Classified Evaluation
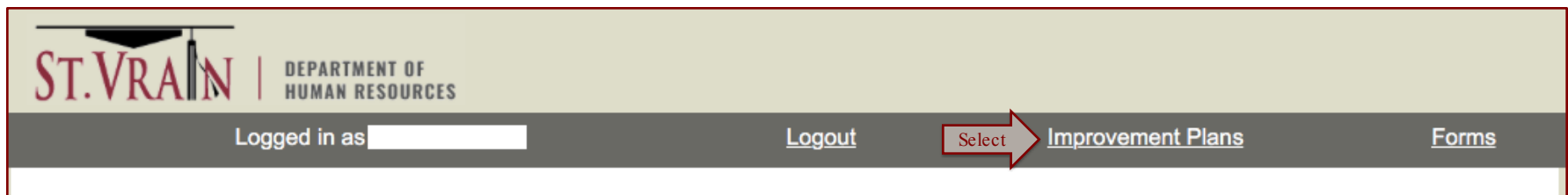
Improvement Plans

Improvement Plans

- Improvement Plans are required for performance areas not meeting expectation.

- After login to the Online Evaluation Management System, the evaluator selects "Improvement Plans" at the top of the evaluator home screen.
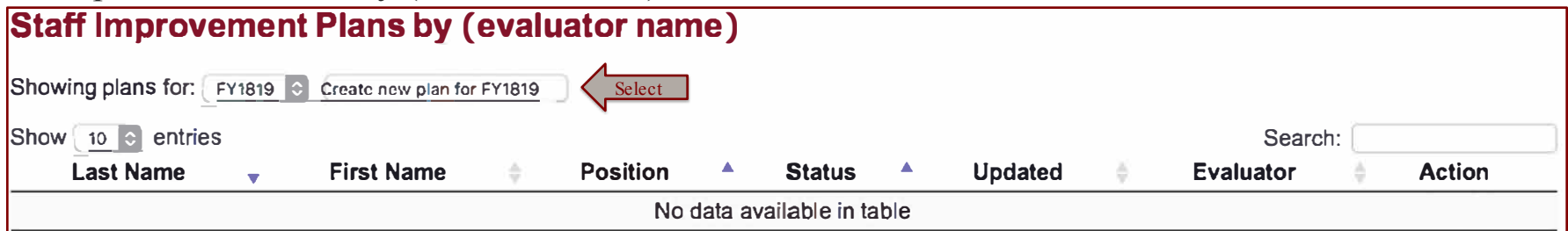

- When the new window opens, the evaluator selects "Create a new plan for FY1819" under the Staff Improvement Plans by (evaluator name) section.

Improvement Plans (continued)

- When the Creating New Plan screen opens, select the employee name from the drop-down menu.
  - The remaining information will populate automatically.

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Improvement Plans (continued)

- Scroll down to the Description of Need for Improvement Plan and Improvement Goals and Milestones sections to enter improvement plan information.

- Additional performance areas and goals may be added to plan.
- Select "Save New Improvement Plan" when completed.

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Improvement Plans (continued)

- Employees have access to Improvement Plans created by their evaluators and will work with their evaluator on completion of the improvement goals.

- After login to the Online Evaluation Management System, the employee selects "Improvement Plans" at the top of the employee home screen.
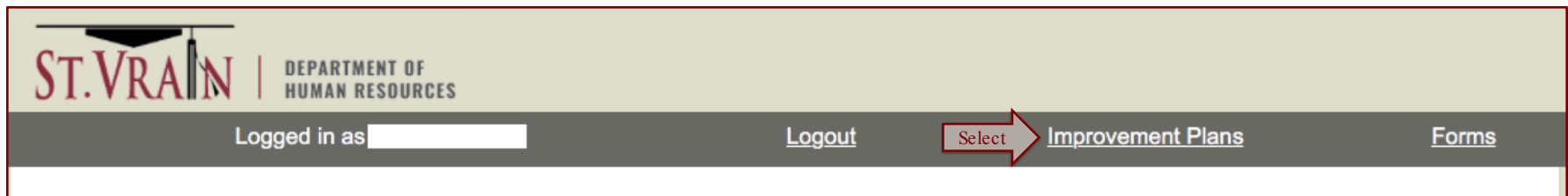
- When the new window opens, the employee selects the plan under the Personal Improvement Plans for (employee name) section.

- The evaluator and employee work together on completion of the improvement goals and record progress in the Online Evaluation Management System.