P-M2015 | Year : 2015

Job Expectations | **Interim Review** | Final Review

**Justification and Development Plan**

**Justification for Interim Evaluation**

Joe's performance during this interim period has been very satisfactory. During this rating period Joe has distinguished himself as eager to teach and ready to make a contribution to the team. His performance has been commendable in the quality and quantity of his work. His ability to demonstrate leadership in order to achieve major unit goals has also been commendable.

**Interim Development Plan**

1. Be more proactive when dealing office conflict
2. Engage employees more
3. Build on positive employee moral

**Job Expectation**


- ✓ Job Expectations
- ✓ Job Factors
- ✓ Face to Face Meeting
- ✓ Ratee Signature
- ✓ Rater Signature
- ✓ Reviewer Signature

**Interim Review**

- ✓ Interim Ratings
- ⇒ Interim Justification**
- Face to Face Meeting
- Ratee Signature
- Rater Signature
- Reviewer Signature

## Interim Review

After clicking **Submit**, Rater will be returned to the Dashboard. **Face-to-Face meeting** is identified in the Progress column and should be scheduled offline.



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(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

☒ Job Expectations due by June 01, 2014
 ☒ Interim Review due by June 16, 2014
 ☒ Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Interim Review	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared


Requested Feedback and Reviews

No records found.

**Ratee**

## Interim Review

Ratee will receive a system generated e-mail and be prompted to review the Interim Ratings and Justification and Development Plan.

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GAMBINO, JOSEPH A [000331015]

Title :  
SR EXEC SVC

Rater :  
ROGERS-MCLEAN, KIMBERLY [000360510]

Dept/Agency :  
CS/CSA

ModelID :  
CSAX0701P-M2015

Year :  
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Job Expectations

Interim Review

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Job Expectation

✓ Job Expectations

✓ Job Factors

✓ Face to Face Meeting

✓ Ratee Signature

✓ Rater Signature

✓ Reviewer Signature

Interim Review

✓ Interim Ratings

⇒ Interim Justification

Face to Face Meeting

Ratee Signature

Rater Signature

Reviewer Signature

Justification and Development Plan

Justification for Interim Evaluation

Joe's performance during this interim period has been very satisfactory. During this rating period Joe has distinguished himself as eager to teach and ready to make a contribution to the team. His performance has been commendable in the quality and quantity of his work. His ability to demonstrate leadership in order to achieve major unit goals has also been commendable.

Interim Development Plan

1. Be more proactive when dealing office conflict

2. Engage employees more

3. Build on positive employee moral


## Interim Review

The **Face-to-Face meeting** must be scheduled offline. Utilize email, Outlook or other tools to schedule the meeting. This meeting is the opportunity for the Rater and Ratee to discuss the **Interim Review**.



Once the Face-to-Face meeting is held, the Rater will **Confirm** the Interim Face-to-Face Meeting.

Note: No changes may be made in the ePAR once it is signed.



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Title : SR EXEC SVC

Rater : ROGERS-MCLEAN, KIMBERLY [000360510]

Dept/Agency : CS/CSA

ModelID : CSAX0701P-M2015

Year : 2015

Job Expectations

Interim Review

Final Review

Interim Review: Confirm Face to Face Meeting

Rater

ROGERS-MCLEAN, KIMBERLY [000360510]

Ratee

GAMBINO, JOSEPH A [000331015]

Date

Wednesday, September 03, 2014

I am submitting the ePAR for review. My meeting with my ratee was held on the specified date above.

September 2014

Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Job Expectation

✓ Job Expectations

✓ Job Factors

✓ Face to Face Meeting

✓ Ratee Signature

✓ Rater Signature

✓ Reviewer Signature

Interim Review

✓ Interim Ratings

✓ Interim Justification

⇒ Face to Face Meeting

Ratee Signature

Rater Signature

Reviewer Signature



## Ratee

## Interim Review

After selecting their own name from the Dashboard, the Ratee's First and Last Name will display in the Ratee Signature box.

Check the **Agree** or **Disagree** box for the Interim Rating, Justification, and Development Plan. Add **Ratee comments** if desired. **Comments** are part of the official record and allow any and all parties to provide feedback. Expand comments section if necessary.

Click **Sign** to initiate electronic signature acknowledging elements of the ePAR. Rater will receive a system-generated e-mail indicating that the ePAR is ready for review and signature.

Reminder: No changes can be made to the document once the Ratee signs it.

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'CIVIL SERVICE COMMISSION \*'. The top navigation bar includes 'Current Review', 'Action Items', and 'All Reviews'. The 'Current Review' section shows a 'sign' button circled in red, along with 'cancel', 'significant events', 'check spelling', 'print', and 'download pdf' options. Below this, a header bar displays the Ratee's information: 'Ratee : GAMBINO, JOSEPH A [000331015]', 'Title : SR EXEC SVC', 'Rater : ROGERS-MCLEAN, KIMBERLY [000360510]', 'Dept/Agency : CS/CSA', 'ModelID : CSAX0701P-M2015', and 'Year : 2015'. A progress bar indicates the current stage is 'Interim Review', with 'Job Expectations' and 'Final Review' also visible. The left sidebar lists various sections, with 'Ratee Signature' circled in red. The main content area is titled 'Interim Review : Ratee Signature' and contains a statement: 'I have reviewed the Performance Factor ratings, Justification and Development Plan for the Interim Review and have had a face-to-face meeting with my supervisor'. Below this, it states 'This meeting was held on' followed by a date field showing 'Tuesday, September 09, 2014'. A note reads: 'My signature indicates that I have been advised of these PAR elements.' The form then asks for the Ratee's name and the date, both filled with 'GAMBINO, JOSEPH A [000331015]' and 'Tuesday, September 09, 2014' respectively. There are two columns of checkboxes for agreement or disagreement with the Interim Rating, Justification, and Development Plan. The 'Agree' checkboxes are all checked and circled in red. At the bottom, there is a 'Ratee Comments' section with a text area containing the placeholder '>Comment here<'. An arrow points from the text 'System will display current date.' to the date field.

Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

Current Review Action Items All Reviews

cancel sign significant events check spelling print download pdf

Ratee : GAMBINO, JOSEPH A [000331015] Title : SR EXEC SVC Rater : ROGERS-MCLEAN, KIMBERLY [000360510] Dept/Agency : CS/CSA ModelID : CSAX0701P-M2015 Year : 2015

Job Expectations Interim Review Final Review

Job Expectation

- ✓ Job Expectations
- ✓ Job Factors
- ✓ Face to Face Meeting
- ✓ Ratee Signature
- ✓ Rater Signature
- ✓ Reviewer Signature

Interim Review

- ✓ Interim Ratings
- ✓ Interim Justification
- ✓ Face to Face Meeting
- ➔ Ratee Signature
- Rater Signature
- Reviewer Signature

Final Review

Final Ratings

Interim Review : Ratee Signature

I have reviewed the Performance Factor ratings, Justification and Development Plan for the Interim Review and have had a face-to-face meeting with my supervisor

This meeting was held on

Tuesday, September 09, 2014

My signature indicates that I have been advised of these PAR elements.

Ratee: GAMBINO, JOSEPH A [000331015] Date: Tuesday, September 09, 2014

☒ I agree with the Interim Rating ☐ I disagree with the Interim Rating

☒ I agree with the Interim Justification ☐ I disagree with the Interim Justification

☒ I agree with the Interim Development Plan ☐ I disagree with the Interim Development Plan

Ratee Comments :


>Comment here<

System will display current date.



## Interim Review

Select Ratee's name from the Dashboard.



**Electronic Performance Assessment Review (ePAR)**
CIVIL SERVICE COMMISSION

[Current Review](#)
[Action Items](#)
[Administration](#)
[All Reviews](#)

## Rating Year

# 2015

(04/01/2014 to 06/30/2015)


**2015 Rating Cycle Due Dates**

- ☒ Job Expectations due by June 01, 2014
- ☒ Interim Review due by June 16, 2014
- ☒ Final Review due by June 30, 2015

### My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

### My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
<a href="#">FRANK, VALENTINE T [000137927]</a>	SPVR GENRL & SPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
<a href="#">GAMBINO, JOSEPH A [000331015]</a>	SR EXEC SVC	CSAX0701P-M2015	Interim Review	Pending Rater Signature	Draft
<a href="#">GOODMAN, CAROL [000328264]</a>	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
<a href="#">JETER, WAYNE [000321074]</a>	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
<a href="#">MIGLIACCIO, DEANNA L [000328591]</a>	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

### Requested Feedback and Reviews

No records found.

## Interim Review

Add **Rater comments** if desired. **Comments** are part of the official record and allow any and all parties to provide feedback. Expand comments section if necessary.

Check the box acknowledging that the Ratee's comments are noted.

Scroll to the top of the screen and click, **Sign**. A system-generated e-mail is sent to the Ratee and Reviewer indicating the ePAR is ready for review and signature.


The screenshot displays the 'Interim Review' section of a web application. On the left is a vertical navigation menu with options: 'Reviewer Signature', 'Interim Review' (selected), 'Interim Ratings', 'Interim Justification', 'Face to Face Meeting', 'Ratee Signature', 'Rater Signature' (highlighted with a green circle and an arrow), and 'Reviewer Signature'. Below these are 'Final Review' options: 'Final Ratings', 'Final Justification', 'Face to Face Meeting', 'Ratee Signature', 'Rater Signature', and 'Reviewer Signature'. The main content area is titled 'Interim Review : Rater Signature'. It contains two sections. The top section is for the Ratee, showing 'GAMBINO, JOSEPH A [000331015]' and 'Tuesday, September 09, 2014'. It has checkboxes for 'I agree with the Interim Rating', 'I agree with the Interim Justification', and 'I agree with the Interim Development Plan', each with a corresponding 'I disagree' option. Below this is a 'Ratee Comments' text area with the placeholder '>Comment here<'. The bottom section is for the Rater, showing 'ROGERS-MCLEAN, KIMBERLY [000360510]' and 'Tuesday, September 09, 2014'. It also has a 'Rater Comments' text area. At the bottom of the Rater section are two checkboxes: 'My signature through this checkbox indicates that the Ratee's positions have been noted' (checked) and '(If ratee signature missing) I certify Ratee refuses signature' (unchecked). An arrow points from the text 'System will display current date.' to the date field in the Rater section.

System will display current date.

## Interim Review

As stated, the Reviewer signature is the final step of the process.

From the Dashboard, select the **employee** by clicking on **Pending Review** in the **Requested Feedback and Reviews** section.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

Current Review

Action Items

Administration

All Reviews

Rating Year

2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

☒ Job Expectations due by June 01, 2014
 ☒ Interim Review due by June 16, 2014
 ☒ Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
STOUT, REBA M [000316851]	PRSNL ASST 2	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
ROYSTER, RAYMOND G [000522775]	FMLY SRVC SPCLST 2	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated

Requested Feedback and Reviews

Employee Name	Feedback Requested	Pending Review
GAMBINO, JOSEPH A [000331015]	NA	<a href="#">Pending Review</a>
MIGLIACCIO, DEANNA L [000328591]	NA	<a href="#">Pending Review</a>

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The ePAR Close-out is used to finalize an ePAR when:

- 1) an ePAR is done in error (*Invalid ePAR*)
- 2) when an employee's title changes (*Title Change*)
- 3) when reporting relationships change (*Agency Change, Supervisor Change, or Separation*)

If the above conditions occur, then the Rater is responsible for completing the ePAR Close-out.

**Warning: Ratings with an ePAR close-out do not allow for signatures for all parties.**



ePAR

CIVIL SERVICE COMMISSION

Current Review

Action Items

Administration

All Reviews

cancel

sign

notes

significant events

feedback

check spelling

print

ePAR close-out

download pdf

Ratee : GAMBINO, JOSEPH A [000331015]

Title : SR EXEC SVC

Rater : ROGERS-MCLEAN, KIMBERLY [000360510]

Dept/Agency : CS/CSA

ModelID : CSAX0701P-M2015

Year : 2015

Job Expectations

Interim Review

Final Review

Job Expectation

Interim Review

Job Expectations

Job Factors

Face to Face Meeting

Ratee Signature

Rater Signature

Reviewer Signature

Interim Ratings

Interim Justification

Face to Face Meeting

Ratee Signature

Rater Signature

Reviewer Signature

Job Expectations : Ratee Signature

I have reviewed the elements of this PAR and had a face-to-face meeting with my supervisor to discuss the Major Goals (Unit and Ratee), Major Job Responsibilities, Essential Criteria, Performance Factors, Point Accumulation Methodology, and the Evaluation Conversion to the Overall Rating by which I will be rated.

This meeting was held on

Wednesday, September 03, 2014

My signature indicates that I have been advised of these PAR elements.

Ratee:

GAMBINO, JOSEPH A [000331015]

Date:

Wednesday, September 03, 2014

☒ I agree with the elements of this PAR.

☐ I disagree with the elements of this PAR.

Ratee Comments :

no comment

## ePAR Close-out

Using ePAR close-out for an **Invalid ePAR** is done when the ePAR was created in error. For example; an employee was assigned to the wrong supervisor, or an employee leaves very quickly during the process. The invalid ePAR deletes the ePAR record from the system.

Click the ePAR drop down close-out menu and select **Invalid ePAR**.


The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'CIVIL SERVICE COMMISSION \*'. The top navigation bar includes 'Current Review', 'Action Items', 'Administration', and 'All Reviews'. Below this, there are icons for 'compute rating', 'confirm', 'cancel', and 'check spelling'. The main section is titled 'Close the Review' and features a 'Reason' dropdown menu. The dropdown menu is open, showing options: 'Please Select', 'Agency Change', 'Title Change', 'Supervisor Change', 'Separation', and 'Invalid ePAR' (which is circled in red). In the background, a table is visible with columns for 'Metrics' and 'Final Score'. The 'Metrics' column contains five performance levels, and the 'Final Score' column has a text input field.

Metrics	Final Score
1: Inaccurate in diagnosing customer needs; did not meet deadlines; service to customer lacked expected expertise; product was unacceptable or revisions were necessary.	<input type="text"/>
2: Lacked consistency in meeting customer needs; inaccurately interpreted the needs of customers; was not attentive and inquisitive when dealing with customers; did not consistently meet time, quality and cost requirements.	
3: Accurately assessed customer needs; provided necessary or requested service within acceptable timeframes requiring few corrections or revisions; sought customer feedback and expression of satisfaction with work product.	
4: Sometimes anticipated customer needs; sought quality alternative solutions; work quality occasionally demonstrated exceptional insights and technical expertise.	
5: Frequently anticipated customer needs; accurately diagnosed customer requirements; recommended quality alternative solutions; work quality typically demonstrated exceptional insights and technical expertise.	

## ePAR Close-out

When using **Invalid ePAR**, information is required in the **Remarks** section.

Once complete, select **Confirm**. Another window will display confirming the transaction again.



ePAR

CIVIL SERVICE COMMISSION \*

Current Review

Action Items

Administration

All Reviews

confirm

cancel

ABC

check spelling

Close the Review

Reason

Invalid ePAR

Remarks

>Remarks are entered here<

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## Supervisor Change, Title Change, Agency Change or Separation

Please note the ePAR close-out in the system is designed to close-out the record. To effectively utilize the ePAR Close-out, the **Rater should complete the Interim and/or Final Review prior to the using the ePAR close-out** (regardless of timing) in order to get the appropriate signatures.

**Remember, there are no signatures required for close-out. Wherever possible and for all cases except "Invalid ePAR" always combine use of the close-out ePAR with the Interim or Final Review to secure signatures.**



ePAR

CIVIL SERVICE COMMISSION \*\*

Current Review

Action Items

Administration

All Reviews

compute rating

confirm

cancel

ABC check spelling

Close the Review


Reason

Agency Change

Job Related Factors	Factor Score Metrics	Final Score
Customer Service: Identifies and meets customer (internal & external) needs while meeting time, quality and cost requirements.	1: Was slow or inaccurate in diagnosing customer needs; did not meet deadlines; service to customer lacked expected expertise; product was unacceptable or revisions were necessary.  2: Lacked consistency in meeting customer needs; inaccurately interpreted the needs of customers; was not attentive and inquisitive when dealing with customers; did not consistently meet time, quality and cost requirements.  3: Accurately assessed customer needs; provided necessary or requested service within acceptable timeframes requiring few corrections or revisions; sought customer feedback and expression of satisfaction with work product.  4: Sometimes anticipated customer needs; sought quality alternative solutions; work quality occasionally demonstrated exceptional insights and technical expertise.  5: Frequently anticipated customer needs; accurately diagnosed customer requirements; recommended quality alternative solutions; work quality typically demonstrated exceptional insights and technical expertise.	4

## ePAR Close-out

Once you complete the Ratings, go back to the top of the page and click **Compute Rating**. Remarks are required in an ePAR close-out. Click **Submit**. Once a confirmation window appears, click **Yes**.



ePAR Paper

CIVIL SERVICE COMMISSION \*

Current Review

Action Items

Administration

All Reviews

cancel

save draft

next

compute rating

edit

notes

significant events

feedback

ABC check spelling

print preview

download pdf

ePAR close-out

<p>Quality of Work: Overall extent to which employee thoroughly and accurately meets the quality criteria.</p>	<p>1: Failed significantly to achieve essential quality criteria.</p> <p>2: Achieved some, but not all essential quality criteria.</p> <p>3: Achieved all essential quality criteria.</p> <p>4: Exceeded essential quality criteria.</p> <p>5: Significantly exceeded essential quality criteria.</p>	4
<p>Quantity of Work: Overall extent to which employee produces an acceptable amount of work as defined in the quantity criteria.</p>	<p>1: Failed significantly to produce an acceptable amount of work.</p> <p>2: Produced less than acceptable output as identified in essential quantity criteria.</p> <p>3: Produced acceptable amount of work; met essential quantity criteria.</p> <p>4: Produced more than acceptable amount of work.</p> <p>5: Significantly exceeded essential quantity criteria.</p>	4
<p>Timeliness: Overall extent to which employee meets work schedules and specified deadlines.</p>	<p>1: Rarely met work schedules or deadlines.</p> <p>2: Sometimes met deadlines but often late in completing assignments within specified times.</p> <p>3: Met work schedules and deadlines.</p> <p>4: Met and often completed assignments ahead of specified deadlines.</p> <p>5: Consistently completed assignments and job responsibilities ahead of deadlines.</p>	4

Job Achievement Factors Total	16
Grand Total Points	48
Overall	4

Final Evaluation

48

Final Evaluation Rating

4

Conversion To Overall Rating

1-Unsatisfactory (12-20)	2-Needs Improvement (21-30)	3-Successful (31-40)	4-Commendable (41-50)	5-Outstanding (51-60)
--------------------------	-----------------------------	----------------------	-----------------------	-----------------------

Remarks


>Remarks are entered here<

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Rater's Dashboard updates. Progress changes to "Review Close." Status will update to "Complete." The employee will remain on the

Dashboard until the next rating cycle.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

Current Review

Action Items

Administration

All Reviews

Rating Year

2015

(07/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

☒ Job Expectations due by July 31, 2014
 ☒ Interim Review due by December 31, 2014
 ☐ Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
BYRNE, DEBORAH [000351556]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Draft
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPRT SVCS	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Interim Review	Review Close	Complete
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-S2015	Job Expectations	Face to Face Meeting	Shared
MCCLASKEY, ANN M [000321475]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Goal Setting	Draft

Requested Feedback and Reviews


No records found.

## Reviewer

## ePAR Close-out

In the event that the Rater does not sign an ePAR for the Ratee, due to a leave or other circumstance, then Reviewer is able to close-out the ePAR for that Ratee by clicking on the Rater Name. This will bring all the Rater's Rates.

Example: If the Rater goes on a leave and the Ratee's ePAR is pending the Rater's signature, then the Reviewer can click on **All Reviews** tab and then click on the name of the Rater. A list of the Rater's employees will display. From the list, the Reviewer will click on the employee name.

 **Electronic Performance Assessment Review (ePAR)** CIVIL SERVICE COMMISSION \*

[All Reviews](#) [Current Review](#) [Action Items](#) [Administration](#) [All Reviews](#)


**My Reviews**

Rating year	Job Title	Dept/Agency	Rater	Rating
2015	SR EXEC SVC	CS	KELLY, GRACE M [000003824]	NA

**My Employees**

Employee Name	Job Title
BYRNE, DEBORAH [000351556]	SR EXEC SVC
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPRT SVCS
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3
MCCLASKEY, ANN M [000321475]	SR EXEC SVC
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1
PETTIS, SHELBY [000374959]	ASST DIV DIR

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 **Electronic Performance Assessment Review (ePAR)** CIVIL SERVICE COMMISSION \*

[All Reviews](#) [Current Review](#) [Action Items](#) [Administration](#) [All Reviews](#)

**GAMBINO, JOSEPH A [000331015]'s Reviews**

Rating year	Job Title	Dept/Agency	Rater	Rating
2015	SR EXEC SVC	CS	ROGERS-MCLEAN, KIMBERLY [000360510]	NA

**GAMBINO, JOSEPH A [000331015]'s Employees**


Employee Name	Job Title
COMISKY, SHARYN R [000362161]	ADMINV ANLT 2 DP
KAUSHAL, KAVITA [000359235]	HMN RSRCE CNSLT 4
KIM, SUNWOONG [000373797]	SR EXEC SVC
KRAKER, DOUGLAS [000334536]	ADMINV ANLT 2 DP

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## Reviewer

## ePAR Close-out

Once you click the employee name, you will access the employee's ePAR history. Click on the Rating Year to access the employee's ePAR. After the employee's ePAR populates, you can close the ePAR.



### Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

All Reviews

Current Review   Action Items   Administration   All Reviews


#### KIM, SUNWOONG [000373797]'s Reviews

Rating year	Job Title	Dept/Agency	Rater	Rating
2015	SR EXEC SVC	CS	GAMBINO, JOSEPH A [000331015]	NA
2015	SR TECHN MIS	CS	MIGLIACCIO, DEANNA L [000328591]	NA

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Note: As a Reviewer, you can only access an employee's ePAR if the Rater is assigned to you. If Rater is not the Reviewer's Ratee, then the Reviewer will see the screen below.




### Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

Error

Current Review   Action Items   All Reviews

**Sorry, this employee performance record is not shared with you.**

 [Go Back to Home](#)

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## Final Review

**Final Review** - occurs at the end of the rating cycle and is an evaluation of overall performance for the entire rating cycle. The Final Review rating is recorded in the employee's record and is the rating that triggers or supports other personnel actions associated with the ePAR.

**To complete the Final Review, repeat the steps of the Interim Process.**

Assign a numerical rating for each performance factor, hit **compute**, then **submit**.


ePAR
Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION \*

Current Review
Action Items
Administration
All Reviews

cancel
print
download pdf

Ratee : **GAMBINO, JOSEPH A [000331015]**
Title : **SR EXEC SVC**
Rater : **ROGERS-MCLEAN, KIMBERLY [000360510]**
Dept/Agency : **CS/CSA**
ModelID : **CSAX0701P-M2015**
Year : **2015**

Job Expectations
Interim Review
Final Review

Job Expectation
Interim Review
Final Review


✓ Final Ratings
✓ Final Justification
✓ Face to Face Meeting
✓ Ratee Signature
✓ Rater Signature
✓ Reviewer Signature

### Job Factors

Job Related Factors	Factor Score Metrics	Interim Score	Final Score
Customer Service: Identifies and meets customer (internal & external) needs while meeting time, quality and cost requirements.	1: Was slow or inaccurate in diagnosing customer needs; did not meet deadlines; service to customer lacked expected expertise; product was unacceptable or revisions were necessary.  2: Lacked consistency in meeting customer needs; inaccurately interpreted the needs of customers; was not attentive and inquisitive when dealing with customers; did not consistently meet time, quality and cost requirements.  3: Accurately assessed customer needs; provided necessary or requested service within acceptable timeframes requiring few corrections or revisions; sought customer feedback and expression of satisfaction with work product.  4: Sometimes anticipated customer needs; sought quality alternative solutions; work quality occasionally demonstrated exceptional insights and technical expertise.  5: Frequently anticipated customer needs; accurately diagnosed customer requirements; recommended quality alternative solutions; work quality typically demonstrated exceptional insights and technical expertise.	4	
Communication: Effective expression of ideas, concepts, or directions in individual or group situations, non-verbal communication, voice level, and organization of	1: Informal communication was ineffective due to disorganization of thoughts, and/or inappropriate use of voice volume/tone or gestures. Formal presentations failed to inform or persuade due to lack of structure or poor organization. Did not listen during verbal exchanges. Written communication was poorly structured, contained poor grammar, or was difficult to read due to inadequate organization.	4	



Complete the Justification, then click the **Submit** button. The submission notifies Ratee that the Final Review is complete and ready to be discussed at the Face-to-Face meeting.



ePAR

CIVIL SERVICE COMMISSION \*

Current Review

Action Items

Administration

All Reviews

cancel

save draft

submit

compute rating

edit

notes

significant events

feedback

check spelling

print preview

download pdf

ePAR close-out

Ratee : GAMBINO, JOSEPH A [000331015]

Title : SR EXEC SVC

Rater : ROGERS-MCLEAN, KIMBERLY [000360510]

Dept/Agency : CS/CSA

ModelID : CSAX0701P-M2015

Year : 2015

Job Expectations

Interim Review

Final Review

✓ Face to Face Meeting

✓ Ratee Signature

✓ Rater Signature

✓ Reviewer Signature

Final Review

✓ Final Ratings

✓ Final Justification

✓ Face to Face Meeting

✓ Ratee Signature

✓ Rater Signature

✓ Reviewer Signature

Justification and Development Plan

Justification for Final Evaluation


Joe's performance during this interim period has been very satisfactory. During this rating period Joe has distinguished himself as eager to teach and ready to make a contribution to the team. His performance has been commendable in the quality and quantity of his work. His ability to demonstrate leadership in order to achieve major unit goals has also been commendable.

Final Development Plan

1. Be more proactive when dealing office conflict
2. Engage employees more
3. Build on positive employee moral

## Final Review

After clicking **Submit**, Rater will be returned to the Dashboard. Face-to-Face meeting is identified in the Progress column.



ePAR

Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

Current Review

Action Items

Administration

All Reviews

### Rating Year

## 2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

- ☒ Job Expectations due by June 01, 2014
- ☒ Interim Review due by June 16, 2014
- ☒ Final Review due by June 30, 2015

#### My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

#### My Rateses

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Final Review	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Face to Face Meeting	Shared
MCCLASKEY, ANN M [000321475]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

#### Requested Feedback and Reviews

No records found.

## Final Review

The **Face-to-Face meeting** must be scheduled off line. Utilize email, Outlook or other tools to schedule the meeting. This meeting is the opportunity for the Rater and Ratee to discuss the **Final Review**.



**Rater**

## Final Review

Once the Face-to-Face meeting is held, the Rater will **Confirm** the Final Face-to-Face Meeting.

Note: Once Ratee signs the ePAR, it cannot be changed. Do not hit submit unless you are ready to commit!

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'CIVIL SERVICE COMMISSION'. The top navigation bar includes 'Current Review', 'Action Items', 'Administration', and 'All Reviews'. Below this is a toolbar with icons for cancel, confirm, notes, significant events, feedback, check spelling, print, ePAR close-out, and download pdf. The main header area shows the Ratee: GAMBINO, JOSEPH A [000331015], Title: SR EXEC SVC, Rater: ROGERS-MCLEAN, KIMBERLY [000360510], Dept/Agency: CS/CSA, ModelID: CSAX0701P-M2015, and Year: 2015. A progress bar indicates the stages: Job Expectations, Interim Review, and Final Review (current stage). The left sidebar lists navigation options: Job Expectation, Interim Review, Final Review, Final Ratings, Final Justification, Face to Face Meeting, Ratee Signature, Rater Signature, and Reviewer Signature. The main content area is titled 'Final Review: Confirm Face to Face Meeting' and contains fields for Rater (ROGERS-MCLEAN, KIMBERLY [000360510]), Ratee (GAMBINO, JOSEPH A [000331015]), and Date (Tuesday, September 09, 2014). A calendar dropdown is open, showing the date 24. The text 'I am submitting the ePAR' is partially visible on the left, and 'meeting with my ratee was held on the specified date above.' is on the right. The footer includes the copyright notice '© State of New Jersey Civil Service Commission'.

Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

Current Review Action Items Administration All Reviews

cancel confirm notes significant events feedback check spelling print ePAR close-out download pdf

Ratee : GAMBINO, JOSEPH A [000331015] Title : SR EXEC SVC Rater : ROGERS-MCLEAN, KIMBERLY [000360510] Dept/Agency : CS/CSA ModelID : CSAX0701P-M2015 Year : 2015

Job Expectations Interim Review Final Review

Job Expectation

Interim Review

Final Review

✓ Final Ratings

✓ Final Justification

✓ Face to Face Meeting

✓ Ratee Signature

✓ Rater Signature

✓ Reviewer Signature

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Final Review: Confirm Face to Face Meeting

Rater ROGERS-MCLEAN, KIMBERLY [000360510]

Ratee GAMBINO, JOSEPH A [000331015]

Date Tuesday, September 09, 2014

I am submitting the ePAR meeting with my ratee was held on the specified date above.

September 2014

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

## Ratee

## Final Review


After selecting their own name from the Dashboard, the Ratee's First and Last Name will display in the Ratee Signature box.

Check the **Agree** or **Disagree** box for the Final Rating, Justification, and Development Plan.

Add **Ratee comments** if desired. **Comments** are part of the official record and allow any and all parties to provide feedback. Expand comments section if necessary.

Click **Sign** to initiate electronic signature acknowledging elements of the ePAR. Rater receives a system-generated e-mail indicating that the ePAR is ready for review and signature.

Reminder: No changes can be made to the document once Ratee signs it.

 ePAR  
CIVIL SERVICE COMMISSION \*

Current Review | Action Items | Administration | All Reviews

Ratee : GAMBINO, JOSEPH A [000331015] | Title : SR EXEC SVC | Rater : ROGERS-MCLEAN, KIMBERLY [000360510] | Dept/Agency : CS/CSA | ModelID : CSAX0701P-M2015 | Year : 2015

Job Expectations | Interim Review | Final Review

Job Expectation

Interim Review

✓ Interim Ratings

✓ Interim Justification

✓ Face to Face Meeting

✓ Ratee Signature

✓ Rater Signature

✓ Reviewer Signature

Final Review

✓ Final Ratings

✓ Final Justification

✓ Face to Face Meeting

✓ Ratee Signature

✓ Rater Signature

✓ Reviewer Signature

Final Review : Ratee Signature

I have reviewed the Performance Factor ratings, Justification and Development Plan for the Final Review and have had a face-to-face meeting with my supervisor.

This meeting was held on

Tuesday, September 09, 2014

My signature indicates that I have been advised of these PAR elements.

Ratee:

GAMBINO, JOSEPH A [000331015]

Date:

Tuesday, September 09, 2014

☒ I agree with the Final Rating

☐ I disagree with the Final Rating

☒ I agree with the Final Justification

☐ I disagree with the Final Justification

☒ I agree with the Final Development Plan

☐ I disagree with the Final Development Plan

Ratee Comments :


>Comment here<

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Select Ratee's name from the Dashboard by clicking on it.



**ePAR**
CIVIL SERVICE COMMISSION \*

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## Rating Year

### 2015

(04/01/2014 to 06/30/2015)


**2015 Rating Cycle Due Dates**

- ☒ Job Expectations due by June 01, 2014
- ☒ Interim Review due by June 16, 2014
- ☒ Final Review due by June 30, 2015

#### My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

#### My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPVRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Final Review	Pending Rater Signature	Draft
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRMNT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

#### Requested Feedback and Reviews

No records found.



## Final Review

Add **Rater comments** if desired. **Comments** are part of the official record and allow any and all parties to provide feedback. Expand comments section if necessary.

Check the box acknowledging Ratee's comments are noted.

Click **Sign**. A system-generated e-mail is sent to the Ratee and Reviewer indicating that the ePAR is ready for review and signature.

GAMBINO, JOSEPH A [000331015]
Tuesday, September 09, 2014

☒ I agree with the Interim Rating
☐ I disagree with the Interim Rating

☒ I agree with the Interim Justification
☐ I disagree with the Interim Justification

☒ I agree with the Interim Development Plan
☐ I disagree with the Interim Development Plan

Ratee Comments :

>Comment here<

Final Review : Rater Signature

Rater:
ROGERS-MCLEAN, KIMBERLY [000360510]

Date:
Tuesday, September 09, 2014

Rater Comments :

>Comment here<


☒ My signature through this checkbox indicates that the Ratee's positions have been noted
☐ (If ratee signature missing) I certify Ratee refuses signature

System will display current date.

## Final Review

As stated, the Reviewer signature is the final step of the process.

From the Dashboard, select the **employee** by clicking on **Pending Review** in the **Requested Feedback and Reviews** section.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

Current Review

Action Items

Administration

All Reviews

Rating Year

2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

☒ Job Expectations due by June 01, 2014  
☒ Interim Review due by June 16, 2014  
☒ Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
STOUT, REBA M [000316851]	PRSNL ASST 2	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
ROYSTER, RAYMOND G	FMLY SRVC SPCLST 2	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated

Requested Feedback and Reviews

Employee Name	Feedback Requested	Pending Review
GAMBINO, JOSEPH A [000331015]	NA	<a href="#">Pending Review</a>
MIGLIACCIO, DEANNA L [000328591]	NA	<a href="#">Pending Review</a>

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## Final Review

Reviewer's First and Last Name will display in the Reviewer Signature box for the Ratee under review.

Add Reviewer comments, if necessary. **Comments** are part of the official record and allow any and all parties to provide feedback. Expand comments section if necessary.

Click **Sign**. A system-generated e-mail is sent to the Ratee and Rater indicating that the ePAR has been reviewed and signed.

Final Review

✓ Face to Face Meeting

✓ Ratee Signature

✓ Rater Signature

✓ Reviewer Signature

Final Review : Rater Signature

Rater:

ROGERS-MCLEAN, KIMBERLY [000360510]

Date:

Tuesday, September 09, 2014

Rater Comments :

>Comment here<

☒ My signature through this checkbox indicates that the Ratee's positions have been noted

☐ (If ratee signature missing) I certify Ratee refuses signature

Final Review : Reviewer Signature

Reviewer:

STOUT, REBA M [000316851]

Date:

Tuesday, September 09, 2014

Reviewer Comments :

>Comment here<

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## General Definitions

### Defining Participants in the ePAR Process

- **Ratee** -The employee receiving the evaluation is the Ratee. Everyone is a Ratee. This person is the focus of the assessment. As in any other communication process, there must be an exchange of ideas in the ePAR process. Both the Ratee and the Rater are responsible for working together in the development of job expectations and the provision of open and honest feedback about job expectations, the interim and final assessments and the development plan.
- **Rater**- The immediate supervisor of the Ratee is the Rater. Immediate supervisor is the person who receives and/or dispenses the work. The Rater has the responsibility of conducting the performance assessment and giving open and honest feedback to the Ratee about performance throughout the rating cycle. In the ePAR process, the Rater role has the primary responsibility of controlling and informing the other roles about their responsibilities. All parts of the process begin with the Rater.
- **Reviewer**-The Rater's supervisor (or manager) who is responsible for ensuring appropriate administration of the ePAR Process is the Reviewer. Reviewers are also responsible for setting goals and expectations for the organization, unit or division. The Reviewer is strongly encouraged to take an active role in all parts of the ePAR process. This may include managing performance management meetings and conflict resolution meetings. It is highly recommended that Raters meet with or provide feedback to Reviewers prior to conducting interim or final assessment meetings with their Ratees.

### ePAR Process

**Job Expectations** – when the employee and supervisor establish the major goals, job responsibilities and essential criteria for the position.

**Interim Review** - occurs six months into the rating cycle. The purpose of the Interim Review is to provide the ratee an indication of their work performance and progress for the first six months of the cycle.

**Final Review** - occurs at the end of the rating cycle and is an evaluation of overall performance for the entire rating cycle. The Final Review rating is recorded in the employee's record and is the rating that triggers or supports the other personnel actions associated with the ePAR.

## General Definitions

### Other elements of the ePAR Process

**Comments** – are part of the official record and allow any and all parties to provide feedback.

**Significant Events** – The Significant Events screen is used to records any noteworthy event, positive or negative, that occurs throughout the rating cycle.

### ePAR Process Buttons

**Stage** – Defines the part of the ePAR process that is due.

**Progress** – Details the elements of the Stage process pending in ePAR. For example, one might see in the Job Expectations section – Goal Setting, Face-to-Face Meeting, and Pending Ratee Signature.

**Status** – Defines what has happened in the Stage section. For example, **Initiated** - Progress has begun in ePAR; **Not Initiated** – nothing has begun; **Draft**- items are being worked on; **Shared** – ePAR has been sent to others for review; **Complete** - all parties have signed off.

### Explanation of Ribbon Buttons

**Action Items** –Displays items that require attention – It displays title of action, message, action triggers and the creation date.

**All Reviews** – Displays ePAR reviews for self and employees in reporting lines.

**Cancel** –Does not save changes made.

**Check Spelling** - Checks for spelling errors.

**Compute Rating** – Calculates performance factor ratings to determine Interim & Final evaluation.

**Confirm** – After the Face-to-Face meeting, the button finalizes job responsibilities assigned.

## General Definitions

### Explanation of Ribbon Buttons (continued)

**Current Review** –Displays Dashboard that includes information as current rating cycle, important dates, current ePAR for both self and employees, and requested feedback and reviews.

**Edit** – Allows Rater to make changes to the ePAR and also allows modification to any notes, significant events, Job Expectations, etc. in ePAR.

**ePAR Close-out** – The button is used to complete a “close-out” on an ePAR Review which occurs under certain conditions. The conditions include when the supervisor changes for a unit or when the employee changes supervisors without any title or appointing authority changes. The former supervisor would complete the close-out.

**Feedback** – Rater can request feedback from the Reviewer during all stages of the ePAR. This button sends the request to Reviewer and prompts him/her to view the ePAR. If there are any issues, discrepancies or questions, the Feedback button should be used to discuss. The Reviewer’s comments are confidential between Rater and Reviewer.

**New** – Initiates any new action including a new job responsibility, significant event, notes, etc.

**Notes** – Appears only on the Rater’s screen and allows one to keep track of notes during the rating cycle. Rater’s notes are not part of the ePAR record and deletes automatically at the end of the cycle.

**Print** – Gives ability to print entire document or any individual section of the ePAR; may print when the document is in **Shared** or **Complete** Status. All parties have the ability to print.

**Save Draft** – Allows Rater to save an incomplete ePAR without sending it to any other parties. If desired, Rater may request feedback from Reviewer without notifying Ratee.

**Sign** – Initiates electronic signature acknowledging elements of the ePAR.

**Submit** – Allows Rater to share the ePAR and forward to all parties including human resources.

**View ePAR** – Allows parties to see ePAR up to the most recent completed stage.

**Withdraw** – Used in the Feedback section to allow the Rater to recall a request for feedback.



## **ePAR Frequently Asked Questions (FAQs)**

### **Q: Why don't I see the ePAR icon on my NJ portal?**

A: If you have more than one myNJ portal account, please check all to see if the icon appears on a different account.

If this is unsuccessful or you only have one account, please click on this link to follow the instructions for self-registration. If you need assistance in regards to your employee number id number, please check your pay stub, eCATS or contact your Human Resources Office.

[https://wwwnet1.state.nj.us/NJ/NJ\\_ePar\\_Reg/SelfRegistration.aspx](https://wwwnet1.state.nj.us/NJ/NJ_ePar_Reg/SelfRegistration.aspx).

### **Q. I am having trouble seeing the ePAR on my computer.**

A. The main supported browser for the ePAR application is Internet Explorer 9 running on Windows 7, anything lower is not supported.

When these questions are asked, ePARHelp need the following information along with a screenshot.

- Browser type and version
- PC operating system and version

If you are using Internet Explorer 11 (I.E. 11), please contact your helpdesk to make sure it is a trusted site.

### **Q. The system seems to be stuck on "Working on it." How can I get it to move forward?**

A: Try pressing "F5" to refresh the system.

### **Q. Why am I getting an error message when I try to save ePAR Job Expectations in Draft?**

A. There are three reasons for which may impact your ability to save in ePAR?

1. Timing issue: There are three distinct timeout scenarios for ePAR:

- a. Thirty (30) minutes of inactivity times a user out of myNJ.
- b. Two (2) Hours maximum myNJ session then a user is timed out of myNJ.
- c. Two (2) hour maximum session with ePAR and any other proxy'd application.

2. Role Issue: Currently in order to successfully utilize the ePAR system, all three roles of Ratee, Rater & Reviewer must be populated. If any one of the roles is blank, an ePAR cannot be done. The ePAR system will not let one move forward unless all three roles (ratee, rater and reviewer) are populated. Please contact the agency PAR Coordinator to ensure all roles are completed.

3. Orphan issue: When saving a draft ePAR, information has to be entered into related sections before the document can be saved successfully. For example, Major Goals of the Agency and Major Goals of the Ratee are related fields. Both fields require text before the document can be saved (at least one character). In other words, you cannot leave one of the two related fields "orphaned". Another example of related fields are Job Responsibility 1 and Essential Criteria 1. If one section is started, the second related field also needs text to satisfy the Save Draft command. It doesn't need to be complete, only a minimum of one character is required.

**Q. Can I make changes to the Job Expectations of the ePAR after it is signed?**

A: No once it is signed by Ratee, no changes may be made. You can use the Significant Event Sheet to document any after the fact amendments.

**Any Questions not addressed above, please do the following:**

1. Provide your name and employee identification number.
2. Provide the date & time you were accessing the application.
3. What Operating System and Browser Version are you using? (call your helpdesk if you don't know how to answer)
4. Was the problem on a particular page, navigating across all pages, or performing an action? Please provide details.

If you observe a particular issue or error-please provide a screenshot and steps to



