Giuliana Guglielmi

From:	Heather Stanford
Sent:	Wednesday, February 23, 2022 4:22 PM
To:	Heather Stanford
Cc:	Amy Earheart
Subject:	PLEASE READ: Critical Performance Management Information
Attachments:	Competency User Scenarios.docx; DOHR's Selecting Competencies Guide.pdf

Importance: High

All TDOT Employees,

Please read this entire email as it contains critical information about the current Performance Management Cycle:

Edison will be performing a mass reopen of performance documents with incorrect competencies listed. These documents either contained the wrong competencies for the employee's assigned role, listed no competencies, or had too many or too few competencies listed. Your documents may be impacted by this process. This mass reopen will allow the rater to select the correct competencies (3) for employees. Previously entered information such as the work outcomes and comments should be retained during this process. If you have documents impacted, please follow the instructions below in this email and on the attachments exactly as written.

For your convenience below are the approved competencies for the Department of Transportation:

Employee Role (If your employee is a/an…)	Individual Contributor	Manager Influencer	Executive
Definition (which is defined as a…)	Preferred Service Employees	Preferred service employees with direct reports	Executive service employees
Coordinating Competencies (Then you will select these competencies in Edison…)	• Drive for Results • Integrity & Trust • Customer Focus	• Conflict Management • Integrity & Trust • Customer Focus	• Integrity & Trust • Strategic Agility • Customer Focus

Example on how to use the table above: If your employee is a **Manager influencer**, which is defined as a **preferred service employee with direct reports**, then you will select **Conflict Management, Integrity & Trust, and Customer Focus** competencies in Edison.

Interim 1 Updates:

The performance management spreadsheet will be notated that the document was identified as a Mass Competency Reopen, therefore, it will not against the completion totals for Interim 1. The document will not be considered past due.

What are the Next Steps:

EMPLOYEES:
1. If you are notified that your performance document has been reopened, do not take any action in Edison until you are contacted by your rater to do so.

2. Once contacted by your rater, please check your document to ensure it contains the correct competencies for your role from the table above. If correct, you may acknowledge the document.
3. Your Interim 1 review can be held thirty (30) days after the document is acknowledged. This will not be considered a late review.

RATERS:
1. Contact your employee if one of your documents is impacted in the mass reopen
   a. This is important because if they acknowledge or do anything to the document before it is corrected, it will have to be recreated.
2. Recommendation: Save work outcomes in a Word document or PDF.
   a. You should not have to re-enter work outcomes after they are reopened, however, it is a good practice to save this information just in case.
3. Edison will perform the mass reopen Wednesday, February 23, 2022 – this will reopen impacted documents back to the IPP procedural step.
4. Use the "Competency User Scenarios" (attachment) to make corrections to the competencies section affected. **PLEASE follow all steps exactly as listed.**
5. Ensure that your employee's document hast he correct three competencies listed for that employee's role in the table above.
6. Share the IPP > Hold the conversation with your employee > Have them acknowledge the new document with correct competencies.
7. Wait a minimum of 30 days before completing the Interim 1 review to avoid a procedural violation.
   a. Example: If the corrected IPP is completed on Thursday, February 24, 2022, you may start the Interim 1 review no earlier than Monday, March 28, 2022.

As always, the Performance Management Coordinators are prepared to assist employees and raters as needed with documents. If you have issues, please reach out to your assigned PMC:

Headquarters: Amy Earheart
Region 1:   Paul Bettis
Region 2:   Jason Lyell
Region 3:   Robert Hanning
Region 4:   Teri Wells

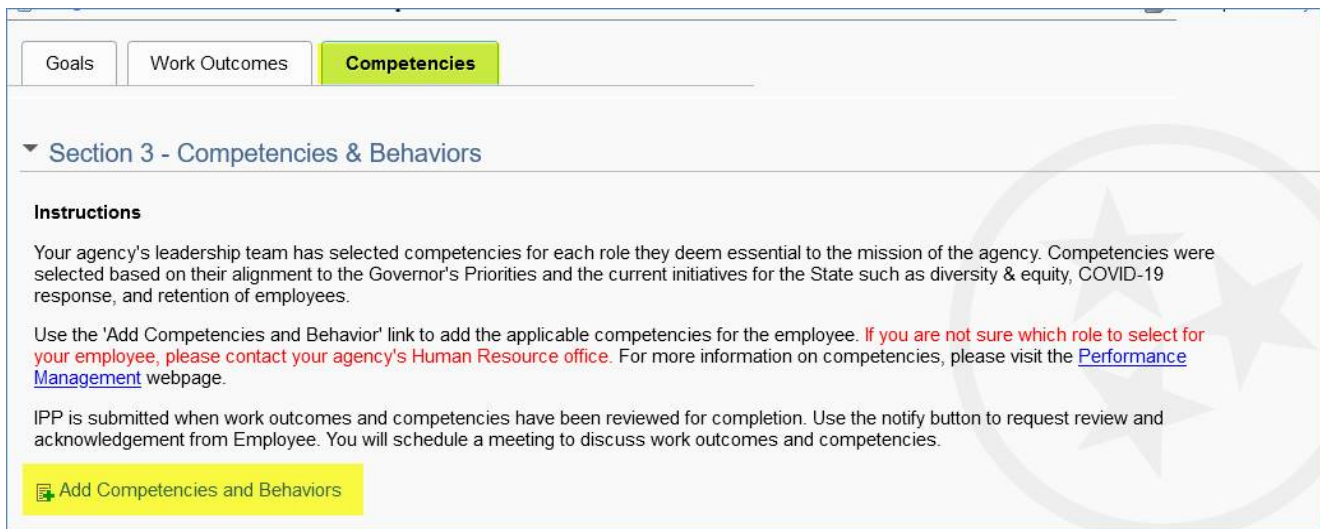Thank you and have a great rest of the week!

Heather B. Stanford, J.D. | Asst. Director & Employment Law Counsel
Human Resources
505 Deaderick Street, Nashville, TN 37243
p. 615-741-0999 c. 615-308-6589
Heather.Stanford@tn.gov
https://www.tn.gov/tdot/human-resources-home/tdot-careers.html

Selecting Competencies and Behaviors

Competencies and Behaviors will be added in the same section of the Performance Document as before, under the 'Competencies' tab

Under the 'Competencies' tab, click 📥 Add Competencies and Behaviors for the search page to display.

Goals	Work Outcomes	**Competencies**

▼ Section 3 - Competencies & Behaviors

Instructions

Your agency's leadership team has selected competencies for each role they deem essential to the mission of the agency. Competencies were selected based on their alignment to the Governor's Priorities and the current initiatives for the State such as diversity & equity, COVID-19 response, and retention of employees.

Use the 'Add Competencies and Behavior' link to add the applicable competencies for the employee. If you are not sure which role to select for your employee, please contact your agency's Human Resource office. For more information on competencies, please visit the Performance Management webpage.

IPP is submitted when work outcomes and competencies have been reviewed for completion. Use the notify button to request review and acknowledgement from Employee. You will schedule a meeting to discuss work outcomes and competencies.

📥 Add Competencies and Behaviors

After the search page displays, managers will need to select their Agency from the drop-down menu.

1. Using the Agency drop down menu, s
2. In the Employee Role drop-down box
competencies.

    - Individual Contributor - pre
    - Manager/Influencer - prefe
    - Executive - executive serv

If you are not sure which role to select fo

3. Click search to view the available cor

4. Be sure to select ALL competencies

For more information on competencies,

Search Criteria

Agriculture
Alcoholic Beverage Commission
Arts Commission
Board of Parole
Children Services
Comm on Aging & Disability
Commerce and Insurance
Commission on Children & Youth
Competency Types
Correction
Council on Dev Disabilities
DIDD
Economic and Community Dev
Education
Environment and Conservation

role will have three (3) associated

Human Resource office.

r selected competencies.

page.

Agency

Employee Role

Search	Clear

Subsequently the agency name will display. The manager then selects the Employee Role using another drop-down menu and submitting the search. There will be three options available for the employee role: Individual Contributor, Manager Influencer, and Executive.

Search Criteria

Agency	Education
Employee Role	

Executive
Individual Contributor
Manager Influencer

Search   Clear

Return

Once the search is complete, the manager will be prompted to select their agency identified competencies for that employee role to be added to their direct report's performance document.

Search   Clear

Search Results

1-3 of 3

	Competencies
☑	Drive for Results
☑	Mission Driven
☑	Customer Focus

Select All   Deselect All

Save Selected Comp

Please be sure to Save the selected Competencies by clicking 'Save Selected Comp'.

Competencies and Behaviors will be removed in the same section of the Performance Document under the 'Competencies' tab.

Click the Delete icon 🗑

When prompted, select Yes-Delete and the Competency will be removed from the Performance Document.

Performance Document has zero Competencies

When document displays, click *Competencies* tab

Click *Add Competencies and Behaviors*

Select your *Agency*

Select *Employee Role*

Click *Search*

Select all three *Competencies* and then click *Save Selected Comp.* Competencies have now been added.

Performance Document has too many Competencies (4 or more)

When document displays, click *Competencies* tab

```
📑 Long Format

   Goals    │  Work Outcomes  │  Competencies

▼ Section 1 - Strategic & Operational Goals

   📝 Add Agency Strategic & Operational Goal
```

Click *Expand*

```
⊙ Expand  |  ⊙ Collapse  |  📝 Add Competencies and Behaviors

▶ Competency 1: Peer Relations

▶ Competency 2: Integrity & Trust

▶ Competency 3: Customer Focus

▶ Competency 4: Strategic Agility

▶ Competency 5: Innovative
```

Click *Delete* icon 🗑

```
⊙ Expand  |  ⊙ Collapse  |  📝 Add Competencies and Behaviors

▼ Competency 1: Peer Relations

   Competency Description: Is seen as a team player and is cooperative. Can quickly find common ground and
   solve problems for the good of all
   - Can represent his/her own interest and yet be fair to other groups
   - Can solve problems with peers with minimum of noise
   - Easily gains trust and support of peers
   - Encourages collaboration
   - Can be candid with peers                                                      🗑
```

Click *Yes – Delete*. Competency is now removed from Performance Document. Repeat until all competencies are deleted, then follow instructions on how to add Competencies.

```
Annual
Delete Confirmation

❓
      Are you sure you want to delete (Strategic Agility)?

   [ Yes - Delete ]    [ No - Do Not Delete ]
```
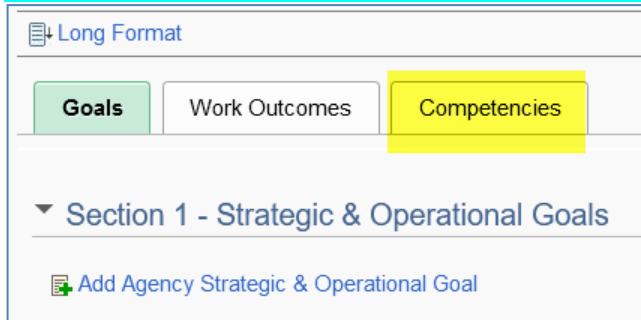
Performance Document does not have enough Competencies (1 or 2 Competencies only)

Determine if the competencies that are listed are correct. If so, you will need to add the missing ones for that employee role. If any competency listed is not correct **Delete the unwanted competency first**. When document displays, click **Competencies** tab
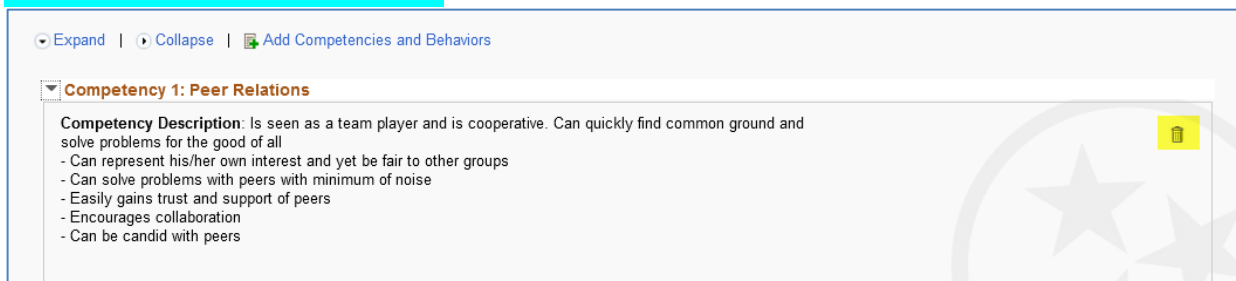
Click **Expand**

IF NEEDED - Click **Delete** icon 🗑

Click **Yes – Delete**. Competency is now removed from Performance Document. Repeat until all **unwanted** competencies are deleted, then follow instructions on how to add Competencies.

When document displays, click *Competencies* tab

| Long Format |

| Goals | Work Outcomes | Competencies |

▼ Section 1 - Strategic & Operational Goals

📋 Add Agency Strategic & Operational Goal

Click *Add Competencies and Behaviors*

Individual Performance Plan - Update   🖨 Print | 🖅 Notify

| Goals | Work Outcomes | **Competencies** |

▼ Section 3 - Competencies & Behaviors

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📋 Add Competencies and Behaviors

Select your *Agency*

Search Criteria

Environment and Conservation
Finance and Administration
Financial Institutions
General Services

Agency [▾]

Employee Role [▾]

Select *Employee Role*

Search Criteria

	Executive
	Individual Contributor
Agency	Manager Influencer
Employee Role	⌄

Click *Search*

Search Criteria

Agency	Correction ⌄
Employee Role	Executive ⌄

Search	Clear

Select *Competencies* and then click *Save Selected Comp.* Competencies have now been added.

Agency	Correction ⌄
Employee Role	Executive ⌄

Search	Clear

Search Results

	1-3 of 3 ⌄

	Competencies
☑	Strategic Agility
☑	Integrity & Trust
☑	Mission Driven

Select All   Deselect All

Save Selected Comp

Return