

Email Subject Line: **Additional ePerformance Templates Now Available**

Good morning ePerformance HR Administrators,

The Ohio Department of Administrative Services' ePerformance Team recently partnered with the OAKS Applications and Report team to construct five new performance evaluation templates that feature one of two non-standard workflows. These new templates will be available beginning Friday, November 1.

Before outlining the new templates, it is important to understand the current, **standard workflow**, pictured below. This workflow is used in the existing Annual, Probationary and Ad Hoc Review templates.



In the existing templates, the employee's supervisor, called the **Manager/Rater** in ePerformance, submits the performance document to the **Manager/Reviewer** for approval, who in turn submits the document to you, the **ePerformance HR Administrator**. You may then include the **Appointing Authority** as an ad hoc reviewer prior to approving.

The first new workflow is termed the **Modified Approval Review Workflow**.



This workflow is most useful for agencies with a less hierarchical structure consisting of very few management layers. Using this template will prevent performance review documents from proceeding past an agency director to the Governor's Office. The Modified Approval Review Workflow is used in an Annual, Probationary and Ad Hoc template. Look for the word *Modified* within the template choices.

The second new workflow is termed the **Executive-Level Review Workflow**.



This workflow should *only* be used by Manager/Raters who report directly to an agency Director, as it begins and ends with the **Manager/Rater**. The Executive-Level Review Workflow is used in an Annual and Ad Hoc template. Look for the phrase *Executive-Level* within the template choices.

[Click here for a downloadable workflow chart.](#)

The below chart offers a quick glance of each available document type, the corresponding performance review template names and the intended audience.

Performance Document Templates		
Document Type	Template	Used By
Ad Hoc Review	Ad Hoc Performance Review	Most Manager/Raters
	Executive-Level Ad Hoc Review	Direct reports of agency Directors
	Modified Approval Ad Hoc	Manager/Raters at agencies with a less hierarchical structure
Annual Review	Annual Performance Review	Most Manager/Raters
	Executive-Level Annual Review	Direct reports of agency Directors
	Modified Approval Annual	Manager/Raters at agencies with a less hierarchical structure
Probationary Review	Probation Performance Review	Most Manager/Raters
	Modified Approval Probationary	Manager/Raters at agencies with a less hierarchical structure

As Manager/Raters begin using these new templates, please review each document even more carefully to ensure the templates are being used by the correct Manager/Rater group.

Please forward this very important information to the managers within your agency at your earliest convenience.

Also, as a friendly reminder, be sure to bookmark the [ePerformance Toolkit](#) as a one-stop reference tool. It contains many helpful resources, such as Quick Reference Guides, Job Aids, and the State of Ohio Performance Evaluation Policy.

As always, feel free to email or call with questions or comments.

Best Regards,

ePerformance Team

ePerformance@das.ohio.gov

1.800.409.1205 – Prompt # 6

[Explore our online Toolkit for helpful resources!](#)

das.ohio.gov/ePerftoolkit