



**The QPA Process in FC Career Connect**

**Employee**

# QPA

- 1) Employee - After logging in to FC Career Connect, a notice will pop up in your tasks to complete your 'Self Review' – click on the link to start your review.

The screenshot shows an 'Inbox' section with a blue header and a white background. Below the header, there is a notification titled 'View transcript' with subtext '(0 approved training selection(s))' and '(Registered for 0 training selection(s))'. Below this is a section titled 'Your Action Items (Click Here For More)' with a red ribbon icon. Underneath, there is a table with two columns: 'Due Date' and 'Your Self Review Requires Attention'. A red arrow points to the text 'Your Self Review Requires Attention'.

Due Date	Your Self Review Requires Attention
4/10/2017	

- 2) This will bring you to the QPA Overview page. The name of the QPA session will appear at the top of the window, along with a % of completion, the overall steps, and a list of the steps on the left side. To begin, click 'Get Started'.

## Overview

Please consider performance for the months of February, March and April of the current year.

The screenshot shows the 'Review Step Progression' section of the QPA Overview page. It features a dark grey header with the text 'Review Step Progression'. Below the header, there is a progress bar with three steps: 'Self Review' (due 7/1/2017), 'Self Review Signature', and 'Supervisor Sign Off'. The 'Self Review' and 'Supervisor Review' steps are marked with checkmarks. A red arrow points to a 'Get Started' button at the bottom right of the page.

# QPA

- 3) The first step will be to review your goals. These are the same goals you will have already entered in your 'All About You' menu selection. (For instructions on this and other FC Career Connect steps please visit <http://citynet.fcgov.com/humanresources/hr-fc3.php>). Once you have reviewed your goals, you can click 'Save and Continue', or 'Save and Exit' to come back later.
- 4) The first section you will complete is Results. At the top, click the drop down menu to select your overall rating on this section.

**Results**

**RESULTS:** Provide a brief description of accomplishments and progress achieved in pursuit of individual goals. Assess how well you achieved your job responsibilities, goals and objectives. Results are the "What". Refer to your current goals.

**RESULTS:** Provide a brief description of accomplishments and progress achieved in pursuit of individual goals. Results are the "What". Behaviors are the "How".

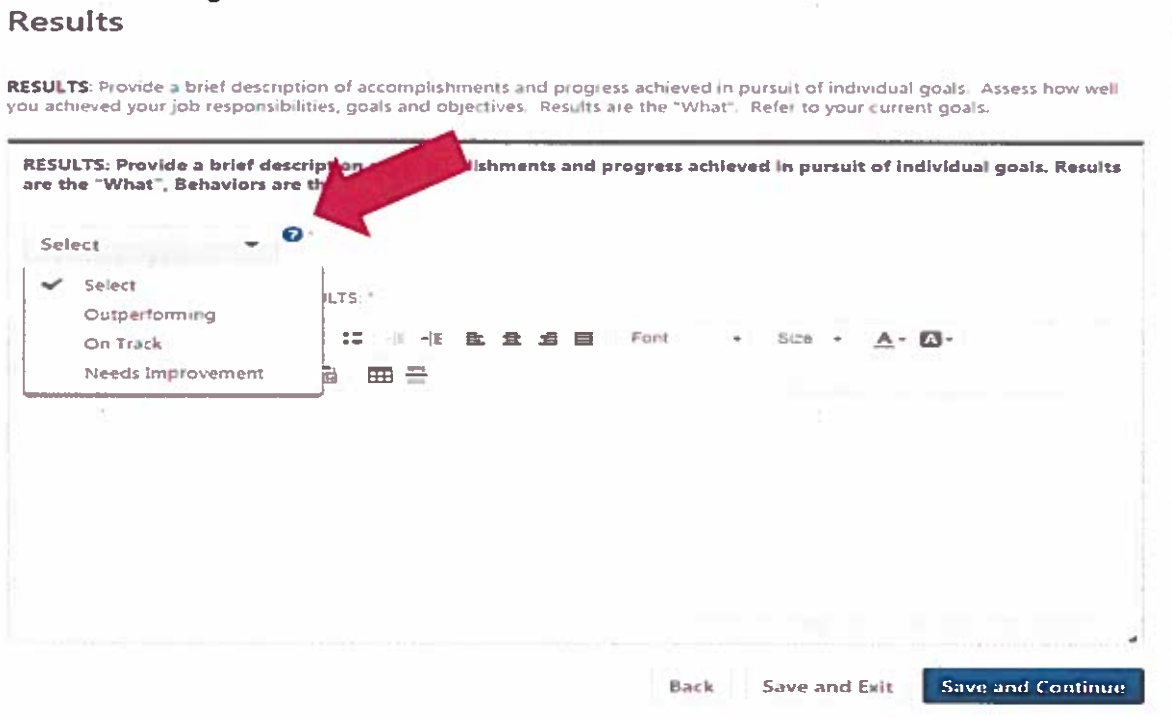
Select

- ✓ Select
- Outperforming
- On Track
- Needs Improvement

RESULTS:

Font Size

Back Save and Exit Save and Continue

A screenshot of a web application interface for the 'Results' section. At the top, there is a heading 'Results' and a paragraph of instructions: 'RESULTS: Provide a brief description of accomplishments and progress achieved in pursuit of individual goals. Assess how well you achieved your job responsibilities, goals and objectives. Results are the "What". Refer to your current goals.' Below this, there is a text area with a placeholder 'RESULTS: Provide a brief description of accomplishments and progress achieved in pursuit of individual goals. Results are the "What". Behaviors are the "How".' To the left of the text area is a dropdown menu labeled 'Select' with a question mark icon. The dropdown menu is open, showing four options: 'Select' (with a checkmark), 'Outperforming', 'On Track', and 'Needs Improvement'. A red arrow points to the dropdown menu. Below the text area is a rich text editor toolbar with icons for bold, italic, underline, link, unlink, font color, background color, font size, and text size. At the bottom of the form are three buttons: 'Back', 'Save and Exit', and 'Save and Continue'.

# QPA

5) Next, provide a brief summary of your results. When done, click 'Save and Continue' or 'Save and Exit' to come back later.

## Results











In this step you will complete Results. For the **RESULTS** section, assess how well you achieved your job responsibilities, goals and objectives. Refer to your current goals.

**RESULTS: Provide a brief description of accomplishments and progress achieved in pursuit of individual goals. Results are the "What", Behaviors are the "How".**

On Track ?


Please provide comments on RESULTS: \*

**B** *I* U ~~S~~  $x_2$   $x^2$  *I<sub>x</sub>*  $\int$   $\sum$   $\infty$   $\frac{1}{x}$   $\frac{1}{x^2}$   $\frac{1}{x^3}$   $\frac{1}{x^4}$   $\frac{1}{x^5}$   $\frac{1}{x^6}$   $\frac{1}{x^7}$   $\frac{1}{x^8}$   $\frac{1}{x^9}$   $\frac{1}{x^{10}}$  Font Size **A-** **A**

ABC          

- 1 Efficient water use for irrigation
2. Promote Safety- 100% of crew attended safety orientation (hourly and classified)
- 3 Engaged 4 additional student Volunteers which enabled early completion of outreach project
- 4 Reduce fuel consumption by encouraging carpooling for all assignments
- 5 Maintained current certifications and licensing. began online course in chemical applications (anticipate completion fall 2017)
- 6 Participation and involvement Diversity & Inclusion and other committees
7. Submitted application for Lead 1.0 Class

[Back](#) [Save and Exit](#) [Save and Continue](#)





# QPA

After your manager has completed their review:

- 1) Once your manager has completed their review, you will need to sign off on the review. You will see a link appear in your Action Items.

**Your Action Items (Click Here For More)**

	Due Date
<a href="#">Your Self Review Requires Attention</a>	4/26/2017

- 2) The QPA Overview page will now show you are on the 'Self Review Signature' task. Click 'Get Started'.

## Overview

Please consider performance for the months of February, March and April of the current year.

**Review Step Progression**

- Self Review
- Self Review Signature (Due: 4/26/2017)
- Supervisor Sign Off

Supervisor Review

**Get Started**


# QPA


## 3) View your Goals, Results, Behaviors and Summary.


### Results

In this step you will complete Results. For the **RESULTS** section, assess how well you achieved your job responsibilities, goals and objectives. Refer to your current goals.

**RESULTS: Provide a brief description of accomplishments and progress achieved in pursuit of individual goals. Results are the "What", Behaviors are the "How".**

On Track 

 **Rick Sanchez** (Manager) Rated: 3 - Outperforming Review: 2017 - Q1 - QPA Time: 2/28/2017 11:30 AM  
Off to a great start, productivity is high, quality is high.  
With your leadership, your crew has implemented several new procedures which have become standard across the department... [more...](#)

 **Morty Smith** (Self) Rated: 2 - On Track Review: 2017 - Q1 - QPA Time: 2/28/2017 11:21 AM  
1. Efficient water use for irrigation  
2. Promote Safety- 100% of crew attended safety orientation (hourly and classified)  
3. Engaged 4 additional student Volunteers which enabled early completion of outreach project... [more...](#)

Back

Exit

Next

# QPA

## Behaviors

In this step you will complete Behaviors. For the **BEHAVIORS** section, describe how you achieved your results and what values you demonstrated.

**BEHAVIORS:** Provide a brief description on the means and methods used to achieve results, as well as the actions and values that were demonstrated. Include behavior competencies demonstrated that support individual, team, and City goals. Results are the "what", behaviors are the "how".

On Track



**Rick Sanchez** (Manager) Rated: 2 - On Track Review: 2017 - Q1 - QPA Time: 2/28/2017 11:33 AM

Overall, gets a high mark. Leadership is effective, visible and much appreciated!

You work very quickly, but might want to consider slowing down just a bit with new employees to ensure safety and quality while training. Had two minor injuries in a 4-wk period, which may have been preventable. Followed.. [more...](#)



**Morty Smith** (Self) Rated: 2 - On Track Review: 2017 - Q1 - QPA Time: 2/28/2017 11:24 AM

Although there has been no irrigating yet for the year the pump station has been inspected mainlines have been charged and valve replacement and repairs have been completed gearing us toward efficient operation of irrigation system at Oprah Winfrey Park. Safety concerns such as park debris and the installation of speed bumps at... [more...](#)

Back

Exit

Next



# QPA

## Summary

Overall Rating 

No Rating

	Employee Review	Manager Review
Goals Review	N/A	-
Results	On Track	-
Behaviors	On Track	-
Overall 	N/A	-

[Back](#)

4) You can print your review by selecting 'Print review' from the 'Options' menu.



5) To sign your review, type your name at the end and add any additional comments. Click 'Submit'.

# QPA

## Employee Signature

**GENERAL DISCLOSURE:**

I Morty Smith acknowledge that I have read and discussed the contents of this review with Rick Sanchez.

Employee  
first and last name

**B I S U** 

