

Travis County Performance & Goals - Frequently Asked Questions (FAQs)

Mid-Year Review

When should the Mid-Year Review be completed?

For all Commissioners Court Departments, the mid-year review should be delivered and information captured within the SAP system no later than Friday, January 31, 2020. For the future annual review periods beginning July 2020 – June 2021, the mid-year should occur and information be captured in the system no later than January 31st annually. The final review is entered and communicated no later than July 31st.

What exactly should be shared during the Mid-Year Review?

The mid-year review is a time for

- 1) The Manager & the employee to share status on goals and share feedback on the goals determined at the beginning of the review period
- 2) Ensuring that employees are aware of any adjustments needed to the what (goals) and how (competencies) to be successful for the end of review period.
- 3) Capturing the information in the Performance & Goals system and confirm that the mid-year discussion has occurred no later than January 31, 2020.

How will performance be rated?

Each employee goal will be rated as Not Started, At Risk, On Track, Ahead of Target, Complete, or No Status Provided. Performance ratings of Fully Successful or Needs Improvement will be provided at the end of the Mid-Year overall rating period. For departments that report into the Commissioners Court, the annual ratings at year-end are a result of Goals (the what) progress weighted as 40% of the rating and the competencies (the how) weighted as 60%.

How do managers complete the the Mid-Year Review process in SAP SuccessFactors?

Managers complete the Mid-Year Review by going to SAP Employee Self Service (ESS)

- Click on the Learning & Development Link
- Click the Review Performance Tile (top left under "To-Do")
- On the pop-up window, select the Mid Year Review for the employee
- Click on Goals in the header and use the pencil next to each goal to capture if the goal is On Track, % complete or any other edits. Select Save Changes.
- After all goals have been addressed, Click Manage Mid-Year Review Overall Rating in the header and select the Status for the overall rating.
- Enter Manager Comments in the Mid-year Summary Comments section.
- If relevant, update any Individual Development Goals by also selecting the pencil next to the goal.
- Select Mid-Year Discussion complete to move to the final screen
Note: Use the 'Send for Rating and Feedback' option only if an employee recently transferred into the department or primarily worked under different management during that rated period.
- Enter comments which will be delivered to the employee in the Email Notification Comments box. Select Mid-Year Discussion Complete a second time to finalize the mid-year review.
- The employee will receive an email notifying them the Mid-Year Discussion is complete.



When will employees receive the final review for the period?

After the Mid-Year review, the performance review is at the "Employee Self Evaluation" stage and in the employee's inbox, however, the employee will not be able to complete the self- evaluation until June 15th near the end of Performance Review period. The final review is entered and communicated no later than July 31st.

What resources are available to help managers for the Mid-Year Review?

This FAQ and the PDF instructions attached provide an overview of the Mid-Year Review process for departments who will use the SAP Performance & Goals system. Managers may find additional resources by accessing select the "Help and Tutorials" section in the top left of the screen when in the Performance review. Additional resources may be found on Travis Central – Human Resources Management Department – HRMD – At Work at the Performance Management and Goals link. For a review of the course slides, select <https://tinyurl.com/TravisCountyPerformanceandGoal>.

What resources will be available to help me or employees with this change?

Contact your manager, your HRMD HR Services Analyst or your Department HR contact. You may also email HRServices@traviscountytexas.gov or call (512) 854-9165.

