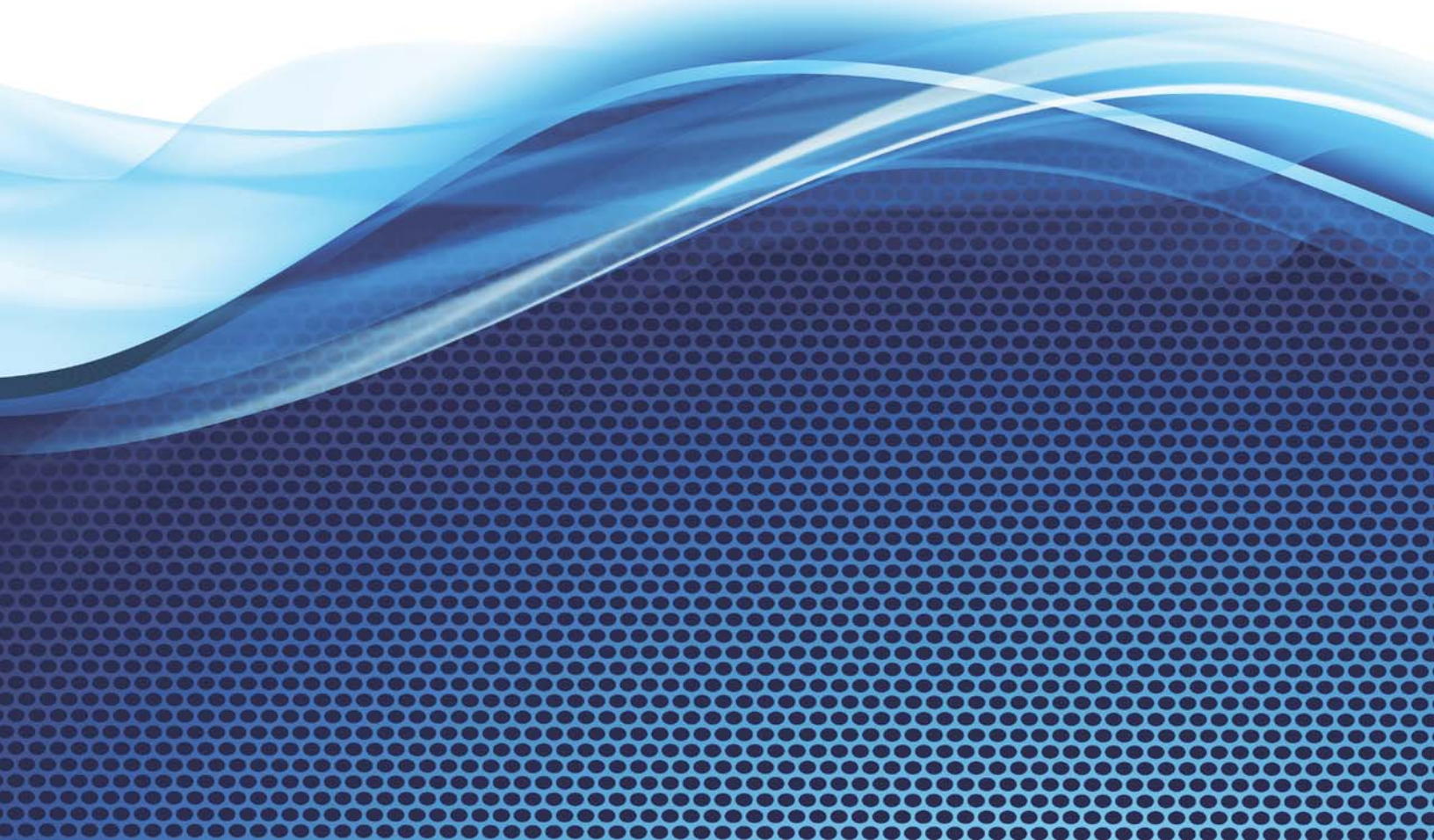




STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

ePAR USER GUIDE



Questions Please contact



e-mail ePARHelp@csc.nj.gov

or

(609) 777-2225



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Helpful Hint – The State Seal, located on the left side in the ePAR system, serves as a “home” key and returns you to the Dashboard page.

Getting Started

Log in to the myNewJersey using the URL: <https://portal01.state.nj.us>

Input your log on ID and password. All state employees are automatically enrolled by the portal team as part of the agency activation process as of the initial implementation. New employees will need to use the Self-Registration process.

mynewjersey New Jersey Home Page

Log On to My New Jersey

Log On ID:

Password:

[Forgot your logon ID?](#)

[Forgot your password?](#)

[Sign up to become a member](#)

[Help](#)

Getting Started

Click ePAR link to enter the system. If you do not see it, use the Self-Registration process.

The screenshot displays the official website for the State of New Jersey. At the top left is the state seal and the text "THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY". At the top right are links for "Services A to Z", "Departments/Agencies", and "FAQs". Below this is a navigation bar with "myNJ Home", "myNJ Business", and "myNewJersey" tabs. A personalized welcome message "Welcome Mary Carthan" is shown, along with utility links: "logout", "change profile", "enter authorization code", "choose start page", "content", "layout", and "help".

The main content area is divided into several sections:

- Civil Service Commission Applications:** Includes a link to "Office of Training" and "eLearning". The "ePAR" link is circled in red.
- New Jersey Events:** Features a "Travel Guide" banner with sub-links for "Locate Events", "Travel & Tourism Home", and "Add an Event".
- OMB Applications:** Links to the "Office of Management and Budget".
- Employee Self Service - NJ:** Includes a link to "Employee Self Service User Guide [pdf]".
- eCATS:** A note states "eCATS is now under the Applications heading. If you don't see the heading, click the 'content' link above, check the Applications box, and click 'Finished'". Links are provided for "eCATS - Executive Branch", "eCATS - Judiciary", and "eCATS Help Desk".
- Role Manager:** Offers "Search / Update", "Invite a Client", and "Send Mail to Clients" options.
- myNJ.earthWatch:** A weather widget for zip code 08075.

The footer contains the "OPRA | Open Public Records Act" logo, contact information ("Contact Us | Privacy Notice | Legal Statement | Accessibility Statement"), and copyright information: "Statewide: NJHome | Services A to Z | Departments/Agencies | FAQs. Copyright (c) State of New Jersey, 1996-2008. This site is maintained by the New Jersey Office of Information Technology".

Getting Started

ePAR Self-Registration

Below are the required steps to activate the ePAR link on the myNewJersey Portal page. All state employees are automatically enrolled by the portal team as part of the agency activation process.

For new employees who do not have an existing myNewJersey Portal account *OR* for employees hired **after** an agency is activated, a self-registration mechanism is in place to enable the link on the portal.

Please follow the directions below:

1. Navigate to the self-registration page below:
https://wwwnet1.state.nj.us/NJ/NJ_ePar_Reg/SelfRegistration.aspx.
2. Fill in Step 1 with your employee information and click Register. If you need your EID you can either find the information on your paystub or contact your HR department.



 Electronic Performance Assessment Review (ePAR)

Step 1: ePAR Access Registration
Step 2: Link ePAR to your myNewJersey account
Step 3: Access ePAR Application

Employee ID:

First Name:

Last Name:

Email Address:

Verify Email Address:

Date of Birth (MM/DD/YYYY):

3. On Step 2 enter the myNewJersey Portal account you have associated with paystub, or create a new one if you do not have one.

Link ePAR to Your myNewJersey Account

Do you have a myNewJersey Logon ID?

Yes

No

Information about your existing myNewJersey account

myNewJersey Logon ID:

myNewJersey Password:

Next

- a. If you chose to create a new myNewJersey Portal account, you'll fill out a similar page like the screenshot below.

The screenshot shows a registration form with the following fields: Log On ID (TestID), Password (masked with asterisks), Retype your password (masked with asterisks), First name (Test), Last name (ID), Question you want us to ask (What training is this), Your answer (ePAR), Email address (TestID@state.nj.us), and Retype your email address (TestID@state.nj.us). To the right, there are three informational text boxes: 1) Logon IDs can only contain letters, numbers, and these four characters: @ . - _; 2) Passwords must be at least 8 characters long, chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \); 3) You'll be able to change all of your entries later, except your logon ID, using the "change profile" link any time you're logged in to myNewJersey. Below the form, there is a note: "Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button." and a "Create myNewJersey Account" button.

- b. Complete the required information for your portal logon and then click "Create myNewJersey Account".

4. Once you have completed the steps you will automatically be brought to the ePAR dashboard.


The screenshot shows the ePAR dashboard for the CIVIL SERVICE COMMISSION. The header includes the ePAR logo and the title "Electronic Performance Assessment Review (ePAR)". Below the header, there are navigation tabs: "Current Review", "Action Items", and "All Reviews". The main content area displays "Rating Year 2015" with the dates "(07/01/2014 to 06/30/2015)". To the right, there is a section titled "2015 Rating Cycle Due Dates" with a checklist: "Job Expectations due by June 01, 2014", "Interim Review due by June 16, 2014", and "Final Review due by June 30, 2015". At the bottom, there is a "My ePAR" section with a table header: "Ratee", "Job Title", "Model Code", "Stage", "Progress", and "Status".

5. To make sure everything works, close all browsers, then open a new browser, and try to log back in to the myNewJersey Portal by navigating to <http://nj.gov>.
6. Your portal account should now correctly show the ePAR application under the Civil Service Commission Application section.



Dashboard Screen

This will bring you to the ePAR Dashboard screen.



Electronic Performance Assessment Review (ePAR)


CIVIL SERVICE COMMISSION [®]

Current Review
Action Items
Administration
All Reviews

Rating Year

2015

(04/01/2014 to 06/30/2015)

 2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Interim Review	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

Dashboard Views

Ratee

Ratee	Job Title	Model Code	Stage	Progress	Status
GAMBINO, JOSEPH A [000311013]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Face to Face Meeting	Shared

Ratee	Job Title	Model Code	Stage	Progress	Status
COMISKY, SHARIN R [000342161]	ADM SV ANLT 2 DP	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
HANCOCK, SCOTT A [000723605]	SFTWRE DEV SPLST 1	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
KIM, SUNWOONG [000373797]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
KRAKER, DOUGLAS [000334336]	ADM SV ANLT 2 DP	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MALDONADO, HANNAH [000305464]	TST DEV SPLCT 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
SPADY, KEYDOTTA [000701677]	PRNCL CLK TPST	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
STOUT, REBA H [000316851]	RESNAL ASST 2	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated

Rater

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000300330]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE Y [000317927]	SPVR GENRL & SPTT SVCS	CSAX0701P-E2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000311013]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Face to Face Meeting	Shared
GOODMAN, CAROL [000328244]	SBC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WYNN [000321074]	EDUC PROG DEV SPLCT 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MULLACCO, DEANNA L [000328991]	HGMT DRPWRVY SPLCT 1	CSAX0701P-E2015	Job Expectations	Pending Reviewer Signature	Shared

Reviewer

Ratee	Job Title	Model Code	Stage	Progress	Status
STOUT, REBA H [000316851]	RESNAL ASST 2	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000300330]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
ROYSER, BAYMOND G [000322778]	PRNLY DRVC SPLCT 2	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated

Employee Name	Feedback Requested	Pending Review
GAMBINO, JOSEPH A [000311013]	NA	Pending Review
MULLACCO, DEANNA L [000328991]	NA	Pending Review

There are three possible items you may see on your Dashboard Views, depending upon your role in the ePAR process as Ratee, Rater and Reviewer. The definitions of the roles are as follows:

Ratee -The employee receiving the evaluation is the Ratee. Everyone is a Ratee. This person is the focus of the assessment. As in any other communication process, there must be an exchange of ideas in the PAR process. Both the Ratee and the Rater are responsible for working together in the development of job expectations and the provision of open and honest feedback about job expectations, the interim and final assessments and the development plan.

Rater- The immediate supervisor of the Ratee is the Rater. Immediate supervisor is the person who receives and/or dispenses the work. The Rater has the responsibility of conducting the performance assessment and giving open and honest feedback to the Ratee about performance throughout the rating cycle. In the ePAR process, the Rater role has primary responsibility of controlling and informing the other roles about their responsibilities. All parts of the process begin with the Rater.

Reviewer-The Rater's supervisor (or manager) who is responsible for ensuring appropriate administration of the PAR Process is the Reviewer. Reviewers are also responsible for setting goals and expectations for the organization, unit or division. The Reviewer is strongly encouraged to take an active role in all parts of the PAR process. This may include managing performance management meetings and conflict resolution meetings. It is highly recommended that Raters meet with or provide feedback to Reviewers prior to conducting interim or final assessment meetings with their Ratees.

The Dashboard will display information about you under **My ePAR** as well as information about all of your subordinates under the heading **My Rates**.

The ribbon at the top right corner of the Dashboard has 4 buttons. The ribbons are: Current Review, Action items, Administration, and All Reviews.

The majority of this training will utilize The **Current Review** button. When the **Current Review** button is highlighted, items included will be information on the current rating cycle, important dates, current ePAR for both yourself and your employees, and requested Feedback and Reviews. **Action Items** display items that require attention. It displays title of action, message, action triggers and the creation date. The **Administration** button is for administrative use only. Finally, **All Reviews** button displays ePAR reviews for self and employees in reporting lines.

Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION *

Current Review | Action Items | Administration | All Reviews

Rating Year 2015
(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPVRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

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Dashboard


The State Seal acts as a “**Home**” button and may be used at any time to return to the Dashboard.

The top right box outlines important due dates for the Rating Cycle. The PAR process is the same as the paper process.

The first part is **Job Expectations** – when the employee and supervisor establish the major goals, job responsibilities and essential criteria for the position.

Followed by the **Interim Review**, which occurs six months into the rating cycle. The purpose of the Interim Review is to provide the ratee an indication of their work performance and progress for the first six months of the cycle.

Then, **Final Review**, which occurs at the end of the rating cycle and is an evaluation of overall performance for the entire rating cycle. The Final Review rating is recorded in the employee’s record and is the rating that triggers or supports the other personnel actions associated with the PAR.




Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review
Action Items
Administration
All Reviews

Rating Year 2015

(04/01/2014 to 06/30/2015)

 2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

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While most of the column headers are self-explanatory, pay special attention the column indicators labeled **Stage, Progress, and Status**.

Stage defines the part of the ePAR process that is due. The Stages that you will see in this section are Job Expectations, Interim Review, or Final Review.

Progress details the elements of the Stage process pending in ePAR. For example, one might see in the Job Expectations sections – Goal setting, Face-to-Face meeting, and Pending Ratee signature.

Status defines what has happened in the Stage section. For example, **Initiated** – indicates that Progress has begun on ePAR; **Not Initiated** – indicates that nothing has begun; **Draft**- means that items are being worked on; **Shared** – verifies that ePAR has been sent to others in the process; **Complete** – indicates when all parties have signed off.

Electronic Performance Assessment Review (ePAR) CIVIL SERVICE COMMISSION *

Current Review Action Items Administration All Reviews

Rating Year 2015
(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPVRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MZGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

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Job Expectations

Creating an ePAR:

From the dashboard, **select an employee** by clicking on their name.

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'Rating Year 2015' (04/01/2014 to 06/30/2015). The interface includes a navigation bar with 'Current Review', 'Action Items', 'Administration', and 'All Reviews'. A '2015 Rating Cycle Due Dates' box lists: Job Expectations due by June 01, 2014; Interim Review due by June 16, 2014; and Final Review due by June 30, 2015.

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
RODGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000379937]	SPVR GENL & SPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STEMO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
SETER, WAYNE [000331374]	EDUC PROG DIR SDC1 ST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

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Job Expectations

Once you click the employee's name, the Job Expectations screen displays.

The row of buttons below the ribbon outlines more actions. From the left, **Cancel** –Does not save changes made. **Save Draft** – Allows Rater to save an incomplete ePAR without sending it to any other parties. If desired, Rater may request feedback from Reviewer.

Submit – Allows Rater to complete the PAR and forward to all parties including human resources.

Notes – Appears only on the Rater's screen and allows one to keep track of notes during the rating cycle.

Rater's notes are not part of the ePAR record and deletes automatically at the end of the cycle.

Significant event will be explained later in the **Tools** portion of the book.

Feedback – Rater can request feedback from the Reviewer during all stages of the ePAR. This button sends the request to Reviewer and prompts him/her to view ePAR. If there are any issues, discrepancies or questions, the Feedback button should be used to discuss. The Reviewer's comments are confidential between Rater and Reviewer.

Check Spelling - Checks for spelling errors.

Print – Gives ability to print entire document or any individual section of the ePAR; may print when the document is in **Shared** or **Complete** Status. All parties have the ability to print.

ePAR Close-out – The button is used to complete a "closeout" ePAR Review which occurs under certain conditions. The conditions include when the supervisor changes for a unit or when the employee changes supervisors without any title or appointing authority changes. The former supervisor would complete the closeout. The Closeout is really a closeout of the record for the Rater and there are no signatures required.

Ability to Download PDF version of the form- the PDF icon appears throughout the screens and allows all parties to download the form at any stage. The download is of the complete form regardless of whether that part of the process is complete.

The screenshot displays the ePAR system interface. At the top, the title is "Electronic Performance Assessment Review (ePAR)" and the user is identified as "CIVIL SERVICE COMMISSION *". The navigation ribbon includes buttons for "cancel", "save draft", "submit", "notes", "significant events", "feedback", "check spelling", "print", "ePAR close-out", and "download pdf". Below the ribbon, the current review details are shown: Ratee: GAMBINO, JOSEPH A [000331015], Title: EDUC PROG DEV SPLCLST 3, Rater: ROGERS-MCLEAN, KIMBERLY [000360510], Dept/Agency: CS/CSA, ModelID: CSAX0701P-E2015, and Year: 2015. A progress bar indicates the current stage is "Job Expectations". The sidebar on the left lists various actions, with "Job Expectations" circled in red. The main content area shows the "Job Expectations" section, including "Major Goals of the Agency" (The Core Mission of the Civil Service Commission is to provide a fair and efficient human resource delivery system that reads quality, merit and productivity in a framework that allows Civil Service jurisdictions the flexibility necessary to manage their workforce, Specific unit goals are as follows: -identify course topics to be delivered in a classroom based on online format), "Major Goals of the Ratee" (1. Functions as the Development Team Supervisor), and "Major Job Responsibilities and Essential Criteria for Successful Accomplishments" (Job Responsibility 1: Assist in the planning implementation of general training programs or training in a specific assigned area.).

Job Expectations

Rater

Job Expectations screen details.

To add information into and begin this section, click in the box, type, cut or paste information into the **Major Goals of the Agency** and the **Major Goals of the Ratee**.

Under **Major Responsibilities and Essential Criteria for Successful Accomplishments**, click **+add new**, and a box will appear.

Type or cut and paste information into the **Job Responsibility 1** and **Essential Criteria 1** fields. Click **+add new** again for each additional job responsibility.

Reminder: **Save Draft** allows one to save changes without proceeding in the process. **Note:** When saving in draft, both sections need to have information inputted (at-least one character) before saving successfully, (ex. Major Goals of the Agency and Major Goals of the Ratee, Job Responsibility and Essential Criteria). If one begins a Job Responsibility, but does not put at least 1 character in Essential Criteria, Information will be lost upon saving.

Once Job Expectations are finalized, click **Submit**, so that Job Expectations are shared with Ratee. You may print in the “share” or “complete” status.

The screenshot displays the ePAR system interface. At the top, it says "Electronic Performance Assessment Review (ePAR)" and "CIVIL SERVICE COMMISSION *". Below this is a navigation bar with tabs for "Current Review", "Action Items", "Administration", and "All Reviews". A toolbar contains icons for "cancel", "save draft", "submit", "notes", "significant events", "feedback", "check spelling", "print", "ePAR close-out", and "download pdf".

Below the toolbar, a summary bar shows: Ratee: GAMBINO, JOSEPH A [000331015]; Title: EDUC PROG DEV SPCLST 3; Rater: ROGERS-MCLEAN, KIMBERLY [000360510]; Dept/Agency: CS/CSA; ModelID: CSAX0701P-E2015; Year: 2015.

A progress bar shows "Job Expectations" as the active step, followed by "Interim Review" and "Final Review".

The left sidebar lists navigation options under "Job Expectation", "Interim Review", and "Final Review".

The main content area is titled "Job Expectations" and contains three sections:

- Major Goals of the Agency:** A text box containing: "The Core Mission of the Civil Service Commission is to provide a fair and efficient human resource delivery system that reads quality, merit and productivity in a framework that allows Civil Service jurisdictions the flexibility necessary to manage their workforce, Specific unit goals are as follows: -identify course topics to be delivered in a classroom based on online format".
- Major Goals of the Ratee:** A text box containing: "1. Functions as the Development Team Supervisor".
- Major Job Responsibilities and Essential Criteria for Successful Accomplishments:** A section with a "+add new" button. It contains a "Job Responsibility 1" text box with the text: "Assist in the planning implementation of general training programs or training in a specific assigned area." Below it is an "Essential Criteria 1" section.


Job Expectations

After **submitting** the Job Expectations, the system will take the Rater back to the dashboard.

Shared means ePAR sent to others for review.

Note: Progress section updates to reflect "Face-to-Face Meeting." Status updates to "Shared."

This is an indication that the Rater needs to schedule the Face-to-Face meeting OUTSIDE of the ePAR system. Raters may use an email or calendar system like Outlook to schedule the meeting about the Job Expectations.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review
Action Items
Administration
All Reviews

Rating Year 2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRMNT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

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**Ratee's
Dashboard**

Job Expectations

If Notifications are enabled, the Ratee will receive an email prompting him/her to review the ePAR.

The Ratee needs to click on his/her own name to view the Job Expectations completed by the Rater.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review
Action Items
All Reviews

Rating Year 2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Face to Face Meeting	Shared

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
COMISKY, SHARYN R [000362161]	ADMINV ANLT 2 DP	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
HANCOCK, SCOTT A [000725605]	SFTWRE DEV SPCLST 1	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
KIM, SUNWOONG [000373797]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
KRAKER, DOUGLAS [000334536]	ADMINV ANLT 2 DP	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
MALDONADO, HANNAH [000385604]	TST DEV SPCLST 3	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
SPADY, KEYDOTTA [000701677]	PRNCPL CLK TYPST	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
STOUT, REBA M [000316851]	PRSNL ASST 2	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated

Requested Feedback and Reviews

No records found.

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Job Expectations

The Job expectations will be grayed out so the Ratee may view it.

Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION *

Current Review | Action Items | Administration | All Reviews

cancel | save draft | submit | edit | notes | significant events | feedback | check spelling | print | ePAR close-out | download pdf

Ratee : GAMBINO, JOSEPH A [000331015] | Title : SR EXEC SVC | Rater : ROGERS-MCLEAN, KIMBERLY [000360510] | Dept/Agency : CS/CSA | ModelID : CSAX0701P-M2015 | Year : 2015

Job Expectations | Interim Review | Final Review

Job Expectation

- ✓ Job Expectations
- ✓ Job Factors
- ⇒ Face to Face Meeting
- Ratee Signature
- Rater Signature
- Reviewer Signature

Interim Review

- Interim Ratings
- Interim Justification
- Face to Face Meeting
- Ratee Signature
- Rater Signature
- Reviewer Signature

Final Review

- Final Ratings

Job Expectations

Major Goals of the Agency

The Core Mission of the Civil Service Commission is to provide a fair and efficient human resource delivery system that reads quality, merit and productivity in a framework that allows Civil Service jurisdiction the flexibility necessary to manage their workforce, Specific unit goals are as follows:

- identify course topics to be delivered in a classroom based or online format

Major Goals of the Ratee

1. Functions as the Development Team Supervisor

Major Job Responsibilities and Essential Criteria for Successful Accomplishments

Job Responsibility 1

Assist in the planning implementation of general training programs or training in a specific assigned area.



Job Expectations

Face to Face Meeting

The Face to Face meeting must be scheduled off line. Utilize email, Outlook or other tools to schedule the meeting. Rater may initiate modifications to ePAR by using the **“Edit”** button.



Job Expectations

Rater

After the Face-To-Face Meeting with Ratee is held, it needs to be confirmed in ePAR.

The Rater name, Ratee name, and current date will display. **Click on** calendar icon to change the date.

When completed, click **Confirm**. This will notify all parties that ePAR is ready to be signed.

Note: No changes can be made to the ePAR once it is signed.

The screenshot displays the ePAR (Electronic Performance Assessment Review) interface for the Civil Service Commission. The main content area is titled "Job Expectations: Confirm Face to Face Meeting". It contains the following information:

- Rater:** ROGERS-MCLEAN, KIMBERLY [000360510]
- Ratee:** GAMBINO, JOSEPH A [000331015]
- Date:** Wednesday, September 03, 2014

A calendar pop-up is shown over the date field, displaying the month of September 2014. The date "3" (Wednesday, September 3rd) is highlighted in blue. Below the calendar, the text reads: "I am submitting the ePAR for this review. The meeting with my ratee was held on the specified date above."

The sidebar menu on the left includes the following items:

- Job Expectation
 - ✓ Job Expectations
 - ✓ Job Factors
 - ⇒ Face to Face Meeting
 - Ratee Signature
 - Rater Signature
 - Reviewer Signature
- Interim Review
 - Interim Ratings
 - Interim Justification
 - Face to Face Meeting
 - Ratee Signature
 - Rater Signature
 - Reviewer Signature
- Final Review
 - Final Ratings
 - Final Justification
 - Face to Face Meeting
 - Ratee Signature
 - Rater Signature
 - Reviewer Signature

The top navigation bar includes the following items:


- cancel
- confirm (circled in red)
- notes
- significant events
- feedback
- check spelling
- print
- ePAR close-out
- download pdf

Job Expectations

After confirming Face-to-Face meeting, the progress updates on the **Dashboard** to “Pending Ratee Signature.” Status is “Shared.”

Rating Year 2015

(04/01/2014 to 06/30/2015)

 2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPVRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Pending Ratee Signature	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRMNT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.


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Ratee will receive a system-generated email to let him/her know an action item is waiting for input.

The Ratee must click on his/her own **name** to open document.

Note: Progress section will indicate "Pending Ratee Signature." Status will indicate "Shared."



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review
Action Items
All Reviews

Rating Year

2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Pending Ratee Signature	Shared

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
COMISKY, SHARYN R [000362161]	ADMINV ANLT 2 DP	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
HANCOCK, SCOTT A [000725605]	SFTWRE DEV SPCLST 1	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
KIM, SUNWOONG [000373797]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
KRAKER, DOUGLAS [000334536]	ADMINV ANLT 2 DP	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
MALDONADO, HANNAH [000385604]	TST DEV SPCLST 3	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
SPADY, KEYDOTTA [000701677]	PRNCPL CLK TYPST	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
STOUT, REBA M [000316851]	PRSNL ASST 2	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated

Requested Feedback and Reviews

No records found.

Job Expectations

Ratee

Ratee Signature

The Ratee is the first to sign in the process. Ratee should check **Agree or Disagree** box.

To add **Ratee comments**, he/she should click in box and type. Expand comments section if necessary.

Comments are part of the official record and allow any and all parties to provide feedback.

Ratee should Click **Sign** which initiates electronic signature acknowledging elements of the ePAR. A system-generated e-mail is sent to the Rater stating ePAR is ready for review and signature.

Reminder: To review Job Expectations, Ratee may click the **Job Expectations** on side tab at any time. **No changes can be made to the document once the Ratee signs it.**

Electronic Performance Assessment Review (ePAR) CIVIL SERVICE COMMISSION *

Current Review Action Items Administration All Reviews

cancel sign notes significant events feedback ABC check spelling print ePAR close-out download pdf

Ratee : GAMBINO, JOSEPH A [000331015] Title : SR EXEC SVC Rater : ROGERS-MCLEAN, KIMBERLY [000360510] Dept/Agency : CS/CSA ModelID : CSAX0701P-M2015 Year : 2015

Job Expectations Interim Review Final Review

Job Expectation

- ✓ Job Expectations
- ✓ Job Factors
- ✓ Face to Face Meeting
- ✓ Ratee Signature
- ⇒ Rater Signature
- Reviewer Signature

Interim Review

- Interim Ratings
- Interim Justification
- Face to Face Meeting
- Ratee Signature
- Rater Signature
- Reviewer Signature

Job Expectations : Ratee Signature

I have reviewed the elements of this PAR and had a face-to-face meeting with my supervisor to discuss the Major Goals (Unit and Ratee), Major Job Responsibilities, Essential Criteria, Performance Factors, Point Accumulation Methodology, and the Evaluation Conversion to the Overall Rating by which I will be rated.

This meeting was held on

Wednesday, September 03, 2014

My signature indicates that I have been advised of these PAR elements.


Ratee: GAMBINO, JOSEPH A [000331015] Date: Wednesday, September 03, 2014

I agree with the elements of this PAR. I disagree with the elements of this PAR.

Ratee Comments : no comment

System will display current date.

Ratee's dashboard updates to "Pending Rater Signature." Status is "Shared."



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review
Action Items
All Reviews

Rating Year 2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Pending Rater Signature	Shared

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
COMISKY, SHARYN R [000362161]	ADMINV ANLT 2 DP	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
HANCOCK, SCOTT A [000725605]	SFTWRE DEV SPCLST 1	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
KIM, SUNWOONG [000373797]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
KRAKER, DOUGLAS [000334536]	ADMINV ANLT 2 DP	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
MALDONADO, HANNAH [000385604]	TST DEV SPCLST 3	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
SPADY, KEYDOTTA [000701677]	PRNCPL CLK TYPST	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
STOUT, REBA M [000316851]	PRSNL ASST 2	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated

Requested Feedback and Reviews


No records found.

Job Expectations

Rater's Dashboard

The next step is the Rater's signature as indicated on the dashboard.

Click **employee's name** to open.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review | Action Items | Administration | All Reviews

Rating Year 2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPVRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Pending Rater Signature	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

Job Expectations

Rater Signature

The Rater indicates acknowledgment that Ratee's comments have been noted, by checking appropriate box. Rater may also certify Ratee's refusal to sign.

Comments are part of the official record and allow any and all parties to provide feedback.

GAMBINO, JOSEPH A [000331015] Wednesday, September 03, 2014

I agree with the elements of this PAR. I disagree with the elements of this PAR.

Ratee Comments :

no comment

Job Expectations : Rater Signature

Rater: Date:

ROGERS-MCLEAN, KIMBERLY [000360510] Wednesday, September 03, 2014

Rater Comments :

>COMMENT HERE<


My signature through this checkbox indicates that the Ratee's positions have been noted
 (If ratee signature missing) I certify Ratee refuses signature

System will display current date.

Job Expectations

Rater's Dashboard

Rater's dashboard updates. Progress changes to "Pending Reviewer Signature." Status will update to "Shared."



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review
Action Items
Administration
All Reviews

Rating Year 2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPPRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Pending Reviewer Signature	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

Job Expectations

Rater

Click **Sign** to indicate that Job Expectations are ready for the Reviewer's signature. A system-generated email will be sent to Ratee and Reviewer indicating that ePAR is ready for Reviewer's approval.

Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION *

Current Review | Action Items | Administration | All Reviews

cancel | **sign** | notes | significant events | feedback | check spelling | print | ePAR close-out | download pdf

Ratee : GAMBINO, JOSEPH A [000331015] | Title : SR EXEC SVC | Rater : ROGERS-MCLEAN, KIMBERLY [000360510] | Dept/Agency : CS/CSA | ModelID : CSAX0701P-M2015 | Year : 2015

Job Expectations | Interim Review | Final Review

Job Expectation

- ✓ Job Expectations
- ✓ Job Factors
- ✓ Face to Face Meeting
- ✓ Ratee Signature
- ⇒ Rater Signature**
- Reviewer Signature

Interim Review

- Interim Ratings
- Interim Justification
- Face to Face Meeting
- Ratee Signature
- Rater Signature
- Reviewer Signature

Job Expectations : Ratee Signature

I have reviewed the elements of this PAR and had a face-to-face meeting with my supervisor to discuss the Major Goals (Unit and Ratee), Major Job Responsibilities, Essential Criteria, Performance Factors, Point Accumulation Methodology, and the Evaluation Conversion to the Overall Rating by which I will be rated.

This meeting was held on

Wednesday, September 03, 2014

My signature indicates that I have been advised of these PAR elements.


Ratee: GAMBINO, JOSEPH A [000331015] | Date: Wednesday, September 03, 2014

I agree with the elements of this PAR. | I disagree with the elements of this PAR.

Ratee Comments : no comment

Reviewing an ePAR:

From the dashboard, select an employee by clicking on **Pending Review** in the Requested Feedback and Reviews section.


ePAR
Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION™

Current Review
Action Items
Administration
All Reviews

Rating Year 2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
STOUT, REBA M [000316851]	PRSNL ASST 2	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
ROYSTER, RAYMOND G [000522775]	FMLY SRVC SPLCLST 2	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated

Requested Feedback and Reviews

Employee Name	Feedback Requested	Pending Review
GAMBINO, JOSEPH A [000331015]	NA	Pending Review
MIGLIACCIO, DEANNA L [000328591]	NA	Pending Review

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Job Expectations

Reviewer's First and Last Name will display in the Reviewer Signature box.

Reviewer may add comments if necessary.

Reminder: Comments are part of the official record and allow any and all parties to provide feedback.

The screenshot displays a web interface for 'Job Expectations'. On the left is a navigation menu with options: 'Face to Face Meeting', 'Ratee Signature', 'Rater Signature', and 'Reviewer Signature'. The main content area is divided into two sections:

- Job Expectations : Rater Signature**
 - Rater:** ROGERS-MCLEAN, KIMBERLY [000360510]
 - Date:** Tuesday, September 09, 2014
 - Rater Comments :** A text area containing '>Comment here<'
 - Two checkboxes:
 - My signature through this checkbox indicates that the Ratee's positions have been noted
 - (If ratee signature missing) I certify Ratee refuses signature
- Job Expectations : Reviewer Signature**
 - Reviewer:** STOUT, REBA M [000316851]
 - Date:** Tuesday, September 09, 2014
 - Reviewer Comments :** A text area containing '>Comment here<'

System will display current date.

Job Expectations

Reviewer

If approved, Click **Sign**, A system-generated e-mail is sent to Rater indicating the ePAR has been reviewed and signed.

The Reviewer signature automatically submits ePAR to the Human Resource Office.

The screenshot shows the 'Electronic Performance Assessment Review (ePAR)' interface. At the top, it identifies the user as 'Reviewer' and the system as 'CIVIL SERVICE COMMISSION'. The main navigation bar includes 'Current Review', 'Action Items', 'Administration', and 'All Reviews'. A toolbar below the navigation bar contains icons for 'cancel', 'sign', 'significant events', 'feedback', 'check spelling', 'print', 'ePAR close-out', and 'download pdf'. The 'sign' icon is circled in red. Below the toolbar, the system displays the following information: Ratee: GAMBINO, JOSEPH A [000331015]; Title: SR EXEC SVC; Rater: ROGERS-MCLEAN, KIMBERLY [000360510]; Dept/Agency: CS/CSA; ModelID: CSAX0701P-M2015; Year: 2015. A progress bar shows 'Job Expectations' as the current step, followed by 'Interim Review' and 'Final Review'. The main content area is titled 'Job Expectations : Ratee Signature' and contains the following text: 'I have reviewed the elements of this PAR and had a face-to-face meeting with my supervisor to discuss the Major Goals (Unit and Ratee), Major Job Responsibilities, Essential Criteria, Performance Factors, Point Accumulation Methodology, and the Evaluation Conversion to the Overall Rating by which I will be rated.' Below this, it states 'This meeting was held on' followed by a date field containing 'Wednesday, September 03, 2014'. The text continues: 'My signature indicates that I have been advised of these PAR elements.' There are two input fields: 'Ratee:' containing 'GAMBINO, JOSEPH A [000331015]' and 'Date:' containing 'Wednesday, September 03, 2014'. There are two checkboxes: 'I agree with the elements of this PAR.' (checked) and 'I disagree with the elements of this PAR.' (unchecked). At the bottom, there is a 'Ratee Comments' field with the text 'no comment'.

Rater

Tools

The following tools are available in the ePAR system to assist you throughout the rating process: **Notes, Significant Events, Feedback, Check Spelling, and Print.**

These items will be discussed over the next few pages.

The screenshot displays the Electronic Performance Assessment Review (ePAR) interface. At the top, the title 'Electronic Performance Assessment Review (ePAR)' is centered, with 'ePAR' on the left and 'CIVIL SERVICE COMMISSION' on the right. Below the title is a navigation bar with tabs for 'Current Review', 'Action Items', 'Administration', and 'All Reviews'. A toolbar contains icons for 'cancel', 'sign', 'notes', 'significant events', 'feedback', 'check spelling', 'print', 'ePAR close-out', and 'download pdf'. The 'notes', 'significant events', 'feedback', 'check spelling', and 'print' icons are circled in red. Below the toolbar, a header section displays review details: Ratee: GAMBINO, JOSEPH A [000331015], Title: SR EXEC SVC, Rater: ROGERS-MCLEAN, KIMBERLY [000360510], Dept/Agency: CS/CSA, ModeID: CSAX0701P-M2015, and Year: 2015. A progress bar shows 'Job Expectations' as the active step, followed by 'Interim Review' and 'Final Review'. On the left, a sidebar menu lists 'Job Expectation' (with sub-items: Job Expectations, Job Factors, Face to Face Meeting, Ratee Signature, Rater Signature, Reviewer Signature), 'Interim Review' (with sub-items: Interim Rating, Interim Justification, Face to Face Meeting, Ratee Signature, Rater Signature, Reviewer Signature), and 'Final Review'. The main content area is titled 'Job Expectations : Ratee Signature' and contains a text box with the following text: 'I have reviewed the elements of this PAR and had a face-to-face meeting with my supervisor to discuss the Major Goals (Unit and Ratee), Major Job Responsibilities, Essential Criteria, Performance Factors, Point Accumulation Methodology, and the Evaluation Conversion to the Overall Rating by which I will be rated.' Below this is a section 'This meeting was held on' with a date field containing 'Wednesday, September 03, 2014'. A statement follows: 'My signature indicates that I have been advised of these PAR elements.' There are two fields: 'Ratee:' containing 'GAMB:NO, JOSEPH A [000331015]' and 'Date:' containing 'Wednesday, September 03, 2014'. Two checkboxes are present: a checked box for 'I agree with the elements of this PAR.' and an unchecked box for 'I disagree with the elements of this PAR.'. At the bottom, there is a 'Ratee Comments :' section with a text area containing 'no comment'.

Notes appear only on the Rater's screen and allows the Rater to keep track of notes during the rating cycle. Rater's notes are not part of the ePAR record and deletes automatically at the end of the cycle. To open Notes, Click **New**.

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface. At the top, there is a navigation bar with tabs for 'Current Review', 'Action Items', 'Administration', and 'All Reviews'. Below this, a toolbar contains various icons: 'cancel', 'notes' (circled in red), 'significant events', 'feedback', 'check spelling', 'print', 'ePAR close-out', and 'download pdf'. The main content area shows the same interface but with a 'Rater Notes' section. This section has a sub-toolbar with 'new', 'edit', 'delete', and 'view epar' options. Below the toolbar is a table with two columns: 'Title' and 'Date'. The 'new' icon in the sub-toolbar is also circled in red. The footer of the page includes the copyright notice '© State of New Jersey Civil Service Commission' and a 'Back to Top' link.

Tools - Significant Events

Rater

Significant Events – The Significant Events screen is available throughout the rating cycle and is used to record any noteworthy event (positive or negative) or any other amendments/changes that need to be made to the signed ePAR.

To add a Significant Event, click on the **Significant Events** icon and the **Fact Sheet of Significant Performance Events** will display. Since Significant Events may occur throughout the process, you will find the button in various sections.

One may click on the name from the Dashboard to access the significant events button.

The screenshot displays the ePAR system interface. At the top, the title "Electronic Performance Assessment Review (ePAR)" is centered, with "ePAR" on the left and "CIVIL SERVICE COMMISSION" on the right. Below the title is a navigation bar with tabs for "Current Review", "Action Items", "Administration", and "All Reviews". Under "Action Items", several icons are visible, including "cancel", "save draft", "submit", "notes", "significant events" (circled in red), "feedback", "check spelling", "print", "ePAR close-out", and "download pdf".

Below the navigation bar, a header section contains the following information:

Ratee : GAMBINO, JOSEPH A [000331015]	Title : SR EXEC SVC	Rater : ROGERS-MCLEAN, KIMBERLY [000360510]	Dept/Agency : CS/CSA	ModelID : CSAX0701P-M2015	Year : 2015
--	------------------------	--	-------------------------	------------------------------	----------------

Below the header is a progress bar with three stages: "Job Expectations", "Interim Review", and "Final Review". The "Interim Review" stage is currently active, indicated by a blue arrow and a flag icon.

On the left side, there is a sidebar menu with the following items:

- Job Expectation
 - ✓ Job Expectations
 - ✓ Job Factors
 - ✓ Face to Face Meeting
 - ✓ Ratee Signature
 - ✓ Rater Signature
 - ✓ Reviewer Signature
- Interim Review
 - ✓ Interim Ratings
 - ⇒ Interim Justification
 - Face to Face Meeting
 - Ratee Signature
 - Rater Signature
 - Reviewer Signature


The main content area is titled "Justification and Development Plan" and contains two sections:

- Justification for Interim Evaluation**: A text box containing the following text: "Joe's performance during this interim period has been very satisfactory. During this rating period Joe has distinguished himself as eager to teach and ready to make a contribution to the team. His performance has been commendable in the quality and quantity of his work. His ability to demonstrate leadership in order to achieve major unit goals has also been commendable."
- Interim Development Plan**: A list of three items:
 1. Be more proactive when dealing office conflict
 2. Engage employees more
 3. Build on positive employee moral





Tools - Significant Events

Rater

Click **New** to add a Significant Event.

 ePAR CIVIL SERVICE COMMISSION *

Current Review Action Items Administration All Reviews

 new  edit  delete  view epar

Fact Sheet of Significant Performance Events

	Title	Comments/Action	Ratee Signature	Rater Signature	Date
<input type="radio"/>	Job Accolade Click to view	Build on positive employee moral. Engage employees and be more proactive when dealing with office conflict.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thursday, September 18, 2014

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Tools - Significant Events

The Ratee's and Rater's information will be displayed automatically.

Click in the **Title** box to name a significant event and begin entering information. Once completed – check the box “I verify this significant performance event as the Rater”.

Click **Save** and you will return to **Fact Sheet of Significant Performance Events**.

The screenshot shows the 'Electronic Performance Assessment Review (ePAR)' interface. At the top, there is a navigation bar with 'Current Review', 'Action Items', 'Administration', and 'All Reviews'. Below this is a toolbar with icons for 'save', 'cancel', 'check spelling', 'view epar', and 'download pdf'. The main content area is titled 'Significant Event > New'. It contains several input fields: 'Title' (Job Accolade), 'Description of significant performance event' (Joe has distinguished himself as eager to teach, ready to make a contribution to the team and is a great team leader.), 'Date' (Thursday, Septembe), 'Rater' (ROGERS-MCLEAN, KIMBERLY [000360510]), 'Rater Comments / Recommended Action' (Build on positive employee moral. Engage employees and be more proactive when dealing with office conflict.), 'Date' (Thursday, Septembe), and 'Ratee' (GAMBINO, JOSEPH A [000331015]). There are two checkboxes: one checked, 'I verify this significant performance event as the Rater', and one unchecked, 'I verify this significant performance event as the Ratee'.

Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION *

Current Review Action Items Administration All Reviews

save cancel check spelling view epar download pdf

Significant Event > New

Title: Job Accolade

Description of significant performance event: Joe has distinguished himself as eager to teach, ready to make a contribution to the team and is a great team leader.

Date: Thursday, Septembe Rater: ROGERS-MCLEAN, KIMBERLY [000360510]

Rater Comments / Recommended Action: Build on positive employee moral. Engage employees and be more proactive when dealing with office conflict.

I verify this significant performance event as the Rater

Date: Thursday, Septembe Ratee: GAMBINO, JOSEPH A [000331015]

Ratee Comments

I verify this significant performance event as the Ratee

Rater

Tools - Significant Events

Notice the Rater Signature box is checked. The Ratee receives a system-generated email indicating that a significant event has been added to their ePAR. This email will contain a link to the Significant Event.

Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review | Action Items | Administration | All Reviews

new | edit | delete | view epar

Fact Sheet of Significant Performance Events

	Title	Comments/Action	Ratee Signature	Rater Signature	Date
<input type="radio"/>	Job Accolade Click to view	Build on positive employee moral. Engage employees and be more proactive when dealing with office conflict.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thursday, September 18, 2014

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Ratee

Tools - Significant Events

Upon reviewing the Significant Event, Ratee must add a comment because it is a required field.

Ratee should then check the verification box located at the bottom of the screen. Next, click “Save” at the top of the page. This will return the Ratee to the prior screen, and the “Ratee Signature” box will be checked.

Click on the State Seal or **Current Review** to return to Dashboard.

save cancel ABC check spelling view epar download pdf

Significant Event > Update

Title: Job Accolade

Description of significant performance event: Joe has distinguished himself as eager to teach, ready to make a contribution to the team and is a great team leader.

Date: Thursday, September 10, 2015

Rater: ROGERS-MCLEAN, KIMBERLY [000360510]

Rater Comments / Recommended Action: Build on positive employee moral. Engage employees and be more proactive when dealing with office conflict.

I verify this significant performance event as the Rater

Date: Thursday, September 10, 2015

Rater: **GAMBINO, JOSEPH A [000331015]**

MIGLIACCIO, DEANNA L [000328591]

Ratee Comments: > Comment here<

I verify this significant performance event as the Ratee

Tools - Significant Events

Edit may also be used to further comment on a Significant Event, click **edit** to view and comment on the Significant Event.

Edit allows Rater to make changes. To see the ePAR click “**view epar**” tab.

The “**Click to view**” hyperlink is just to view significant events. You will not be able to edit in this mode. To edit, click the button to select, then click **edit**.

Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION *

Current Review | Action Items | Administration | All Reviews

new | edit | delete | view epar

Fact Sheet of Significant Performance Events

	Title	Comments/Action	Ratee Signature	Rater Signature	Date
	Job Accolade Click to view	Build on positive employee moral. Engage employees and be more proactive when dealing with office conflict.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thursday, September 18, 2014

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Tools - Feedback

Feedback – Rater can request feedback from the Reviewer during all stages of the ePAR. This button sends the request to Reviewer and prompts him/her to view ePAR. If there are any issues, discrepancies or questions, the Feedback button should be used to discuss. The Reviewer’s comments are confidential between Rater and Reviewer.

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface. At the top, there is a navigation bar with tabs for 'Current Review', 'Action Items', 'Administration', and 'All Reviews'. Below this is a toolbar with various icons: 'cancel', 'notes', 'significant events', 'feedback' (circled in red), 'check spelling', 'print', 'ePAR close-out', and 'download pdf'. The main content area shows a 'Reviewer Feedback' section with a table header containing 'Request Summary', 'Status', and 'Date'. The footer includes the copyright notice '© State of New Jersey Civil Service Commission' and a 'Back to Top' link.

Tools - Feedback

Rater

Click “New” to open a new Request box.

The screenshot displays the Electronic Performance Assessment Review (ePAR) interface. At the top, the title "Electronic Performance Assessment Review (ePAR)" is centered, with the "CIVIL SERVICE COMMISSION" logo on the right. Below the title is a navigation bar with tabs for "Current Review", "Action Items", "Administration", and "All Reviews". A secondary toolbar contains icons for "cancel", "notes", "significant events", "feedback", "check spelling", "print", "ePAR close-out", and "download pdf".

The main content area is titled "Reviewer Feedback" and contains a table with the following structure:

Request Summary	Status	Date

In the "Reviewer Feedback" section, the "new" button (represented by a document icon with a star) is circled in red. Other buttons in this section include "edit", "withdraw", and "view epar".

At the bottom of the page, the footer contains the text "© State of New Jersey Civil Service Commission" on the left and a "Back to Top" link on the right.

Tools - Feedback

Rater

After clicking “**New**”, the Request Reviewer Feedback page will appear and will allow the Rater to type in the request for feedback. The Rater can also view the ePAR for referencing.

The screenshot shows the ePAR system interface. At the top left is the state seal and the text "ePAR". At the top right is "CIVIL SERVICE COMMISSION *". Below this is a navigation bar with "Current Review" (selected), "Action Items", "Administration", and "All Reviews". A toolbar contains icons for "save", "cancel", "check spelling" (with "ABC" above it), and "view epar" (with a document icon above it). The main content area has a blue header: "Request Reviewer Feedback for GAMBINO, JOSEPH A [000331015]". Below this is a "To:" field containing "KELLY, GRACE M [000003824]". A large "Message:" text area is below the recipient field. At the bottom left is the copyright notice "© State of New Jersey Civil Service Commission" and at the bottom right is a "Back to Top" link.

Tools - Feedback

Rater

When the Rater is finished writing comments, click “**Save**” which automatically sends the request to the Reviewer.

Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review | Action Items | Administration | All Reviews

new | edit | withdraw | view epar

Reviewer Feedback			
	Request Summary	Status	Date
<input type="radio"/>	The request for Reviewer Feedback will be entered here.	Pending response	Monday, December 08, 2014

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Tools - Feedback

Reviewer

The Reviewer can access the feedback page by either the dashboard or from the system-generated email. Once the Reviewer clicks open the request, the Reviewer Feedback Response page displays.

The screenshot shows the 'Electronic Performance Assessment Review (ePAR)' interface for the 'CIVIL SERVICE COMMISSION *'. The page has a top navigation bar with 'Current Review', 'Action Items', and 'All Reviews'. Below this is a toolbar with icons for 'save', 'cancel', 'check spelling', and 'view epar'. The main content area is titled 'Reviewer Feedback Response' and contains a 'To' field with the name 'ROGERS-MCLEAN, KIMBERLY [000360510]'. Below the 'To' field is a large text input area with the placeholder text 'type it in.'. At the bottom of the form is a 'Message' field. The footer of the page includes the copyright notice '© State of New Jersey Civil Service Commission' and a 'Back to Top' link.

Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION *

Current Review Action Items All Reviews

save cancel check spelling view epar

Reviewer Feedback Response

To
ROGERS-MCLEAN, KIMBERLY [000360510]

type it in.

Message

© State of New Jersey Civil Service Commission [Back to Top](#)

Tools - Print

Print gives the ability to print entire document or any individual section of the ePAR when the document is in **Shared** or **Complete** Status.

To print an ePAR, click the **Print** icon. The following preview page will display:

Select File/Print, or click the printer icon.

Select the appropriate printer, and click **Print**.

Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION *

Current Review | Action Items | Administration | All Reviews

cancel | sign | notes | significant events | feedback | check spelling | **print** | ePAR close-out | download pdf

Model # CSAX0701P-M2015 Rating Cycle Ending 2015

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

PAR Committee Model Civil Service Commission

Manager Form

Ratee:	Title:	Rating Period:
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	04-01-2014 - 06-30-2015
Rater:	Dept/Agency-Location:	
ROGERS-MCLEAN, KIMBERLY [000360510]	CIVIL SERVICE - CIVIL SERVICE COMMISSION *	

Job Expectations

Major Goals of the Unit/Work Group
testing
Major Goals of the Ratee
testing

I have reviewed this package and have had a face-to-face meeting with my supervisor to discuss the Major Goals (Unit and Ratee), Major Job Responsibilities, Essential Criteria, Performance Factors, Point Accumulation	My signature indicates that the Ratee's positions have been noted
--	--

Ability to Download PDF version of the form – The PDF icon appears throughout the screens and allows all parties to download the form at any stage. The download is of the complete form regardless of whether that part of the process is complete.

The screenshot shows the ePAR system interface. At the top, the title is "Electronic Performance Assessment Review (ePAR)" and "CIVIL SERVICE COMMISSION". Below this is a navigation bar with tabs for "Current Review", "Action Items", "Administration", and "All Reviews". A toolbar contains various icons: cancel, sign, notes, significant events, feedback, check spelling, print, ePAR close-out, and a circled "download pdf" icon.

The main content area displays a PDF document titled "2015000331015A20141222.pdf - Adobe Reader". The document content includes:

- Model # CSAX0701P-M2015
- Rating Cycle Ending 2015
- STATE OF NEW JERSEY CIVIL SERVICE COMMISSION logo
- PAR Committee Model Civil Service Commission
- Manager Form

Ratee:	Title:	Rating Period:
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	07-01-2014 - 06-30-2015

Rater:	Dept/Agency-Location:
ROGERS-MCLEAN, KIMBERLY [000360510]	CIVIL SERVICE-CIVIL SERVICE COMMISSION *

Job Expectations

Major Goals of the Unit/Work Group

The Core Mission of the Civil Service Commission is to provide a fair taxpayers efficient human resource delivery system that rewards quality merit and productivity in a framework that allows Civil Service jurisdictions the flexibility necessary to manage their workforce, improve productivity and provide a more cost effective service delivery for state taxpayers.

The Division of Administration and Training provides the necessary administration support to Commission employees including facilities, fiscal, human resources and information technology. For State and local entities, the Office of Training supports staff development activities by providing classroom and online training either directly or in concert with education and training partners. The State of New Jersey Employee Advisory Service provides State employees and employees confidential counseling referrals and support services for issues related to job-performance, mental health, substance use and employee well-being.

The Division of Information Technology Management is responsible for information technology systems and operations, including:

Interim Review

Rater

Interim Review occurs six months into the rating cycle. The purpose of the Interim Review is to provide the ratee an indication of their work performance and progress for the first six months of the cycle.

To begin the Interim Review, click Interim Ratings on the side bar, then enter numerical ratings for each Job Factor.

The screenshot displays the ePAR system interface. At the top, the title is "Electronic Performance Assessment Review (ePAR)" and the organization is "CIVIL SERVICE COMMISSION". The navigation bar includes "Current Review", "Action Items", "Administration", and "All Reviews". A toolbar contains icons for cancel, save draft, submit, compute rating (circled), notes, significant events, feedback, check spelling, print, ePAR close-out, and download pdf. Below the toolbar, user information is displayed: Ratee: GAMBINO, JOSEPH A [000331015], Title: SR EXEC SVC, Rater: ROGERS-MCLEAN, KIMBERLY [000360510], Dept/Agency: CS/CSA, ModelID: CSAX0701P-M2015, Year: 2015. A progress bar shows "Job Expectations", "Interim Review" (active), and "Final Review". On the left sidebar, "Interim Review" is selected, and "Interim Ratings" is highlighted. The main content area shows a table of Job Factors with columns for ratings 1 through 5, Interim Score, and Final Score. Two factors are visible: Customer Service and Communication, both with an Interim Score of 4 (circled).

Job Factors	1	2	3	4	5	Interim Score	Final Score
Customer Service: Identifies and meets customer (internal & external) needs while meeting time, quality and cost requirements.	Was slow or inaccurate in diagnosing customer needs; did not meet deadlines; service to customer lacked expected expertise; product was unacceptable or revisions were necessary.	Lacked consistency in meeting customer needs; inaccurately interpreted the needs of customers; was not attentive and inquisitive when dealing with customers; did not consistently meet time, quality and cost requirements.	Accurately assessed customer needs; provided necessary or requested service within acceptable timeframes requiring few corrections or revisions; sought customer feedback and expression of satisfaction with work product.	Sometimes anticipated customer needs; sought quality alternative solutions; work quality occasionally demonstrated exceptional insights and technical expertise.	Frequently anticipated customer needs; accurately diagnosed customer requirements; recommended quality alternative solutions; work quality typically demonstrated exceptional insights and technical expertise.	4	
Communication: Effective expression of ideas, concepts, or directions in individual or group situations, non-verbal communication, voice level, and	Informal communication was ineffective due to disorganization of thoughts, and/or inappropriate	Frequently miscommunicated verbally, but not always; communication flaws included: poor listening, no organization of	Seldom miscommunicated ideas, thoughts or directions. Asked appropriate questions and involved the	Verbal communications, formal and informal, were consistently well organized, well structured and to the point	Rarely miscommunicated due to own actions or inactions. Thought well, fast and appropriately on his or her own	4	

Interim Review

Rater

Once complete, click the **Compute Rating** tab at the top of the page. The **Compute Rating** button calculates performance factor ratings to determine Interim & Final Evaluations. The Interim Evaluation information will auto-sum once the numerical ratings are entered.

After computing the Rating, click “**submit**” to proceed to the Justification and Development section. Selecting submit after Computer Ratings does NOT send the notification to all parties. It merely proceeds to the next step of the process, Justification and Development Plan.



	not achieved.			objectives.	objectives.		
Quality of Work: Overall extent to which employee thoroughly and accurately meets the quality criteria.	Failed significantly to achieve essential quality criteria.	Achieved some, but not all essential quality criteria.	Achieved all essential quality criteria.	Exceeded essential quality criteria.	Significantly exceeded essential quality criteria.	4	
Quantity of Work: Overall extent to which employee produces an acceptable amount of work as defined in the quantity criteria.	Failed significantly to produce an acceptable amount of work.	Produced less than acceptable output as identified in essential quantity criteria.	Produced acceptable amount of work; met essential quantity criteria.	Produced more than acceptable amount of work.	Significantly exceeded essential quantity criteria.	4	
Timeliness: Overall extent to which employee meets work schedules and specified deadlines.	Rarely met work schedules or deadlines.	Sometimes met deadlines but often late in completing assignments within specified times.	Met work schedules and deadlines.	Met and often completed assignments ahead of specified deadlines.	Consistently completed assignments and job responsibilities ahead of deadlines.	4	
Job Achievement Factors Total						16	
		Interim Evaluation			Final Evaluation		
Grand Total Points		48					
		Interim Evaluation Rating			Final Evaluation Rating		
Overall		4					
Conversion To Overall Rating							
1-Unsatisfactory (12-20)		2-Needs Improvement (21-30)		3-Successful (31-40)		4-Commendable (41-50)	5-Outstanding (51-60)


Note: To find the compute tab, click “back to top” button

Interim Review

**Rater's
Dashboard**

After hitting **submit**, the Rater's dashboard will appear and you will see the **Development Plan** in the Progress bar, the Status will be in **Draft**.

Click on the name to go back into the Ratee's ePAR to do the Justification and Development Plan.




Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review
Action Items
Administration
All Reviews

Rating Year 2015

(07/01/2014 to 06/30/2015)

 2015 Rating Cycle Due Dates

- Job Expectations due by July 31, 2014
- Interim Review due by December 31, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
BYRNE, DEBORAH [000351556]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Draft
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPVRT SVCS	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Interim Review	Development Plan	Draft
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-S2015	Job Expectations	Face to Face Meeting	Shared
MCCLASKEY, ANN M [000321475]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRV MNT SPCLST 1	CSAX0701P-S2015	Job Expectations	Goal Setting	Draft

Requested Feedback and Reviews

No records found.

Interim Review

Rater

The next step of the process is to complete a written justification of the rating. Rater will enter a written Interim Justification and Development Plan by typing in the box. These fields are required.

Rater may also request Reviewer feedback by clicking on Feedback.

After completing the Justification and Development Plan, Rater may hit **Save Draft** or **Submit**.

Save Draft allows Rater to save an incomplete ePAR without sending it to any other parties. If desired, Rater may request feedback from Reviewer prior to submitting to Ratee.

Submit allows Rater to share the ePAR with the Ratee.

The screenshot displays the ePAR system interface. At the top, the title "Electronic Performance Assessment Review (ePAR)" is centered, with "CIVIL SERVICE COMMISSION*" on the right. Below the title is a navigation bar with tabs for "Current Review", "Action Items", "Administration", and "All Reviews". A toolbar contains icons for "cancel", "save draft", "submit" (circled in red), "notes", "significant events", "feedback", "check spelling", "print", "ePAR close-out", and "download pdf".

Below the toolbar, a metadata bar shows: Ratee: GAMBINO, JOSEPH A [000331015]; Title: SR EXEC SVC; Rater: ROGERS-MCLEAN, KIMBERLY [000360510]; Dept/Agency: CS/CSA; ModelID: CSAX0701P-M2015; Year: 2015.

A progress bar at the bottom of the metadata bar shows three steps: "Job Expectations" (completed), "Interim Review" (current step), and "Final Review" (pending).

The main content area is divided into two sections: "Justification and Development Plan" and "Interim Development Plan".

The "Justification and Development Plan" section contains a "Justification for Interim Evaluation" text box with the following text: "Joe's performance during this interim period has been very satisfactory. During this rating period Joe has distinguished himself as eager to teach and ready to make a contribution to the team. His performance has been commendable in the quality and quantity of his work. His ability to demonstrate leadership in order to achieve major unit goals has also been commendable."


The "Interim Development Plan" section contains a list of three items: "1. Be more proactive when dealing office conflict", "2. Engage employees more", and "3. Build on positive employee moral".

On the left side, a sidebar menu lists various options under "Job Expectation" and "Interim Review". The "Interim Justification" option is circled in red.

Interim Review

**Rater's
Dashboard**

After clicking **Submit**, Rater will be returned to the Dashboard. Face to Face meeting is identified in the Progress bar and should be scheduled off line.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review
Action Items
Administration
All Reviews

Rating Year

2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPVRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Interim Review	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

Ratee

Interim Review

Ratee will receive a system generated e-mail and be prompted to review the Interim Ratings, Justification and Development Plan.

The screenshot displays the ePAR system interface. At the top, the title "Electronic Performance Assessment Review (ePAR)" is centered, with "CIVIL SERVICE COMMISSION" on the right. Below the title is a navigation bar with tabs for "Current Review", "Action Items", "Administration", and "All Reviews". A toolbar contains icons for "cancel", "save draft", "submit", "notes", "significant events", "feedback", "check spelling", "print", "ePAR close-out", and "download pdf".

Metadata fields are displayed below the toolbar:

Ratee : GAMBINO, JOSEPH A [000331015]	Title : SR EXEC SVC	Rater : ROGERS-MCLEAN, KIMBERLY [000360510]	Dept/Agency : CS/CSA	ModelID : CSAX0701P-M2015	Year : 2015
--	------------------------	--	-------------------------	------------------------------	----------------

A progress bar shows three stages: "Job Expectations", "Interim Review" (the current stage), and "Final Review".

The left sidebar lists navigation options:

- Job Expectation
 - ✓ Job Expectations
 - ✓ Job Factors
 - ✓ Face to Face Meeting
 - ✓ Ratee Signature
 - ✓ Rater Signature
 - ✓ Reviewer Signature
- Interim Review
 - ✓ Interim Ratings
 - ⇒ Interim Justification
 - Face to Face Meeting
 - Ratee Signature
 - Rater Signature
 - Reviewer Signature

The main content area is titled "Justification and Development Plan" and contains two sections:

- Justification for Interim Evaluation**: A text box containing the following text: "Joe's performance during this interim period has been very satisfactory. During this rating period Joe has distinguished himself as eager to teach and ready to make a contribution to the team. His performance has been commendable in the quality and quantity of his work. His ability to demonstrate leadership in order to achieve major unit goals has also been commendable."
- Interim Development Plan**: A list of three items:
 1. Be more proactive when dealing office conflict
 2. Engage employees more
 3. Build on positive employee moral



Interim Review

The Face to Face meeting must be scheduled off line. Utilize email, Outlook or other tools to schedule the meeting. This meeting is the opportunity for the Rater and Ratee to discuss the Interim Review.



Interim Review

Rater

Once the Face to Face meeting is held, the Rater will **Confirm** the Interim Face to Face Meeting.

Note: No changes may be made in the ePAR once it is signed.

The screenshot displays the ePAR system interface for an Interim Review. At the top, the title is "Electronic Performance Assessment Review (ePAR)" and the organization is "CIVIL SERVICE COMMISSION". The navigation bar includes "Current Review", "Action Items", "Administration", and "All Reviews". A toolbar contains icons for "cancel", "confirm", "notes", "significant events", "feedback", "check spelling", "print", "ePAR close-out", and "download pdf". The "confirm" icon is circled in green. Below the toolbar, the review details are shown: Ratee: GAMBINO, JOSEPH A [000331015], Title: SR EXEC SVC, Rater: ROGERS-MCLEAN, KIMBERLY [000360510], Dept/Agency: CS/CSA, ModelID: CSAX0701P-M2015, Year: 2015. A progress bar shows "Job Expectations", "Interim Review", and "Final Review" steps, with "Interim Review" being the active step. A sidebar on the left lists various review components, with "Face to Face Meeting" circled in green. The main content area is titled "Interim Review: Confirm Face to Face Meeting" and contains form fields for "Rater" (ROGERS-MCLEAN, KIMBERLY [000360510]), "Ratee" (GAMBINO, JOSEPH A [000331015]), and "Date" (Wednesday, September 03, 2014). A calendar dropdown is open, showing the date "3" (Wednesday, September 3, 2014) selected. Below the date field, there is a text prompt: "I am submitting the ePAR for this Interim Review meeting with my ratee was held on the specified date above."

Ratee

Interim Review

After selecting their own name from the Dashboard, the Ratee's First and Last Name will display in the Ratee Signature box.

Check the **Agree or Disagree** box for the Interim Rating, Justification, and Development Plan. Add **Ratee comments** if desired. **Comments** are part of the official record and allow any and all parties to provide feedback. Expand comments section if necessary.

Click **Sign** to initiate electronic signature acknowledging elements of the ePAR. Rater receives a system-generated e-mail indicating ePAR is ready for review and signature.

Reminder: No changes can be made to the document once the Ratee signs it.

Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review Action Items All Reviews

cancel sign significant events check spelling print download pdf

Ratee : GAMBINO, JOSEPH A [000331015] Title : SR EXEC SVC Rater : ROGERS-MCLEAN, KIMBERLY [000360510] Dept/Agency : CS/CSA ModelID : CSAX0701P-M2015 Year : 2015

Job Expectations Interim Review Final Review

Interim Review : Ratee Signature

I have reviewed the Performance Factor ratings, Justification and Development Plan for the Interim Review and have had a face-to-face meeting with my supervisor

This meeting was held on

Tuesday, September 09, 2014

My signature indicates that I have been advised of these PAR elements.

Ratee: GAMBINO, JOSEPH A [000331015] Date: Tuesday, September 09, 2014

I agree with the Interim Rating I disagree with the Interim Rating

I agree with the Interim Justification I disagree with the Interim Justification

I agree with the Interim Development Plan I disagree with the Interim Development Plan


Ratee Comments :

>Comment here<

System will display current date.

Interim Review

Select Ratee's name from the Dashboard.



Electronic Performance Assessment Review (ePAR)


CIVIL SERVICE COMMISSION™

Current Review
Action Items
Administration
All Reviews

Rating Year

2015

(04/01/2014 to 06/30/2015)

 2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPVRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Interim Review	Pending Rater Signature	Draft
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

Interim Review

Rater

Add **Rater comments** if desired. **Comments** are part of the official record and allow any and all parties to provide feedback. Expand comments section if necessary.

Check the box acknowledging Ratee's comments are noted.

Scroll to the top of the screen and click, **Sign**. A system-generated e-mail is sent to the Ratee and Reviewer indicating the ePAR is ready for review and signature.

✓ Reviewer Signature

Interim Review

✓ Interim Ratings

✓ Interim Justification

✓ Face to Face Meeting

✓ Ratee Signature

→ **Rater Signature**

Reviewer Signature

Final Review

Final Ratings

Final Justification

Face to Face Meeting

Ratee Signature

Rater Signature

Reviewer Signature

GAMBINO, JOSEPH A [000331015] Tuesday, September 09, 2014

I agree with the Interim Rating I disagree with the Interim Rating

I agree with the Interim Justification I disagree with the Interim Justification

I agree with the Interim Development Plan I disagree with the Interim Development Plan

Ratee Comments :

>Comment here<

Interim Review : Rater Signature

Rater: ROGERS-MCLEAN, KIMBERLY [000360510] Date: Tuesday, September 09, 2014

Rater Comments :

>Comment here<

My signature through this checkbox indicates that the Ratee's positions have been noted


(If ratee signature missing) I certify Ratee refuses signature

System will display current date.

Interim Review

As stated, the Reviewer signature is the final step or process.

From the dashboard, select the **employee** by clicking on **Pending Review** in the **Requested Feedback and Reviews** section.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review
Action Items
Administration
All Reviews

Rating Year 2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
STOUT, REBA M [000316851]	PRSNL ASST 2	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
ROYSTER, RAYMOND G [000522775]	FMLY SRVC SPCLST 2	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated

Requested Feedback and Reviews

Employee Name	Feedback Requested	Pending Review
GAMBINO, JOSEPH A [000331015]	NA	Pending Review
MIGLIACCIO, DEANNA L [000328591]	NA	Pending Review

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The ePAR Close-out is used to finalize an ePAR when:

- 1) an ePAR is done in error (*Invalid ePAR*)
- 2) when an employee title changes (*Title Change*)
- 3) when reporting relationships change (*Agency Change, Supervisor Change, or Separation*)

The Rater is responsible for completing the ePAR Close-out.

Warning: The ePAR Close-out Ratings do not allow for signatures of all parties.

The screenshot displays the ePAR system interface. At the top, the title is "Electronic Performance Assessment Review (ePAR)" and the user is identified as "CIVIL SERVICE COMMISSION". The navigation menu includes "Current Review", "Action Items", "Administration", and "All Reviews". The "Current Review" section contains icons for "cancel", "sign", "notes", "significant events", "feedback", "check spelling", "print", "ePAR close-out" (highlighted with a red circle), and "download pdf".

Below the navigation menu, the following information is displayed:

- Ratee : GAMBINO, JOSEPH A [000331015]
- Title : SR EXEC SVC
- Rater : ROGERS-MCLEAN, KIMBERLY [000360510]
- Dept/Agency : CS/CSA
- ModelID : CSAX0701P-M2015
- Year : 2015

The main content area shows a progress bar with "Job Expectations", "Interim Review", and "Final Review". The "Job Expectations" section is active, displaying "Job Expectations : Ratee Signature".

The "Job Expectations : Ratee Signature" section contains the following text:

I have reviewed the elements of this PAR and had a face-to-face meeting with my supervisor to discuss the Major Goals (Unit and Ratee), Major Job Responsibilities, Essential Criteria, Performance Factors, Point Accumulation Methodology, and the Evaluation Conversion to the Overall Rating by which I will be rated.

This meeting was held on
 Wednesday, September 03, 2014

My signature indicates that I have been advised of these PAR elements.

Ratee: GAMBINO, JOSEPH A [000331015] Date: Wednesday, September 03, 2014

I agree with the elements of this PAR. I disagree with the elements of this PAR.

Ratee Comments :
 no comment

Rater

ePAR Close-out

Using ePAR close-out for an **Invalid ePAR** is done when the ePAR was created in error. For example; an employee was assigned to the wrong supervisor, or an employee leaves very quickly during the process. The invalid ePAR deletes the ePAR record from the system.

Click the ePAR drop down close-out menu and select “**Invalid ePAR**”.

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface. At the top, there is a header with the Civil Service Commission logo and the text 'ePAR' and 'CIVIL SERVICE COMMISSION *'. Below the header is a navigation bar with tabs for 'Current Review', 'Action Items', 'Administration', and 'All Reviews'. A toolbar contains icons for 'compute rating', 'confirm', 'cancel', and 'check spelling'. The main content area is titled 'Close the Review' and features a 'Reason' dropdown menu. The dropdown menu is open, showing options: 'Please Select', 'Agency Change', 'Title Change', 'Supervisor Change', 'Separation', and 'Invalid ePAR'. The 'Invalid ePAR' option is circled in red. Below the dropdown is a table with columns for 'Metrics' and 'Final Score'. The table contains five rows of performance metrics, each with a corresponding 'Final Score' input field.

Metrics	Final Score
1: Inaccurate in diagnosing customer needs; did not meet deadlines; service to customer lacked expected expertise; product was unacceptable or revisions were necessary.	<input type="text"/>
2: Lacked consistency in meeting customer needs; inaccurately interpreted the needs of customers; was not attentive and inquisitive when dealing with customers; did not consistently meet time, quality and cost requirements.	<input type="text"/>
3: Accurately assessed customer needs; provided necessary or requested service within acceptable timeframes requiring few corrections or revisions; sought customer feedback and expression of satisfaction with work product.	<input type="text"/>
4: Sometimes anticipated customer needs; sought quality alternative solutions; work quality occasionally demonstrated exceptional insights and technical expertise.	<input type="text"/>
5: Frequently anticipated customer needs; accurately diagnosed customer requirements; recommended quality alternative solutions; work quality typically demonstrated exceptional insights and technical expertise.	<input type="text"/>

ePAR Close-out

Rater

When using **Invalid ePAR**, information is required in the **Remarks** section.

Once complete, select **confirm**. Another window will display confirming the transaction again.

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'CIVIL SERVICE COMMISSION'. The page has a header with the state seal and navigation tabs for 'Current Review', 'Action Items', 'Administration', and 'All Reviews'. Below the tabs are icons for 'confirm', 'cancel', and 'check spelling'. The main section is titled 'Close the Review' and contains a 'Reason' dropdown menu with 'Invalid ePAR' selected. Below this is a large text area for 'Remarks' with the placeholder text '>Remarks are entered here<'. The footer includes the copyright notice '© State of New Jersey Civil Service Commission' and a 'Back to Top' link.

ePAR Close-out

Supervisor Change, Title Change, Agency Change or Separation

Please note the ePAR close-out in the system is designed to close-out the record. To effectively utilize the ePAR Close-out, the **Rater should complete the Interim and/or Final Review prior to the using the ePAR close-out** (regardless of timing) in order to get the appropriate signatures.

Remember, there are no signatures required for close-out. Wherever possible and for all cases except "Invalid ePAR" always combine use of the close-out ePAR with the Interim or Final Review to secure signatures.

Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION *

Current Review | Action Items | Administration | All Reviews

compute rating | confirm | cancel | ABC check spelling


Close the Review

Reason
Agency Change

Job Related Factors	Factor Score Metrics	Final Score
Customer Service: Identifies and meets customer (internal & external) needs while meeting time, quality and cost requirements.	<p>1: Was slow or inaccurate in diagnosing customer needs; did not meet deadlines; service to customer lacked expected expertise; product was unacceptable or revisions were necessary.</p> <p>2: Lacked consistency in meeting customer needs; inaccurately interpreted the needs of customers; was not attentive and inquisitive when dealing with customers; did not consistently meet time, quality and cost requirements.</p> <p>3: Accurately assessed customer needs; provided necessary or requested service within acceptable timeframes requiring few corrections or revisions; sought customer feedback and expression of satisfaction with work product.</p> <p>4: Sometimes anticipated customer needs; sought quality alternative solutions; work quality occasionally demonstrated exceptional insights and technical expertise.</p> <p>5: Frequently anticipated customer needs; accurately diagnosed customer requirements; recommended quality alternative solutions; work quality typically demonstrated exceptional insights and technical expertise.</p>	4

ePAR Close-out

Once you complete the Ratings, go back to the top of the page and click **Compute**. Remarks are required in a ePAR close-out. Click **Submit**, a confirmation will appear, click **Yes**.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Administration | Build | Profile Lookup | Reports | User Management

cancel
 save draft
 submit
 compute rating

significant events
 check spelling
 print preview
 download pdf

Quality of Work: Overall extent to which employee thoroughly and accurately meets the quality criteria.	1: Failed significantly to achieve essential quality criteria. 2: Achieved some, but not all essential quality criteria. 3: Achieved all essential quality criteria. 4: Exceeded essential quality criteria. 5: Significantly exceeded essential quality criteria.	4
Quantity of Work: Overall extent to which employee produces an acceptable amount of work as defined in the quantity criteria.	1: Failed significantly to produce an acceptable amount of work. 2: Produced less than acceptable output as identified in essential quantity criteria. 3: Produced acceptable amount of work; met essential quantity criteria. 4: Produced more than acceptable amount of work. 5: Significantly exceeded essential quantity criteria.	4
Timeliness: Overall extent to which employee meets work schedules and specified deadlines.	1: Rarely met work schedules or deadlines. 2: Sometimes met deadlines but often late in completing assignments within specified times. 3: Met work schedules and deadlines. 4: Met and often completed assignments ahead of specified deadlines. 5: Consistently completed assignments and job responsibilities ahead of deadlines.	4

Job Achievement Factors Total	16
Final Evaluation	
Grand Total Points	48
Final Evaluation Rating	
Overall	4


Conversion To Overall Rating				
1-Unsatisfactory (12-20)	2-Needs Improvement (21-30)	3-Successful (31-40)	4-Commendable (41-50)	5-Outstanding (51-60)

Remarks

>Remarks are entered here<

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[Back to Top](#)

Rater's dashboard updates. Progress changes to "Review Close." Status will update to "Complete." The employee will remain on the dashboard until the next rating cycle.




Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review
Action Items
Administration
All Reviews

Rating Year 2015

(07/01/2014 to 06/30/2015)

 2015 Rating Cycle Due Dates

- Job Expectations due by July 31, 2014
- Interim Review due by December 31, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
BYRNE, DEBORAH [000351556]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Draft
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPVRT SVCS	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Interim Review	Review Close	Complete
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-S2015	Job Expectations	Face to Face Meeting	Shared
MCCLASKEY, ANN M [000321475]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Goal Setting	Draft


Requested Feedback and Reviews

No records found.

Final Review

Final Review - occurs at the end of the rating cycle and is an evaluation of overall performance for the entire rating cycle. The Final Review rating is recorded in the employee's record and is the rating that triggers or supports other personnel actions associated with the PAR.



Repeat Interim process for the Final Review.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review
Action Items
Administration
All Reviews

 cancel
 print

Ratee : GAMBINO, JOSEPH A [000331015]
Title : SR EXEC SVC
Rater : ROGERS-MCLEAN, KIMBERLY [000360510]
Dept/Agency : CS/CSA
ModelID : CSAX0701P-M2015
Year : 2015

Job Expectations

Interim Review

Final Review

Job Expectation

Interim Review


Final Review

- ✓ Final Ratings
- ✓ Final Justification
- ✓ Face to Face Meeting
- ✓ Ratee Signature
- ✓ Rater Signature
- ✓ Reviewer Signature

Job Factors							
Job Related Factors	1	2	3	4	5	Interim Score	Final Score
Customer Service: Identifies and meets customer (internal & external) needs while meeting time, quality and cost requirements.	Was slow or inaccurate in diagnosing customer needs; did not meet deadlines; service to customer lacked expected expertise; product was unacceptable or revisions were necessary.	Lacked consistency in meeting customer needs; inaccurately interpreted the needs of customers; was not attentive and inquisitive when dealing with customers; did not consistently meet time, quality and cost requirements.	Accurately assessed customer needs; provided necessary or requested service within acceptable timeframes requiring few corrections or revisions; sought customer feedback and expression of satisfaction with work product.	Sometimes anticipated customer needs; sought quality alternative solutions; work quality occasionally demonstrated exceptional insights and technical expertise.	Frequently anticipated customer needs; accurately diagnosed customer requirements; recommended quality alternative solutions; work quality typically demonstrated exceptional insights and technical expertise.	4	4
Communication: Effective expression of ideas, concepts, or directions in individual or group situations, non-verbal communication, voice level, and organization of materials. If communication is written, thoughts are	Informal communication was ineffective due to disorganization of thoughts, and/or inappropriate use of voice volume/tone or gestures. Formal	Frequently miscommunicated verbally, but not always; communication flaws included: poor listening, no organization of thoughts, inappropriate gestures or non-verbal	Seldom miscommunicated ideas, thoughts or directions. Asked appropriate questions and involved the listener. Sought clarification and affirmed understanding in	Verbal communications, formal and informal, were consistently well organized, well structured and to the point. Affirmed understanding with appropriate questions. While	Rarely miscommunicated due to own actions or inactions. Thought well, fast and appropriately on his or her own feet in formal situations. Informal presentations	4	4

Final Review

Reminder: Once complete, hit **Submit** to allow Ratee to review the Final review.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review
Action Items
Administration
All Reviews

cancel
 save draft
 submit
 notes
 significant events
 feedback
 check spelling
 print
 ePAR close-out
 download pdf

Ratee :
GAMBINO, JOSEPH A [000331015]


Title :
SR EXEC SVC

Rater :
ROGERS-MCLEAN, KIMBERLY [000360510]

Dept/Agency :
CS/CSA

ModelID :
CSAX0701P-M2015

Year :
2015

Job Expectations
Interim Review
Final Review


- ✓ Face to Face Meeting
- ✓ Ratee Signature
- ✓ Rater Signature
- ✓ Reviewer Signature
- Final Review**
- ✓ Final Ratings
- ✓ Final Justification
- ✓ Face to Face Meeting
- ✓ Ratee Signature
- ✓ Rater Signature
- ✓ Reviewer Signature

Justification and Development Plan

Justification for Final Evaluation

Joe's performance during this interim period has been very satisfactory. During this rating period Joe has distinguished himself as eager to teach and ready to make a contribution to the team. His performance has been commendable in the quality and quantity of his work. His ability to demonstrate leadership in order to achieve major unit goals has also been commendable.


Final Development Plan

1. Be more proactive when dealing office conflict
2. Engage employees more
3. Build on positive employee moral

**Rater's
Dashboard**

Final Review

After clicking **Submit**, Rater will be returned to Dashboard. Face to Face meeting is identified in the Progress bar.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review
Action Items
Administration
All Reviews

Rating Year 2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Rates

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPVRT SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Final Review	Face to Face Meeting	Shared
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Face to Face Meeting	Shared
MCCLASKEY, ANN M [000321475]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRVMT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

Final Review

The Face to Face meeting must be scheduled off line. Utilize email, Outlook or other tools to schedule the meeting. This meeting is the opportunity for the Rater and Ratee to discuss the Final Review.



Rater

Final Review

Once the Face to Face meeting is held, the Rater will **Confirm** the Final Face to Face Meeting.

Note: Once Ratee signs ePAR, it cannot be changed. Do not hit submit unless you are ready to commit!

Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION *

Ratee : GAMBINO, JOSEPH A [000331015] Title : SR EXEC SVC Rater : ROGERS-MCLEAN, KIMBERLY [000360510] Dept/Agency : CS/CSA ModelID : CSAX0701P-M2015 Year : 2015

Job Expectations Interim Review Final Review

Final Review: Confirm Face to Face Meeting

Rater: ROGERS-MCLEAN, KIMBERLY [000360510]
Ratee: GAMBINO, JOSEPH A [000331015]
Date: Tuesday, September 09, 2014

I am submitting the ePAR for this review. A face-to-face meeting with my ratee was held on the specified date above.

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

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Ratee

Final Review

After selecting their own name from the Dashboard, the Ratee's First and Last Name will display in the Ratee Signature box.

Check the **Agree or Disagree** box for the Final Rating, Justification, and Development Plan.


Add **Ratee comments** if desired. **Comments** are part of the official record and allow any and all parties to provide feedback. Expand comments section if necessary.

Click **Sign** to initiate electronic signature acknowledging elements of the ePAR. Rater receives a system-generated e-mail indicating ePAR is ready for review and signature.

Reminder: No changes can be made to the document once Ratee signs it.

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the CIVIL SERVICE COMMISSION. The top navigation bar includes 'Current Review', 'Action Items', 'Administration', and 'All Reviews'. A toolbar contains icons for 'cancel', 'sign', 'significant events', 'feedback', 'check spelling', 'print', 'ePAR close-out', and 'download pdf'. The main header shows the Ratee as 'GAMBINO, JOSEPH A [000331015]' and the Rater as 'ROGERS-MCLEAN, KIMBERLY [000360510]'. A progress bar indicates the current step is 'Final Review'. The 'Final Review: Ratee Signature' section contains a text area with a pre-filled statement: 'I have reviewed the Performance Factor ratings, Justification and Development Plan for the Final Review and have had a face-to-face meeting with my supervisor. This meeting was held on Tuesday, September 09, 2014. My signature indicates that I have been advised of these PAR elements.' Below this, there are fields for 'Ratee:' (GAMBINO, JOSEPH A [000331015]) and 'Date:' (Tuesday, September 09, 2014). A list of three checkboxes is shown, all of which are checked and circled in red: 'I agree with the Final Rating', 'I agree with the Final Justification', and 'I agree with the Final Development Plan'. To the right, there are three unchecked checkboxes: 'I disagree with the Final Rating', 'I disagree with the Final Justification', and 'I disagree with the Final Development Plan'. At the bottom, there is a 'Ratee Comments' section with a text area containing the placeholder '>Comment here<'. The footer includes '© State of New Jersey Civil Service Commission' and a 'Back to Top' link.

Select Ratee's name from the Dashboard by clicking on it.



Electronic Performance Assessment Review (ePAR)


CIVIL SERVICE COMMISSION *

Current Review
Action Items
Administration
All Reviews

Rating Year

2015

(04/01/2014 to 06/30/2015)

 2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
FRANK, VALENTINE T [000137927]	SPVR GENRL & SPprt SVCS	CSAX0701P-S2015	Job Expectations	Review Close	Complete
GAMBINO, JOSEPH A [000331015]	SR EXEC SVC	CSAX0701P-M2015	Final Review	Pending Rater Signature	Draft
GOODMAN, CAROL [000328264]	SEC ASST 1 NON-STENO	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
JETER, WAYNE [000321074]	EDUC PROG DEV SPCLST 3	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated
MIGLIACCIO, DEANNA L [000328591]	MGMT IMPRMNT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

Final Review

Rater

Add **Rater comments** if desired. **Comments** are part of the official record and allow any and all parties to provide feedback. Expand comments section if necessary.

Check the box acknowledging Ratee's comments are noted.

Click **Sign**. A system-generated e-mail is sent to the Ratee and Reviewer indicating the ePAR is ready for review and signature.

GAMBINO, JOSEPH A [000331015] Tuesday, September 09, 2014

I agree with the Interim Rating I disagree with the Interim Rating
 I agree with the Interim Justification I disagree with the Interim Justification
 I agree with the Interim Development Plan I disagree with the Interim Development Plan

Ratee Comments :

>Comment here<

Final Review : Rater Signature

Rater: ROGERS-MCLEAN, KIMBERLY [000360510] Date: Tuesday, September 09, 2014

Rater Comments :

>Comment here<


My signature through this checkbox indicates that the Ratee's positions have been noted
 (If ratee signature missing) I certify Ratee refuses signature

System will display current date.

Final Review

As stated, the Reviewer signature is the final step or process.

From the dashboard, select the **employee** by clicking on **Pending Review** in the **Requested Feedback and Reviews** section.



Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION *

Current Review
Action Items
Administration
All Reviews

Rating Year 2015

(04/01/2014 to 06/30/2015)

2015 Rating Cycle Due Dates

- Job Expectations due by June 01, 2014
- Interim Review due by June 16, 2014
- Final Review due by June 30, 2015

My ePAR

Ratee	Job Title	Model Code	Stage	Progress	Status
STOUT, REBA M [000316851]	PRSNL ASST 2	CSAX0701P-E2015	Job Expectations	Goal Setting	Not Initiated

My Ratees

Ratee	Job Title	Model Code	Stage	Progress	Status
ROGERS-MCLEAN, KIMBERLY [000360510]	SR EXEC SVC	CSAX0701P-M2015	Job Expectations	Goal Setting	Not Initiated
ROYSTER, RAYMOND G	FMLY SRVC SPCLST 2	CSAX0701P-S2015	Job Expectations	Goal Setting	Not Initiated

Requested Feedback and Reviews

Employee Name	Feedback Requested	Pending Review
GAMBINO, JOSEPH A [000331015]	NA	Pending Review
MIGLIACCIO, DEANNA L [000328591]	NA	Pending Review

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Final Review

Reviewer's First and Last Name will display in the Reviewer Signature box for subject Ratee.

Add Reviewer comments, if necessary. **Comments** are part of the official record and allow any and all parties to provide feedback. Expand comments section if necessary.

Click **Sign**. A system-generated e-mail is sent to the Ratee and Rater indicating the ePAR has been reviewed and signed.

Final Review : Rater Signature

Rater: ROGERS-MCLEAN, KIMBERLY [000360510] Date: Tuesday, September 09, 2014

Rater Comments :
>Comment here<

My signature through this checkbox indicates that the Ratee's positions have been noted
 (If ratee signature missing) I certify Ratee refuses signature

Final Review : Reviewer Signature

Reviewer: STOUT, REBA M [000316851] Date: Tuesday, September 09, 2014

Reviewer Comments :
>Comment here<

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General Definitions

Defining Participants in the ePAR Process

- **Ratee** -The employee receiving the evaluation is the Ratee. Everyone is a Ratee. This person is the focus of the assessment. As in any other communication process, there must be an exchange of ideas in the PAR process. Both the Ratee and the Rater are responsible for working together in the development of job expectations and the provision of open and honest feedback about job expectations, the interim and final assessments and the development plan.
- **Rater**- The immediate supervisor of the Ratee is the Rater. Immediate supervisor is the person who receives and/or dispenses the work. The Rater has the responsibility of conducting the performance assessment and giving open and honest feedback to the Ratee about performance throughout the rating cycle. In the ePAR process, the Rater role has primary responsibility of controlling and informing the other roles about their responsibilities. All parts of the process begin with the Rater.
- **Reviewer**-The Rater's supervisor (or manager) who is responsible for ensuring appropriate administration of the PAR Process is the Reviewer. Reviewers are also responsible for setting goals and expectations for the organization, unit or division. The Reviewer is strongly encouraged to take an active role in all parts of the PAR process. This may include managing performance management meetings and conflict resolution meetings. It is highly recommended that Raters meet with or provide feedback to Reviewers prior to conducting interim or final assessment meetings with their Ratees.

ePAR Process

Job Expectations – when the employee and supervisor establish the major goals, job responsibilities and essential criteria for the position.

Interim Review - occurs six months into the rating cycle. The purpose of the Interim Review is to provide the ratee an indication of their work performance and progress for the first six months of the cycle.

Final Review - occurs at the end of the rating cycle and is an evaluation of overall performance for the entire rating cycle. The Final Review rating is recorded in the employee's record and is the rating that triggers or supports the other personnel actions associated with the PAR.

General Definitions

Other elements of the ePAR Process

Comments – are part of the official record and allow any and all parties to provide feedback.

Significant Events – The Significant Events screen is used to records any noteworthy event, positive or negative, that occurs throughout the rating cycle.

ePAR Process Buttons

Stage – Defines the part of the ePAR process due.

Progress – Details the elements of the Stage process pending in ePAR. For example, one might see in the Job Expectations section – Goal Setting, Face-to-Face Meeting, and Pending Ratee Signature.

Status – Defines what has happened in the Stage section. For example, **Initiated** - Progress has begun in ePAR; **Not Initiated** – nothing has begun; **Draft**- items are being worked on; **Shared** – ePAR sent to others for review; **Complete** - when all parties have signed off.

Explanation of Ribbon Buttons

Action Items –Displays items that require attention – It displays title of action, message, action triggers and the creation date.

All Reviews – Displays ePAR reviews for self and employees in reporting lines.

Cancel –Does not save changes made.

Check Spelling - Checks for spelling errors.

Compute Rating – Calculates performance factor ratings to determine Interim & Final evaluation.

Confirm – After the Face-to-Face meeting, the button finalizes job responsibilities assigned.

General Definitions

Explanation of Ribbon Buttons (continued)

Current Review – Displays Dashboard that includes information as current rating cycle, important dates, current ePAR for both self and employees, and requested feedback and reviews.

Edit – Allows Rater make changes to the ePAR and also allows modification to any notes, significant events, Job Expectations, etc. in ePAR.

ePAR Close-out – The button is used to complete a “closeout” ePAR Review which occurs under certain conditions. The conditions include when the supervisor changes for a unit or when the employee changes supervisors without any title or appointing authority changes. The former supervisor would complete the closeout.

Feedback – Rater can request feedback from the Reviewer during all stages of the ePAR. This button sends the request to Reviewer and prompts him/her to view ePAR. If there are any issues, discrepancies or questions, the Feedback button should be used to discuss. The Reviewer’s comments are confidential between Rater and Reviewer.

New – Initiates any new action including a new job responsibility, significant event, notes, etc.

Notes – Appears only on the Rater’s screen and allows one to keep track of notes during the rating cycle. Rater’s notes are not part of the ePAR record and deletes automatically at the end of the cycle.

Print – Gives ability to print entire document or any individual section of the ePAR; may print when the document is in **Shared** or **Complete** Status. All parties have the ability to print.

Save Draft – Allows Rater to save an incomplete ePAR without sending it to any other parties. If desired, Rater may request feedback from Reviewer without notifying Ratee.

Sign – Initiates electronic signature acknowledging elements of the ePAR.

Submit – Allows Rater to share the ePAR and forward to all parties including human resources.

View ePAR – Allows parties to see ePAR up as of most recent completed stage.

Withdraw – Used in the Feedback section to allow the Rater to recall a request for feedback.

ePAR Troubleshooting/Frequently Asked Questions (FAQs)

Q. Why isn't there an ePAR icon on myNJ portal page?

A. Check all accounts. You may have more than one.

B. Follow the instructions on the link below for self-registration. If you need assistance with regard to the employee identification number (EID), please check your pay stub, eCATS or ask your HR representative.

Self-Registration link:

https://wwwnet1.state.nj.us/NJ/NJ_ePAR_Reg/SelfRegistration.aspx

Q. Why am I getting an error message when trying to save ePAR Job Expectations?

A. There are three reasons that may impact your ability to save in ePAR?

1. Timing issue: There are three distinct timeout scenarios for ePAR:

- a. Thirty (30) minutes of inactivity times a user out of myNJ.
- b. Two (2) hours maximum myNJ session then a user is timed out of myNJ.
- c. Two (2) hour maximum session with ePAR and any other proxy'd application.

2. Role Issue: Currently in order to successfully utilize the ePAR system, all three roles of Ratee, Rater & Reviewer must be populated. If any one of the roles is blank, an ePAR cannot be done. The ePAR system will not let one move forward unless all three roles (ratee, rater and reviewer) are populated. Please contact the agency PAR Coordinator to ensure all roles are completed.

3. Orphan issue: When saving a draft ePAR, information has to be entered into related sections before the document can be saved successfully. For example, **Major Goals of the Agency** and **Major Goals of the Ratee** are related fields. Both fields require text before the document can be saved (at least one character). In other words, you cannot leave one of the two related fields "orphaned". Another example of related fields are Job **Responsibility 1** and **Essential Criteria 1**. If one section is started, the second related field also needs text to satisfy

the Save Draft command. It doesn't need to be complete, only a minimum of one character is required.

Q. Can changes be made to the Job Expectations of the ePAR after it is submitted?

A. Yes. As a rater, the first submission allows the Ratee to preview the ePAR before the Face to Face Meeting is held for purposes of the discussion. The rater can click the Edit button in order to make any necessary changes. However, once it is signed by Ratee, no changes may be made.

Q. Can changes be made to the Job Expectations of the ePAR after it is signed?

A. No, once it is signed by Rater or Ratee, no changes can be made. Raters can use the Significant Event Sheet to document amendments.

Q. How do I handle issues related to not receiving an email?

A. Ask your PAR Coordinator to check your user management profile to see if the email box is checked.

If checked, compare the accuracy of the email with NJ Direct.

*Some agencies are transitioning to Microsoft 365. The ePAR conversion is occurring before new mail addresses are assigned. If problem persists, contact ePAR Help.

Q. Why am I having issues with Internet Explorer (IE) 11? It is a higher browser version.

A. Contact your IT Offices to make sure they have pushed out policy settings to all IE 11 workstations to trust all state.nj.us hosts (possibly via a registry setting) or allow users to manually tell IE to trust the ePAR site.

Instructions:

go to Tools -> Internet Options -> Security tab -> Trusted sites icon -> Sites button

copy this address: <https://portal042.state.nj.us>

and paste it into the "Add this website to the zone" box, and click Add click Close, Apply and OK

Q. I am getting an error messages when I try to save an ePAR. What is happening?

A. This may be a role issue. Currently in order to successfully utilize the ePAR system, all three roles of Ratee, Rater & Reviewer must be populated. If any one of the roles is blank, an ePAR cannot be done. The ePAR system will not let one move forward unless all three roles (ratee, rater and reviewer) are populated. Please contact your ePAR coordinator if you encounter this issue.

Q. I previously had ePAR access and now I am having trouble accessing the application. What should I do?

A. Have your ePAR Coordinator check your employee profile to ensure the Electronic Indicator and ePAR Access boxes are checked.

Q. I need further assistance. What do I do?

A. Forward your issue to ePARHelp@csc.state.nj.us along with the following:

1. Provide your name and employee identification number.
2. Please provide the date & time you were accessing the application.
3. What Operating System and Browser Version are you using? (call your IT Helpdesk if you don't know how to answer)
4. Was the problem on a particular page, navigating across all pages, or performing an action? Please provide details.
5. If you observe a particular issue or error – please provide a screenshot and steps to reproduce the error if possible.

