



The QPA Process in FC Career Connect

Manager

QPA

- 1) Managers – after logging in, an Action Item will appear on your FC Career Connect page that will ask you to complete your employees QPA review. Click on the link to start.

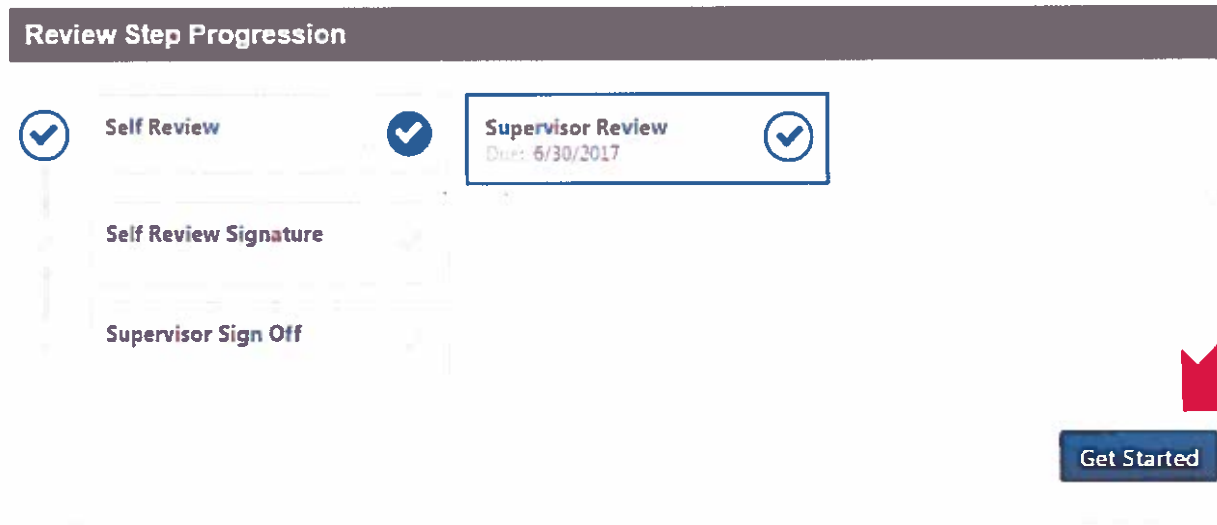


Your Action Items (Click Here For More)	
	Due Date
Complete Performance Review of Morty Smith	6/30/2017
Your Self Review Requires Attention	7/1/2017
Goals & Objectives: Increase public visibility via a new HR website	12/31/2018

- 2) This will bring you to the QPA Overview page – Click 'Get Started'.

Overview

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



Review Step Progression

Self Review Supervisor Review Due: 6/30/2017

Self Review Signature

Supervisor Sign Off

[Get Started](#)


QPA

- 3) Review your employee's Goals and add any needed comments and/or attachments by clicking the drop down arrow. Click 'Save and Continue' when complete.
- 4) The next section will be Results. You can rate your employee using the drop down arrow on the left. Review their comments and add any follow-up remarks. Click 'Save and Continue'.


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".


Outperforming 

Please provide comments on RESULTS: *

 **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...](#)

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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,
specifically in the realm of environmental stewardship and waste reduction. Your use of volunteers not only allowed for early project completion, but established a relationship with CSU that will support a variety of initiatives moving forward. Able to accomplish installations already in 2016 that seemed out of reach at Oprah Winfrey Park
Will encourage participation with the LEAD program to continue your development as a leader at the City!

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

QPA

5) The next step will be Behaviors. Complete this section the same way as the Results page. Click 'Submit'.

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

Please provide comments on BEHAVIORS: *



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...](#)

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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 appropriate procedure in ensuring both employees treated for medical.

I appreciated how you handled the tough situation with the Citizen who brought forward a complaint about the homeless family in the park. You addressed the complaint with compassion for both the Citizen and the family, offering appropriate options for following up on the concern.

I agree that your lead by example approach and allowance for volunteer activities encourages employee engagement and teamwork. When the busy season hits, some of that committee activity might need to be reduced, but for now I think it's a great use of everyone's time. Great work!

Back

Save and Exit

Save and Continue

Submit



QPA

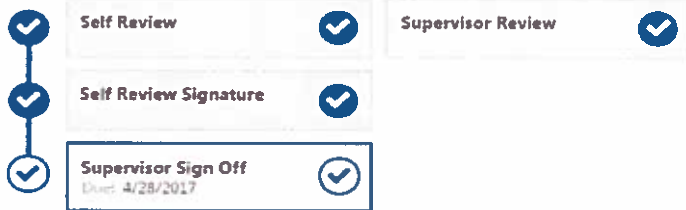
After your employee has reviewed your comments:

- 1) Once your employee has reviewed your comments and signed their review, you will have one final task to sign off on the review. Click 'Get Started' and review all previous tasks.

Overview

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

Review Step Progression



Get Started

- 2) Review Goals, Results and Behaviors.

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".

Outperforming



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

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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](#)

Summary

Overall Rating ?

N/A

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

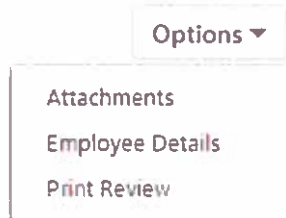
[Back](#)

[Submit](#)



QPA

3) You can print the review by selecting 'Print Review' from the 'Options' menu.



4) At the end you will enter your name and any additional comments for the review – click 'Submit'.

Manager Signature


GENERAL DISCLOSURE:

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

Supervisor

First and last name

Sign



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