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QPA

5-Step Process

Quarterly Performance Alignment

Quarterly Performance Alignment

QPA is the City's employee performance management and alignment process. It ties to Meaningful Work element of the City's Total Rewards strategy by helping you link your work and contributions to the City's strategic goals and long-term success.

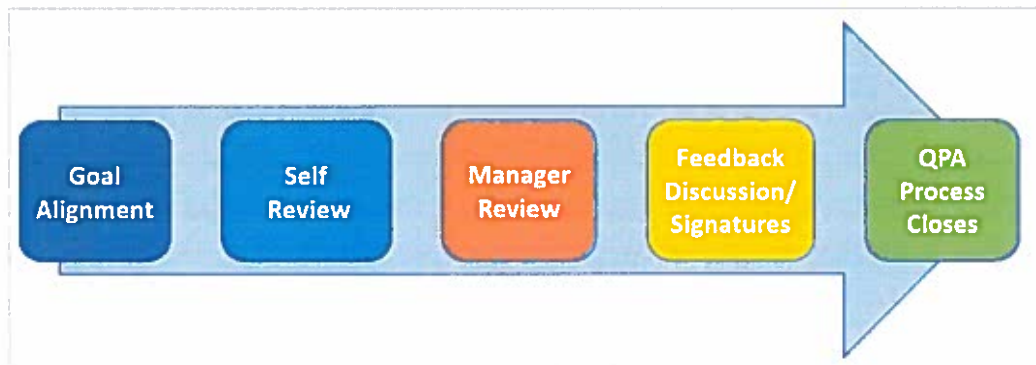
The City of Fort Collins' vision is to provide worldclass municipal services through operational excellence and a culture of innovation. This is why the City established the Total Rewards strategy where every employee perceives the City of Fort Collins as a great place to work and an employer of choice to attract, retain, engage, develop, and reward employees.

The City has a workforce of highly motivated employees who are driven to excel and dedicated to serving the community. Employees care about the services they provide, the community they support, and the people they work with.



- 2020 QPA Calendar (</humanresources/files/2020qpacal.pdf>)
- 2019 QPA Calendar (</humanresources/files/2019qpacal.pdf>)

5-Step Process



Step 1: Goal Alignment

Employees set/revise Individual Goals and Individual Development Plans that are aligned with the City's Strategic Plan Objectives.

Step 2: Self-Assessment

Employees complete a self-assessment to report demonstrated Results and Behaviors over the past 90 days.

Step 3: Supervisor Assessment

Supervisors complete a supervisor assessment to evaluate employee Results and Behaviors.

Step 4: Feedback Discussion

Employees and supervisors meet to discuss the employee's past and future performance.

Step 5: QPA Process Closed

The conversation between the employee and the supervisor has been completed; any differences in ratings have been discussed and reconciled. Closing out the QPA completely includes signatures by both the employee and the manager, as well as for both individuals to click "Submit."

Please note that while we have transitioned to alternating between two required and two optional QPA cycles per year, there are still a few scenarios in which a manager will still need to complete a QPA for an employee during one of the optional quarters:

- New employee within their Introductory Period
- Employee with a Performance Improvement Plan (PIP)

During optional quarters, all other people managers have the option to discuss with their teams what makes the most sense for them and can choose to:

- Document the QPA as normal
- Complete the QPA within FC Career Connect but choose "Conversation" instead of a rating, then choose whether or not to complete comments or signatures
- Complete the QPA entirely outside of FC Career Connect

If you have any further questions about the process, you can find more detailed information in the FC Career Connect Toolkit (</humanresources/hr-fc3.php>) or the Help Center on FC Career Connect (https://fcgov.csod.com/catalog/CustomPage.aspx?id=20000503&tab_page_id=20000503) or alternately, contact the HRIS team at HRIS@fcgov.com (<mailto:HRIS@fcgov.com>).

Quick Links

CityLinks (<http://citynet.fcgov.com/cmo/cityconnect.php>)

Employee Phone Directory (</phone/>)

Outlook Web Access (<https://portal.office.com>)

Access Fort Collins (Comcate Login) (<http://clients.comcate.com/rebs/150>)

Chart of Accounts Tool (</coa/>)

Travel Expense Reports (</travel-request/>)

Hiring Road Map (</humanresources/hr-roadmap.php>)

Bargain Box (</bb/>)

Well Days (</welldays/>)

Stafffinder (</stafffinder/>)

Public Records (<http://www.fcgov.com/publicrecords/>)

Core 34 (</core34/>)

City Website ([fcgov.com](http://www.fcgov.com)) (<http://www.fcgov.com/>)

Public Engagement Summary Form (<https://www.surveygizmo.com/s3/4767456/Public-Engagement-Summary>)

Training & Guides

IP Phone/Voicemail Tutorial (</mis/ciscoipphoneandvoicemailtutorials.php>)

JDE Online Training (<https://erp-upk.fcgov.com/jdecontent>)

BI Launch Pad Online Training (<https://erp-upk.fcgov.com/boe>)

Software Training/Guides (</it/help.php>)

Forms & Documents

Finance Forms (</finance/forms.php>)

HR Forms (</humanresources/hr-forms.php>)

Personnel Policies (</humanresources/hr-policies.php>)

Stationery Order Form (</cpio/stationery.php>)