# COLLEGE OF ARTS AND SCIENCES
## Guide to EPMS Process and Reviewing EPMS Documents

**IMPORTANT EPMS REMINDERS:**

- ❖ Be sure you are using the most up-to-date [EPMS document](#).
- ❖ Read and reference the **General Instructions** on the first page of the EPMS document.
- ❖ Send the College the <u>original signed document</u> (make a copy for your files)
- ❖ The original signature page from the current Planning Stage is the signature page for the review. (For example, you will remove the original signature page from the 2019 Planning Stage and attach this page to the 2019 Review for signature.)
- ❖ Sign in **blue ink**.
- ❖ **Do not print double-sided**.
- ❖ Make sure the document is filled out electronically, <u>not handwritten</u>.
- ❖ Use **Adobe Acrobat** when completing the form to be sure it is auto-populating correctly.
- ❖ If the additional comments page is blank, please remove it prior to sending it to the Dean's Office

## CAS Annual EPMS Review Process

**Unit Level Steps:**

1. Supervisor drafts EPMS Reviews based on the Planning Stage for that year.
   Note: The original signature page on the Planning Stage should be used as the signature page on the corresponding EPMS Review.
2. Supervisor drafts a new Planning Stage based on the expectations for the next year.
3. The unit HR contact will review the documents to be sure everything is filled out correctly.
4. The supervisor should schedule time to sit down with each employee to discuss the EPMS Review and next year's Planning Stage. At this time, both the supervisor and employee should sign the last page.
5. Mail original signed EPMS Reviews and Planning Stages to your College HR Contact before the College deadline (Friday, November 29, 2019).

**College Level Steps:**

6. College HR Contact will review the documents for accuracy.
   - ✓ If everything is filled out correctly, both the EPMS Reviews and Planning Stages will receive final approval by the Dean.
   - ✗ If the documents require corrections, they will be mailed back to the unit noting what corrections need to be made. The supervisor should sit back down with the employee to explain any corrections that were made.
7. Once the review gains Dean approval, it is mailed to Employee Relations for final processing by the Universal Review date (February 1, 2020).
8. The original Planning Stages, signed by the Dean, will be returned to the units after the Universal Review date.

# Guide to Reviewing EPMS Documents

**EPMS REVIEW GUIDE:**

- Front Page
    - Full name of the employee
    - USC ID – **NO Social Security Numbers**
    - Job class and slot number (located on their PD)
    - State Classification Job title
    - Type the department name <u>and</u> home department number in the department section

    <mark>Note: Be sure to read and reference the General Instructions on the first page. If you have additional questions reach out to your College HR Contact.</mark>

- Duties and Performance Objectives
    - Weights assigned to all **duties and performance objectives added together must equal 100**.
    - Performance Objectives are optional and if not included, the page can be removed from the review.
    - A supervisor cannot rate any significant duty (over 10%) as *Unsuccessful* without prior steps being taken. Please reference the Substandard Performance section of HR 1.36 – Performance Evaluation for more details.
    - Be sure each duty is filled out fully:
        - Assigned weight
        - Description of duty
        - Success Criteria
        - Actual Performance
        - Rating and auto-populated score.

- Performance Characteristics
    - Make sure the Performance Characteristics <u>and</u> Definition are present.
    - Make sure each has a rating of either *Successful* or *Unsuccessful*

- EPMS Appraisal Results
    - The **Total Numeric Rating** will auto-populate based on the scores associated with each duty/performance objective.
    - **Comments on Rating:** Should be filled out by the supervisor
    - **EPMS Performance Summary and Improvement Plan**: Should be filled out by the supervisor and discussed during the review.

- Signature Page
    - Use the original signature page from the current Planning Stage.
    - The Official Review section of the signature page is signed and dated by the Supervisor and Employee – the supervisor's name should also be printed.
    - Do not sign as "Reviewer" as this is designated for the Dean's signature.

**PLANNING STAGE GUIDE:**

➢ Front Page
- o Full name of the employee
- o USC ID – **NO Social Security Numbers**
- o Job class and slot number (located on their PD)
- o State Classification Job title
- o Type the department name <u>and</u> home department number in the department section

➢ Duties and Performance Objectives
- o Weights assigned to all **duties and performance objectives added together must equal 100**.
- o Performance Objectives are optional and if not included, the page can be removed from the review.
- o Be sure that **only** the following are filled out per each duty/performance objective:
  - • Assigned weight
  - • Description of duty
  - • Success Criteria

➢ Performance Characteristics
- o Make sure the Performance Characteristics <u>and</u> Definition are present.
- o There should be **no** rating/score.

➢ EPMS Appraisal Results
- o This page should be blank since this is the Planning Stage.

➢ Signature Page
- o Supervisor's name is printed on the signature page
- o The Planning Stage section of the signature page is signed and dated by the Supervisor and Employee - the supervisor's name should also be printed.
- o Do not sign as "Reviewer" as this is designated for the Dean's signature.