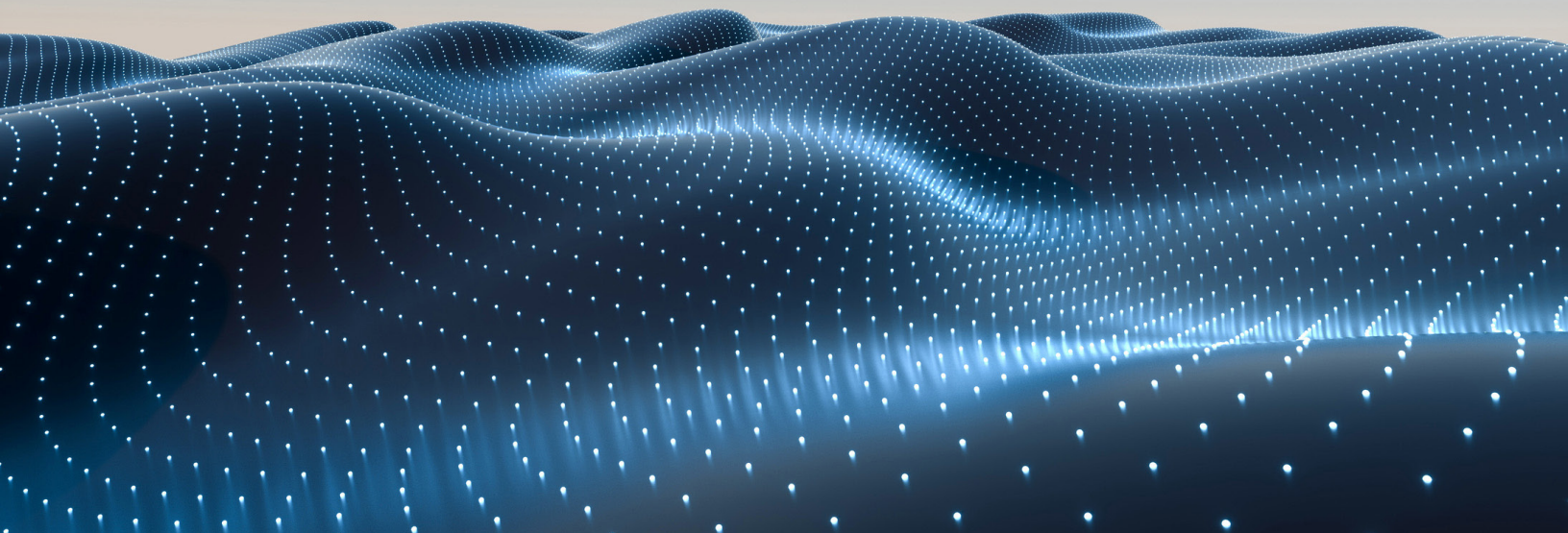




# STATE OF NEW JERSEY CIVIL SERVICE COMMISSION

# ePAR USER GUIDE





**Questions?  
Please Contact:**

**[ePARHelp@csc.nj.gov](mailto:ePARHelp@csc.nj.gov)**

**or**

**(609) 690-8298**

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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.**

# 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://www.dnet-csc.nj.gov/NJ\\_ePar\\_Reg/](https://www.dnet-csc.nj.gov/NJ_ePar_Reg/)

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                | <input type="text" value="000123789"/>              |
| First Name                 | <input type="text" value="Test"/>                   |
| Last Name                  | <input type="text" value="Id"/>                     |
| Email Address              | <input type="text" value="TestID@csc.state.nj.us"/> |
| Verify Email Address       | <input type="text" value="TestID@csc.state.nj.us"/> |
| Date of Birth (MM/DD/YYYY) | <input type="text" value="08/19/2014"/>             |

- 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

- If you chose to create a new myNewJersey Portal account, you need to create a Logon ID and password. You will be also required to create a security question. There is a 5 minute time out during Step 2 of the registration process. If you are interrupted during this step, please close all windows and register later.

Electronic Performance Assessment Review (ePAR) + mynewjersey

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

**Link ePAR to Your myNewJersey Account**  
Do you have a myNewJersey Logon ID?  
 Yes  
 No

**Information To Create Your New myNewJersey Account**  
Choose a myNewJersey Logon ID:   
Choose a myNewJersey Password:   
Retype the Password:   
First name:   
Last name:   
If you forget your ID or password later, we'll ask you the following question. If you answer it correctly, we'll send your ID or a new password to your email address.  
Question you want us to ask:   
Your answer:   
Email address:   
Retype your email address:

**Forgot Your ID or Password?**  
If you already have a myNewJersey logon ID, more information is available when you answer "Yes" at left.

**Why Do I Need a myNewJersey Logon ID?**  
Here are [answers](#) to common questions.

**Forgot the Logon ID to a myNewJersey account you already set up?**  
If you created a myNewJersey Logon ID before but forgot what it is, we can send it to you by [clicking here](#). Don't create another logon ID.

Next

- Complete the required information for your portal logon and then click "Next".

- 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. At the top left is the ePAR logo. The main header reads "Electronic Performance Assessment Review (ePAR)" and "CIVIL SERVICE COMMISSION \*". Below this is a navigation bar with "Current Review", "Action Items", and "All Reviews". The central area displays "Rating Year 2015" with the period "(07/01/2014 to 06/30/2015)". To the right, a box titled "2015 Rating Cycle Due Dates" lists three items with checkboxes: "Job Expectations due by June 01, 2014", "Interim Review due by June 16, 2014", and "Final Review due by June 30, 2015". Below this is a "My ePAR" section with a table header containing "Ratee", "Job Title", "Model Code", "Stage", "Progress", and "Status".


- 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>.
- Your portal account should now correctly show the ePAR application under the Civil Service Commission Application section.

The screenshot shows the myNewJersey portal logo, which includes the text "myNewJersey" and "powered by njoi". Below the logo is a blue horizontal bar with the text "Civil Service Commission Applications". Underneath this bar, the word "ePAR" is displayed in a smaller font.

## Job Expectations

### Creating an ePAR:

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



### Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

Current Review
Action Items
AI 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<br>[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 [000331013]    | 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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## Job Expectations

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

The row of buttons below the ribbon outlines more actions.

**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 ePAR 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 events** – This button 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 the Reviewer and prompts him/her to view the 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** – This button is used to complete a "closeout" on an 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 Close-out is really a close-out of the record for the Rater and there are no signatures required.

**Download PDF** - the PDF icon appears throughout the screens and allows all parties to download the form at any stage. The complete form will download regardless of whether all parts of the process is complete.

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'CIVIL SERVICE COMMISSION'. The top navigation bar includes 'Current Review', 'Action Items', and 'All Reviews'. Below this is a ribbon with buttons for 'cancel', 'save draft', 'submit', 'notes', 'significant events', 'feedback', 'check spelling', 'print', 'ePAR close-out', and 'download pdf'. A metadata bar shows 'Ratee: GAMBINO, JOSEPH A [000331015]', 'Title: EDUC PROG DEV SPLST 3', 'Rater: ROGERS-MCLEAN, KIMBERLY [000360510]', 'Dept/Agency: CS/CSA', 'ModelID: CSAX0701P-E2015', and 'Year: 2015'. A progress bar indicates 'Job Expectations', 'Interim Review', and 'Final Review'. The main content area is titled 'Job Expectations' and contains sections for 'Major Goals of the Agency', 'Major Goals of the Ratee', and 'Major Job Responsibilities and Essential Criteria for Successful Accomplishments'. The 'Job Expectations' section is circled in red in the original image.



## Rater

### Job Expectations

#### Job Expectations Pop Up box

A pop up message has been added to notify users if they have one or more blank fields which require the input of at least one character before saving or closing. There are associated fields that do not allow one to move forward if they are blank. An example of this is the Job Responsibility and Essential Criteria. Previously there was a red message at the bottom to notify users that something was missing. The updated change adds the pop up message in addition to the red message at the bottom of the screen, so it is a visible reminder to the user without scrolling down.

The screenshot displays a web application interface for a 'Job Expectations' form. At the top, there are tabs for 'draft', 'events', 'spelling', 'preview', 'pdf', and 'close-out'. Below these, a header bar contains user information: Ratee: GAMBINO, JOSEPH A [000331015], Title: SR EXEC SVC, Rater: ROGERS-MCLEAN, KIMBERLY [000360510], Dept/Agency: CS/CSA, ModelID: CSAX0701P-M2015, and Year: 2015. A navigation bar shows 'Job Expectations' (active), 'Interim Review', and 'Final Review'.

The main content area is divided into sections: 'Job Expectation', 'Interim Review', and 'Final Review'. The 'Job Expectation' section is currently active and contains a 'Major Goals of the Agency' field with the text 'test'. Below this, there are 'Major Jo...' and 'Job Responsibility 1' fields, both containing 'test'. The 'Essential Criteria 1' field is empty.


An error pop-up message is displayed in the center of the screen, titled 'Error'. The message reads: 'You are unable to submit because one or more fields are blank.' A 'Cancel' button is located at the bottom right of the pop-up.

### Job Expectations

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

The description in the Progress column updates to "Face-to-Face Meeting." And the status in the Status column updates to "Shared."

Shared means that the ePAR was sent to the others for review. When the description updates to Face-to-Face, 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
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<br>[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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# 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 |

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# Ratee

## Job Expectations

The Job Expectations will display as read only to the Ratee may view it.

The screenshot displays the ePAR system interface for a Civil Service Commission review. 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", and "All Reviews". A toolbar contains various icons for actions like "cancel", "save draft", "submit", "edit", "notes", "significant events", "feedback", "check spelling", "print", "ePAR close-out", and "download pdf".

Below the toolbar, a summary bar provides key 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 the review stages: "Job Expectations" (active), "Interim Review", and "Final Review".

The left sidebar contains a menu with options: "Job Expectation" (selected), "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", and "Final Ratings".

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

- 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.

**Ratee &  
Rater**

**Job Expectations**

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



## Rater

### Job Expectations

After the Face-To-Face Meeting with the Ratee is held, the Rater needs to confirm the meeting in ePAR.

Click on **Face-to-Face Meeting** under Job Expectations, the Rater name, Ratee name, and current date will display that the meeting was held. Click on calendar icon to change the date if needed.

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

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

The screenshot displays the ePAR (Electronic Performance Assessment Review) interface for the Civil Service Commission. The top navigation bar includes 'Current Review', 'Action Items', and 'All Reviews'. The 'confirm' button is circled in red. The main content area shows the 'Job Expectations: Confirm Face to Face Meeting' screen. The Rater is ROGERS-MCLEAN, KIMBERLY [000360510] and the Ratee is GAMBINO, JOSEPH A [000331015]. The Date is Wednesday, September 03, 2014. A calendar pop-up is visible over the date field, showing the date 3 is selected. The text below the date field reads: 'I am submitting the ePAR for review. The meeting with my ratee was held on the specified date above.'

# Rater's Dashboard

## Job Expectations

After confirming the Face-to-Face meeting, the progress updates on the Dashboard to “Pending Ratee Signature.” Status displays as “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 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 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 IMPRVMT SPCLST 1   | CSAX0701P-S2015 | Job Expectations | Pending Reviewer Signature | Shared        |

---

**Requested Feedback and Reviews**

No records found.

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At this point the rater can still make comments to the Job Expectations by clicking on Job Expectations, the Edit button will be enabled for editing.

### Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION™

Current Review | Action Items | All Reviews

cancel
save draft
submit
edit
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

### Ratee Signature

The Ratee is the first to sign for this process. Ratee should check the **Agree** or **Disagree** box. To add **Ratee comments**, click in the Ratee comment box and type.

**Comments** are part of the official record and allow any or all parties to provide feedback. The system allows only for 2000 characters with space. Ratee should click **Sign** which initiates an electronic signature acknowledging the elements of the ePAR. A system-generated e-mail is sent to the Rater stating the ePAR is ready for their 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.**

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'Job Expectations : Ratee Signature' step. The interface includes a navigation menu on the left with options like 'Job Expectation', 'Interim Review', and 'Final Review'. The main content area shows a description of the PAR, a meeting date field, and agreement checkboxes. A date field is pre-filled with 'Wednesday, September 03, 2014'. A red arrow points to the date field with the text 'System will display current date.'

System will display current date.



### Job Expectations

Ratee's Dashboard updates to "Pending Rater Signature." Status displays as "Shared."


The screenshot shows the Electronic Performance Assessment Review (ePAR) interface. At the top, it displays the title 'Electronic Performance Assessment Review (ePAR)' and 'CIVIL SERVICE COMMISSION \*'. Below this is a navigation bar with 'Current Review', 'Action Items', and 'All Reviews'. The main content area features a 'Rating Year 2015' section with the dates '(04/01/2014 to 06/30/2015)'. To the right, a box titled '2015 Rating Cycle Due Dates' lists three items: 'Job Expectations due by June 01, 2014', 'Interim Review due by June 16, 2014', and 'Final Review due by June 30, 2015', all with checked boxes. Below this is a 'My ePAR' section containing a table with columns for Ratee, Job Title, Model Code, Stage, Progress, and Status. The table has one row for 'GAMBINO, JOSEPH A [000331015]' with 'SR EXEC SVC' as the job title, 'CSAX0701P-M2015' as the model code, 'Job Expectations' as the stage, 'Pending Rater Signature' as the progress, and 'Shared' as the status. The 'Pending Rater Signature' and 'Shared' cells are circled in the original image.

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

## 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
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<br>[000360510] | SR EXEC SVC | CSAX0701P-M2015 | Job Expectations | Goal Setting | Not Initiated |

#### My Rates

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

#### Requested Feedback and Reviews

No records found.

## Rater

### Rater Signature

The Rater indicates acknowledgment that the Ratee's comments have been noted, by checking the 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.

## 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
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<br>[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 | 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.

## 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 the ePAR is ready for Reviewer's approval.

**Electronic Performance Assessment Review (ePAR)**  
CIVIL SERVICE COMMISSION \*

Current Review | Action Items | 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

# Reviewer's Dashboard

## Reviewing an ePAR:

From the Dashboard, select an 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
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 SPLST 2 | CSAX0701P-S2015 | Job Expectations | Goal Setting | Not Initiated |

#### Requested Feedback and Reviews

| Employee Name                    | Feedback Requested | Pending Review                 |
|----------------------------------|--------------------|--------------------------------|
| GAMBINO, JOSEPH A [000331015]    | NA                 | <a href="#">Pending Review</a> |
| MIGLIACCIO, DEANNA L [000328591] | NA                 | <a href="#">Pending Review</a> |

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## Reviewer

### Continue Process through the Reviewer

The ePAR system now allows the reviewer to move through the process of submitting an ePAR for any stage should the Rater be unavailable, only if the record is pending Rater Signature. A new check box was added to the Reviewer signature which allows him/her to certify the ePAR as a Rater. This new feature prevents the ePAR from being held up due to an unexpected departure of a Rater during the signature process.

### Job Expectations : Reviewer Signature

|                               |                       |
|-------------------------------|-----------------------|
| Reviewer:                     | Date:                 |
| lopeznon, claudia [NS0000119] | Monday, July 20, 2015 |

Reviewer Comments :

(If Rater signature missing) I certify as Rater

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[Back to Top](#)

## Reviewer

Once approved, click **Sign**, a system-generated e-mail is sent to the Rater indicating that the ePAR has been reviewed and signed.

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

**Electronic Performance Assessment Review (ePAR)**  
CIVIL SERVICE COMMISSION \*

Current Review | Action Items | All Reviews

cancel | **sign** | 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

**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



## Tools

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

These items will be discussed over the next few pages.

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'CIVIL SERVICE COMMISSION \*'. The 'All Reviews' tab is selected, and a group of tool icons is circled in red. These icons include: 'cancel', 'save draft', 'submit', 'notes', 'significant events', 'feedback', 'check spelling', 'print preview', 'download pdf', and 'ePAR close-out'. Below the navigation bar, the system shows the 'Ratee' information: LOPEZ, CLAUDIA M [000361799], Title: HMN RSRCE CNSLT 2, Rater: MIGLIACCIO, DEANNA L [000328591], Dept/Agency: CS/CSA, ModelID: CSAX0701P-E2016, and Year: 2016. A progress bar indicates the current stage is 'Job Expectations', with 'Interim Review' and 'Final Review' also visible. The main content area is titled 'Job Expectations' and contains two sections: 'Major Goals of the Unit/Work Group' and 'Major Goals of the Ratee'. The 'Major Goals of the Unit/Work Group' section states the core mission of the Civil Service Commission and lists specific unit goals, including being responsible for the statewide implementation and maintenance of the PAR program. The 'Major Goals of the Ratee' section lists four specific goals for the ratee, such as functioning as the statewide PAR Coordinator and assisting with technical bugs.

## Tools - Notes

**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, the header includes the ePAR logo, the title "Electronic Performance Assessment Review (ePAR)", and "CIVIL SERVICE COMMISSION \*". Below the header is a navigation bar with three tabs: "Current Review", "Action Items", and "All Reviews". A secondary toolbar contains icons for "cancel", "notes" (circled in red), "significant events", "feedback", "check spelling", "print", "download pdf", and "ePAR close-out".

The main content area shows a detailed view of the "Notes" tool. It features the same header and navigation bar. Below the navigation bar, there is a secondary toolbar with icons for "new" (circled in red), "edit", "delete", and "view epar".

Below the toolbar is a section titled "Rater Notes" with a table structure. The table has two columns: "Title" and "Date".

At the bottom of the interface, there is a copyright notice: "© State of New Jersey Civil Service Commission" and a "Back to Top" link.

## Tools-Significant Events

**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.

You may click on the name from the Dashboard to access the Significant Events button.

The screenshot displays the Electronic Performance Assessment Review (ePAR) interface. At the top, the header includes the ePAR logo, the title "Electronic Performance Assessment Review (ePAR)", and "CIVIL SERVICE COMMISSION \*". Below the header is a navigation bar with tabs for "Current Review", "Action Items", and "All Reviews". The "Action Items" tab is active, showing a row of icons: 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 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 below the metadata shows three stages: "Job Expectations" (active), "Interim Review" (active), and "Final Review" (disabled). On the left is a sidebar menu with sections: "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 Ratings, Interim Justification, Face to Face Meeting, Ratee Signature, Rater Signature, Reviewer Signature), and "Final Review". The main content area is titled "Justification and Development Plan" and contains two sections: "Justification for Interim Evaluation" with a text box containing a positive performance review of Joe, and "Interim Development Plan" with a list of three action items: 1. Be more proactive when dealing office conflict, 2. Engage employees more, and 3. Build on positive employee moral.

## Tools-Significant Events

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

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'CIVIL SERVICE COMMISSION \*'. The interface includes a navigation bar with 'Current Review', 'Action Items', and 'All Reviews' tabs. Below the navigation bar are four icons: 'new' (circled in red), 'edit/sign', 'delete', and 'view epar'. The main content area features a table titled 'Fact Sheet of Significant Performance Events' with the following columns: Title, Comments/Action, Ratee Signature, Rater Signature, and Date. The table is currently empty. At the bottom left, there is a copyright notice: '© State of New Jersey Civil Service Commission'. At the bottom right, there is a 'Back to Top' link.

| Title | Comments/Action | Ratee Signature | Rater Signature | Date |
|-------|-----------------|-----------------|-----------------|------|
|-------|-----------------|-----------------|-----------------|------|

## Rater

### 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', and 'All Reviews'. Below this is a toolbar with icons for 'save', 'cancel', 'check spelling', and 'view epar'. The main content area is titled 'Significant Event > New'. A red warning message states: 'The verify event checkbox must be checked by the Rater to further the process.' The form contains several fields: 'Title' (test), 'Description of significant performance event' (test), 'Rater' (LOPEZ, CLAUDIA M [000361799]), 'Date' (Monday, July 27, 2015), and 'Rater Comments / Recommended Action' (test). Below these fields are two checkboxes: the first is checked and labeled 'I verify this significant performance event as the Rater', and the second is unchecked and labeled '(If Ratee verification missing) I verify the event'. At the bottom, there are fields for 'Ratee' (MCCLASKEY, ANN M [000321475]), 'Date' (Monday, July 27, 2015), and 'Ratee Comments'. A final unchecked checkbox at the bottom reads 'I verify this significant performance event as the Ratee'.

Electronic Performance Assessment Review (ePAR)  
CIVIL SERVICE COMMISSION \*

Current Review | Action Items | All Reviews

save | cancel | check spelling | view epar

Significant Event > New

**!** The verify event checkbox must be checked by the Rater to further the process.

Title: test

Description of significant performance event: test

Rater: LOPEZ, CLAUDIA M [000361799]

Date: Monday, July 27, 2015

Rater Comments / Recommended Action: test

I verify this significant performance event as the Rater

(If Ratee verification missing) I verify the event

Ratee: MCCLASKEY, ANN M [000321475]

Date: Monday, July 27, 2015

Ratee Comments:

I verify this significant performance event as the Ratee

## Rater

### Tools-Significant Events

Notice the Rater Signature box is checked which confirms the Rater has verified the event. The Ratee receives a system-generated email indicating that a significant event has been added to their ePAR.

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'CIVIL SERVICE COMMISSION \*'. The interface includes a navigation bar with 'Current Review', 'Action Items', and 'All Reviews' tabs. Below the navigation bar are icons for 'new', 'edit/sign', 'delete', and 'view epar'. The main content area features a 'Fact Sheet of Significant Performance Events' table with the following data:

|                       | Title | Comments/Action | Ratee Signature          | Rater Signature                     | Date                  |
|-----------------------|-------|-----------------|--------------------------|-------------------------------------|-----------------------|
| <input type="radio"/> | test  | test            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Monday, July 27, 2015 |

At the bottom of the page, there is a copyright notice: '© State of New Jersey Civil Service Commission' and a 'Back to Top' link.

## Rater

### 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** button.

The **Click to view** hyperlink is just to view significant events. You will not be able to edit in this mode. To edit a significant event, click the button in the first column next to the event you wish to edit, then click **Edit**.

Electronic Performance Assessment Review (ePAR)  
CIVIL SERVICE COMMISSION \*

Current Review | Action Items | All Reviews

new | edit/sign | delete | view epar

#### Fact Sheet of Significant Performance Events


|  | Title | Comments/Action | Ratee Signature          | Rater Signature                     | Date                  |
|--|-------|-----------------|--------------------------|-------------------------------------|-----------------------|
|  | test  | test            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Monday, July 27, 2015 |

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## Ratee

### Tools-Significant Events

Upon reviewing the Significant Event, Ratee should then check the verification box located at the bottom of the screen. Then, 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.

 **Electronic Performance Assessment Review (ePAR)** CIVIL SERVICE COMMISSION \*

Current Review Action Items All Reviews

**Significant Event > New**

Title:

Description of significant performance event:

Rater:

Date:

Rater Comments / Recommended Action:

I verify this significant performance event as the Rater  
 (If Ratee verification missing) I verify the event

Ratee:

Date:

Ratee Comments:

I verify this significant performance event as the Ratee



# Rater & Reviewer

## 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 the 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.

Note: If Reviewer requests editing of any stage of the ePAR record, then the Rater must request feedback before it is submitted to the Ratee or signed by the Ratee.

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'CIVIL SERVICE COMMISSION \*'. The top navigation bar includes 'Current Review', 'Action Items', and 'All Reviews'. A toolbar contains icons for 'cancel', 'notes', 'significant events', 'feedback' (circled in red), 'check spelling', 'print', 'ePAR close-out', and 'download pdf'. Below the toolbar, the 'Reviewer Feedback' section is visible, featuring a table with columns for 'Request Summary', 'Status', and 'Date'. A 'Back to Top' link is located in the bottom right corner, and the footer contains the copyright notice '© State of New Jersey Civil Service Commission'.

## Rater

### Tools - Feedback

Click **New** to open a new Request box.

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'CIVIL SERVICE COMMISSION \*'. The top navigation bar includes 'Current Review', 'Action Items', and 'All Reviews'. Below this, a toolbar contains icons for 'cancel', 'notes', 'significant events', 'feedback', 'check spelling', 'print', 'ePAR close-out', and 'download pdf'. The main content area features a 'Reviewer Feedback' section with a table. The table has three columns: 'Request Summary', 'Status', and 'Date'. The 'new' button, represented by a document icon with a star, is circled in the 'Action Items' section of the interface. The footer contains the copyright notice '© State of New Jersey Civil Service Commission' and a 'Back to Top' link.

| Request Summary | Status | Date |
|-----------------|--------|------|
|-----------------|--------|------|

## Rater


### Tools - Feedback

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 click the button View ePAR for referencing. When the Rater has finished writing comments, click **Save** which automatically sends the request to the Reviewer.

The screenshot displays the 'Request Reviewer Feedback' page within the ePAR system. The page header includes the 'ePAR' logo, the title 'Electronic Performance Assessment Review (ePAR)', and 'CIVIL SERVICE COMMISSION \*'. A navigation bar contains 'Current Review', 'Action Items', and 'All Reviews'. Below this are icons for 'save', 'cancel', 'check spelling', and 'view epar'. The main content area is titled 'Request Reviewer Feedback for GAMBINO, JOSEPH A [000331015]'. It features a 'To' field with the recipient 'KELLY, GRACE M [000003824]' and a large 'Message' text area for providing feedback. The footer contains the copyright notice '© State of New Jersey Civil Service Commission' and a 'Back to Top' link.

Tools - Feedback

The Reviewer can access the feedback page through the Dashboard. The Reviewer sees the request for Feedback under **Requested Feedback and Reviews**.


Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION \*

Current Review
Action Items
All Reviews

## Rating Year

# 2016

(07/01/2015 to 06/30/2016)

**2016 Rating Cycle Due Dates**

- Job Expectations due by July 31, 2015
- Interim Review due by December 31, 2015
- Final Review due by June 30, 2016

**My ePAR**

| Ratee                        | Job Title         | Model Code      | Stage            | Progress             | Status |
|------------------------------|-------------------|-----------------|------------------|----------------------|--------|
| LOPEZ, CLAUDIA M [000361799] | HMN RSRCE CNSLT 1 | CSAX0701P-E2016 | Job Expectations | Face to Face Meeting | Shared |

**My Rates**

| Ratee                               | Job Title             | Model Code      | Stage            | Progress             | Status   |
|-------------------------------------|-----------------------|-----------------|------------------|----------------------|----------|
| MIGLIACCIO, DEANNA L [000328591]    | MGMT IMPRVMT SPCLST 1 | CSAX0701P-S2015 | Job Expectations | Goal Setting         | Draft    |
| ROGERS-MCLEAN, KIMBERLY [000360510] | SR EXEC SVC           | CSAX0701P-M2016 | Interim Review   | Face to Face Meeting | Shared   |
| WAYTES, DARRELL C [000169329]       | SR TECHN MIS          | CSAX0701P-E2016 | Job Expectations | Review Close         | Complete |

**Requested Feedback and Reviews**

| Employee Name                       | Feedback Requested                                           | Pending Review                 |
|-------------------------------------|--------------------------------------------------------------|--------------------------------|
| ROGERS-MCLEAN, KIMBERLY [000360510] | NA                                                           | <a href="#">Pending Review</a> |
| PARKS, LAMONTE [000373740]          | NA                                                           | <a href="#">Pending Review</a> |
| LOPEZ, CLAUDIA M [000361799]        | Feedback Requested (Submitted on Thursday, October 22, 2015) | NA                             |
| SIGMON, CHRISTINA M [000700748]     | NA                                                           | <a href="#">Pending Review</a> |
| MIGLIACCIO, DEANNA L [000328591]    | NA                                                           | <a href="#">Pending Review</a> |
| WRIGHT, KEVIN T [000331385]         | Feedback Requested (Submitted on Thursday, October 22, 2015) | NA                             |
| GOODMAN, CAROL [000328264]          | Feedback Requested (Submitted on Wednesday, May 11, 2016)    | NA                             |

## Reviewer

### Tools - Feedback

Once the Reviewer clicks **Feedback Requested** the request opens and the Reviewer Feedback Response page displays. Enter comments or changes to be made and click **Save**.

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

## All Parties

### Tools - Print

**Print** gives the ability to print the 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 | 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

**Download PDF** – The PDF icon appears throughout the screens and allows all parties to download the form at any stage. The complete form will download regardless of whether all parts of the process is complete.

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', and 'All Reviews'. Below this is a toolbar containing various icons: cancel, save draft, submit, compute rating, edit, notes, significant events, feedback, check spelling, print preview, **download pdf** (circled in red), and ePAR close-out. The main content area shows a preview of a PDF document titled '2015000331015A20141222.pdf - Adobe Reader'. The document content includes the following information:

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                              | 07-01-2014 - 06-30-2015 |
| Ratee:                              | 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:

## Rater

### Rater can access Job Expectations from previous supervisors

A rater can now access previously completed job expectations for a newly assigned ratee. This only applies to the job expectations portion completed by former supervisors, and not any associated interim or final ratings. The job expectations will be read only.



## Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

Current Review
Action Items
All Reviews

# Rating Year

## 2016

(07/01/2015 to 06/30/2016)

**2016 Rating Cycle Due Dates**

- Job Expectations due by July 31, 2015
- Interim Review due by December 31, 2015
- Final Review due by June 30, 2016

### My ePAR

| Ratee                            | Job Title             | Model Code      | Stage            | Progress     | Status        |
|----------------------------------|-----------------------|-----------------|------------------|--------------|---------------|
| MIGLIACCIO, DEANNA L [000328591] | MGMT IMPRVMT SPCLST 1 | CSAX0701P-S2016 | Job Expectations | Goal Setting | Not Initiated |

### My Rates

| Ratee                            | Job Title                | Model Code      | Stage            | Progress     | Status        |
|----------------------------------|--------------------------|-----------------|------------------|--------------|---------------|
| CRUMP, TIANA A [000716421]       | CUSTMR SVC INFO SPCLST 3 | CSAX0701P-E2016 | Job Expectations | Goal Setting | Not Initiated |
| HOWLAND, JOHNATHAN C [000354727] | TECHL ASST 3 CSC         | CSAX0701P-E2016 | Job Expectations | Goal Setting | Not Initiated |
| KARNGBAYE, MICHELLE [000370799]  | HMN RSRCE CNSLT 5        | CSAX0701P-S2016 | Job Expectations | Goal Setting | Not Initiated |
| KEIPER, THERESA [000316112]      | HMN RSRCE CNSLT 5        | CSAX0701P-S2016 | Job Expectations | Goal Setting | Not Initiated |
| LOPEZ, CLAUDIA M [000361799]     | HMN RSRCE CNSLT 1        | CSAX0701P-E2016 | Job Expectations | Goal Setting | Not Initiated |
| REYNOLDS, MARYANN T [000711515]  | CUSTMR SVC INFO SPCLST 3 | CSAX0701P-E2016 | Job Expectations | Goal Setting | Not Initiated |
| SIGMON, CHRISTINA M [000700748]  | FRMS DSGN TCHNC 2        | CSAX0701P-E2016 | Job Expectations | Goal Setting | Not Initiated |
| WAYTES, DARRELL C [000169329]    | SR TECHN MIS             | CSAX0701P-E2016 | Job Expectations | Goal Setting | Not Initiated |

### Requested Feedback and Reviews

| Employee Name                    | Feedback Requested | Pending Review |
|----------------------------------|--------------------|----------------|
| KINNIE, MARSINETTE D [000737674] | NA                 | Pending Review |



## Rater

To access these job expectations, click on All Reviews.

Select the employee you would like to view from the “My Employees” section.

Electronic Performance Assessment Review (ePAR)  
CIVIL SERVICE COMMISSION \*

All Reviews

Current Review Action Items **All Reviews**

**My Reviews**

No records found.

**My Employees**

| Employee Name                    | Job Title                |
|----------------------------------|--------------------------|
| CRUMP, TIANA A [000716421]       | CUSTMR SVC INFO SPCLST 3 |
| HOWLAND, JOHNATHAN C [000354727] | TECHL ASST 3 CSC         |
| KARNGBAYE, MICHELLE [000370799]  | HMN RSRCE CNSLT 5        |
| KEIPER, THERESA [000316112]      | HMN RSRCE CNSLT 5        |
| LOPEZ, CLAUDIA M [000361799]     | HMN RSRCE CNSLT 1        |
| REYNOLDS, MARYANN T [000711515]  | CUSTMR SVC INFO SPCLST 3 |
| SIGMON, CHRISTINA M [000700748]  | FRMS DSGN TCHNC 2        |
| WAYTES, DARRELL C [000169329]    | SR TECHN MIS             |

**Agency Change Requested Feedback and Reviews**

| Employee Name                 | Feedback Requested | Pending Review |
|-------------------------------|--------------------|----------------|
| WAYTES, DARRELL C [000169329] | NA                 | Pending Review |

**Old Reviews Pending Closure**

| Employee Name                   | Job Title                | Rating Year | Stage            | Progress     | Status   |
|---------------------------------|--------------------------|-------------|------------------|--------------|----------|
| SIGMON, CHRISTINA M [000700748] | FRMS DSGN TCHNC 2        | 2015        | Job Expectations | Goal Setting | Draft    |
| WAYTES, DARRELL C [000169329]   | SR TECHN MIS             | 2015        | Job Expectations | Goal Setting | Draft    |
| CRUMP, TIANA A [000716421]      | CUSTMR SVC INFO SPCLST 3 | 2015        | Job Expectations | Complete     | Complete |
| KEIPER, THERESA [000316112]     | HMN RSRCE CNSLT 5        | 2015        | Job Expectations | Complete     | Complete |
| REYNOLDS, MARYANN T [000711515] | CUSTMR SVC INFO SPCLST 3 | 2015        | Job Expectations | Goal Setting | Draft    |

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This page displays records created by both the former and new supervisor for the ratee. Click on the desired Rating Year to access the ratee’s job expectations.

Electronic Performance Assessment Review (ePAR)  
CIVIL SERVICE COMMISSION \*

All Reviews

Current Review Action Items **All Reviews**

**My Reviews**


| Rating year | Job Title   | Dept/Agency | Rater                              | Rating |
|-------------|-------------|-------------|------------------------------------|--------|
| 2015        | SR EXEC SVC | CS          | KELLY, GRACE M [000003824]         | NA     |
| 2015        | SR EXEC SVC | CS          | Participant9, Training [NS0000092] | NA     |

# Rater

## Interim Review

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.



### Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

Current Review
Action Items
All Reviews

cancel
 save draft
 next
 compute rating
 edit
 notes
 significant events
 feedback
 ABC check spelling
 print preview
 download pdf
 ePAR close-out

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
- Final Justification

| Job Factors                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                 |               |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|
| Job Related Factors                                                                                                                                                        | Factor Score Metrics                                                                                                                                                                                                                                                                                                                                                                                            | Interim Score | Final Score |
| <p>Customer Service: Identifies and meets customer (internal &amp; 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.                                                                                                                                                                                                                            | 4             |             |
|                                                                                                                                                                            | 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.                                                                                                                                                                                 |               |             |
|                                                                                                                                                                            | 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.                                                                                                                                                                                  |               |             |
|                                                                                                                                                                            | 4: Sometimes anticipated customer needs; sought quality alternative solutions; work quality occasionally demonstrated exceptional insights and technical expertise.                                                                                                                                                                                                                                             |               |             |
|                                                                                                                                                                            | 5: Frequently anticipated customer needs; accurately diagnosed customer requirements; recommended quality alternative solutions; work quality typically demonstrated exceptional insights and technical expertise.                                                                                                                                                                                              |               |             |
| <p>Communication: Effective expression of ideas, concepts, or directions in individual or group situations, non-verbal communication, voice level, and organization of</p> | 1: Informal communication was ineffective due to disorganization of thoughts, and/or inappropriate use of voice volume/tone or gestures. Formal presentations failed to inform or persuade due to lack of structure or poor organization. Did not listen during verbal exchanges. Written communication was poorly structured, contained poor grammar, or was difficult to read due to inadequate organization. | 4             |             |

## Interim Review

Once complete, click the **Compute Rating** button 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 **Next** to proceed to the Justification and Development section. Selecting **Next** 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.

Electronic Performance Assessment Review (ePAR) CIVIL SERVICE COMMISSION \*

Current Review | Action Items | All Reviews

cancel | save draft | **next** | **compute rating** | edit | notes | significant events | feedback | check spelling | print preview | download pdf | ePAR close-out

|                                                                                                     |                                                                                                                                                                                                                                                                                                                                                 |                                |                                             |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------|
| extent to which employee produces an acceptable amount of work as defined in the quantity criteria. | 2: Produced less than acceptable output as identified in essential quantity criteria.<br>3: Produced acceptable amount of work; met essential quantity criteria.<br>4: Produced more than acceptable amount of work.<br>5: Significantly exceeded essential quantity criteria.                                                                  |                                |                                             |
| Timeliness: Overall extent to which employee meets work schedules and specified deadlines.          | 1: Rarely met work schedules or deadlines.<br>2: Sometimes met deadlines but often late in completing assignments within specified times.<br>3: Met work schedules and deadlines.<br>4: Met and often completed assignments ahead of specified deadlines.<br>5: Consistently completed assignments and job responsibilities ahead of deadlines. | 4                              |                                             |
| <b>Job Achievement Factors Total</b>                                                                |                                                                                                                                                                                                                                                                                                                                                 | 17                             |                                             |
| <b>Interim Evaluation</b>                                                                           |                                                                                                                                                                                                                                                                                                                                                 | <b>Final Evaluation</b>        |                                             |
| <b>Grand Total Points</b>                                                                           | 51                                                                                                                                                                                                                                                                                                                                              |                                |                                             |
| <b>Interim Evaluation Rating</b>                                                                    |                                                                                                                                                                                                                                                                                                                                                 | <b>Final Evaluation Rating</b> |                                             |
| <b>Overall</b>                                                                                      | 5                                                                                                                                                                                                                                                                                                                                               |                                |                                             |
| <b>Conversion To Overall Rating</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                 |                                |                                             |
| 1-Unsatisfactory (12-20)                                                                            | 2-Needs Improvement (21-30)                                                                                                                                                                                                                                                                                                                     | 3-Successful (31-40)           | 4-Commendable (41-50) 5-Outstanding (51-60) |

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

## Rater

### Interim Review

Complete the Justification and click **Submit** when finished. The submission notifies the Ratee that the Interim Review is complete and ready to be discussed at the Face-to-Face meeting.

The screenshot displays the ePAR interface for the Civil Service Commission. At the top, the title "Electronic Performance Assessment Review (ePAR)" is centered, with the "ePAR" logo on the left and "CIVIL SERVICE COMMISSION" on the right. Below the title is a navigation bar with three tabs: "Current Review", "Action Items", and "All Reviews". The "Action Items" tab is active, showing a toolbar with icons for cancel, save draft, submit (circled in red), compute rating, edit, notes, significant events, feedback, check spelling, print preview, download pdf, and ePAR close-out.

Below the toolbar, a metadata bar displays the following information:

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

A progress bar below the metadata shows three stages: "Job Expectations", "Interim Review" (highlighted), and "Final Review".

The main content area is divided into two sections:

- Justification and Development Plan**
  - Justification for Interim 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.
  - Interim Development Plan**
    1. Be more proactive when dealing office conflict
    2. Engage employee's more
    3. Build on positive employee moral

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

# Rater's Dashboard

## Interim Review

After clicking **Submit**, the Rater's Dashboard will appear, and you will see the "Development Plan" in the Progress column, 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<br><small>[000360510]</small> | SR EXEC SVC | CSAX0701P-M2015 | Job Expectations | Goal Setting | Not Initiated |

#### My Rates

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

#### Requested Feedback and Reviews

No records found.

## Rater

### Interim Review

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 "Current Review", "Action Items", and "All Reviews". A toolbar contains icons for "cancel", "significant events", "check spelling", "print preview", and "download pdf".

Metadata fields include: 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 steps: "Job Expectations", "Interim Review" (the current step), and "Final Review".

The main content area is titled "Justification and Development Plan" and is divided into 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

On the left side, a sidebar menu lists various actions: "Job Expectation", "Job Expectations", "Job Factors", "Face to Face Meeting", "Ratee Signature", "Rater Signature", "Reviewer Signature", "Interim Review", "Interim Ratings", "Interim Justification" (highlighted with a green circle), "Face to Face Meeting", "Ratee Signature", "Rater Signature", and "Reviewer Signature".

# Rater's Dashboard

## Interim Review

After clicking **Submit**, Rater will be returned to the Dashboard. **Face-to-Face meeting** is identified in the Progress column and should be scheduled offline.



### 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        |
|-------------------------------------|-------------|-----------------|------------------|--------------|---------------|
| 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.

## Ratee

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

**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

### Justification and Development Plan

#### Justification for Interim 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.

#### Interim Development Plan

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



## Ratee & Rater

The **Face-to-Face meeting** must be scheduled offline. 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**.



## Rater

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

Note: The Edit button will still be available once the Rater clicks back to Interim ratings even if the face to face meeting was confirmed. No changes can be made in the ePAR once it is signed by the Ratee. Only Raters can confirm a face to face meeting.

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 bar includes "Current Review", "Action Items", and "All Reviews". The sidebar on the left lists menu items: "Job Expectation", "Interim Review", and "Face to Face Meeting" (highlighted in green). The main content area shows the "Interim Review: Confirm Face to Face Meeting" screen. The form fields are: Rater (ROGERS-MCLEAN, KIMBERLY [000360510]), Ratee (GAMBINO, JOSEPH A [000331015]), and Date (Wednesday, September 03, 2014). A calendar dropdown is open, showing the date Wednesday, September 03, 2014. The text "I am submitting the ePAR for the Interim Review meeting with my ratee was held on the specified date above." is visible.

| 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 |

## Ratee

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** boxes for the Interim Rating, Justification, and Development Plan. Add **Ratee comments** if desired. **Comments** are part of the official record and allow any or all parties to provide feedback. The system allows only for 2000 characters with space.

Click **Sign** to initiate electronic signature acknowledging elements of the ePAR. Rater will receive a system-generated e-mail indicating that the 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 ABC 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

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

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.

# Rater

## Interim Review

Select Ratee's name from the Dashboard.



ePAR

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        |
|-------------------------------------|-------------|-----------------|------------------|--------------|---------------|
| 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 | 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 | Interim Review   | Pending Rater Signature | Shared        |

#### Requested Feedback and Reviews

No records found.

## Rater

### Interim Review

Add **Rater comments** if desired. **Comments** are part of the official record and allow any and all parties to provide feedback. The system allows only for 2000 characters with space. Check the box acknowledging that the 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.

# Reviewer's Dashboard

## Interim Review

As stated, the Reviewer signature is the final step of the 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
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 Rates

| 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                 | <a href="#">Pending Review</a> |
| MIGLIACCIO, DEANNA L [000328591] | NA                 | <a href="#">Pending Review</a> |

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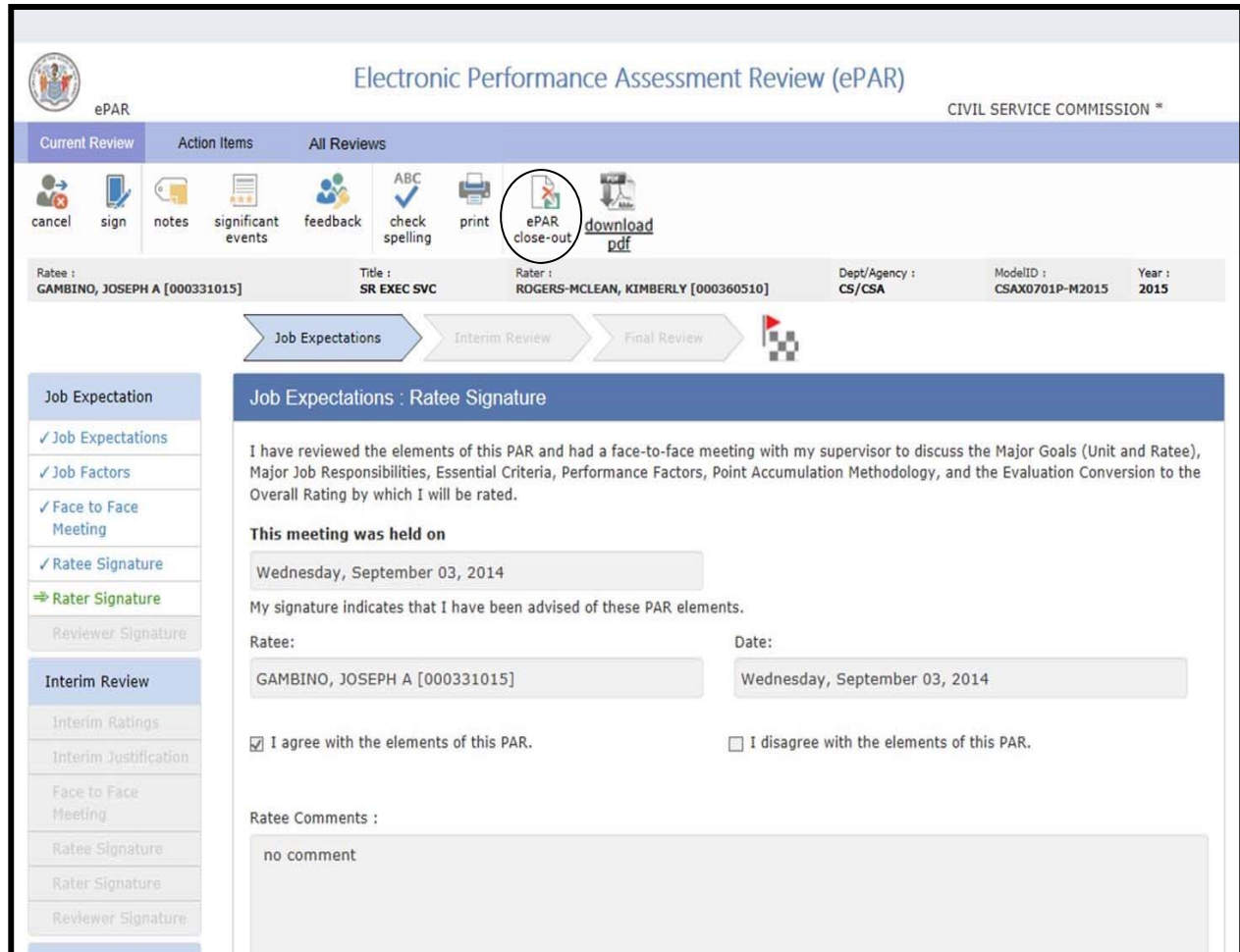
## Rater

### ePAR Close-out

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

- 1) an ePAR is done in error (*Invalid ePAR*)
- 2) when an employee's title changes (*Title Change*)
- 3) when reporting relationships change (*Agency Change, Supervisor Change, or Separation*)
- 4) when an employee was assigned an incorrect (*Model Code*)

If the above conditions occur, then the Rater is responsible for completing the ePAR Close-out.



The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'CIVIL SERVICE COMMISSION'. The top navigation bar includes 'Current Review', 'Action Items', and 'All Reviews'. A secondary bar contains icons for 'cancel', 'sign', 'notes', 'significant events', 'feedback', 'check spelling', 'print', 'ePAR close-out' (circled in red), and 'download pdf'. Below this, a header section provides details for the review: Ratee: GAMBINO, JOSEPH A [000331015], Title: SR EXEC SVC, Rater: ROGERS-MCLEAN, KIMBERLY [000360510], Dept/Agency: CS/CSA, ModelID: CSAX0701P-M2015, and Year: 2015. A progress bar shows 'Job Expectations' as the active step, followed by 'Interim Review' and 'Final Review'. The main content area is titled 'Job Expectations : Ratee Signature' and contains a declaration: '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'. A signature line is present with the text 'My signature indicates that I have been advised of these PAR elements.' and fields for 'Ratee:' (GAMBINO, JOSEPH A [000331015]) and 'Date:' (Wednesday, September 03, 2014). There are two checkboxes: one checked for 'I agree with the elements of this PAR.' and one unchecked for 'I disagree with the elements of this PAR.'. A 'Ratee Comments' field contains the text 'no comment'. A left-hand sidebar lists various review stages, with 'Rater Signature' highlighted in green.

### ePAR Close-out

Using ePAR close-out for an **Invalid ePAR** is done when the ePAR was created in error. The system generates a new record, if the ratee is still assigned to the rater. The system will not generate a new record if the ratee is already assigned to a new rater. Another scenario in which the Invalid ePAR close out can be use is when an employee is assigned to the incorrect supervisor, or a ratee leaves very quickly during the process. The invalid ePAR deletes the ePAR record from the system.

**Note: Invalid ePAR** option should not be use on Old Reviews Pending for Closure ePAR records. These are records from the previous rating cycle which are not completed yet. Using the invalid ePAR option will delete them from the system and does not create a new record.

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

The screenshot shows the 'Electronic Performance Assessment Review (ePAR)' interface. At the top, there is a navigation bar with 'Current Review', 'Action Items', and 'All Reviews'. Below this are icons for 'compute rating', 'confirm', 'cancel', and 'check spelling'. The main section is titled 'Close the Review' and contains a 'Reason' dropdown menu. The dropdown menu is open, showing 'Please Select' and 'Invalid ePAR' (which is circled). Below the dropdown is a table with three columns: 'Job Achievement Factors', 'Factor Score Metrics', and 'Final Score'. The table contains three rows of evaluation criteria.

| Job Achievement Factors                                                                                    | Factor Score Metrics                                                                                                                                                                                                                                                                                                                                                                     | Final Score          |
|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Goal Achievement: Overall extent to which employee accomplishes established goals.                         | 1: Failed to accomplish most major goals; original objectives were not achieved.<br>2: Achieved some, but not all major goals; some objectives were achieved.<br>3: Achieved all major goals; objectives were achieved.<br>4: Achieved all major goals and exceeded or enhanced original objectives.<br>5: Achieved all major goals and significantly exceeded original goal objectives. | <input type="text"/> |
| Quality of Work: Overall extent to which employee thoroughly and accurately meets the quality criteria.    | 1: Failed significantly to achieve essential quality criteria.<br>2: Achieved some, but not all essential quality criteria.<br>3: Achieved all essential quality criteria.<br>4: Exceeded essential quality criteria.<br>5: Significantly exceeded essential quality criteria.                                                                                                           | <input type="text"/> |
| Quantity of Work: Overall extent to which employee produces an acceptable amount of work as defined in the | 1: Failed significantly to produce an acceptable amount of work.<br>2: Produced less than acceptable output as identified in essential quantity criteria.                                                                                                                                                                                                                                | <input type="text"/> |



# Rater

## ePAR Close-out

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. At the top, there is a header with the ePAR logo, the title 'Electronic Performance Assessment Review (ePAR)', and 'CIVIL SERVICE COMMISSION \*'. Below the header is a navigation bar with tabs for 'Current Review', 'Action Items', 'Administration', and 'All Reviews'. The 'Current Review' tab is active. On the left side, there are three icons: 'confirm', 'cancel', and 'check spelling'. The main content area is titled 'Close the Review'. It contains a 'Reason' dropdown menu with 'Invalid ePAR' selected. Below this, a red warning message reads: 'Warning - This record will be deleted from the ePAR System permanently! Are you sure you want to proceed?'. A modal dialog box titled 'Message from webpage' is overlaid on the screen, asking 'Are you sure you want to submit?' with 'OK' and 'Cancel' buttons. Below the warning, there is a 'Remarks' text area containing the text 'NA'. At the bottom left, the copyright notice '© State of New Jersey Civil Service Commission' is visible, and at the bottom right, there is a 'Back to Top' link.

## ePAR Close-out

### Supervisor Change, Title Change, Agency Change, Model Code Change or Separation


Please note the ePAR close-out in the system is designed to close-out the record.





### Electronic Performance Assessment Review (ePAR)


CIVIL SERVICE COMMISSION \*

Current Review
Action Items
All Reviews

  
compute rating

  
confirm

  
cancel

  
check spelling

**Close the Review**


Reason

Please Select  
 Model Code Change  
 Agency Change  
**Title Change**  
 Supervisor Change  
 Separation  
 Invalid ePAR

|                                                                                                         | Metrics                                                                                                                                                                                                                                                                                                    | Final Score          |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Goal: Will established ratee goals.                                                                     | 1: Failed to accomplish most major goals; original objectives were not entirely achieved.<br>2: Achieved or exceeded major goals.<br>3: Significantly exceeded original goals and objectives.                                                                                                              | <input type="text"/> |
| Quality of Work: Overall extent to which employee thoroughly and accurately meets the quality criteria. | 1: Failed to achieve most or all essential quality criteria.<br>2: Achieved or occasionally exceeded all essential quality criteria.<br>3: Significantly exceeded essential quality criteria.                                                                                                              | <input type="text"/> |
| Timeliness: Overall extent to which employee meets work schedules and specified deadlines.              | 1: Rarely met work schedules or deadlines. Often was late in completing assignments within specified time frames.<br>2: Met and occasionally completed assignments ahead of specified deadlines.<br>3: Consistently completed assignments, projects and job responsibilities ahead of scheduled deadlines. | <input type="text"/> |
| <b>Job Achievement Factors Total</b>                                                                    |                                                                                                                                                                                                                                                                                                            | <input type="text"/> |
| Job Related Factors                                                                                     | Factor Score Metrics                                                                                                                                                                                                                                                                                       | Final Score          |
| Communication: Effective expression of                                                                  | 1: Informal communication was ineffective due to disorganization of thoughts, and/or inappropriate use of                                                                                                                                                                                                  | <input type="text"/> |

## ePAR Close-out

Once you complete the Ratings, go back to the top of the page and click **Compute Rating**. Remarks are required in an ePAR close-out. Click **Confirm**. A confirmation window appears, click **OK**.


Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION \*

Current Review | Action Items | All Reviews

compute rating
 confirm
 cancel
 check spelling


**Close the Review**

Reason

| Job Achievement Factors                                                                                                                                       | Factor Score Metrics                                                                  | Final Score             |                          |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------|--------------------------|--------------------------|
| Goal Achievement: Overall extent to which employee accomplishes established goals.                                                                            | 1: Failed to accomplish goals; not achieved.                                          | 4                       |                          |                          |
|                                                                                                                                                               | 2: Achieved some, but not all goals; not achieved.                                    |                         |                          |                          |
|                                                                                                                                                               | 3: Achieved all major goals; not achieved.                                            |                         |                          |                          |
|                                                                                                                                                               | 4: Achieved all major goals and exceeded or enhanced original objectives.             |                         |                          |                          |
|                                                                                                                                                               | 5: Achieved all major goals and significantly exceeded original goal objectives.      |                         |                          |                          |
| Quality of Work: Overall extent to which employee thoroughly and accurately meets the quality criteria.                                                       | 1: Failed significantly to achieve essential quality criteria.                        | 4                       |                          |                          |
|                                                                                                                                                               | 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.                                 |                         |                          |                          |
| 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.                      | 4                       |                          |                          |
|                                                                                                                                                               | 2: Produced less than acceptable output as identified in essential quantity criteria. |                         |                          |                          |
|                                                                                                                                                               | 3: Produced acceptable amount of work; met essential quantity criteria.               |                         |                          |                          |
| <b>Job Achievement Factors Total</b>                                                                                                                          |                                                                                       | 16                      |                          |                          |
| <b>Final Evaluation</b>                                                                                                                                       |                                                                                       |                         |                          |                          |
| <b>Grand Total Points</b>                                                                                                                                     |                                                                                       | 48                      |                          |                          |
| <b>Final Evaluation Rating</b>                                                                                                                                |                                                                                       |                         |                          |                          |
| <b>Overall</b>                                                                                                                                                |                                                                                       | 4                       |                          |                          |
| <b>Conversion To Overall Rating</b>                                                                                                                           |                                                                                       |                         |                          |                          |
| 1-Unsatisfactory<br>(12-20)                                                                                                                                   | 2-Needs Improvement<br>(21-30)                                                        | 3-Successful<br>(31-40) | 4-Commendable<br>(41-50) | 5-Outstanding<br>(51-60) |
| Remarks<br><div style="border: 1px solid #ccc; min-height: 100px; padding: 5px;">                     &gt;Remarks are entered here&lt;                 </div> |                                                                                       |                         |                          |                          |

ePAR Close-out

Rater's Dashboard updates. Progress changes to "Pending Ratee Signature for Closure." Status will update to "Shared."


Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION \*

Current Review
Action Items
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<br>[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   | Review Close                        | Complete      |
| GOODMAN, CAROL [000328264]       | SEC ASST 1 NON-STENO    | CSAX0701P-E2015 | Job Expectations | Pending Ratee Signature for Closure | Shared        |
| 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.

## ePAR Close-out

After calculating the scores and confirming the close-out, the system will then send an email reminder to the ratee for review and signature. Once the Ratee signs, then rater will receive an email reminder requesting the rater's signature. The Reviewer will also receive an email reminder for signature after the Rater signs.

Electronic Performance Assessment Review (ePAR)
CIVIL SERVICE COMMISSION \*

Current Review
Action Items
Administration
All Reviews

cancel

sign

significant events

feedback

check spelling

print preview

download pdf

ePAR close-out

|                                    |                           |                                            |                      |
|------------------------------------|---------------------------|--------------------------------------------|----------------------|
| Ratee : PARKS, LAMONTE [000373740] | Title : HMN RSRCE CNSLT 1 | Rater : Participant4, Training [NS0000087] | Dept/Agency : CS/CSA |
|                                    |                           | ModelID : CSAX0701P-E2016                  | Year : 2016          |

Job Expectations
Interim Review
Final Review

Job Expectation

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

Close-out : Ratee Signature

|                                                                              |                                                                      |
|------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Ratee:                                                                       | Date:                                                                |
| <input type="text" value="PARKS, LAMONTE [000373740]"/>                      | <input type="text" value="Friday, February 5, 2016"/>                |
| <input checked="" type="checkbox"/> I agree with the Close-out Rating        | <input type="checkbox"/> I disagree with the Close-out Rating        |
| <input checked="" type="checkbox"/> I agree with the Close-out Justification | <input type="checkbox"/> I disagree with the Close-out Justification |

Ratee Comments :

Final Review

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

Close-out : Rater Signature

|                                                                 |                                                         |
|-----------------------------------------------------------------|---------------------------------------------------------|
| Rater:                                                          | Date:                                                   |
| <input type="text" value="Participant4, Training [NS0000087]"/> | <input type="text" value="Thursday, February 4, 2016"/> |

Rater Comments :

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

Close-out : Reviewer Signature

|                                                           |                                                       |
|-----------------------------------------------------------|-------------------------------------------------------|
| Reviewer:                                                 | Date:                                                 |
| <input type="text" value="LOPEZ, CLAUDIA M [000361799]"/> | <input type="text" value="Friday, February 5, 2016"/> |

Reviewer Comments :

(If Rater signature missing) I certify as Rater

## Reviewer

### ePAR Close-out

In the event that the Rater does not sign an ePAR for the Ratee, due to a leave or other circumstance, then the Reviewer is able to close-out the ePAR for that Ratee by clicking on the Rater Name. This will bring all the Rater's Rates.

Example: If the Rater goes on a leave and the Ratee's ePAR is pending the Rater's signature, then the Reviewer can click on **All Reviews** tab and then click on the name of the Rater. A list of the Rater's employees will display. From the list, the Reviewer will click on the employee's name.

Electronic Performance Assessment Review (ePAR) CIVIL SERVICE COMMISSION \*

All Reviews

Current Review Action Items **All Reviews**

**My Reviews**

| Rating year | Job Title   | Dept/Agency | Rater                      | Rating |
|-------------|-------------|-------------|----------------------------|--------|
| 2015        | SR EXEC SVC | CS          | KELLY, GRACE M [000003824] | NA     |

**My Employees**

| Employee Name                        | Job Title               |
|--------------------------------------|-------------------------|
| BYRNE, DEBORAH [000351556]           | SR EXEC SVC             |
| FRANK, VALENTINE T [000137927]       | SPVR GENRL & SPVRT SVCS |
| <b>GAMBINO, JOSEPH A [000331015]</b> | SR EXEC SVC             |
| GOODMAN, CAROL [000328264]           | SEC ASST 1 NON-STENO    |
| JETER, WAYNE [000321074]             | EDUC PROG DEV SPCLST 3  |
| MCCLASKEY, ANN M [000321475]         | SR EXEC SVC             |
| MIGLIACCIO, DEANNA L [000328591]     | MGMT IMPRVMT SPCLST 1   |
| PETTIS, SHELBY [000374959]           | ASST DIV DIR            |

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Electronic Performance Assessment Review (ePAR) CIVIL SERVICE COMMISSION \*

All Reviews

Current Review Action Items **All Reviews**

**GAMBINO, JOSEPH A [000331015]'s Reviews**

| Rating year | Job Title   | Dept/Agency | Rater                               | Rating |
|-------------|-------------|-------------|-------------------------------------|--------|
| 2015        | SR EXEC SVC | CS          | ROGERS-MCLEAN, KIMBERLY [000360510] | NA     |

**GAMBINO, JOSEPH A [000331015]'s Employees**

| Employee Name                        | Job Title         |
|--------------------------------------|-------------------|
| <b>COMISKY, SHARYN R [000362161]</b> | ADMINV ANLT 2 DP  |
| KAUSHAL, KAVITA [000359235]          | HMN RSRCE CNSLT 4 |
| KIM, SUNWOONG [000373797]            | SR EXEC SVC       |
| KRAKER, DOUGLAS [000334536]          | ADMINV ANLT 2 DP  |

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## Reviewer

### ePAR Close-out

Once the Reviewer clicks on the employee's name, you will access the employee's ePAR history. Click on the Rating Year to access the employee's ePAR. After the employee's ePAR populates, you can close the ePAR.

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'CIVIL SERVICE COMMISSION \*'. The user is logged in as a Reviewer, and the 'All Reviews' tab is selected. The page shows the performance history for 'KIM, SUNWOONG [000373797]'. A table lists two reviews from 2015. The first review, for 'SR EXEC SVC' at 'CS', was rated by 'GAMBINO, JOSEPH A [000331015]' with a rating of 'NA'. The second review, for 'SR TECHN MIS' at 'CS', was rated by 'MIGLIACCIO, DEANNA L [000328591]' with a rating of 'NA'. The '2015' rating year in the first row is circled in red. The footer includes the copyright notice '© State of New Jersey Civil Service Commission' and a 'Back to Top' link.

| Rating year | Job Title    | Dept/Agency | Rater                               | Rating |
|-------------|--------------|-------------|-------------------------------------|--------|
| 2015        | SR EXEC SVC  | CS          | GAMBINO, JOSEPH A<br>[000331015]    | NA     |
| 2015        | SR TECHN MIS | CS          | MIGLIACCIO, DEANNA L<br>[000328591] | NA     |


Note: As a Reviewer, you can only access an employee's ePAR if the Rater is assigned to you. If the Rater is not the Reviewer's Ratee, then the Reviewer will see the screen below.

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'CIVIL SERVICE COMMISSION \*'. The user is logged in as a Reviewer, and the 'All Reviews' tab is selected. An error message is displayed: 'Error: Sorry, this employee performance record is not shared with you.' Below the error message is a 'Go Back to Home' button with a house icon. The footer includes the copyright notice '© State of New Jersey Civil Service Commission'.

## Reviewer

### ePAR Close-out

A Reviewer can now close a pending evaluation for Ratees who transfer to another agency. Reviewers can find their former employees' records in the All Reviews section under Agency Change Requested Feedback and Reviews.



### Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

All Reviews
Current Review
Action Items
Administration

#### My Reviews

No records found.

#### My Employees

| Employee Name                    | Job Title                |
|----------------------------------|--------------------------|
| CRUMP, TIANA A [000716421]       | CUSTMR SVC INFO SPCLST 3 |
| HOWLAND, JOHNATHAN C [000354727] | TECHL ASST 3 CSC         |
| KARNGBAYE, MICHELLE [000370799]  | HMN RSRCE CNSLT 5        |
| KEIPER, THERESA [000316112]      | HMN RSRCE CNSLT 5        |
| LOPEZ, CLAUDIA M [000361799]     | HMN RSRCE CNSLT 1        |
| REYNOLDS, MARYANN T [000711515]  | CUSTMR SVC INFO SPCLST 3 |
| SIGMON, CHRISTINA M [000700748]  | FRMS DSGN TCHNC 2        |
| WAYTES, DARRELL C [000169329]    | SR TECHN MIS             |

#### Agency Change Requested Feedback and Reviews

| Employee Name                 | Feedback Requested | Pending Review |
|-------------------------------|--------------------|----------------|
| WAYTES, DARRELL C [000169329] | NA                 | Pending Review |

#### Old Reviews Pending Closure

| Employee Name                   | Job Title                | Rating Year | Stage            | Progress     | Status   |
|---------------------------------|--------------------------|-------------|------------------|--------------|----------|
| SIGMON, CHRISTINA M [000700748] | FRMS DSGN TCHNC 2        | 2015        | Job Expectations | Goal Setting | Draft    |
| WAYTES, DARRELL C [000169329]   | SR TECHN MIS             | 2015        | Job Expectations | Goal Setting | Draft    |
| CRUMP, TIANA A [000716421]      | CUSTMR SVC INFO SPCLST 3 | 2015        | Job Expectations | Complete     | Complete |
| KEIPER, THERESA [000316112]     | HMN RSRCE CNSLT 5        | 2015        | Job Expectations | Complete     | Complete |
| REYNOLDS, MARYANN T [000711515] | CUSTMR SVC INFO SPCLST 3 | 2015        | Job Expectations | Goal Setting | Draft    |

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# Rater's Dashboard

## ePAR Close-out

An additional reason code was added for ePAR close outs. This option should be used to close records which were entered in an incorrect PAR form.

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 are icons for 'compute rating', 'confirm', 'cancel', and 'check spelling'. The main section is titled 'Close the Review' and contains a 'Reason' dropdown menu. The dropdown menu is open, showing the following options: 'Please select', 'Model Code Change', 'Agency Change', 'Title Change', 'Supervisor Change', 'Separation', and 'Invalid ePAR'. The 'Model Code Change' option is circled in red. Below the dropdown is a table with columns for 'Metrics' and 'Final Score'.


|                                                                                                         | Metrics                                                                                                                                                                                                                                                                                              | Final Score          |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Goal: accomplish most major goals; original objectives were not achieved.                               |                                                                                                                                                                                                                                                                                                      | <input type="text"/> |
| Quality of Work: Overall extent to which employee thoroughly and accurately meets the quality criteria. | 2: Achieved some, but not all major goals; some objectives were achieved.<br>3: Achieved all major goals; objectives were achieved.<br>4: Achieved all major goals and exceeded or enhanced original objectives.<br>5: Achieved all major goals and significantly exceeded original goal objectives. | <input type="text"/> |
|                                                                                                         | 1: Failed significantly to achieve essential quality criteria.<br>2: Achieved some, but not all essential quality criteria.<br>3: Achieved all essential quality criteria.<br>4: Exceeded essential quality criteria.<br>5: Significantly exceeded essential quality criteria.                       | <input type="text"/> |

## 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 ratee's record and is the rating that triggers or supports other personnel actions associated with the ePAR.

**To complete the Final Review, repeat the steps of the Interim Process.**

Assign a numerical rating for each performance factor, hit **Compute**, then click **Next** to go on the Justification and Development Plan.



### Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

Current Review
Action Items
All Reviews

cancel
save draft
next
compute rating

edit
notes
significant events
feedback
check spelling
print preview
download pdf
ePAR close-out

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 Factors

| Job Related Factors                                                                                                                                                 | Factor Score Metrics                                                                                                                                                                                                                                                                                                                                                                                            | Interim Score | Final Score |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|
| Customer Service:<br>Identifies and meets customer (internal & external) needs while meeting time, quality and cost requirements.                                   | 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.                                                                                                                                                                                                                            | 4             |             |
|                                                                                                                                                                     | 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.                                                                                                                                                                                 |               |             |
|                                                                                                                                                                     | 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.                                                                                                                                                                                  |               |             |
|                                                                                                                                                                     | 4: Sometimes anticipated customer needs; sought quality alternative solutions; work quality occasionally demonstrated exceptional insights and technical expertise.                                                                                                                                                                                                                                             |               |             |
|                                                                                                                                                                     | 5: Frequently anticipated customer needs; accurately diagnosed customer requirements; recommended quality alternative solutions; work quality typically demonstrated exceptional insights and technical expertise.                                                                                                                                                                                              |               |             |
| Communication: Effective expression of ideas, concepts, or directions in individual or group situations, non-verbal communication, voice level, and organization of | 1: Informal communication was ineffective due to disorganization of thoughts, and/or inappropriate use of voice volume/tone or gestures. Formal presentations failed to inform or persuade due to lack of structure or poor organization. Did not listen during verbal exchanges. Written communication was poorly structured, contained poor grammar, or was difficult to read due to inadequate organization. | 4             |             |

Job Expectation

Interim Review

Final Review

✓ Final Ratings

✓ Final Justification

✓ Face to Face Meeting

✓ Ratee Signature

✓ Rater Signature

✓ Reviewer Signature

# Final Review

Complete the Justification, then click the **Submit** button. The submission notifies Ratee that the Final Review is complete and ready to be discussed at the Face-to-Face meeting.

The screenshot displays the ePAR (Electronic Performance Assessment Review) interface. At the top, the Civil Service Commission logo and the title "Electronic Performance Assessment Review (ePAR)" are visible. Below the title, there are navigation tabs for "Current Review", "Action Items", and "All Reviews". A toolbar contains various icons for actions such as "cancel", "save draft", "submit", "compute rating", "edit", "notes", "significant events", "feedback", "check spelling", "print preview", "download pdf", and "ePAR close-out".

Metadata information is 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", and "Final Review", with the "Final Review" stage currently active and highlighted. A sidebar on the left lists various actions, with "Final Review" selected. The main content area is divided into two sections:


- 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
    3. Build on positive employee moral

# Final Review

## Rater's Dashboard

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



### 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        |
|-------------------------------------|-------------|-----------------|------------------|--------------|---------------|
| 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

### Ratee & Rater

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**.



# Final Review

## Rater

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

Note: Once Ratee signs the ePAR, it cannot be changed.

Electronic Performance Assessment Review (ePAR)  
CIVIL SERVICE COMMISSION \*

Current Review | Action Items | All Reviews

cancel confirm 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  
Interim Review  
Final Review  
✓ Final Ratings  
✓ Final Justification  
✓ Face to Face Meeting  
✓ Ratee Signature  
✓ Rater Signature  
✓ Reviewer Signature

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... meeting with my ratee was held on the specified date above.

September 2014

| 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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# Final Review

## Ratee

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. The system allows only for 2000 characters with space.

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


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

The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface for the 'CIVIL SERVICE COMMISSION \*'. The page is titled 'Final Review : Ratee Signature'. At the top, there is a navigation bar with 'Current Review', 'Action Items', and 'All Reviews'. Below this is a toolbar with icons for 'cancel', 'sign', 'significant events', 'feedback', 'check spelling', 'print', 'ePAR close-out', and 'download pdf'. The user information section shows: Ratee: GAMBINO, JOSEPH A [000331015], Title: SR EXEC SVC, Rater: ROGERS-MCLEAN, KIMBERLY [000360510], Dept/Agency: CS/CSA, ModelID: CSAX0701P-M2015, and Year: 2015. A progress bar indicates the current step is 'Final Review'. The main content area includes a declaration: '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.' It also states 'This meeting was held on' followed by a date field containing 'Tuesday, September 09, 2014'. Below this, it says 'My signature indicates that I have been advised of these PAR elements.' There are two signature fields: 'Ratee:' with the name 'GAMBINO, JOSEPH A [000331015]' and 'Date:' with 'Tuesday, September 09, 2014'. A list of checkboxes follows, with the first three checked: 'I agree with the Final Rating', 'I agree with the Final Justification', and 'I agree with the Final Development Plan'. The other three options, 'I disagree with the Final Rating', 'I disagree with the Final Justification', and 'I disagree with the Final Development Plan', are unchecked. At the bottom, there is a 'Ratee Comments' section with a text area containing '> Comment here<'. The footer contains '© State of New Jersey Civil Service Commission' and a 'Back to Top' link.

# Final Review

## Rater

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



ePAR

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        |
|-------------------------------------|-------------|-----------------|------------------|--------------|---------------|
| 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 & SPRT 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 IMPRVMT SPCLST 1  | CSAX0701P-S2015 | Job Expectations | Pending Reviewer Signature | Shared        |

#### Requested Feedback and Reviews

No records found.



## Rater

## Final Review

Add **Rater comments** if desired. **Comments** are part of the official record and allow any and all parties to provide feedback. The system allows only for 2000 characters with space. Check the box acknowledging Ratee's comments are noted.

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


The screenshot displays the 'Electronic Performance Assessment Review (ePAR)' interface. At the top, there is a header with the 'ePAR' logo and 'CIVIL SERVICE COMMISSION \*'. Below the header, a navigation bar includes 'Current Review', 'Action Items', and 'All Reviews'. A toolbar contains icons for 'cancel', 'sign', 'significant', 'feedback', 'check', 'print', 'ePAR', and 'download'. The main content area shows the review details for 'GAMBINO, JOSEPH A [000331015]' on 'Tuesday, September 09, 2014'. It includes three checked checkboxes for agreement with the Interim Rating, Justification, and Development Plan, and three unchecked checkboxes for disagreement. A 'Ratee Comments' section contains a text box with '>Comment here<'. Below this is a blue header for 'Final Review : Rater Signature'. This section includes 'Rater:' and 'Date:' fields, both containing 'ROGERS-MCLEAN, KIMBERLY [000360510]' and 'Tuesday, September 09, 2014' respectively. A 'Rater Comments' text box with '>Comment here<' is also present. At the bottom, there are two checkboxes: one checked for 'My signature through this checkbox indicates that the Ratee's positions have been noted' and one unchecked for '(If ratee signature missing) I certify Ratee refuses signature'. An arrow points from the 'Date:' field to the text 'System will display current date.' at the bottom right.

System will display current date.

## Final Review

As stated, the Reviewer signature is the final step of the 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
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<br>[000360510] | SR EXEC SVC        | CSAX0701P-M2015 | Job Expectations | Goal Setting | Not Initiated |
| ROYSTER, RAYMON                        | 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                 | <a href="#" style="color: #4a7ebb; text-decoration: none;">Pending Review</a> |
| MIGLIACCIO, DEANNA L [000328591] | NA                 | <a href="#" style="color: #4a7ebb; text-decoration: none;">Pending Review</a> |

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## Final Review

Reviewer's First and Last Name will display in the Reviewer Signature box for the Ratee under review. Add Reviewer comments, if necessary. **Comments** are part of the official record and allow any and all parties to provide feedback. The system allows only for 2000 characters with space.

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

The screenshot displays a web interface for the 'Final Review' process. On the left, a sidebar contains a list of options: 'Face to Face Meeting', 'Ratee Signature', 'Rater Signature', and 'Reviewer Signature', each with a checkmark. The main content area is divided into two sections, both titled 'Final Review : Rater Signature'. The top section is for the Rater, with fields for 'Rater:' (filled with 'ROGERS-MCLEAN, KIMBERLY [000360510]') and 'Date:' (filled with 'Tuesday, September 09, 2014'). Below these is a 'Rater Comments' text area containing '>Comment here<'. At the bottom of this section are two checkboxes: one checked, stating 'My signature through this checkbox indicates that the Ratee's positions have been noted', and one unchecked, stating '(If ratee signature missing) I certify Ratee refuses signature'. The bottom section is for the Reviewer, with fields for 'Reviewer:' (filled with 'lopeznon, claudia [NS0000119]') and 'Date:' (filled with 'Monday, July 20, 2015'). Below these is a 'Reviewer Comments' text area. At the bottom of this section is an unchecked checkbox: '(If Rater signature missing) I certify as Rater'. The footer of the page includes the copyright notice '© State of New Jersey Civil Service Commission' on the left and a 'Back to Top' link on the right.

# Rater

## Unsatisfactory Rating - Performance Improvement Plan

The system has two additional steps after the Reviewer signs the Final Review. An Unsatisfactory Rating occurs only when the Ratee receives an overall rating of “1” in the Final Review. Similar to the Development Plan in the Interim and Final Review, the Performance Improvement Plan should be mutually established by both the Rater and Ratee. Once the Improvement Plan is outlined, the Ratee will have a 90 day period to improve. Raters must document specific steps for improvement in the first text box.

**Electronic Performance Assessment Review (ePAR)**  
CIVIL SERVICE COMMISSION \*

Rating Year **2016**  
(07/01/2015 to 06/30/2016)

**2016 Rating Cycle Due Dates**

- Job Expectations due by July 31, 2015
- Interim Review due by December 31, 2015
- Final Review due by June 30, 2016

| Ratee                               | Job Title   | Model Code      | Stage          | Progress                   | Status |
|-------------------------------------|-------------|-----------------|----------------|----------------------------|--------|
| ROGERS-MCLEAN, KIMBERLY [000360510] | SR EXEC SVC | CSAX0701P-M2016 | Interim Review | Pending Reviewer Signature | Shared |
| ROGERS-MCLEAN, KIMBERLY [000360510] | SR EXEC SVC | CSAX0701P-M2016 | Interim Review | Face to Face Meeting       | Shared |

| Ratee                          | Job Title               | Model Code      | Stage            | Progress                            | Status   |
|--------------------------------|-------------------------|-----------------|------------------|-------------------------------------|----------|
| BYRNE, DEBORAH [000351556]     | SR EXEC SVC             | CSAX0701P-M2016 | Job Expectations | Goal Setting                        | Draft    |
| FRANK, VALENTINE T [000137927] | SPVR GENRL & SPVRT SVCS | CSAX0701P-S2016 | Interim Review   | Pending Ratee Signature for Closure | Shared   |
| GAMBINO, JOSEPH A [000331015]  | SR EXEC SVC             | CSAX0701P-M2016 | Job Expectations | Review Close                        | Complete |
| GOODMAN, CAROL [000328264]     | SEC ASST 1 NON-STENO    | CSAX0701P-E2016 | Final Review     | Performance Improvement Plan        | Shared   |

**Electronic Performance Assessment Review (ePAR)**  
CIVIL SERVICE COMMISSION \*

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

Ratee : GAMBINO, JOSEPH A [000331015] Title : ASST DIV DIR Rater : ROGERS-MCLEAN, KIMBERLY [000360510] Dept/Agency : CS/CSA ModelID : CSAX0701P-S2015 Year : 2015

Job Expectations Interim Review Final Review

**Unsatisfactory Rating Performance Improvement Plan**

Outline a Measureable Performance Plan for the Ratee

Job Expectation  
 Interim Review  
 Final Review  
 Final Ratings  
 Final Justification  
 Face to Face Meeting  
 Ratee Signature  
 Rater Signature  
 Reviewer Signature  
 Performance Improvement Plan  
 Improvement Plan Tracking

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## Rater

### Unsatisfactory Rating- Improvement Plan Tracking

The Rater should enter his/her observations regarding the ratee's improvement. Within or after the 90 day period, the Rater will determine whether or not the Ratee has shown a satisfactory improvement, and then select the box that applies under the Improvement Outcome selections. The Rater will then click submit to complete the record for the entire rating cycle.

Note: no signatures are needed in this section of the ePAR record.

The screenshot displays the ePAR system interface for the Civil Service Commission. The header includes the ePAR logo, the title "Electronic Performance Assessment Review (ePAR)", and "CIVIL SERVICE COMMISSION \*". Below the header are navigation tabs for "Current Review", "Action Items", and "All Reviews". A toolbar contains icons for "cancel", "save draft", "submit", "notes", "significant events", "feedback", "check spelling", "print preview", "download pdf", and "ePAR close-out".

Metadata fields show: Ratee: GAMBINO, JOSEPH A [000331015]; Title: ASST DIV DIR; Rater: ROGERS-MCLEAN, KIMBERLY [000360510]; Dept/Agency: CS/CSA; ModelID: CSAX0701P-S2015; Year: 2015.

A progress bar indicates the current stage: Job Expectations, Interim Review, and Final Review. The "Final Review" stage is active, indicated by a checkered flag icon.

The left sidebar lists navigation options: Job Expectation, Interim Review, Final Review, Final Ratings, Final Justification, Face to Face Meeting, Ratee Signature, Rater Signature, Reviewer Signature, Performance Improvement Plan, and Improvement Plan Tracking (highlighted in green).


The main content area is titled "Unsatisfactory Rating Performance Improvement Plan". It contains two text input fields: "Outline a Measureable Performance Plan for the Ratee" (containing the text "test") and "Rater Observations".

At the bottom, the "Improvement Outcome" section has two radio buttons: "Ratee shows satisfactory improvement" (unchecked) and "Ratee does not show satisfactory improvement" (checked).

## New Rating Cycle

Once the new rating cycle begins, the dashboard will display the information for new rating cycle ePAR records. Click on All Reviews to complete your pending ePAR records for the previous rating cycle.

Note: The Job Expectations section of the new ePAR records roll over from year to year Only if the Ratee is supervised by the same Rater for the following cycle.



### Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

Current Review
Action Items
All Reviews

## Rating Year 2016

(07/01/2015 to 06/30/2016)

**2016 Rating Cycle Due Dates**

Job Expectations due by July 31, 2015

Interim Review due by December 31, 2015

Final Review due by June 30, 2016

#### My ePAR

| Ratee                            | Job Title             | Model Code      | Stage            | Progress     | Status        |
|----------------------------------|-----------------------|-----------------|------------------|--------------|---------------|
| MIGLIACCIO, DEANNA L [000328591] | MGMT IMPRVMT SPCLST 1 | CSAX0701P-S2016 | Job Expectations | Goal Setting | Not Initiated |

#### My Ratees

| Ratee                            | Job Title                | Model Code      | Stage            | Progress     | Status        |
|----------------------------------|--------------------------|-----------------|------------------|--------------|---------------|
| CRUMP, TIANA A [000716421]       | CUSTMR SVC INFO SPCLST 3 | CSAX0701P-E2016 | Job Expectations | Goal Setting | Not Initiated |
| HOWLAND, JOHNATHAN C [000354727] | TECHL ASST 3 CSC         | CSAX0701P-E2016 | Job Expectations | Goal Setting | Not Initiated |
| KARNGBAYE, MICHELLE [000370799]  | HMN RSRCE CNSLT 5        | CSAX0701P-S2016 | Job Expectations | Goal Setting | Not Initiated |
| KEIPER, THERESA [000316112]      | HMN RSRCE CNSLT 5        | CSAX0701P-S2016 | Job Expectations | Goal Setting | Not Initiated |
| LOPEZ, CLAUDIA M [000361799]     | HMN RSRCE CNSLT 1        | CSAX0701P-E2016 | Job Expectations | Goal Setting | Not Initiated |
| REYNOLDS, MARYANN T [000711515]  | CUSTMR SVC INFO SPCLST 3 | CSAX0701P-E2016 | Job Expectations | Goal Setting | Not Initiated |
| SIGMON, CHRISTINA M [000700748]  | FRMS DSGN TCHNC 2        | CSAX0701P-E2016 | Job Expectations | Goal Setting | Not Initiated |
| WAYTES, DARRELL C [000169329]    | SR TECHN MIS             | CSAX0701P-E2016 | Job Expectations | Goal Setting | Not Initiated |

#### Requested Feedback and Reviews


| Employee Name                    | Feedback Requested | Pending Review                 |
|----------------------------------|--------------------|--------------------------------|
| KINNIE, MARSINETTE D [000737674] | NA                 | <a href="#">Pending Review</a> |

## Rater

### New Rating Cycle

**Old Reviews Pending Closure.** You will see the pending ePAR records for those Ratees whose previous record was initiated. It is important that Raters enter at least one character to a Ratee's ePAR record so that the record transfers over to the new rating cycle. If the status of the Job Expectations is Not Initiated, the record will not appear for the following cycle. To open the record, click on the person's name

Note: Do not click invalid close-out for old reviews as a new record will not be generated.



## Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

All Reviews
Current Review
Action Items
All Reviews

### My Reviews

No records found.

### My Employees

| Employee Name                   | Job Title               |
|---------------------------------|-------------------------|
| CRUMP, TIANA A [000716421]      | CUSTMR SVC INFO SPLST 3 |
| HOWLAND, JOHNSON C [000354727]  | TECHL ASST 3 CSC        |
| KARNGBAYE, MICHELLE [000370799] | HMN RSRCE CNSLT 5       |
| KEIPER, THERESA [000316112]     | HMN RSRCE CNSLT 5       |
| LOPEZ, CLAUDIA M [000361799]    | HMN RSRCE CNSLT 1       |
| REYNOLDS, MARYANN T [000711515] | CUSTMR SVC INFO SPLST 3 |
| SIGMON, CHRISTINA M [000700748] | FRMS DSGN TCHNC 2       |
| WAYTES, DARRELL C [000169329]   | SR TECHN MIS            |

**Old Reviews Pending Closure**

| Employee Name                   | Job Title               | Rating Year | Stage            | Progress     | Status   |
|---------------------------------|-------------------------|-------------|------------------|--------------|----------|
| SIGMON, CHRISTINA M [000700748] | FRMS DSGN TCHNC 2       | 2015        | Job Expectations | Goal Setting | Draft    |
| WAYTES, DARRELL C [000169329]   | SR TECHN MIS            | 2015        | Job Expectations | Goal Setting | Draft    |
| CRUMP, TIANA A [000716421]      | CUSTMR SVC INFO SPLST 3 | 2015        | Job Expectations | Complete     | Complete |
| KEIPER, THERESA [000316112]     | HMN RSRCE CNSLT 5       | 2015        | Job Expectations | Complete     | Complete |
| REYNOLDS, MARYANN T [000711515] | CUSTMR SVC INFO SPLST 3 | 2015        | Job Expectations | Goal Setting | Draft    |


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## Ratee

### New Rating Cycle

Ratees should access their previous reviews from previous rating cycle by clicking All Reviews, and then click the rating year. The record will open for the previous rating year.



### Electronic Performance Assessment Review (ePAR)

CIVIL SERVICE COMMISSION \*

All Reviews

Current Review   Action Items   **All Reviews**

#### My Reviews

| Rating year | Job Title   | Dept/Agency | Rater                              | Rating |
|-------------|-------------|-------------|------------------------------------|--------|
| 2015        | SR EXEC SVC | CS          | KELLY, GRACE M [000003824]         | NA     |
| 2015        | SR EXEC SVC | CS          | Participant9, Training [NS0000092] | NA     |

#### My Employees

| Employee Name                  | Job Title               |
|--------------------------------|-------------------------|
| BYRNE, DEBORAH [000351556]     | SR EXEC SVC             |
| FRANK, VALENTINE T [000137927] | SPVR GENRL & SPPRT SVCS |
| GAMBINO, JOSEPH A [000331015]  | SR EXEC SVC             |
| GOODMAN, CAROL [000328264]     | SEC ASST 1 NON-STENO    |
| PETTIS, SHELBY [000374959]     | ASST DIV DIR            |

#### Old Reviews Pending Closure

| Employee Name                  | Job Title               | Rating Year | Stage            | Progress                | Status   |
|--------------------------------|-------------------------|-------------|------------------|-------------------------|----------|
| FRANK, VALENTINE T [000137927] | SPVR GENRL & SPPRT SVCS | 2015        | Interim Review   | Pending Ratee Signature | Shared   |
| JETER, WAYNE [000321074]       | EDUC PROG DEV SPCLST 3  | 2015        | Interim Review   | Complete                | Complete |
| PETTIS, SHELBY [000374959]     | ASST DIV DIR            | 2015        | Job Expectations | Face to Face Meeting    | Shared   |
| BYRNE, DEBORAH [000351556]     | SR EXEC SVC             | 2015        | Job Expectations | Face to Face Meeting    | Shared   |
| MCCLASKEY, ANN M [000321475]   | SR EXEC SVC             | 2015        | Job Expectations | Complete                | Complete |
| GAMBINO, JOSEPH A [000331015]  | SR EXEC SVC             | 2015        | Job Expectations | Face to Face Meeting    | Shared   |

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## Appendix

### 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 ePAR 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 the 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 ePAR 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 ePAR 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 ePAR.

## 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 that is 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 has been sent to others for review; **Complete** - 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 to 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 “close-out” on an 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 close-out.

**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 the 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 to the most recent completed stage.

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

## Frequently Asked Questions (FAQ's)

### 1. Why is the ePAR icon missing from my NJPortal Page?

It could be that you have more than one myNJ portal account. Check all your accounts to ensure that the ePAR icon does not appear on a different account.

If you have only one account, please click on the link below and follow the instructions to self-register for ePAR. You will be required to enter your Employee ID number, which can be found on your pay stub, eCATS or by contacting your Human Resources Office.

[https://nj-dotnet.state.nj.us/NJ\\_ePar\\_Reg/SelfRegistration.aspx](https://nj-dotnet.state.nj.us/NJ_ePar_Reg/SelfRegistration.aspx)

### 2. Why am I having trouble navigating through ePAR on my computer?

It could be a browser issue. The main supported browser for the ePAR application is Internet Explorer 9 running on Windows 7, anything lower is not supported.

If you need assistance with troubleshooting this issue, please email the Civil Service Commission at [ePARHelp@csc.nj.gov](mailto:ePARHelp@csc.nj.gov) and include the following information:

- A screen shot of your computer screen
- Browser type and version
- PC operating system and version

Note: If you are using Internet Explorer 11 (I.E. 11), please contact your helpdesk to ensure it is a trusted site.

**3. The system is stuck on the “Working on it” screen. How can I get it to move forward?**

Try pressing “F5” to refresh the system. If that does not solve the problem, contact your Information Technology (IT) staff to check your computer’s fire walls and security levels.

**4. Why am I getting an error message when saving the Job Expectations in draft?**

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

**Timing issue:** There are three distinct timeout scenarios:

- Thirty minutes of inactivity results in a “time out” of an employee’s NJPortal Page.
- My NJPortal Page only allows two hours maximum of activity before timing out.
- ePAR and any other proxy applications only allow two hours maximum of activity.

- 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 completed. The ePAR system will not allow the process to move forward unless all three roles (ratee, rater and reviewer) are populated. Please contact your agency PAR Coordinator to ensure all roles are completed.
- B. **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.

**5. Can I make changes to the Job Expectations of the ePAR after it is signed?**

Once the Job Expectations are signed by the Ratee, no further changes can be made. A Supervisor can use a Significant Event to document any additions and/or amendments.

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

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

**Additional Questions?** Please email the Civil Service Commission at [ePARHelp@csc.nj.gov](mailto:ePARHelp@csc.nj.gov) and include the following information:

- Your name and employee identification number.
- If you are experiencing a problem, provided a detailed description of the issue. Provide the date and time you were accessing the application when the problem occurred.
- Provide a screenshot of your computer screen.
- Include the Operating System and Browser Version are you using? (Your IT Helpdesk can assist you with this answer).