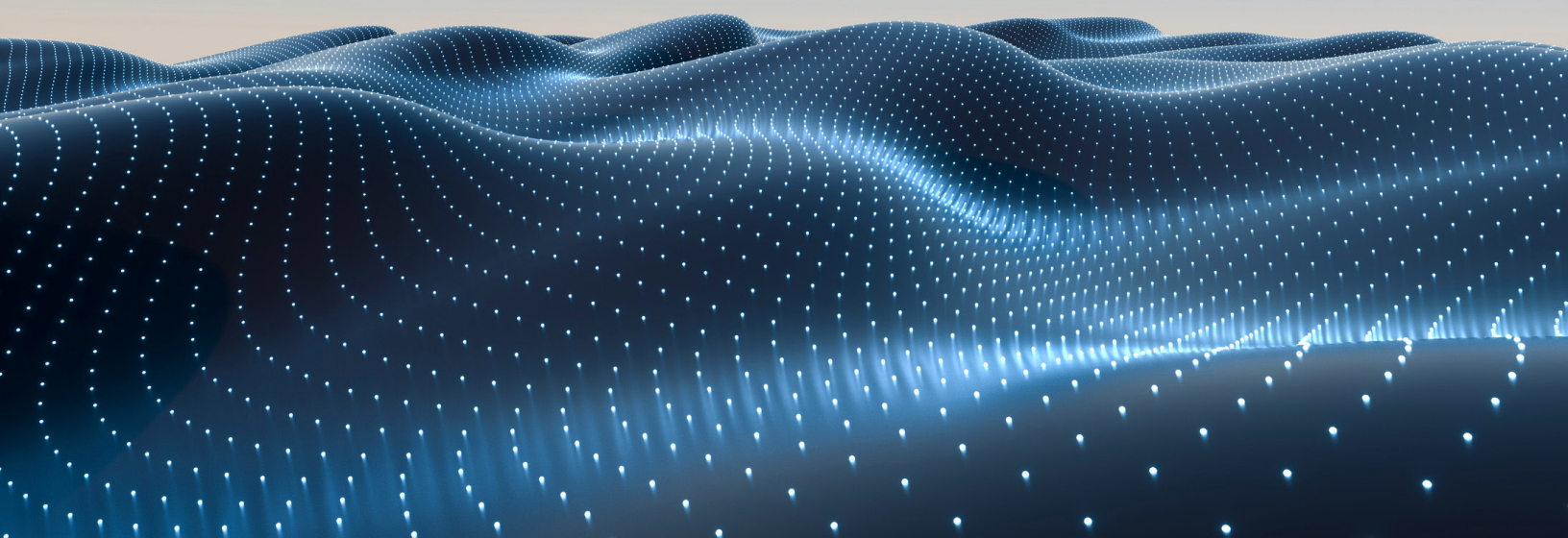
STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

ePAR
USER GUIDE



Questions?
Please Contact:

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.

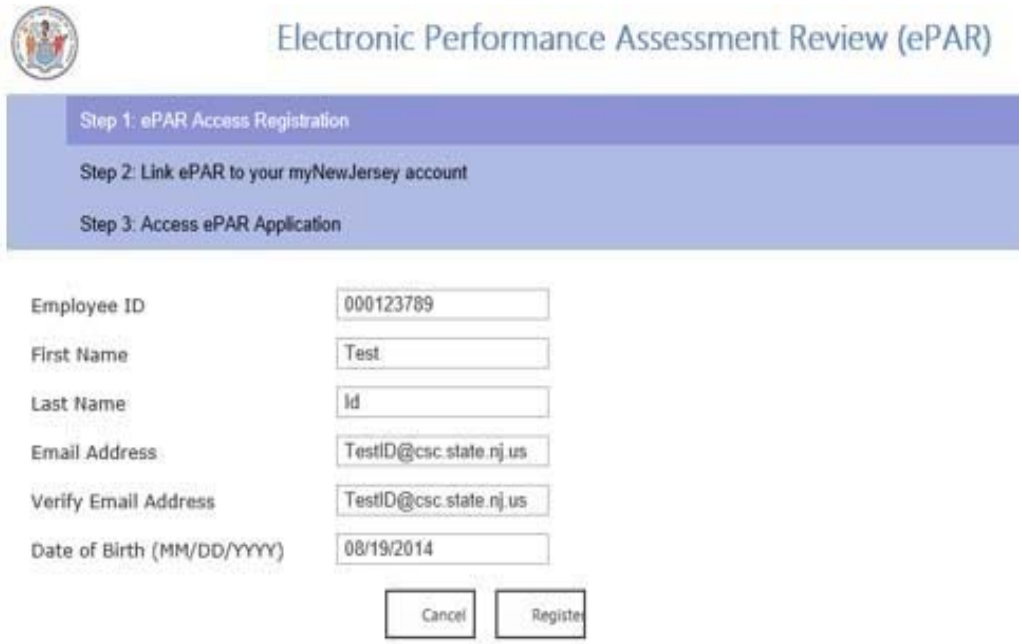
For new employees who do not have an existing myNewJersey Portal account *OR* for employees hired after an agency is activated, a self-registration mechanism is in place to enable the link on the portal.

Please follow the directions below:

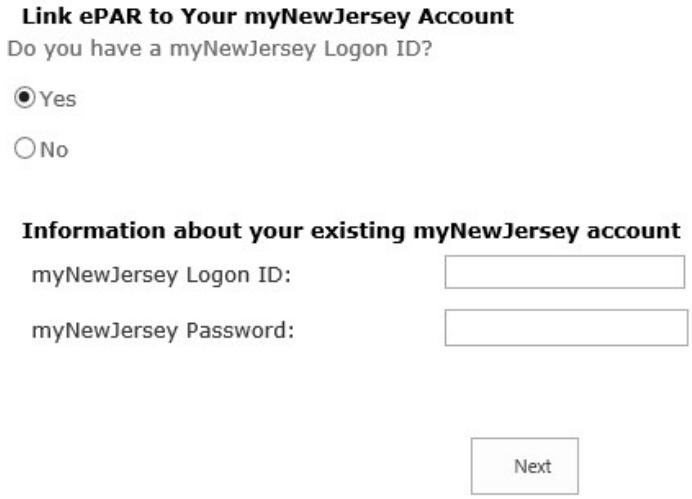
1. Navigate to the self-registration page below:

   https://wwwdnet-csc.nj.gov/NJ_ePar_Reg/

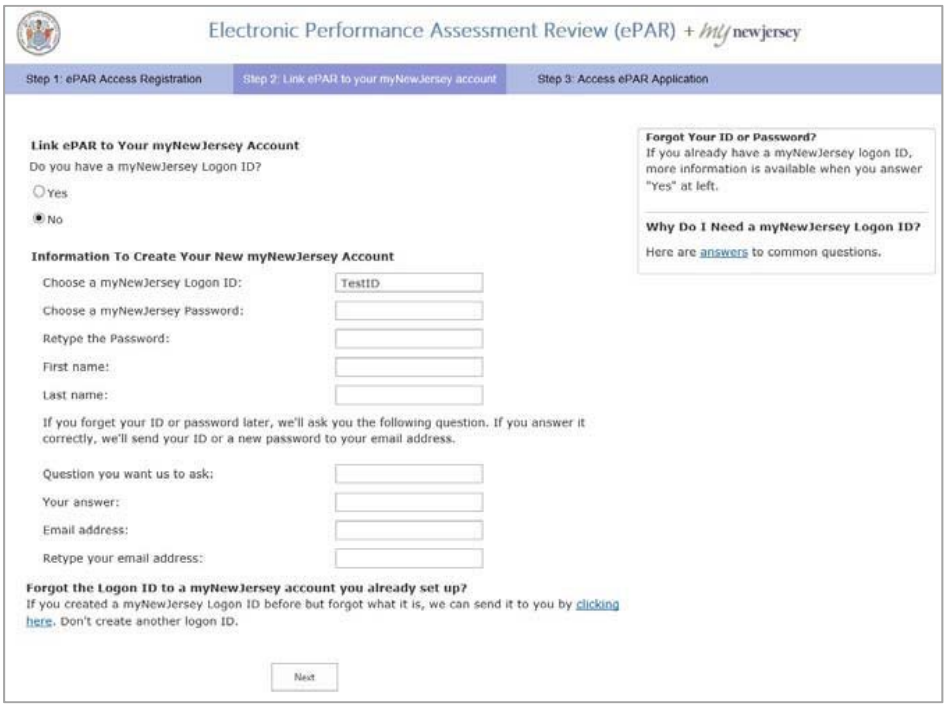
2. Fill in Step 1 with your employee information and click Register. If you need your EID you can either find the information on your paystub or contact your HR department.



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

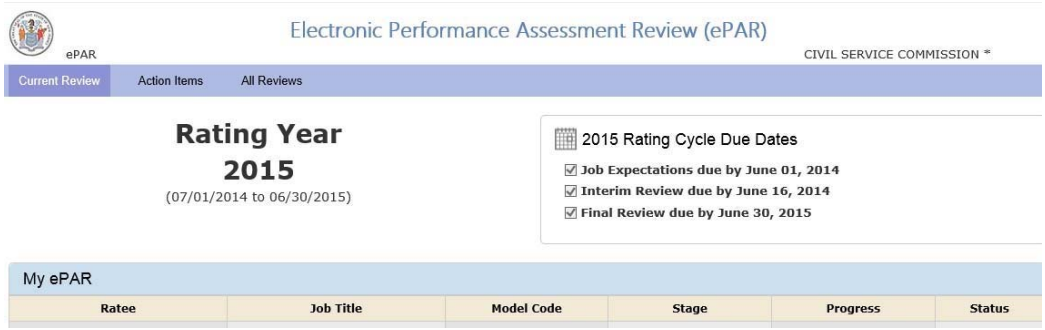


   a. If you chose to create a new myNewJersey Portal account, you need to create a Logon ID and password. You will be also required to create a security question. <u>There is a 5 minute time out during Step 2 of the registration process. If you are interrupted during this step, please close all windows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



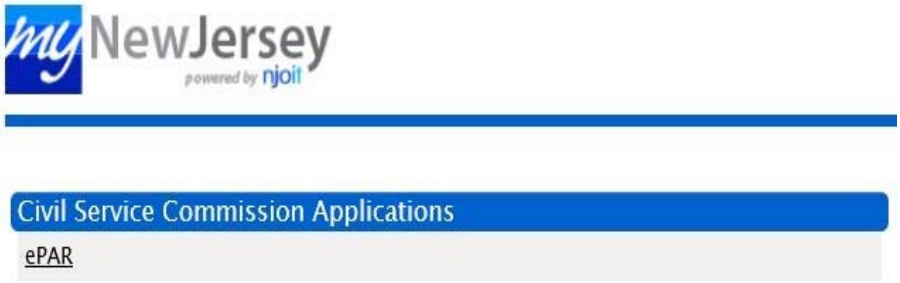
   b. Complete the required information for your portal logon and then click “Next”.

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



5. To make sure everything works, close all browsers, then open a new browser, and try to log back in to the myNewJersey Portal by navigating to **http://nj.gov**.

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

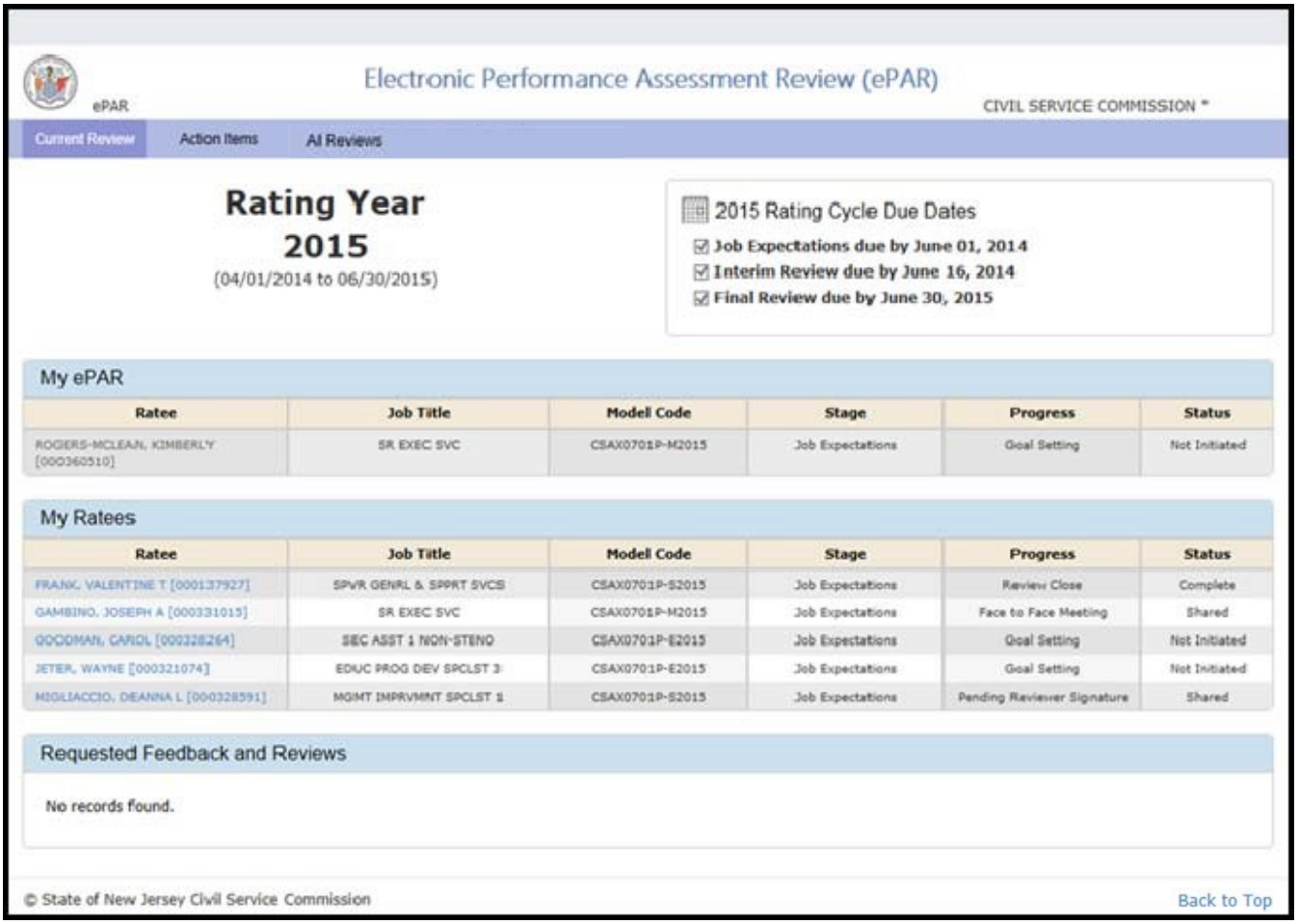


Rater's Dashboard

Job Expectations

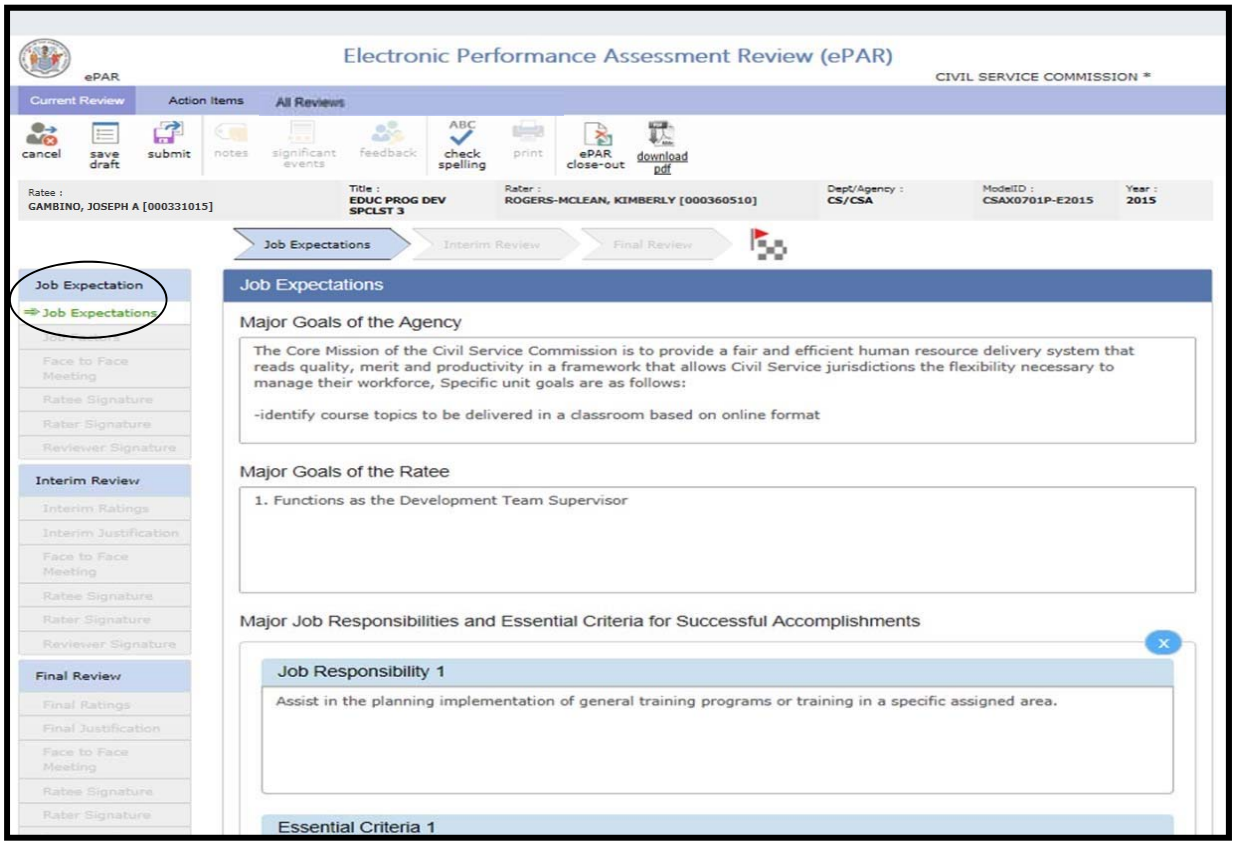
Creating an ePAR:

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



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.

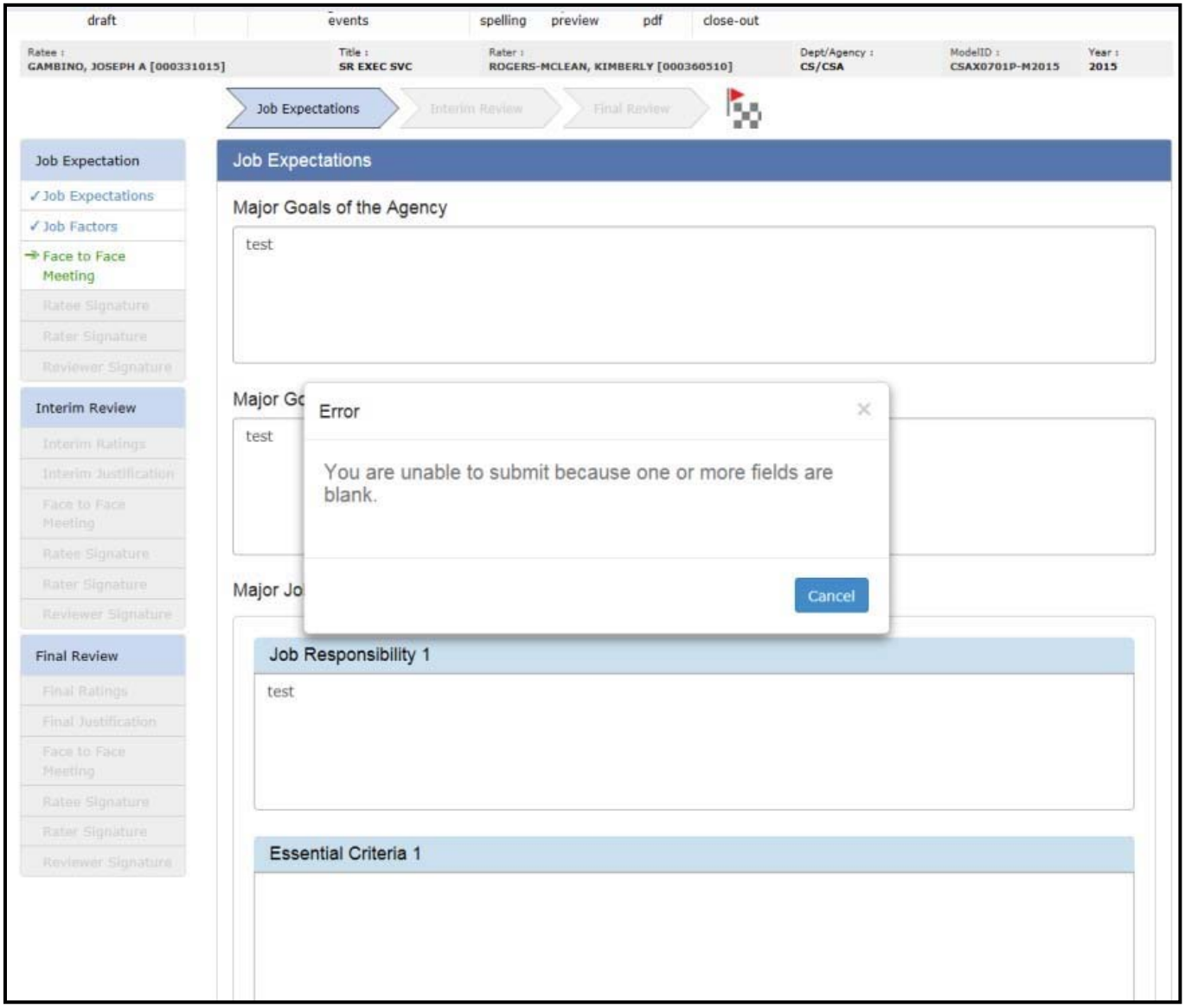


Rater

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.

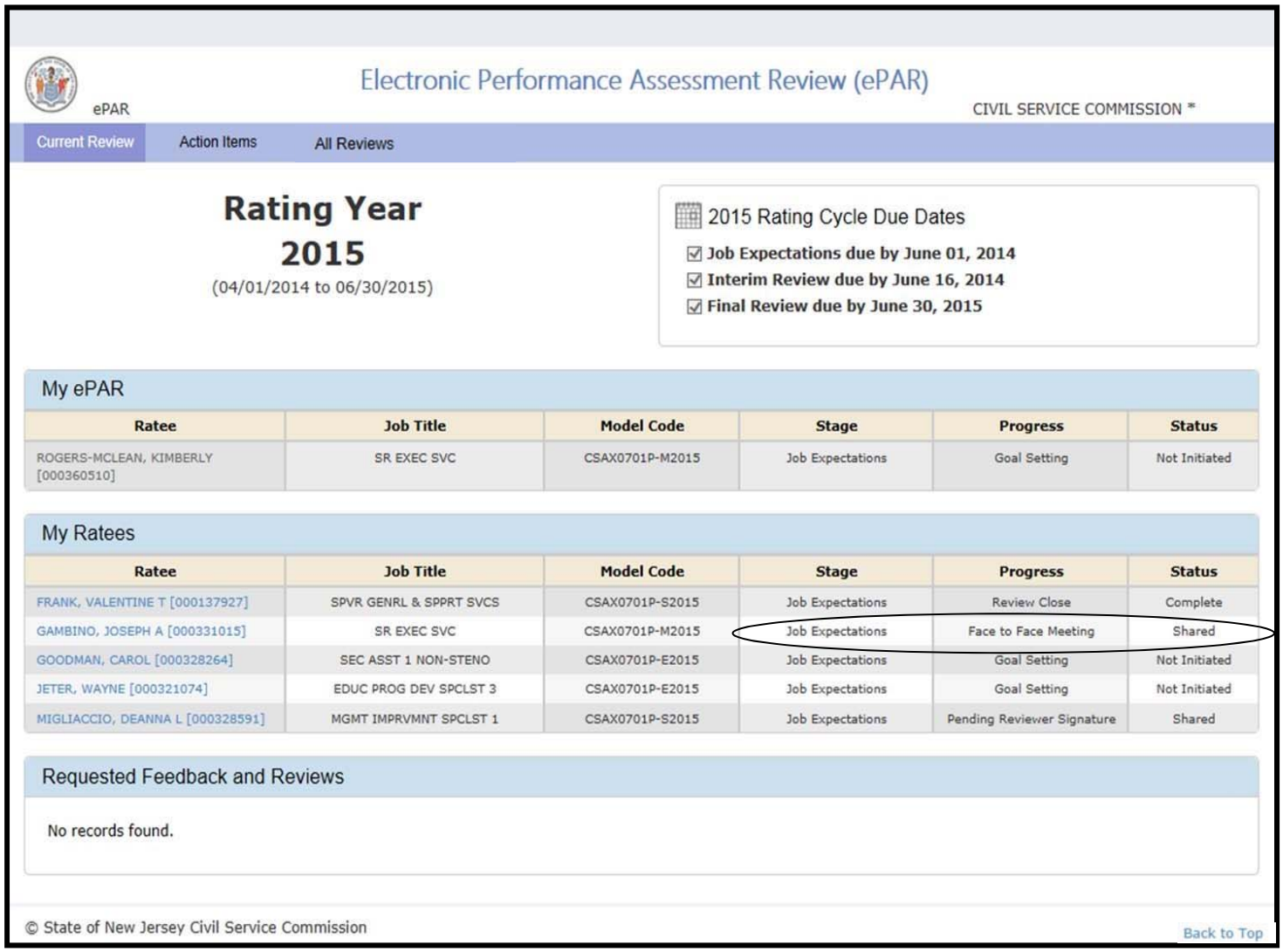


Job Expectations

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.

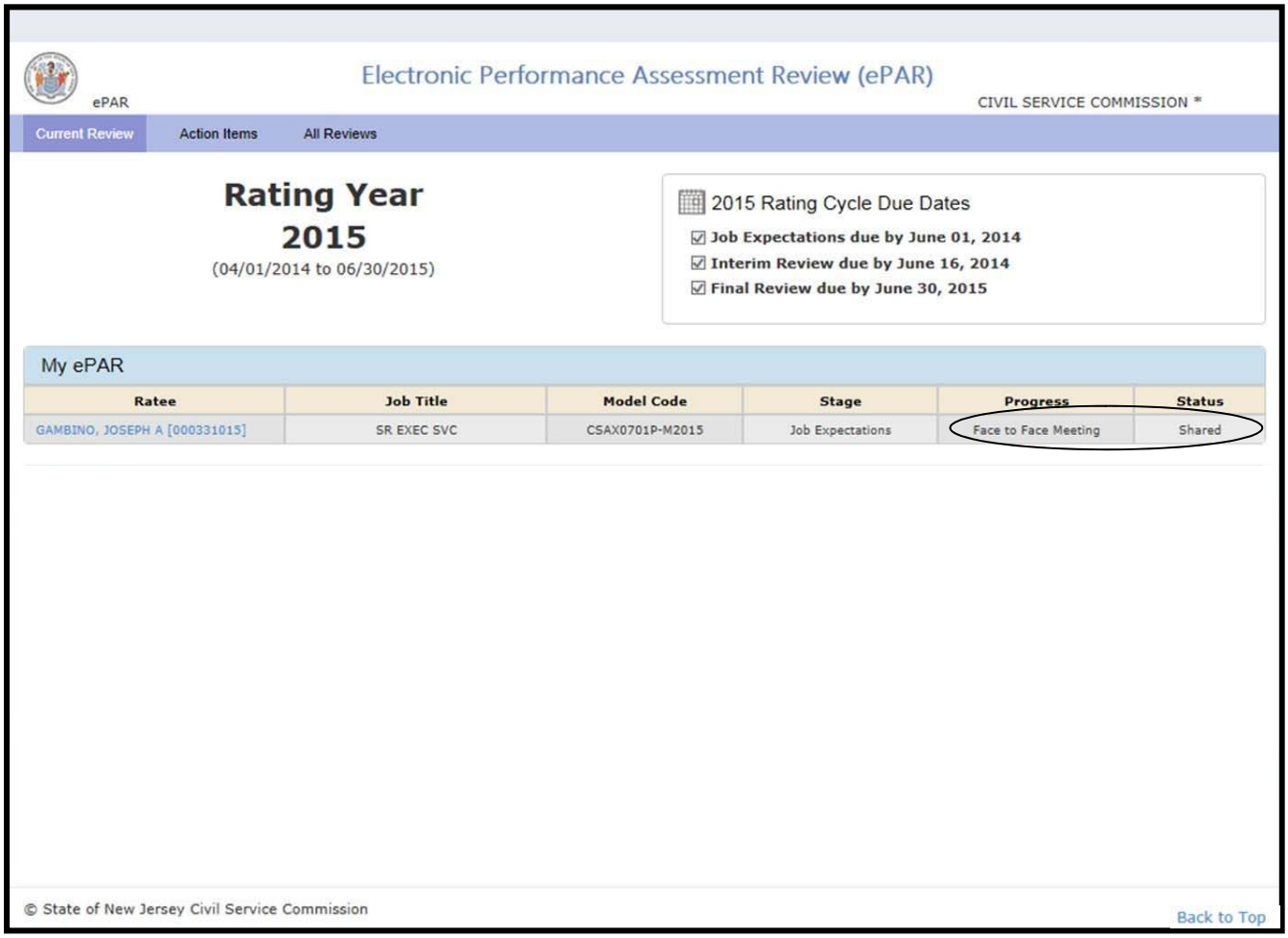


Ratee's Dashboard

Job Expectations

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

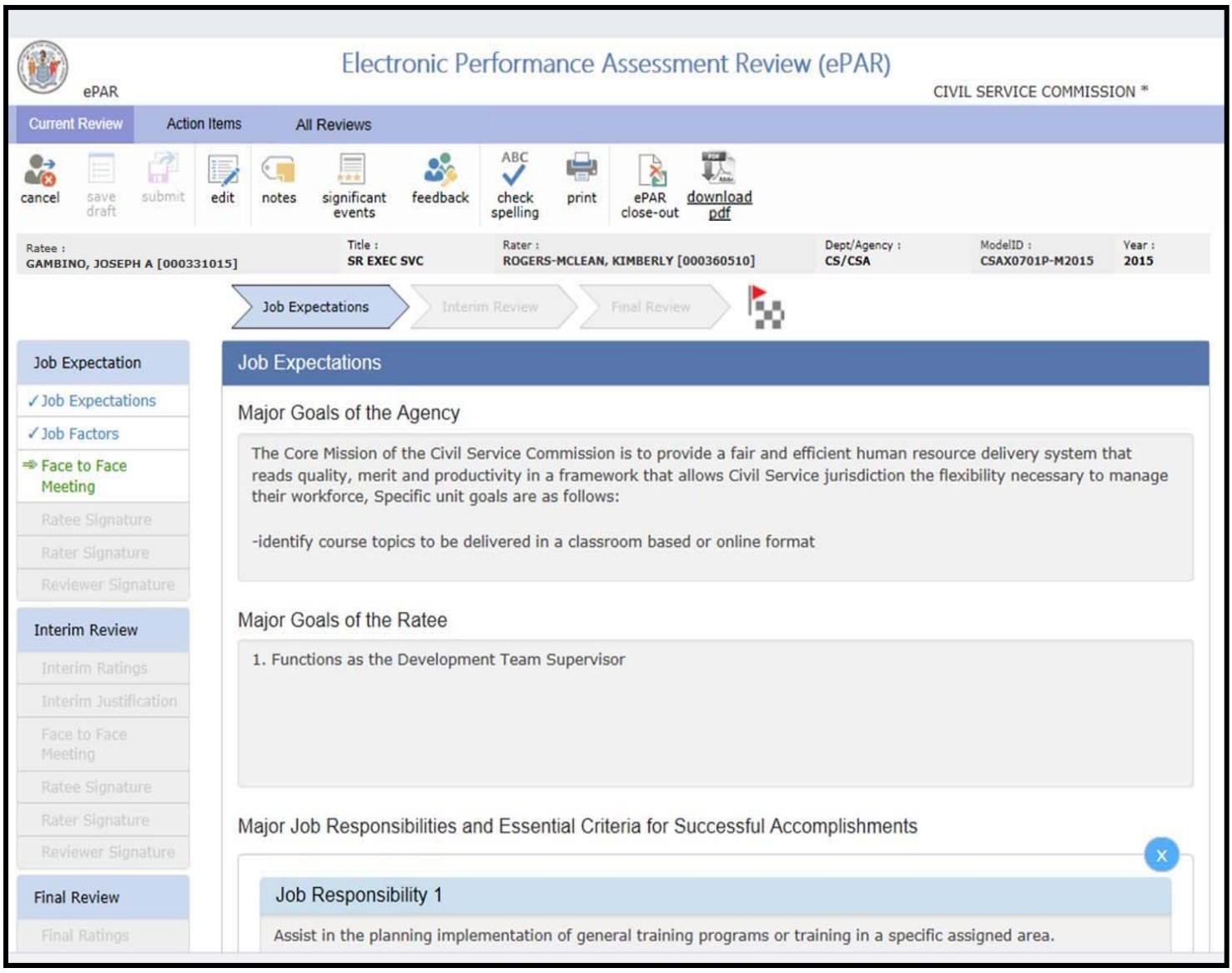
The Ratee needs to click on his/her own name to view the Job Expectations completed by the Rater.



Ratee

Job Expectations

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



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

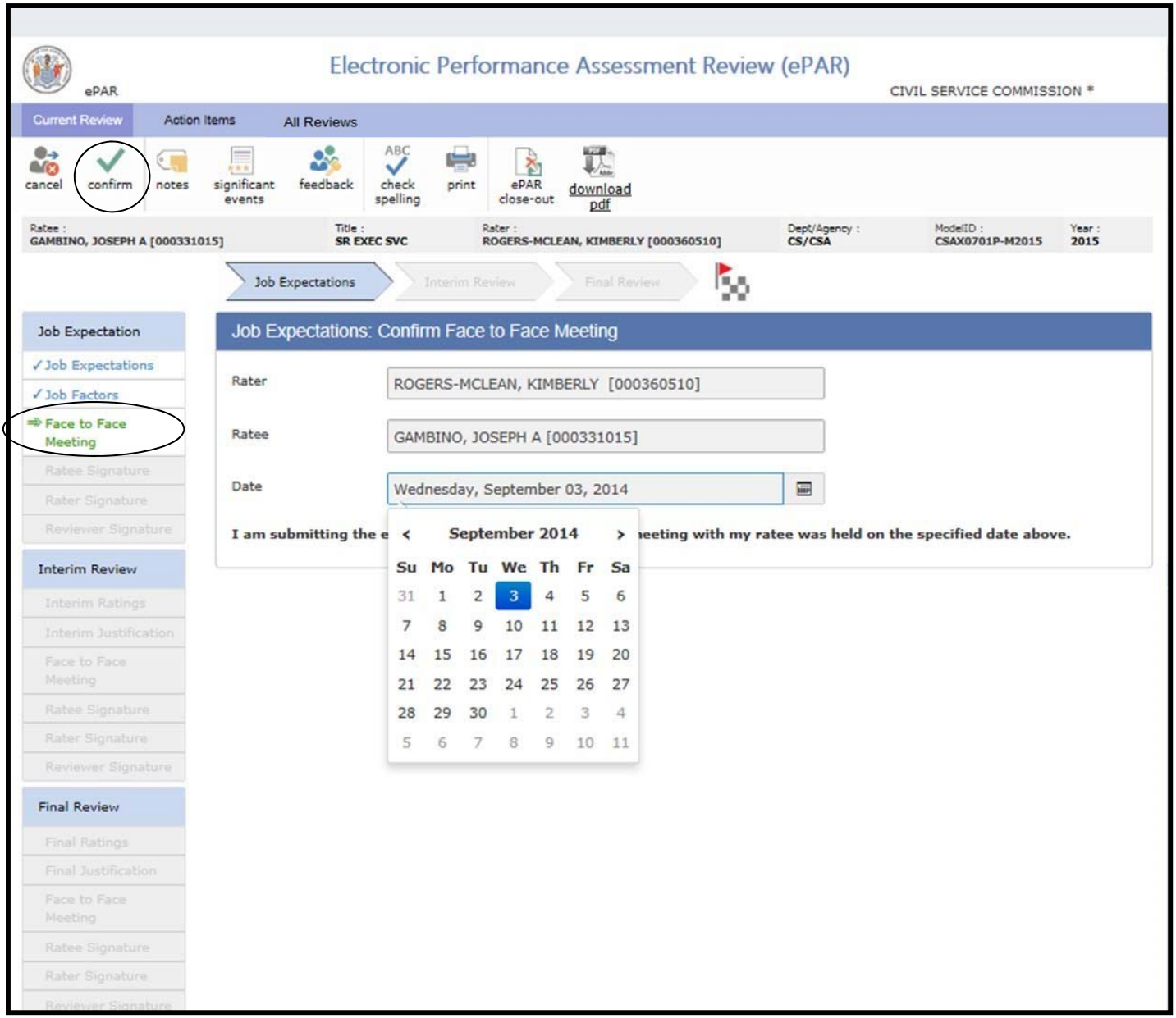
Job Expectations

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

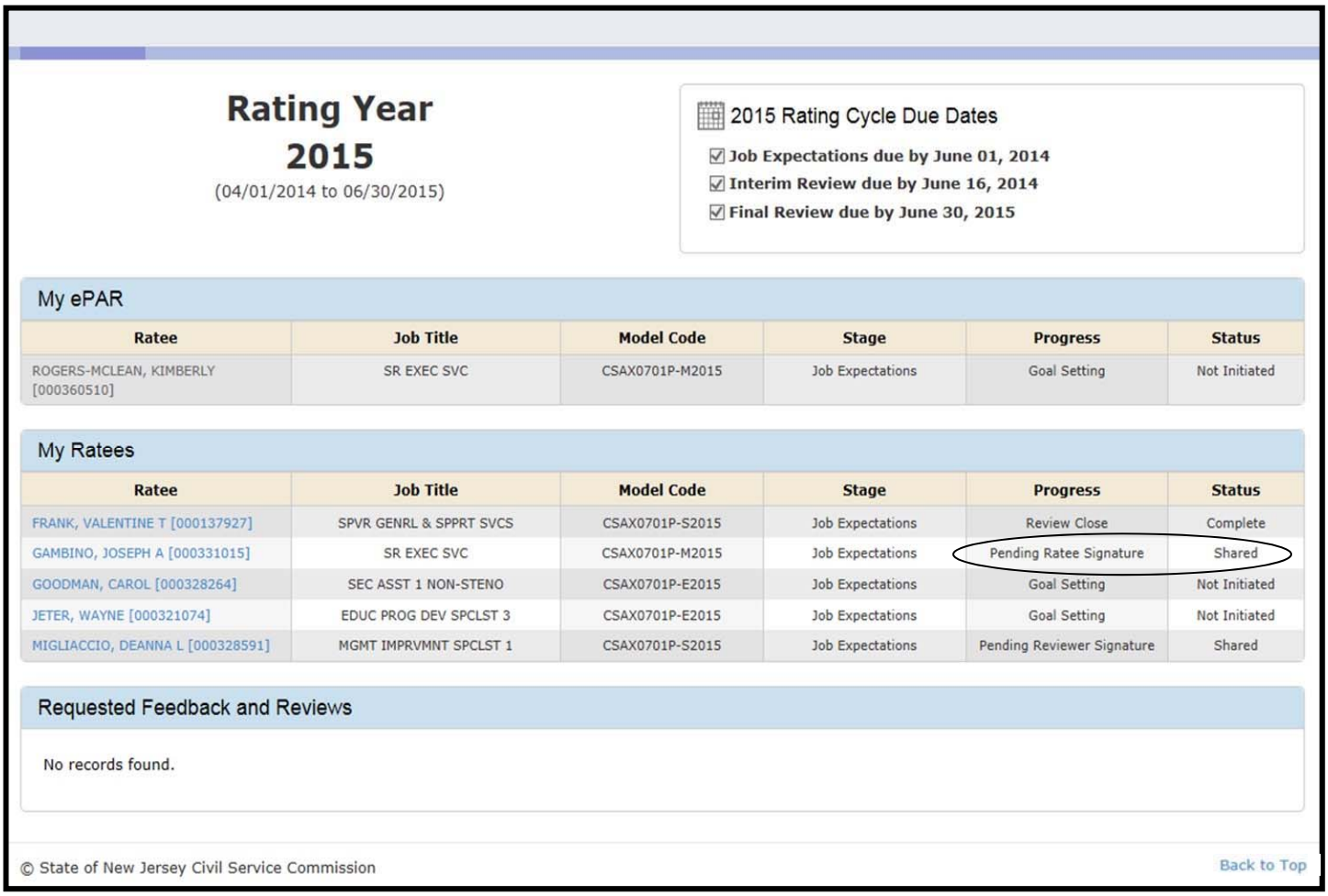
Note: No changes can be made to the ePAR once it is signed by the Ratee.



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 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 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 IMPRVMNT SPCLST 1	CSAX0701P-S2015	Job Expectations	Pending Reviewer Signature	Shared

Requested Feedback and Reviews

No records found.

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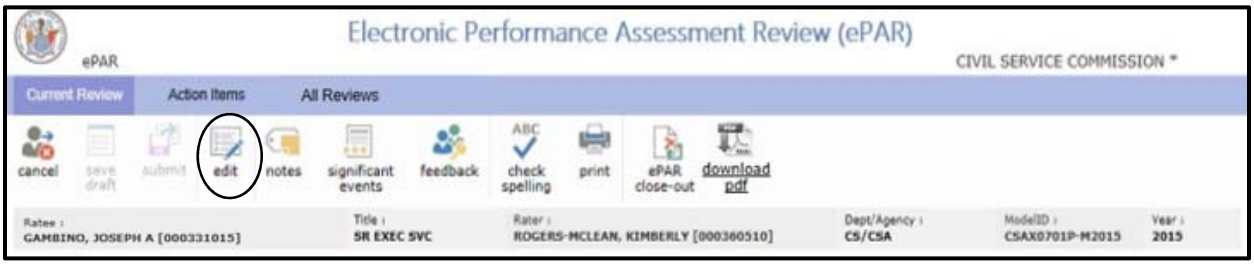
At this point the rater can still make comments to the Job Expectations by clicking on Job Expectations, the Edit button will be enabled for editing.



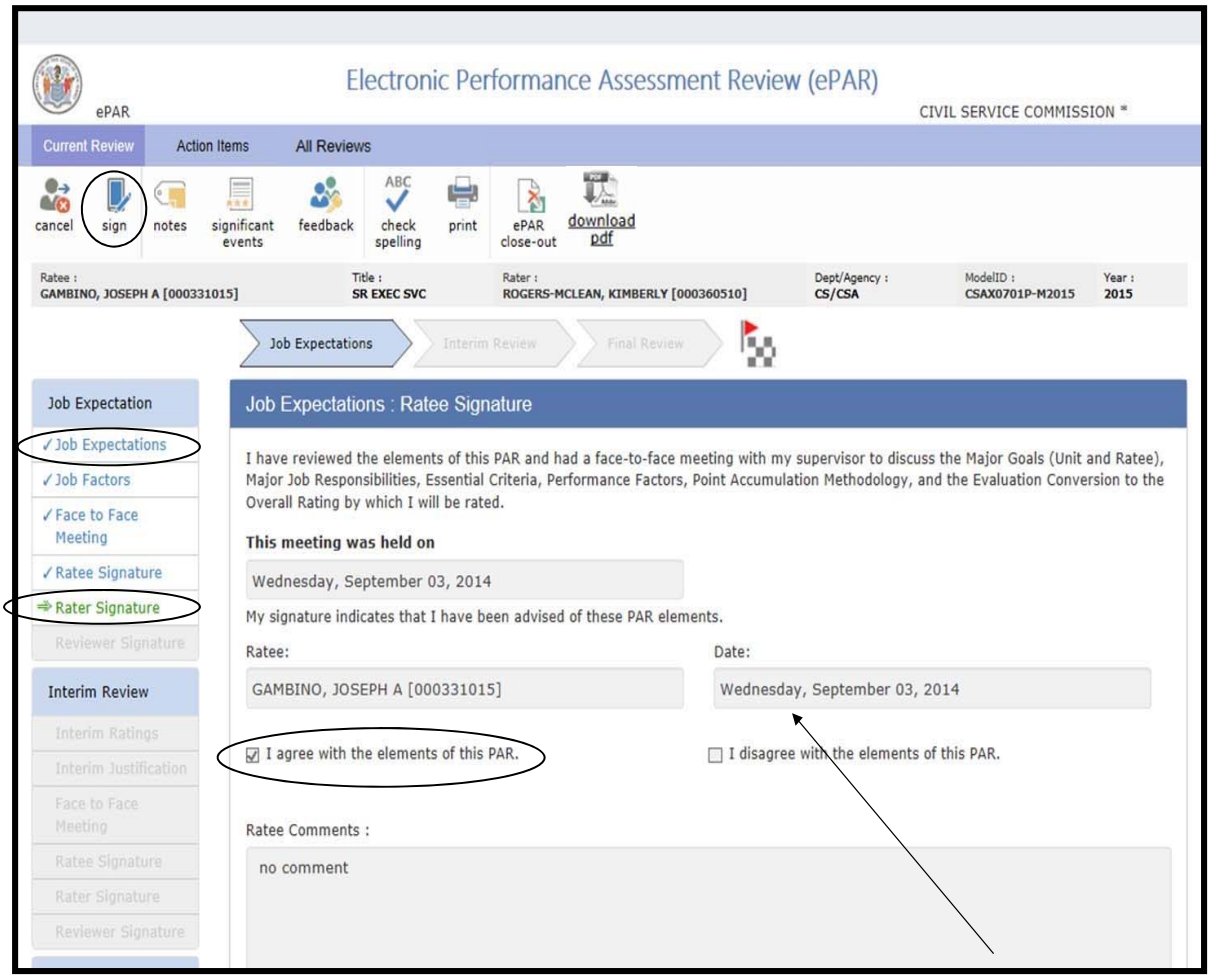
Job Expectations

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.**

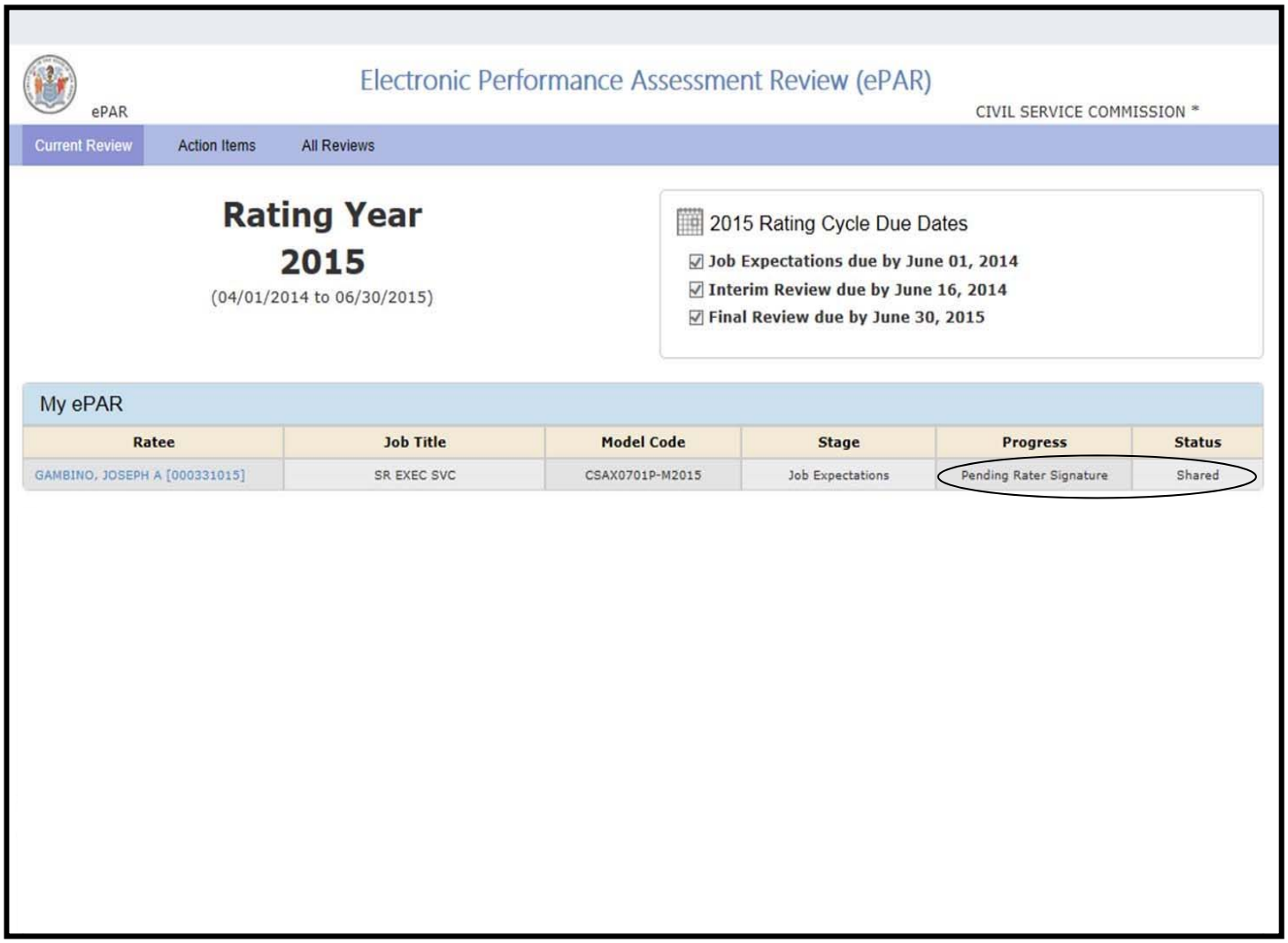


System will display current date.

Ratee's Dashboard

Job Expectations

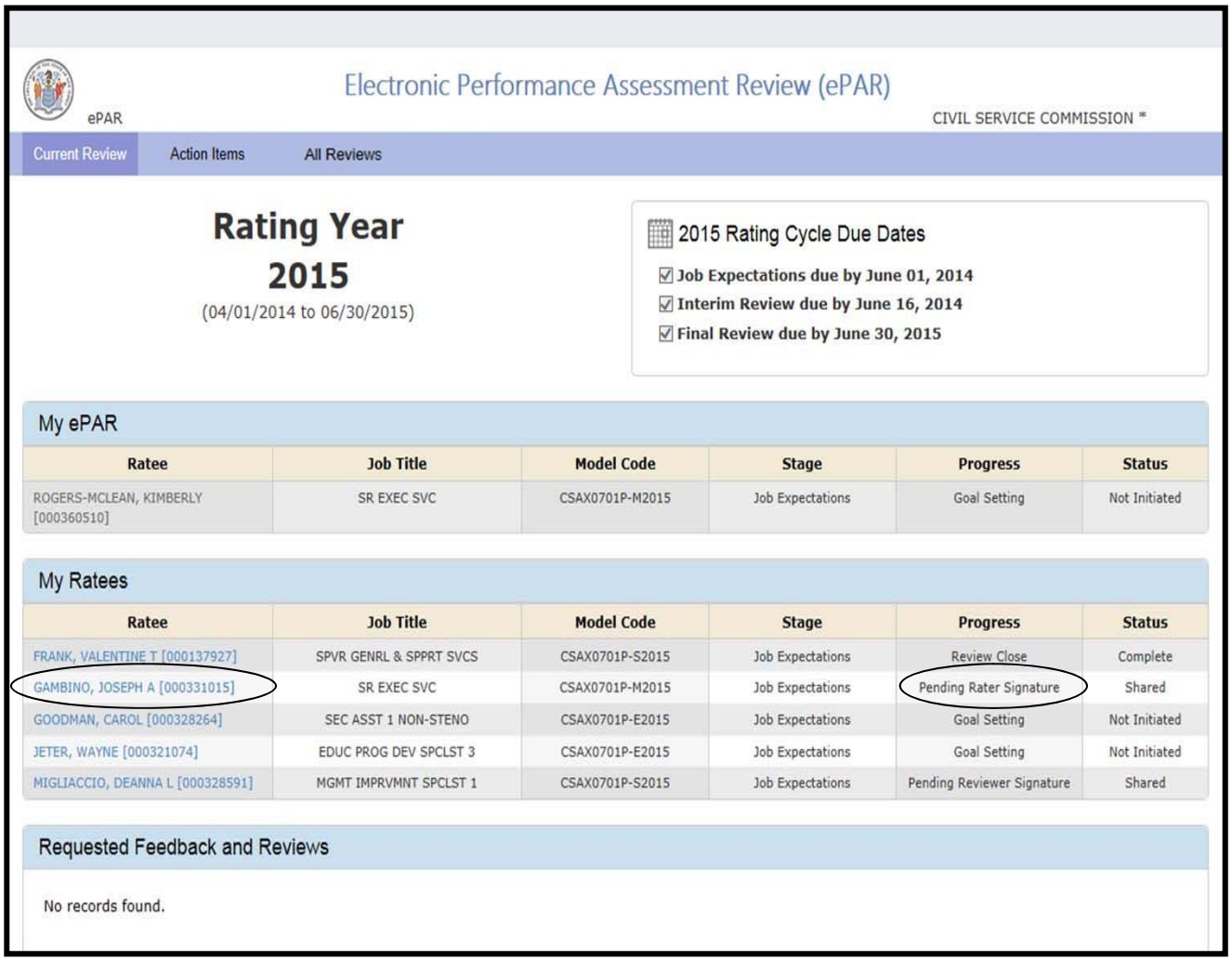
Ratee's Dashboard updates to "Pending Rater Signature." Status displays as "Shared."



Rater's Dashboard

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

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

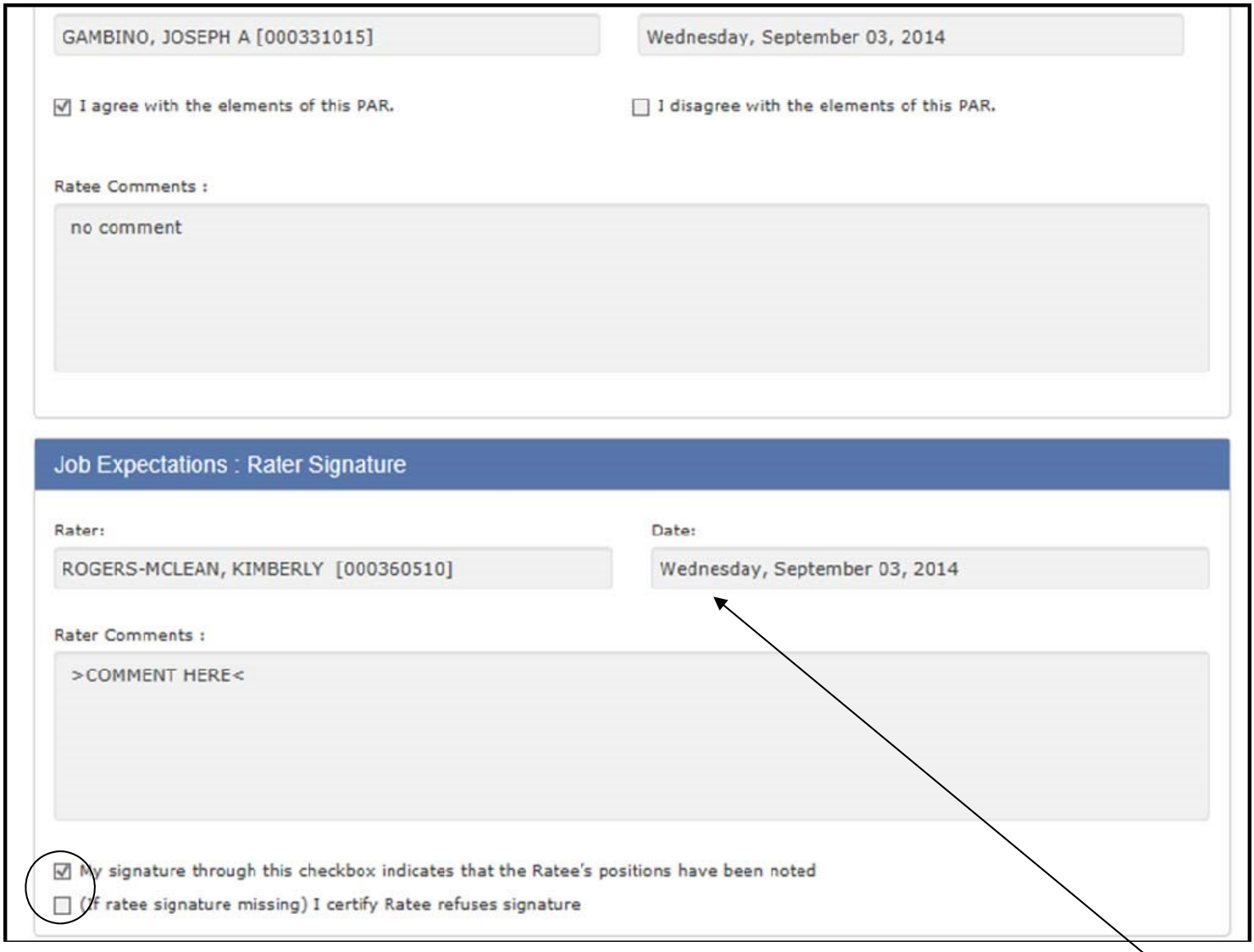


Rater

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.

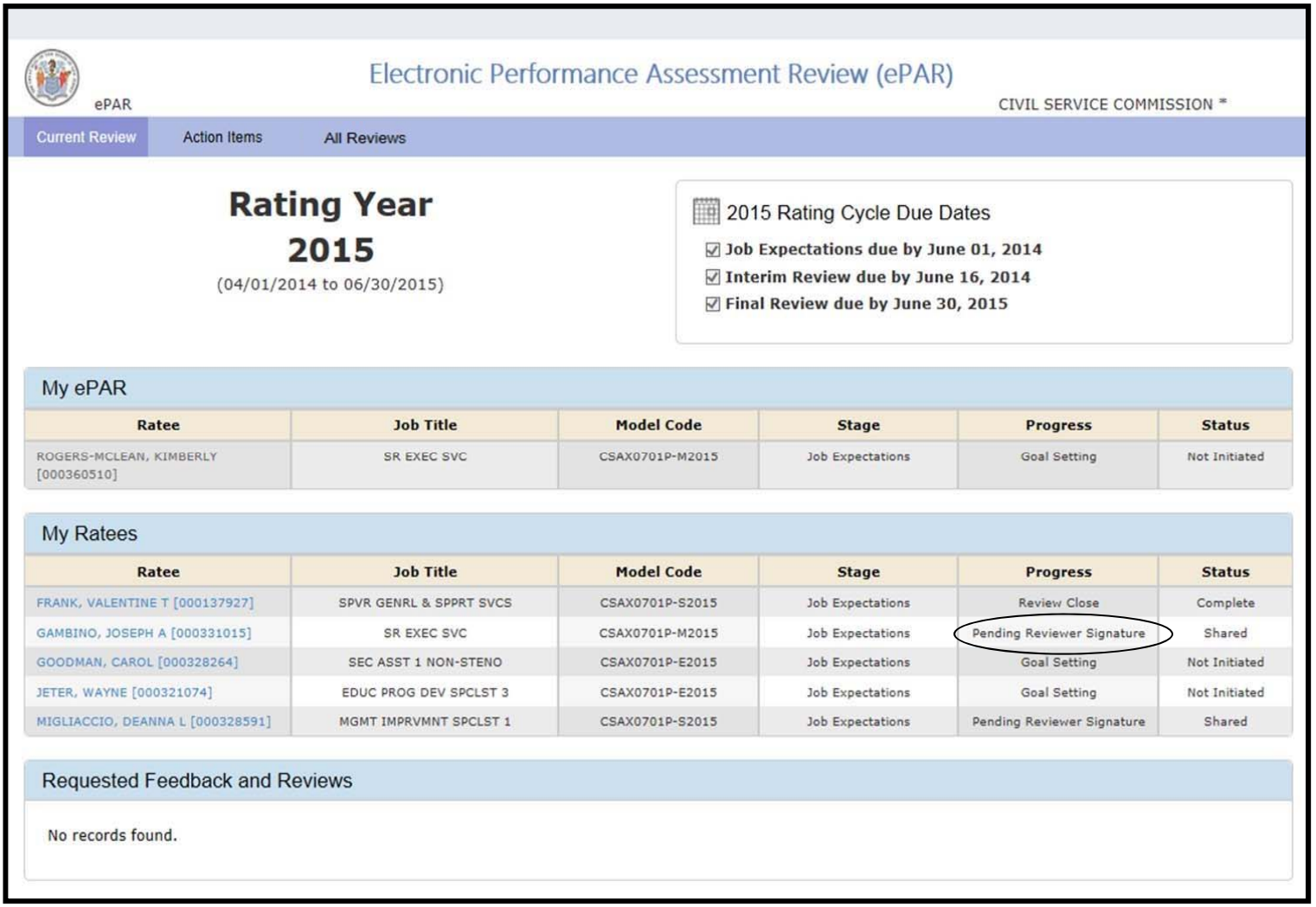
Comments are part of the official record and allow any and all parties to provide feedback.



System will display current date.

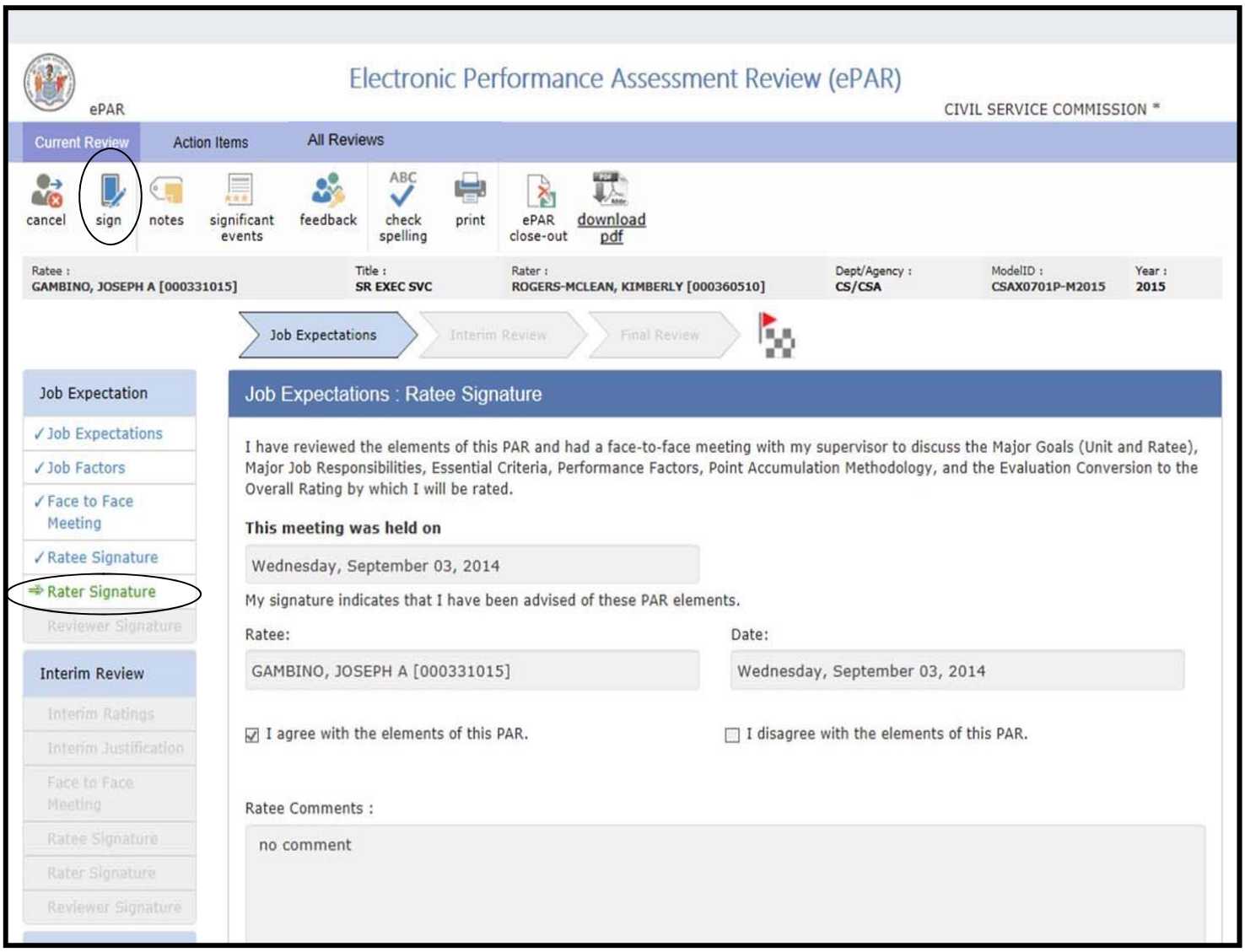
Rater's Dashboard

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



Rater

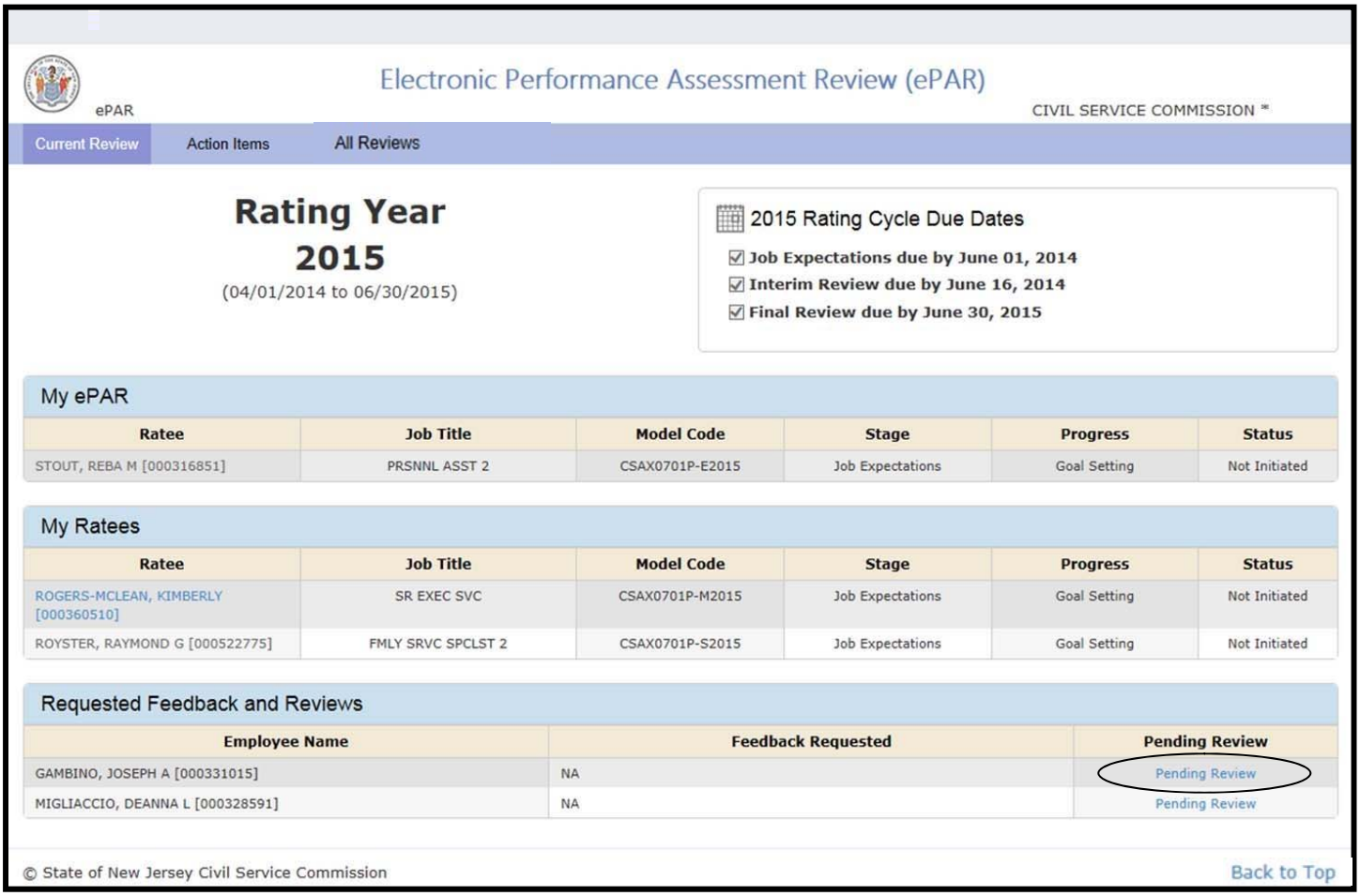
Click **Sign** to indicate that Job Expectations are ready for the Reviewer's signature. A system generated email will be sent to Ratee and Reviewer indicating that the ePAR is ready for Reviewer's approval.



Reviewer's Dashboard

Reviewing an ePAR:

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



Reviewer

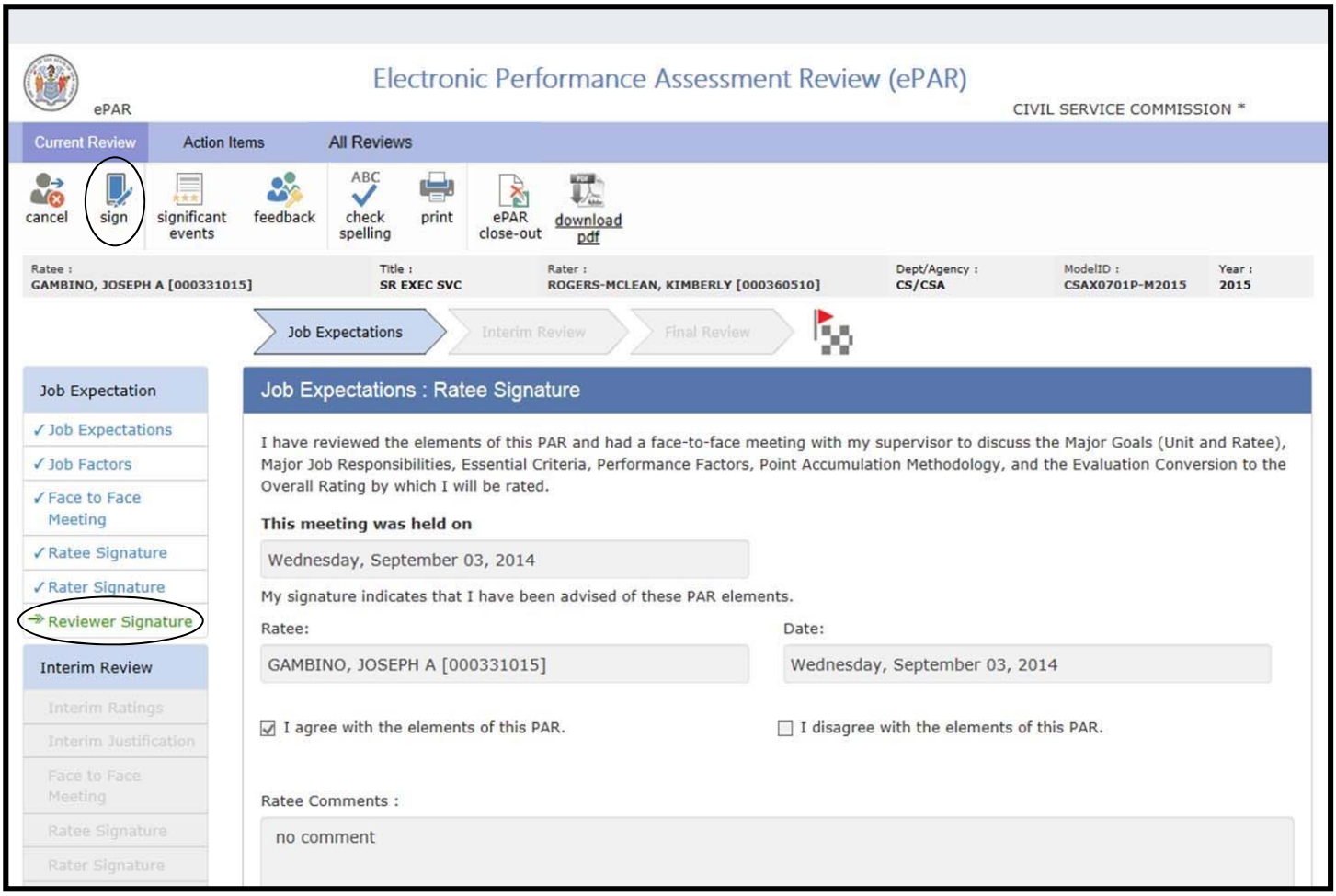
Continue Process through the Reviewer

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.

Reviewer

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

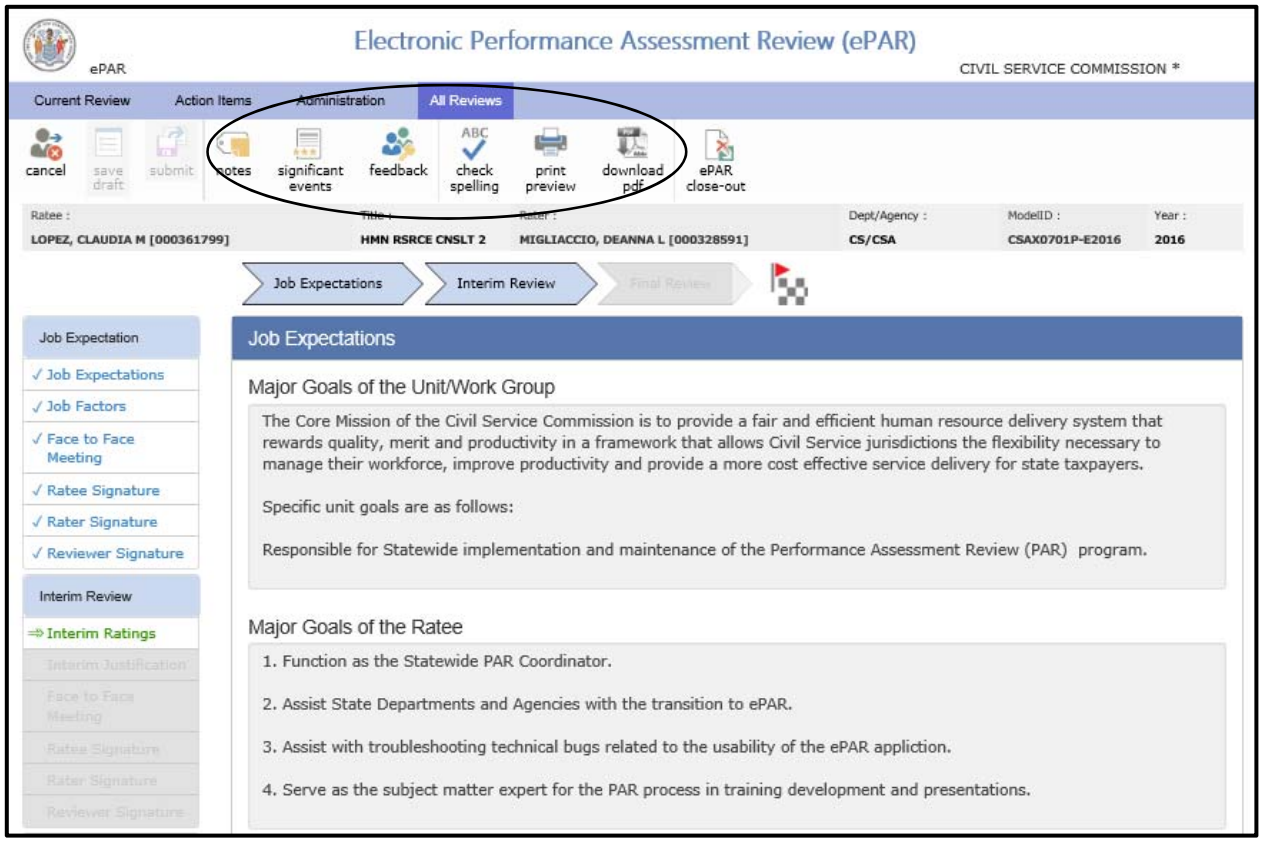
The Reviewer signature automatically submits the ePAR to the Human Resource Office.



Tools

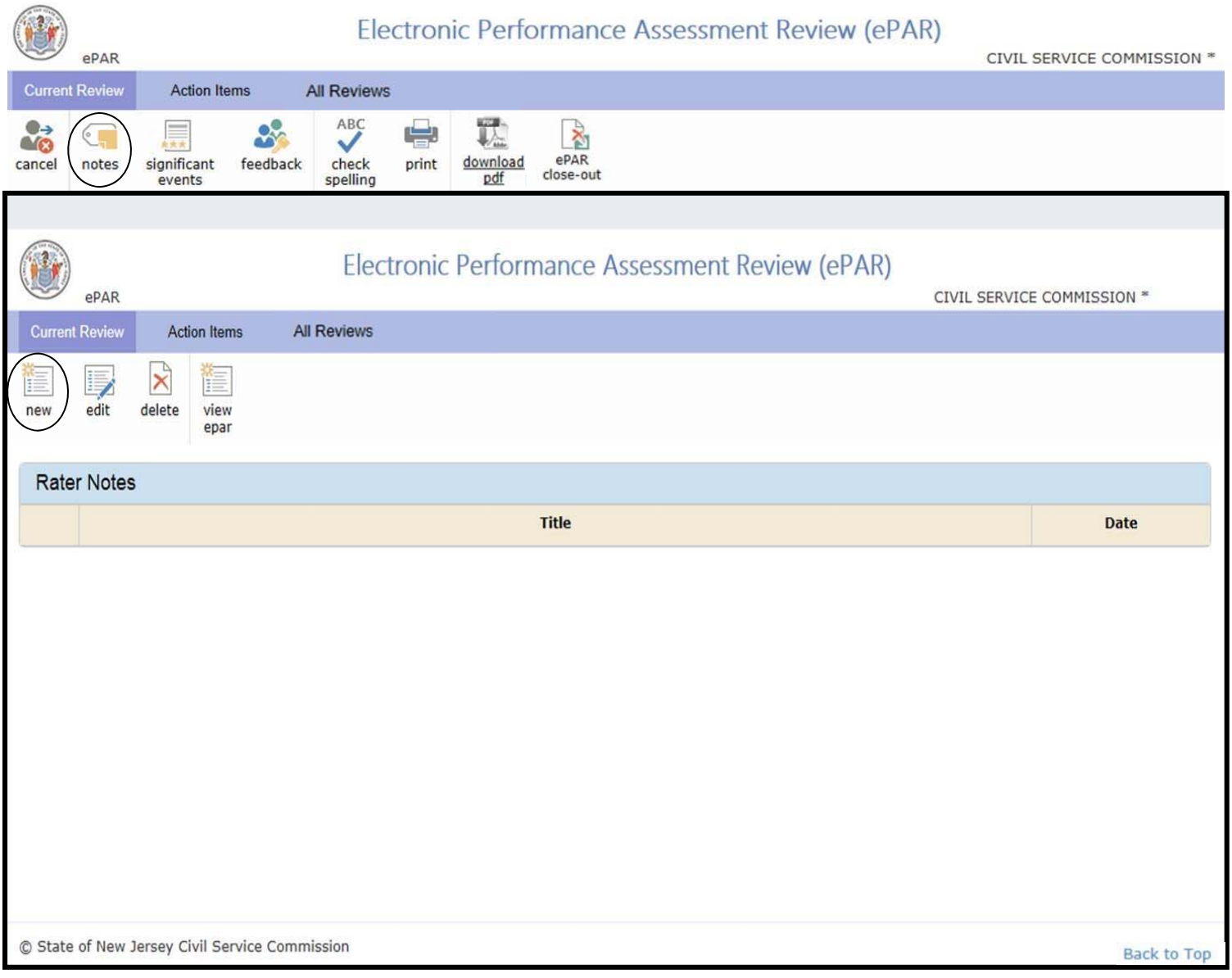
The following tools are available in the ePAR system to assist you throughout the rating process: **Notes, Significant Events**, **Feedback, Check Spelling, Print** and **Download PDF.**

These items will be discussed over the next few pages.



Tools - Notes

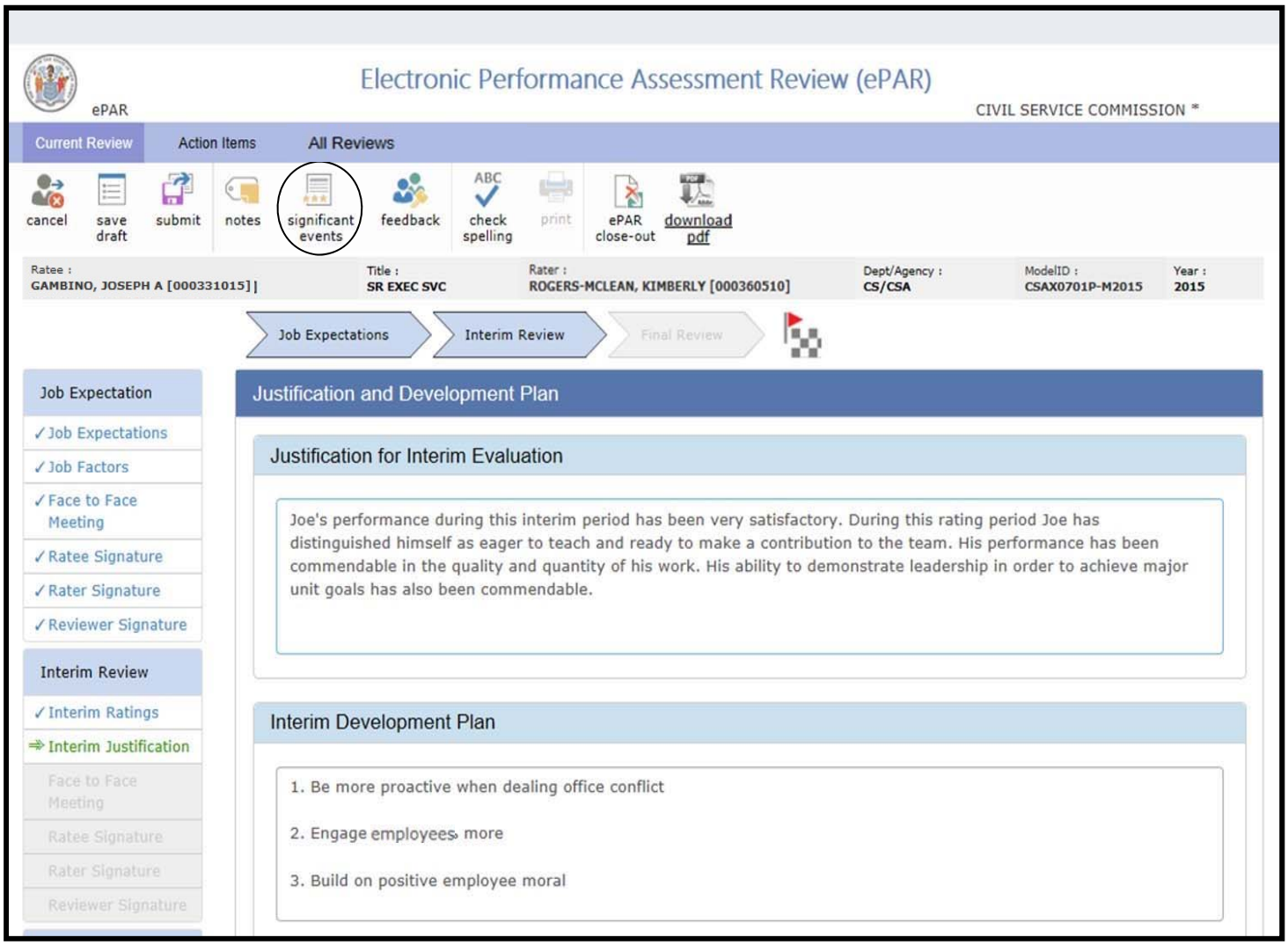
Notes appear only on the Rater's screen an
d allows the Rater to keep track of notes during the rating cycle. Rater's notes are not part of the ePAR record and deletes automatically at the end of the cycle. To open Notes, Click **New**.



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.

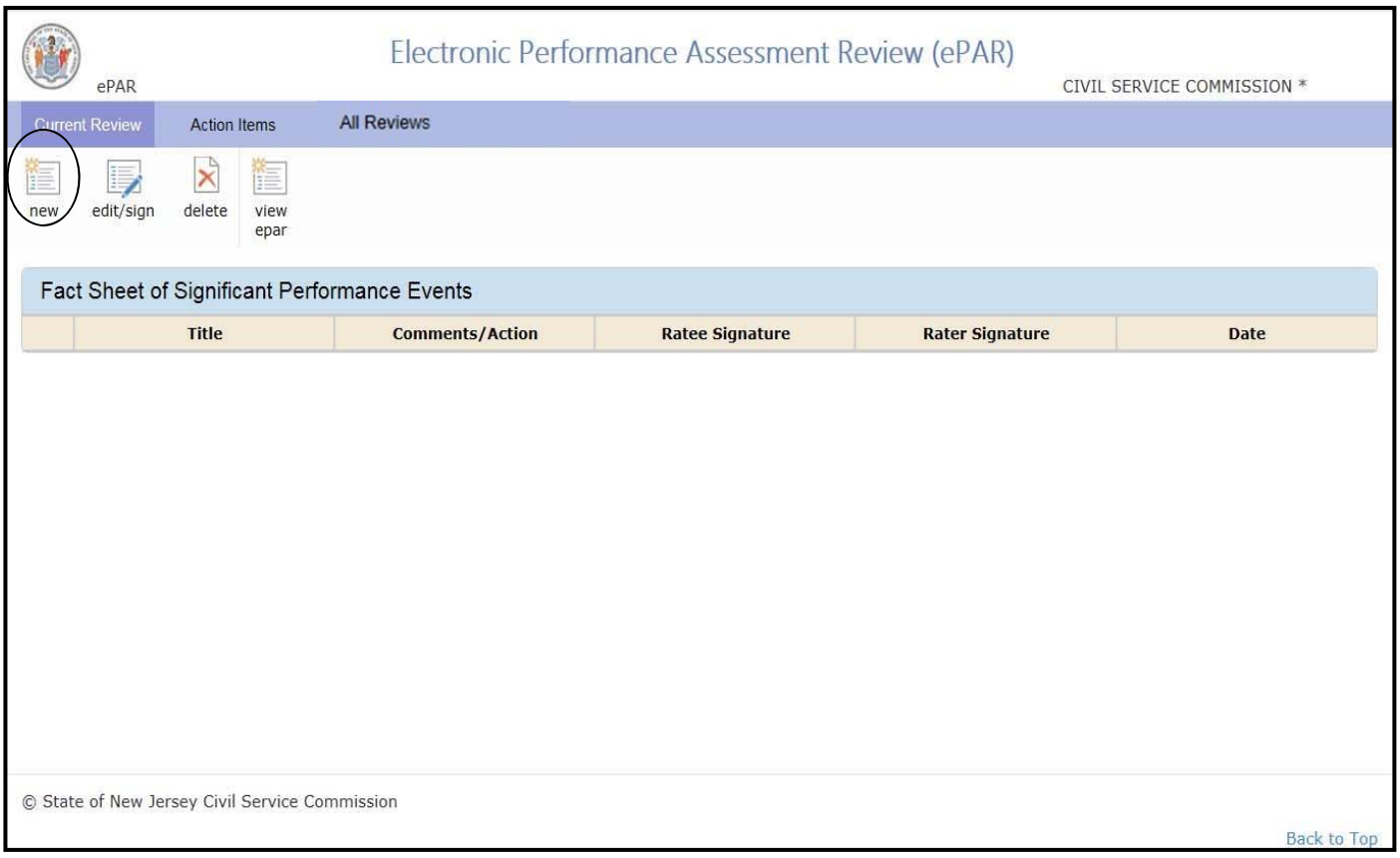
To add a Significant Event, click on the **Significant Events** icon and the **Fact Sheet of Significant Performance Events** will display. Since Significant Events may occur throughout the process, you will find the button in various sections.
You may click on the name from the Dashboard to access the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



Rater

Tools-Significant Events

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

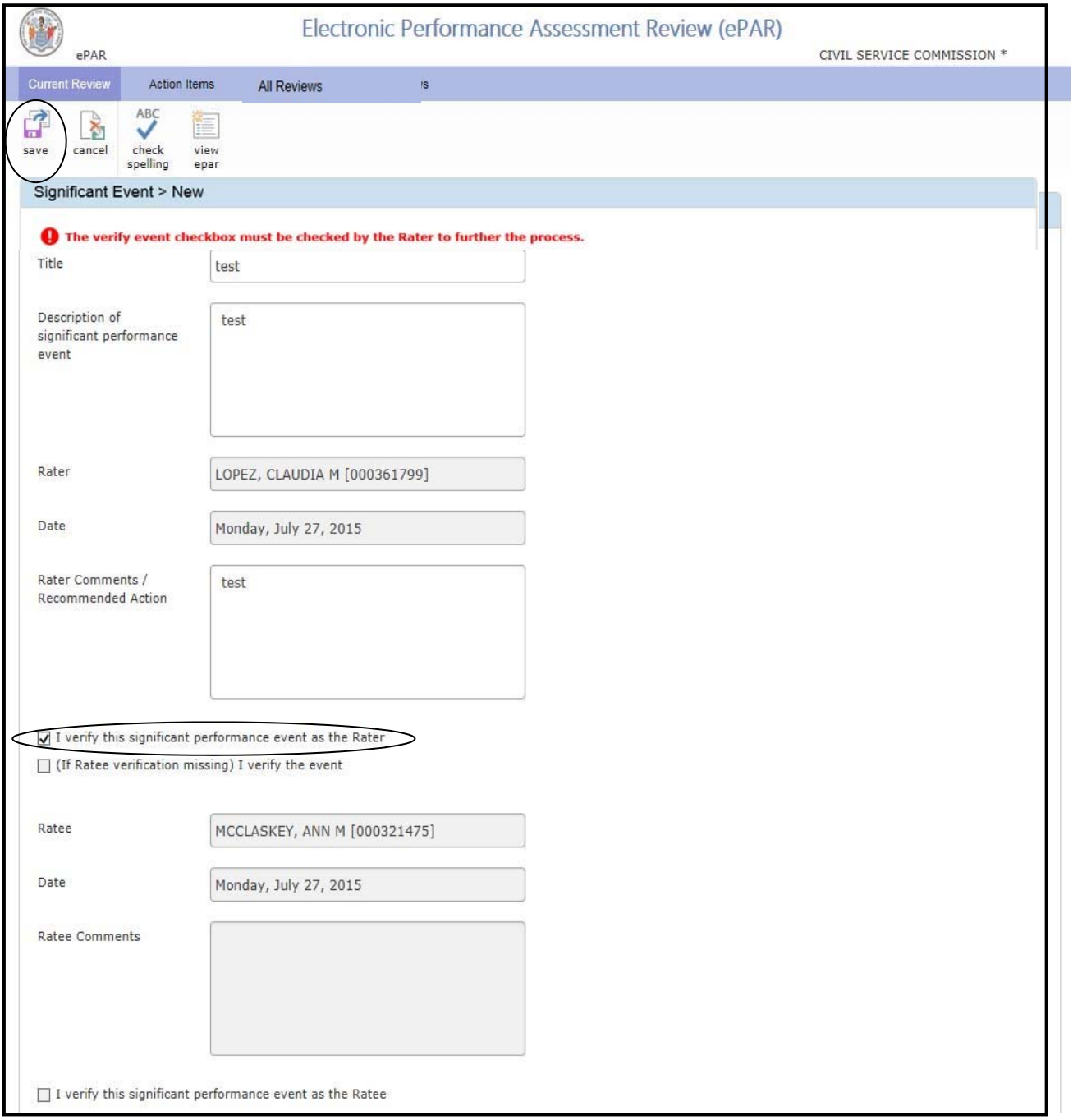


Rater

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."

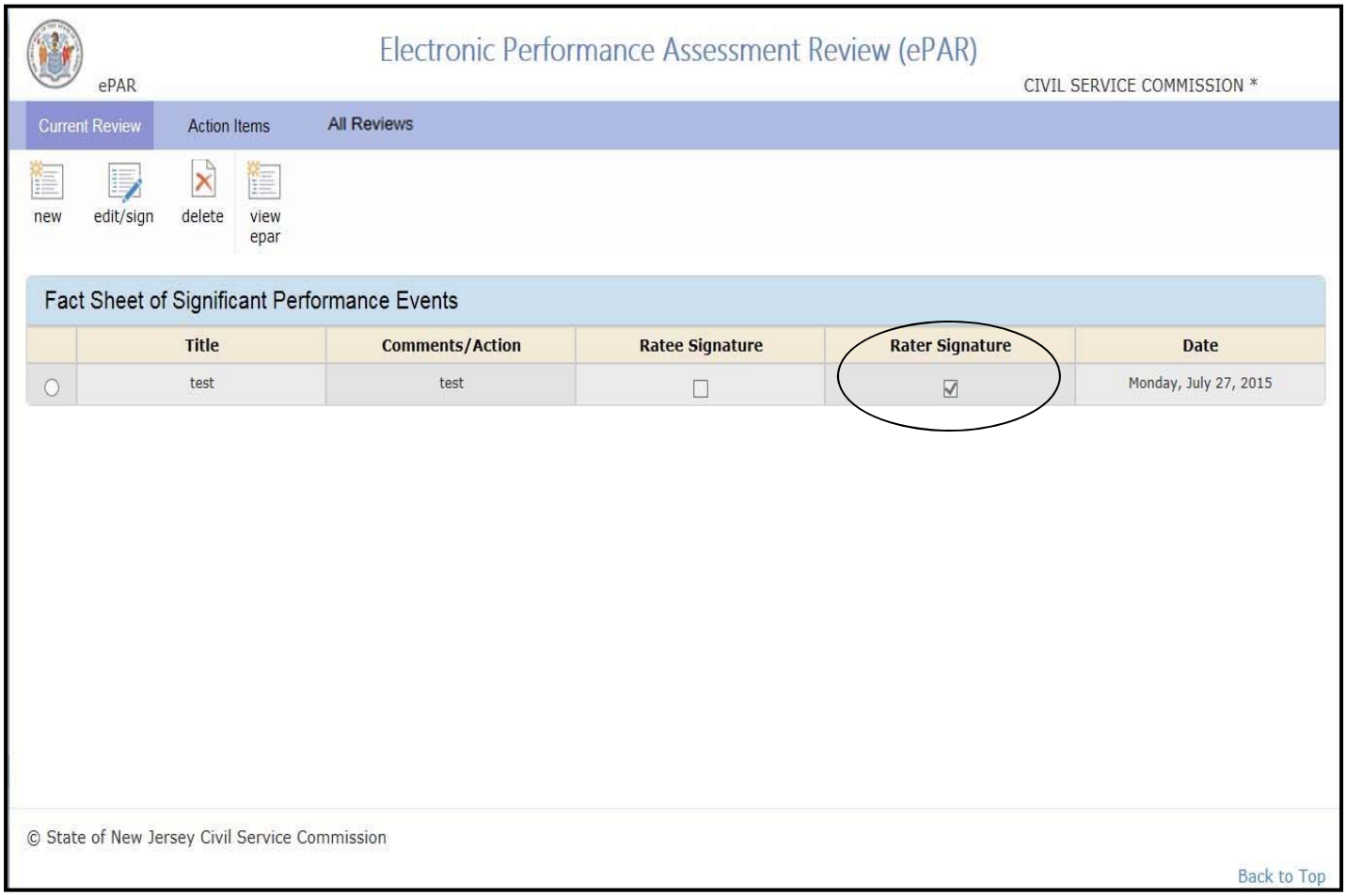
Click **Save** and you will return to **Fact Sheet of Significant Performance Events**.



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.



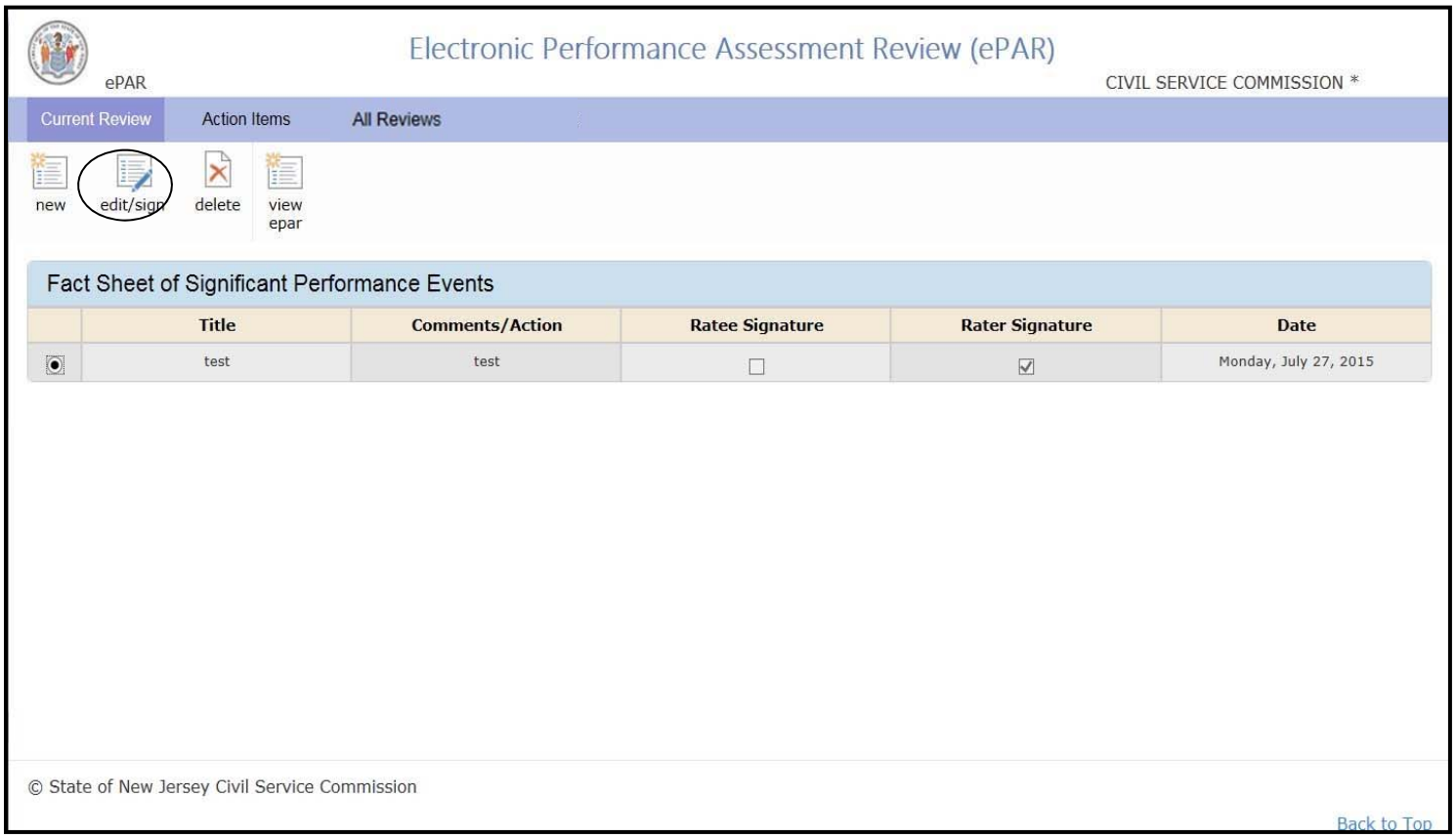
Rater

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.

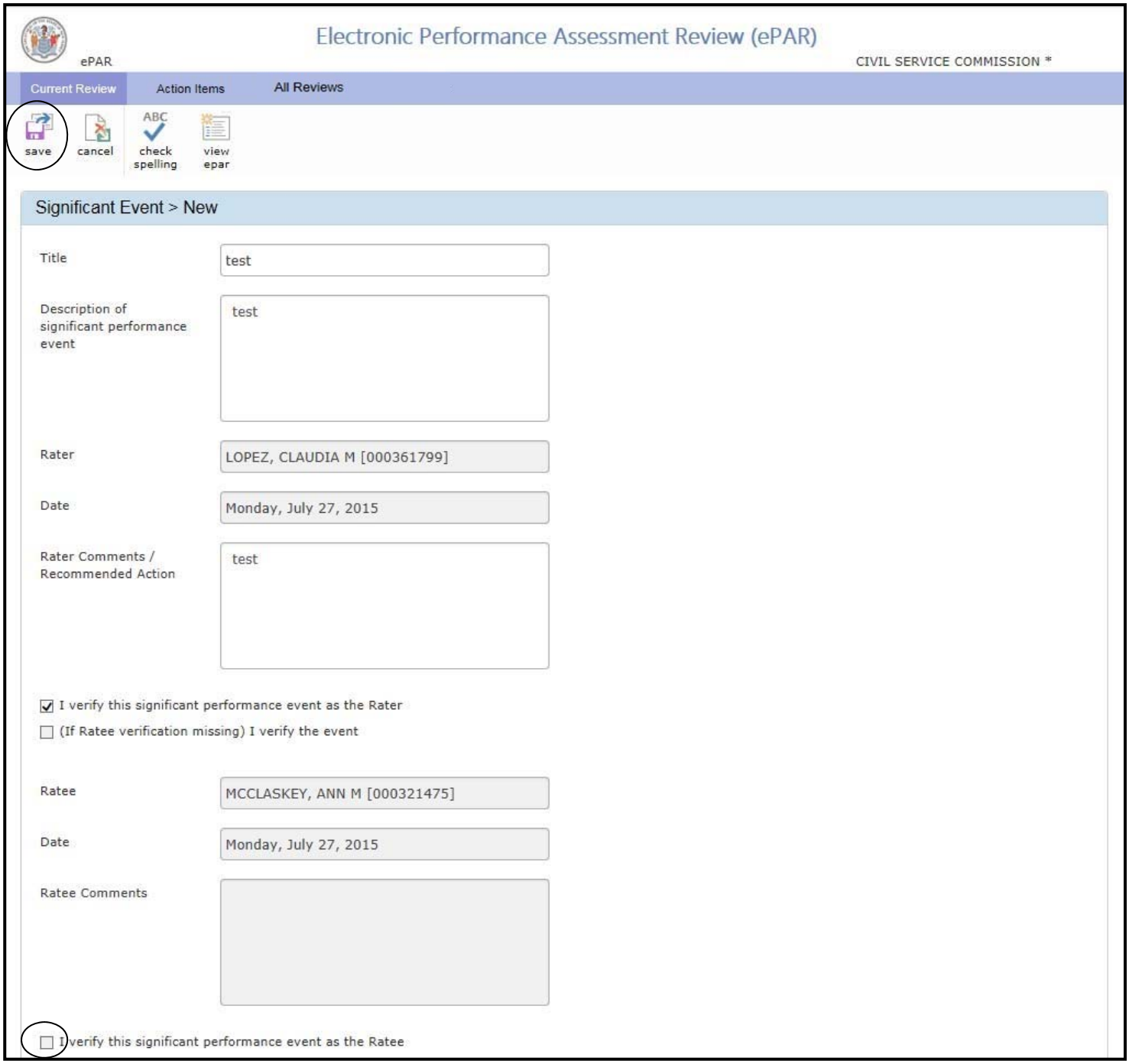
The **Click to view** hyperlink is just to view significant events. You will not be able to edit in this mode. To edit a significant event, click the button in the first column next to the event you wish to edit, then click **Edit**.



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.

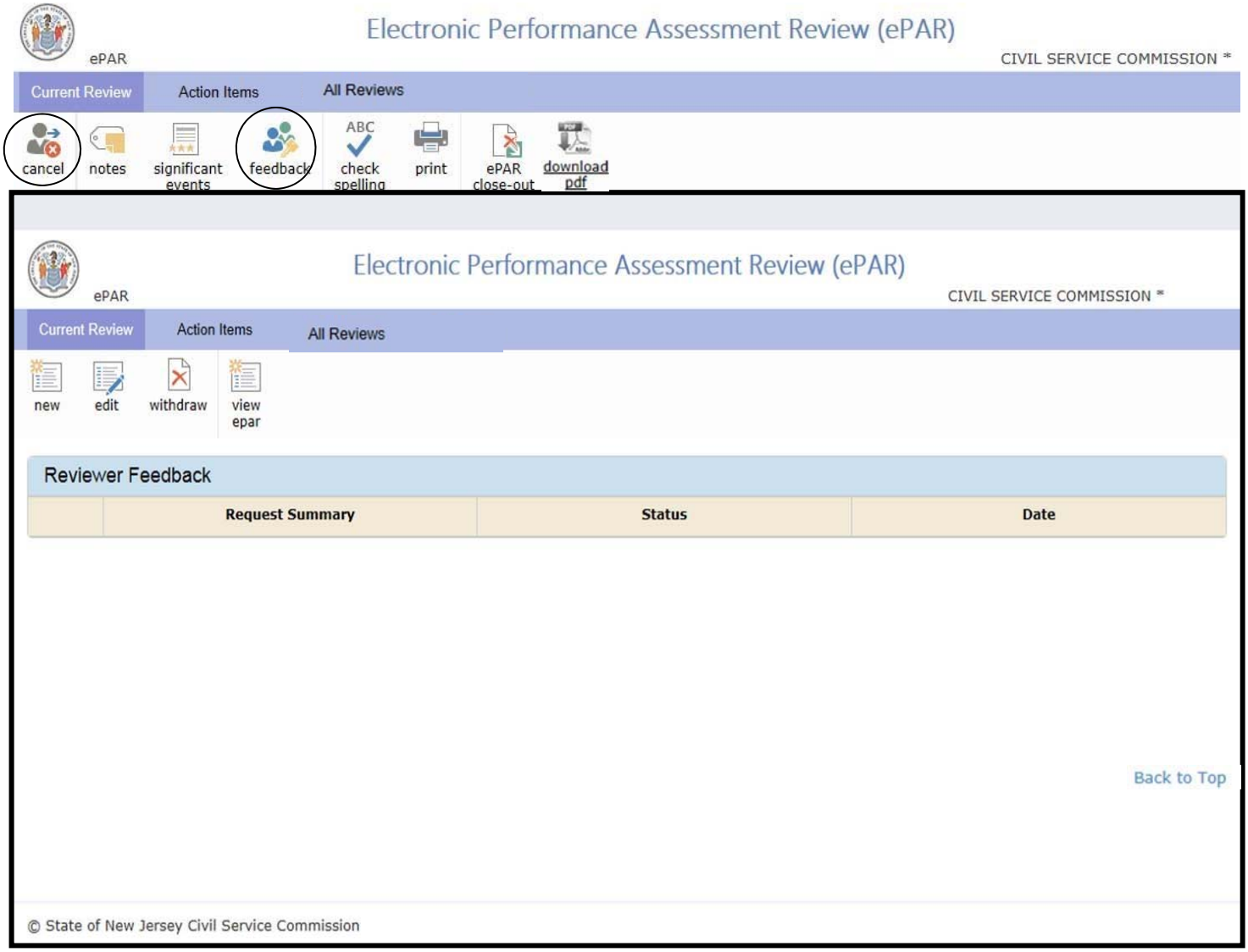


Rater &
Reviewer

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.

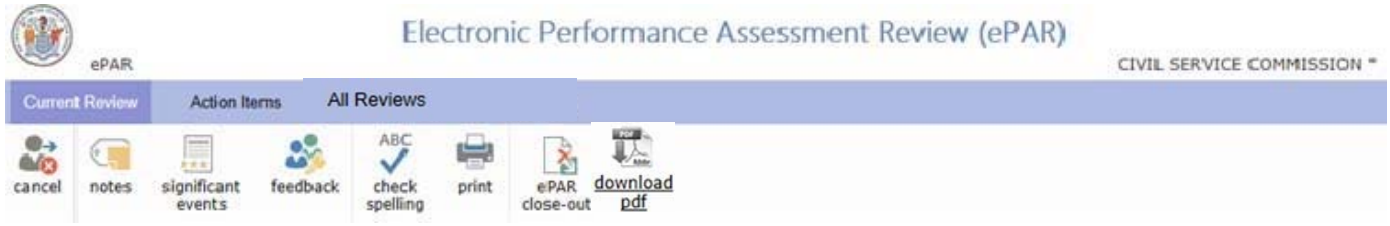
Note: If Reviewer requests editing of any stage of the ePAR record, then the Rater must request feedback before it is submitted to the Ratee or signed by the Ratee.

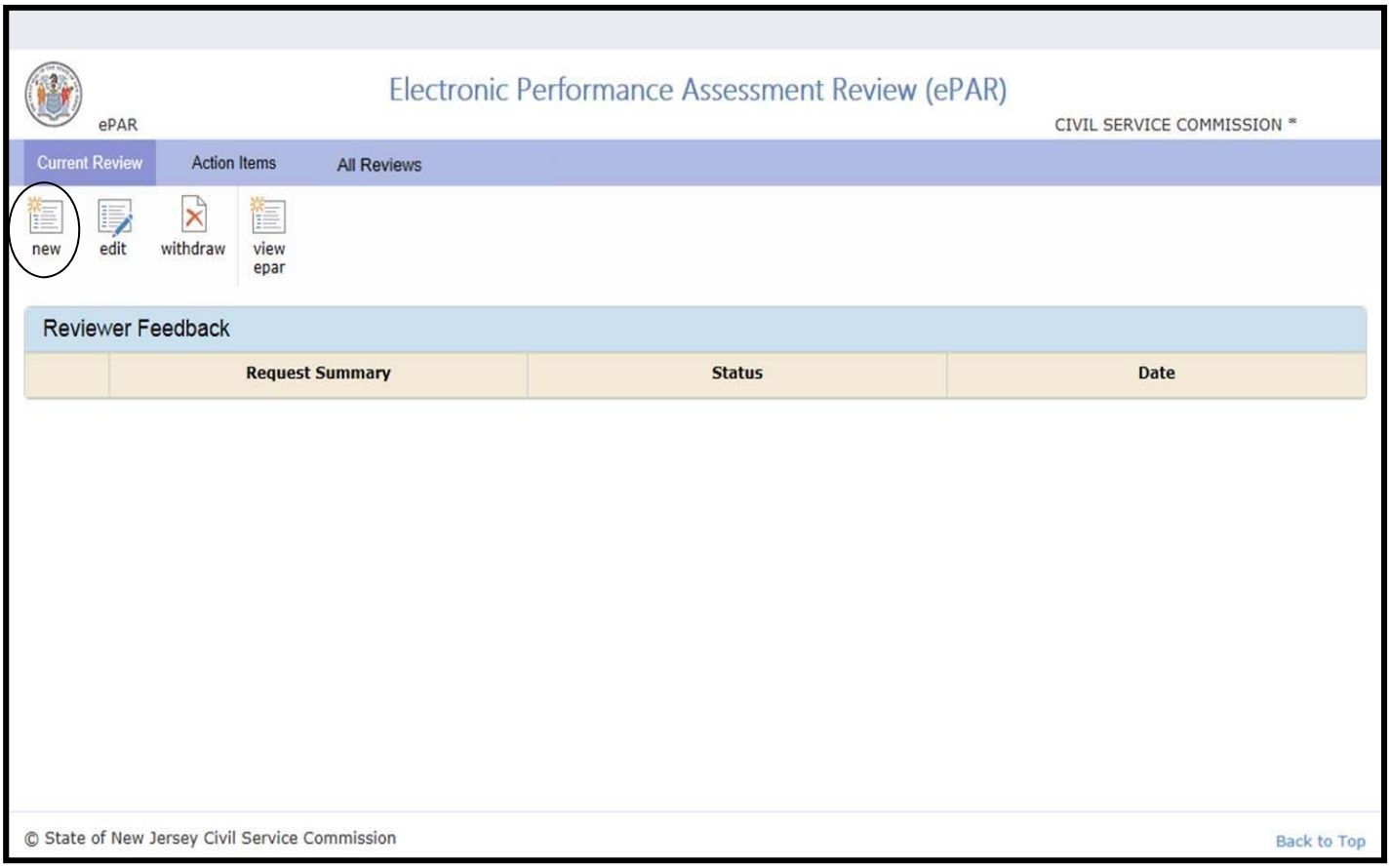


Rater

Tools - Feedback

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

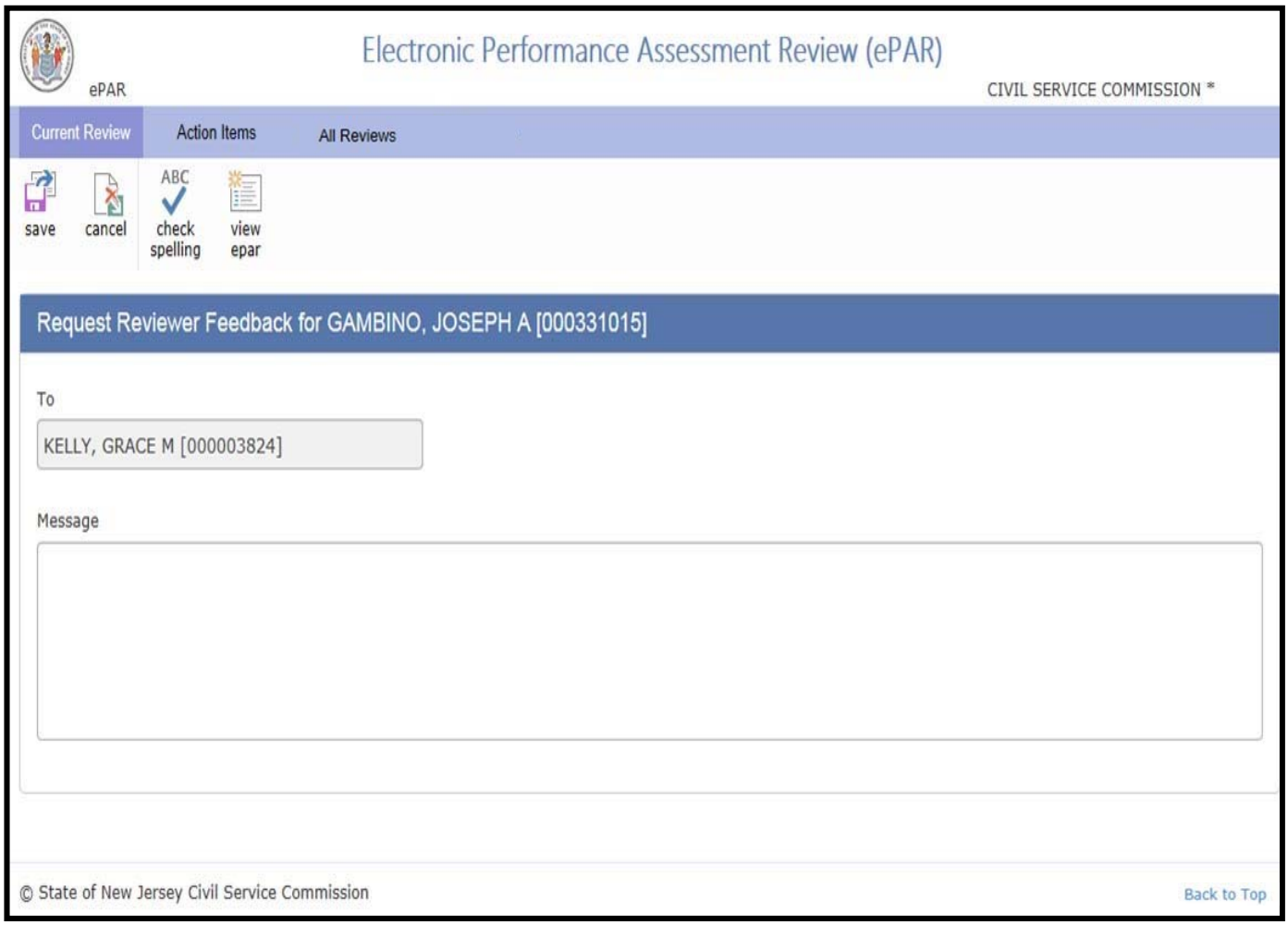




Rater

Tools - Feedback

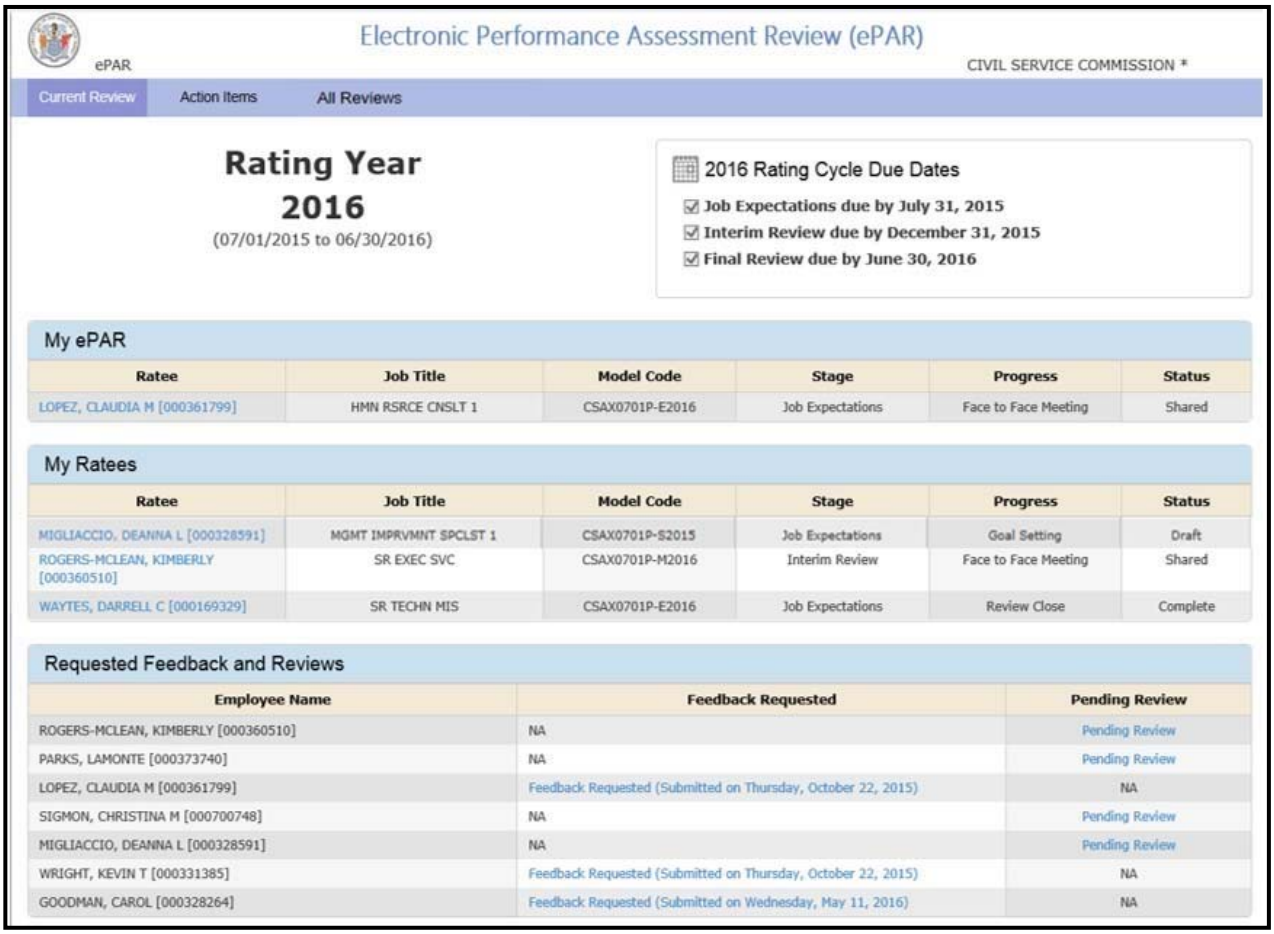
After clicking **New**, the Request Reviewer Feedback page will appear and will allow the Rater to type in the request for feedback. The Rater can also click the button View ePAR for referencing. When the Rater has finished writing comments, click **Save** which automatically sends the request to the Reviewer.



Reviewer

Tools - Feedback

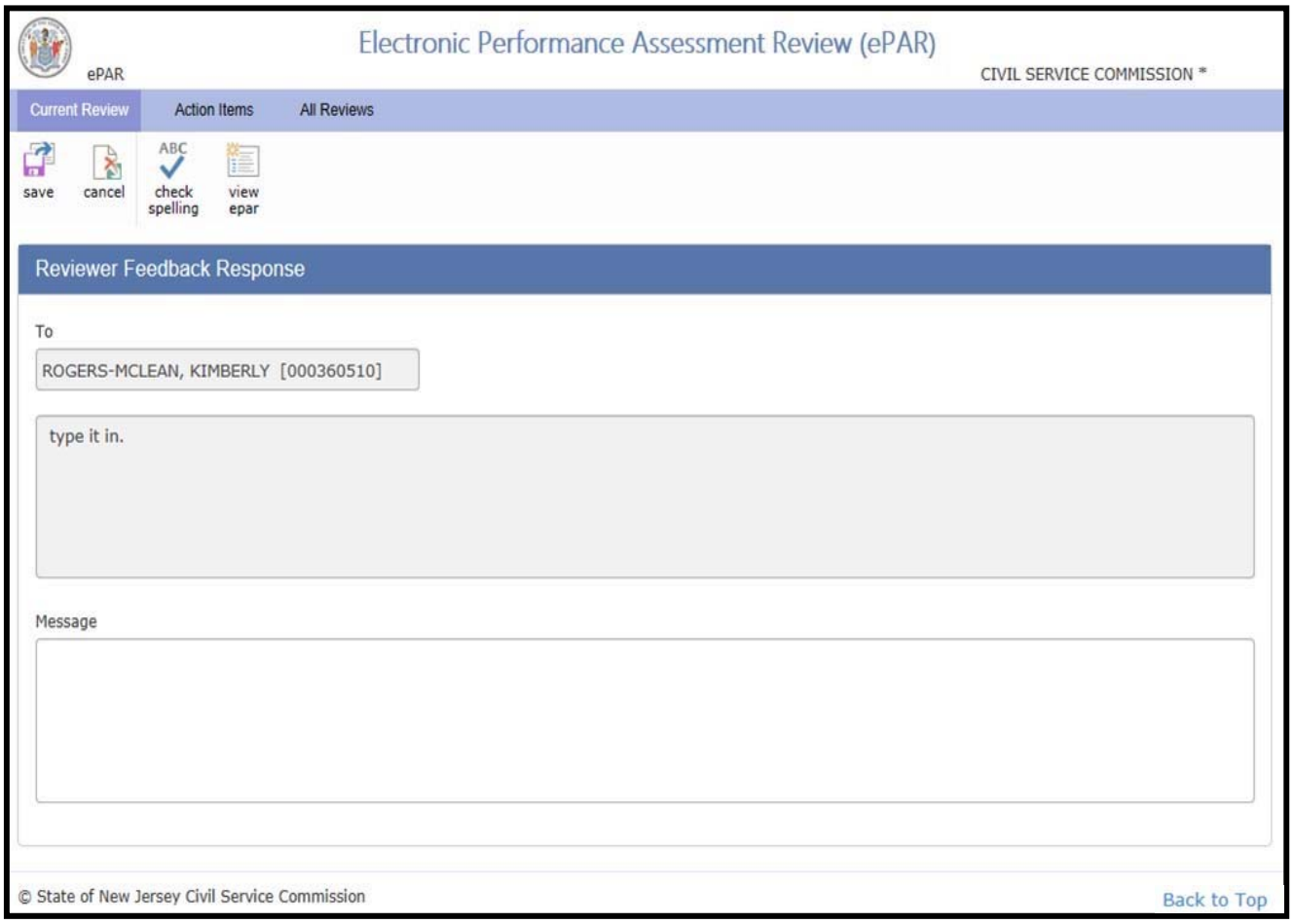
The Reviewer can access the feedback page through the Dashboard. The Reviewer sees the request for Feedback under **Requested Feedback and Reviews**.



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**.



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.

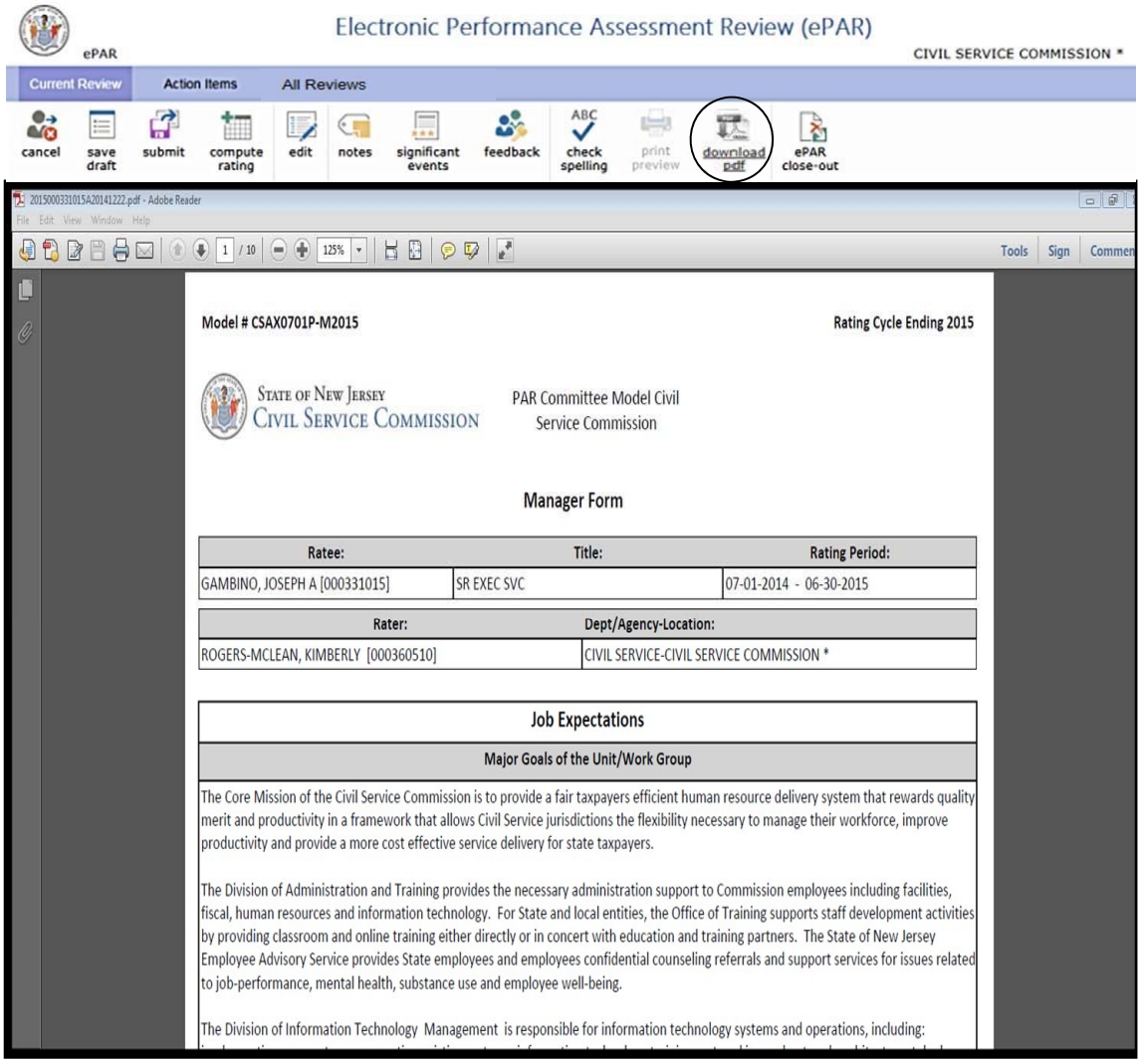
To print an ePAR, click the **Print** icon. The following preview page will display:

Select File/Print, or click the printer icon.

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

Tools – Download PDF

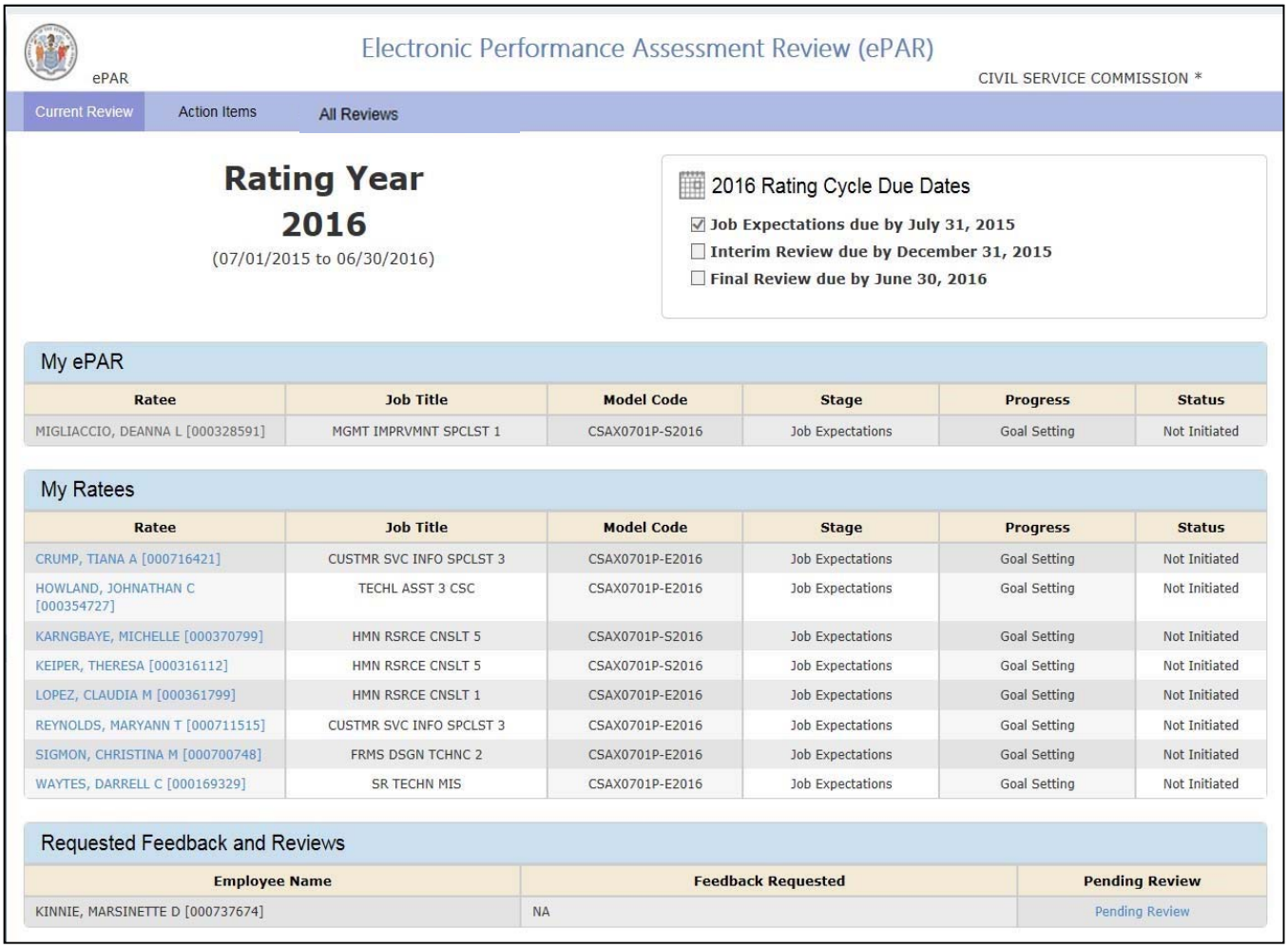
Download PDF – The PDF icon appears throughout the screens and allows all parties to download the form at any stage. The complete form will download regardless of whether all parts of the process is complete.



Rater

Rater can access Job Expectations from previous supervisors

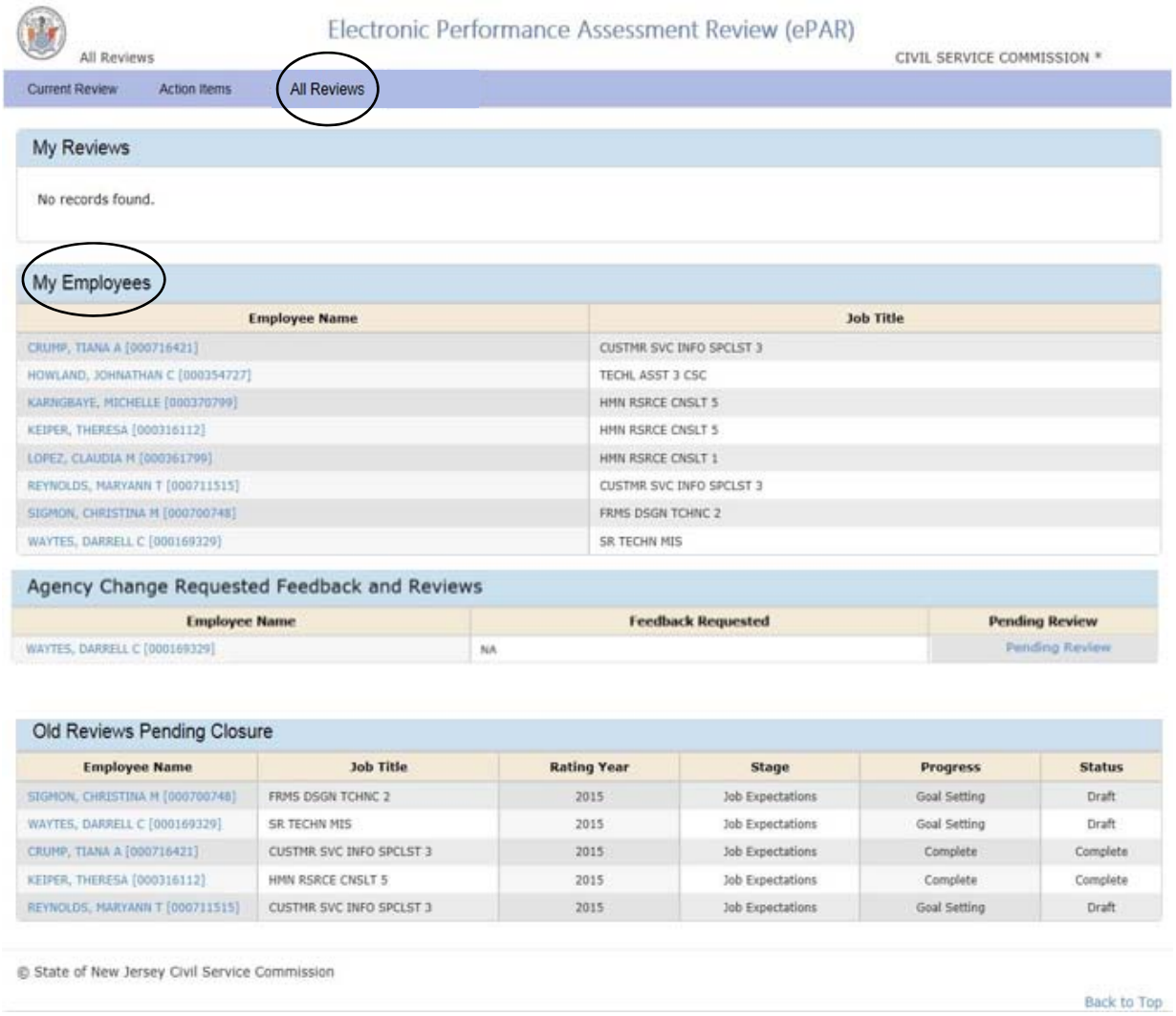
A rater can now access previously completed job expectations for a newly assigned ratee. This only applies to the job expectations portion completed by former supervisors, and not any associated interim or final ratings. The job expectations will be read only.



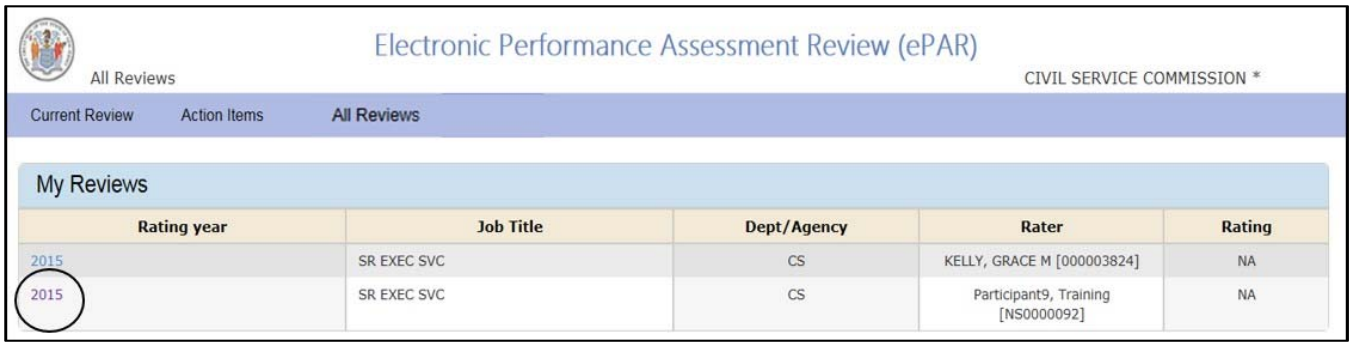
Rater

To access these job expectations, click on All Reviews.

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



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.

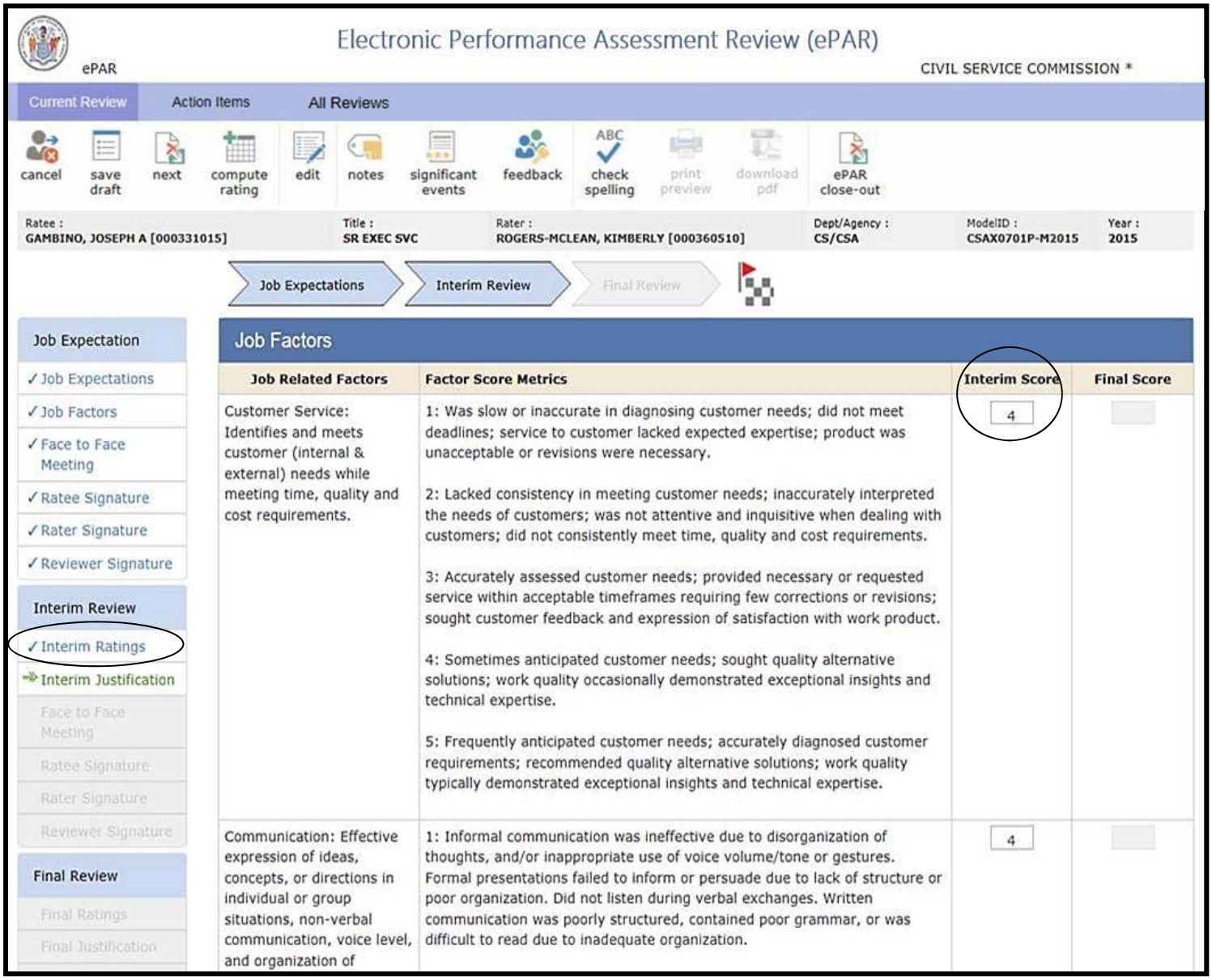


Rater

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.

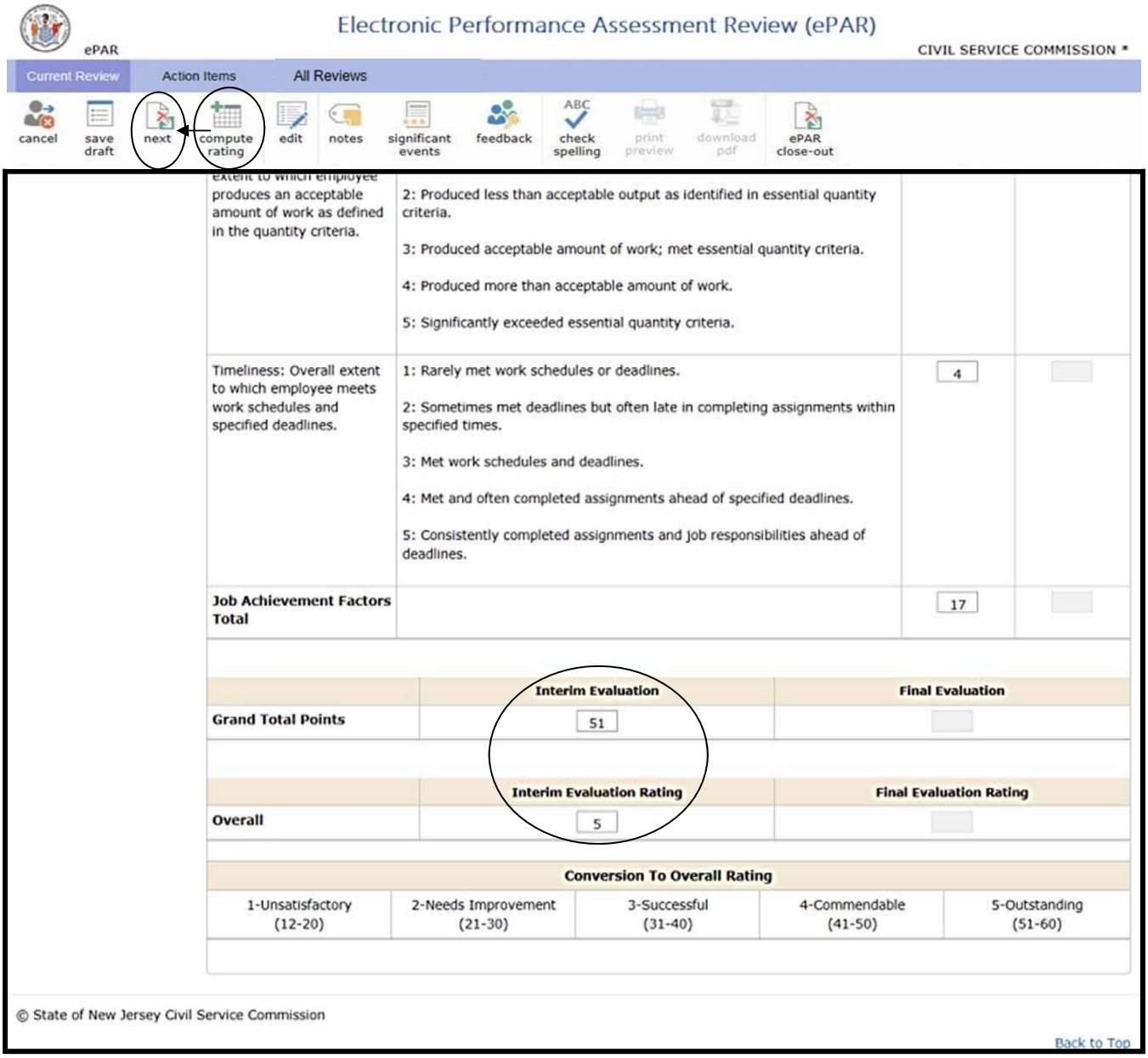
To begin the Interim Review, click Interim Ratings on the side bar, then enter numerical ratings for each Job Factor.



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.

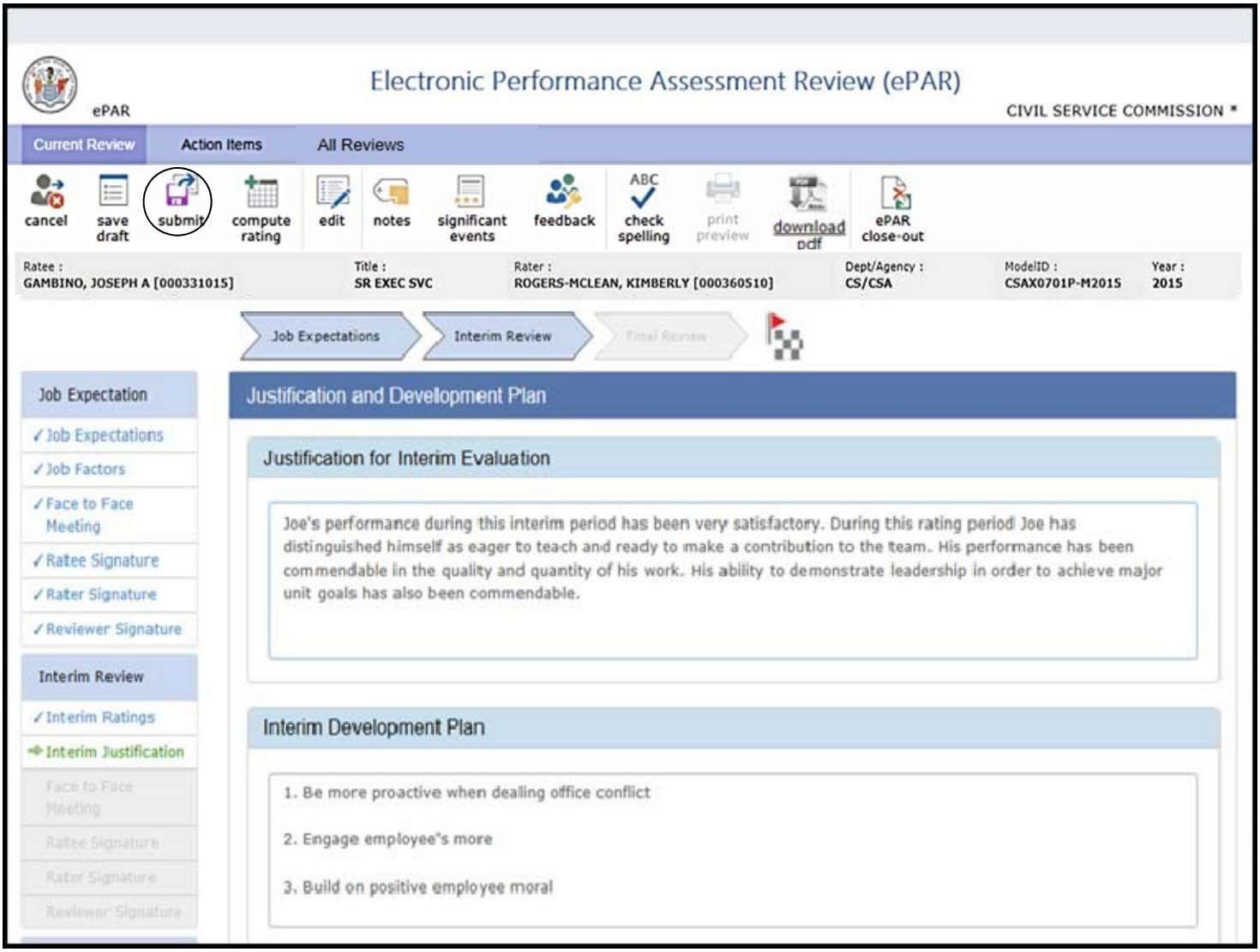


Note: To find the compute tab, click “back to top” button

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.

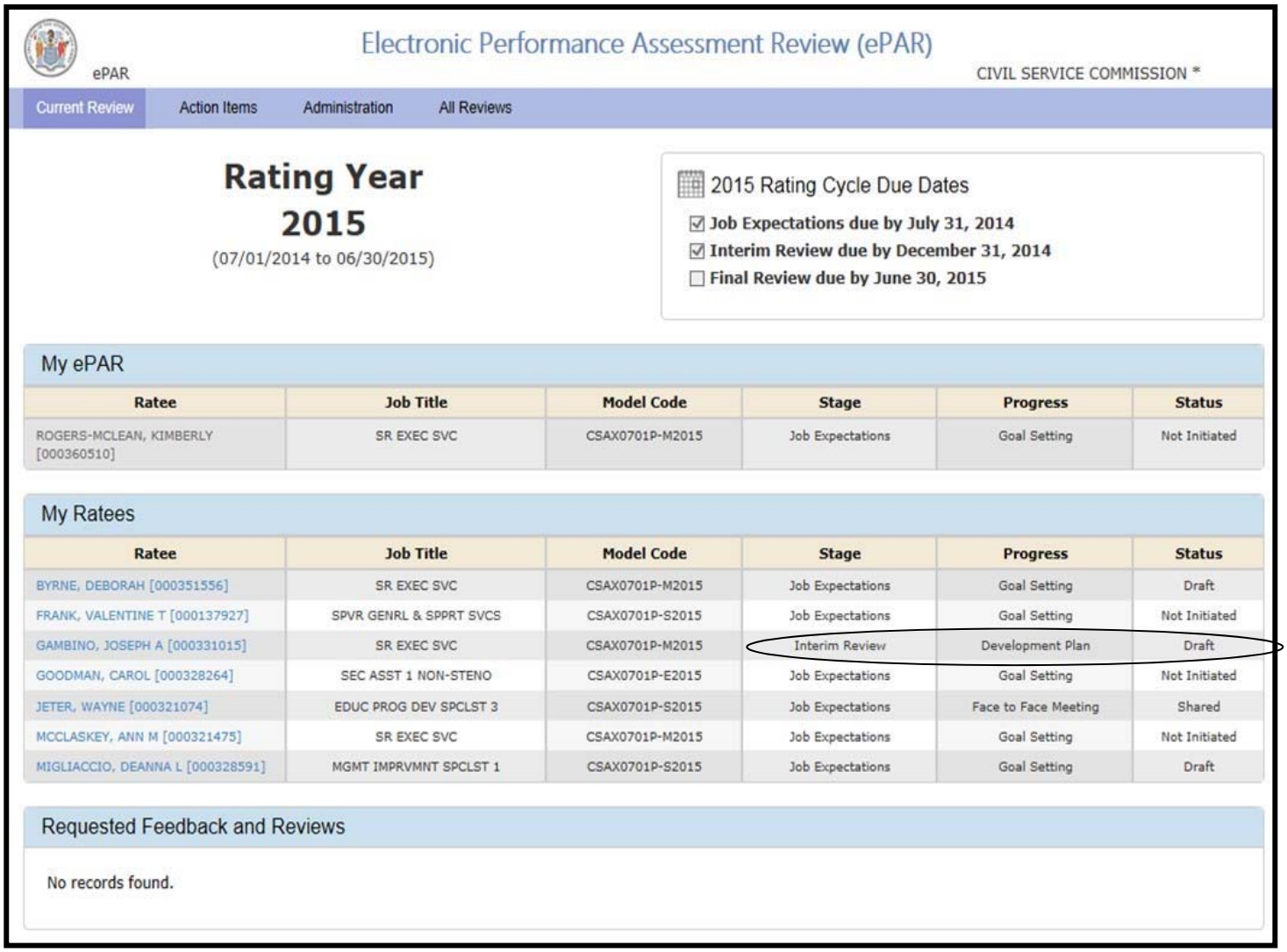


Rater's Dashboard

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**.

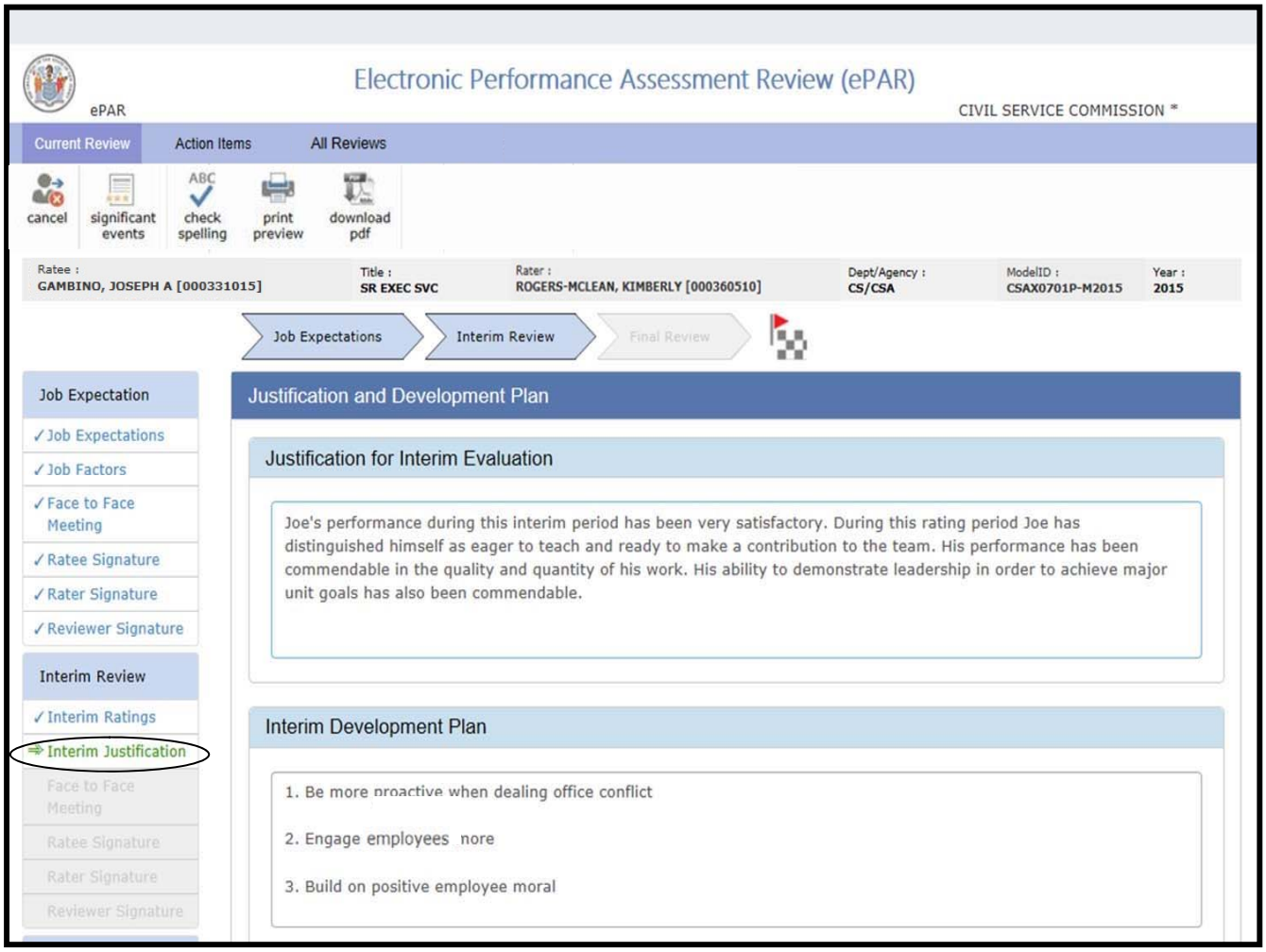


Rater

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**.

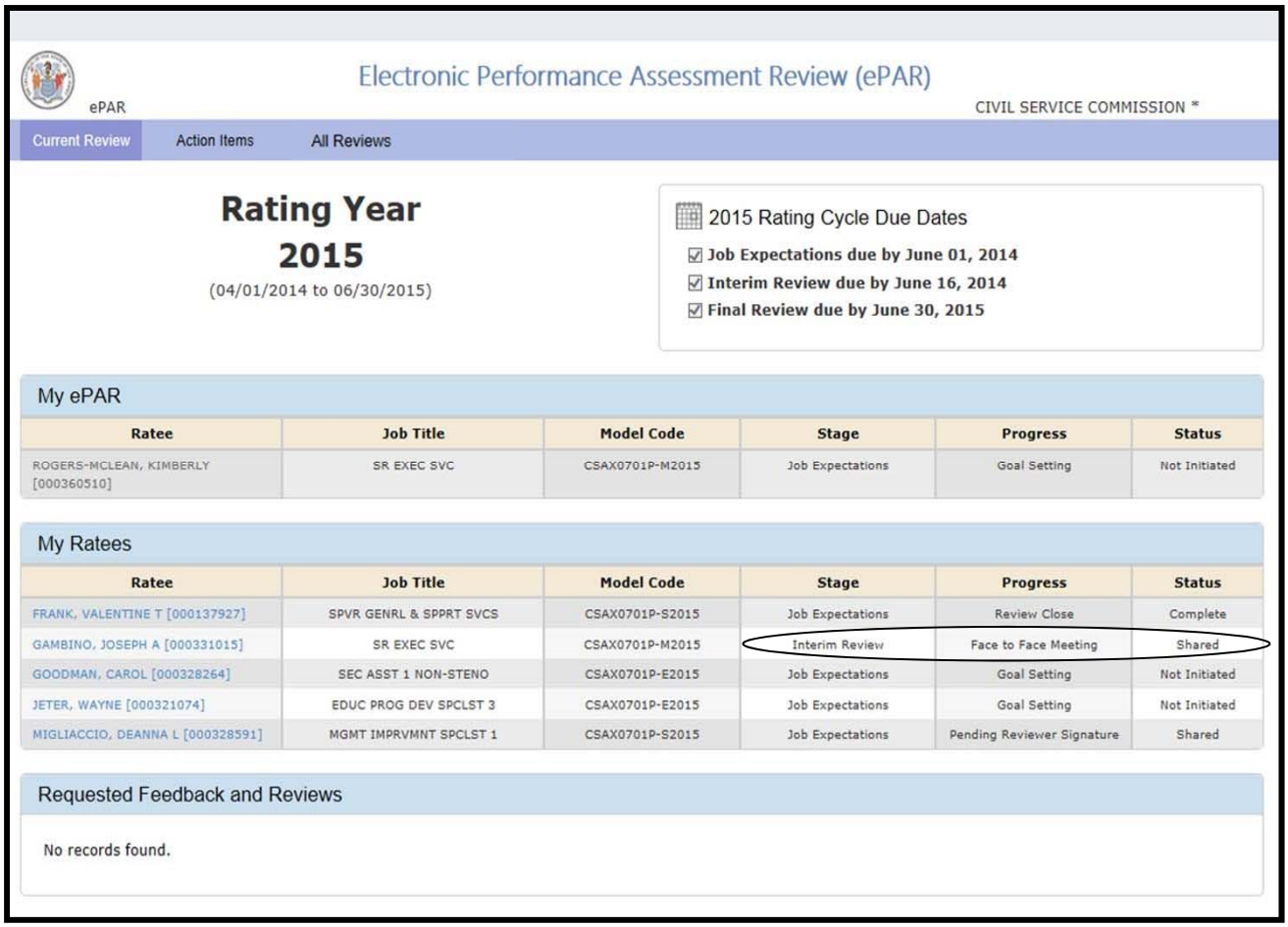
Save Draft allows Rater to save an incomplete ePAR without sending it to any other parties. If desired, Rater may request feedback from Reviewer prior to submitting to Ratee. **Submit** allows Rater to share the ePAR with the Ratee.



Rater's Dashboard

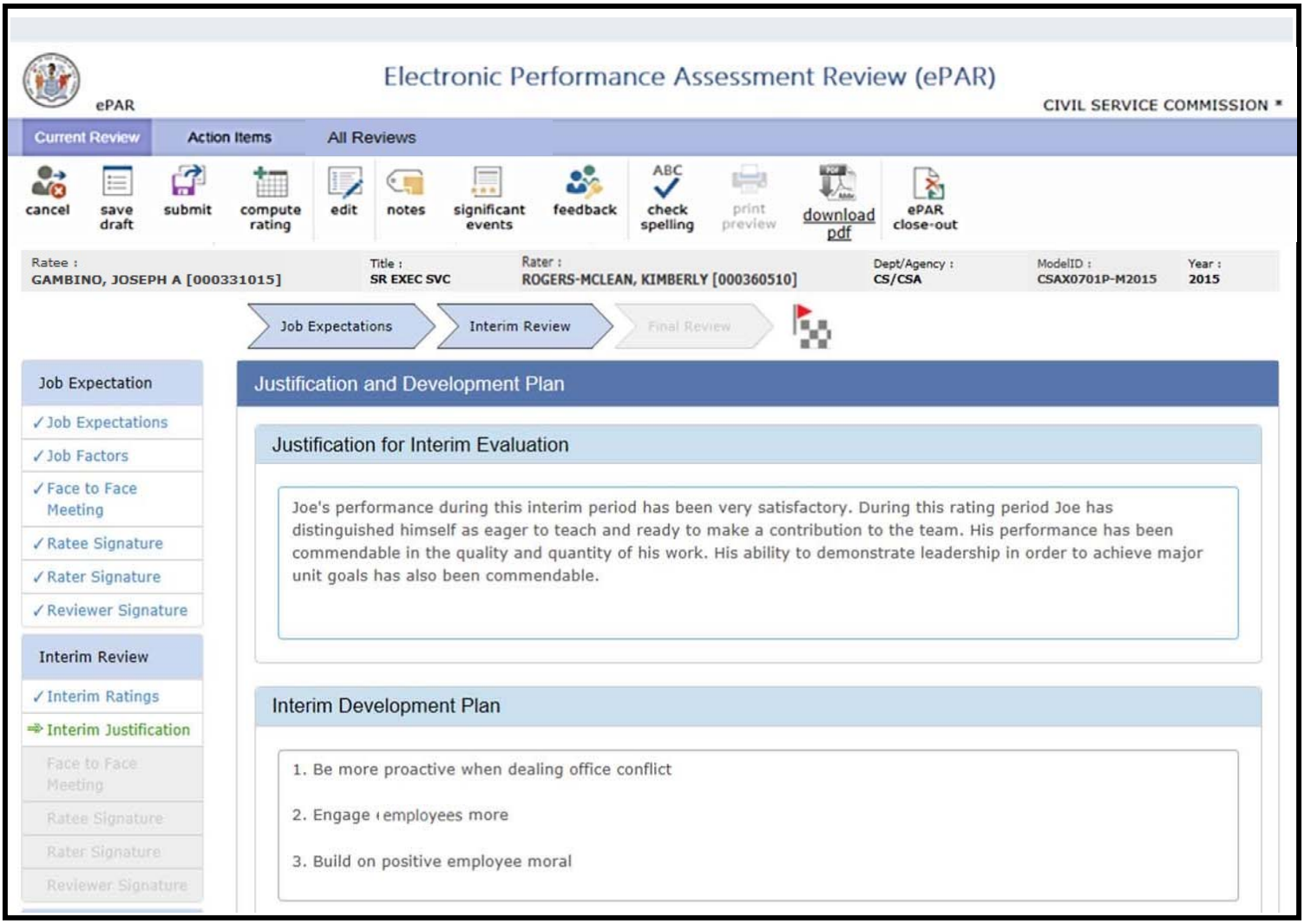
Interim Review

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.



Ratee

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



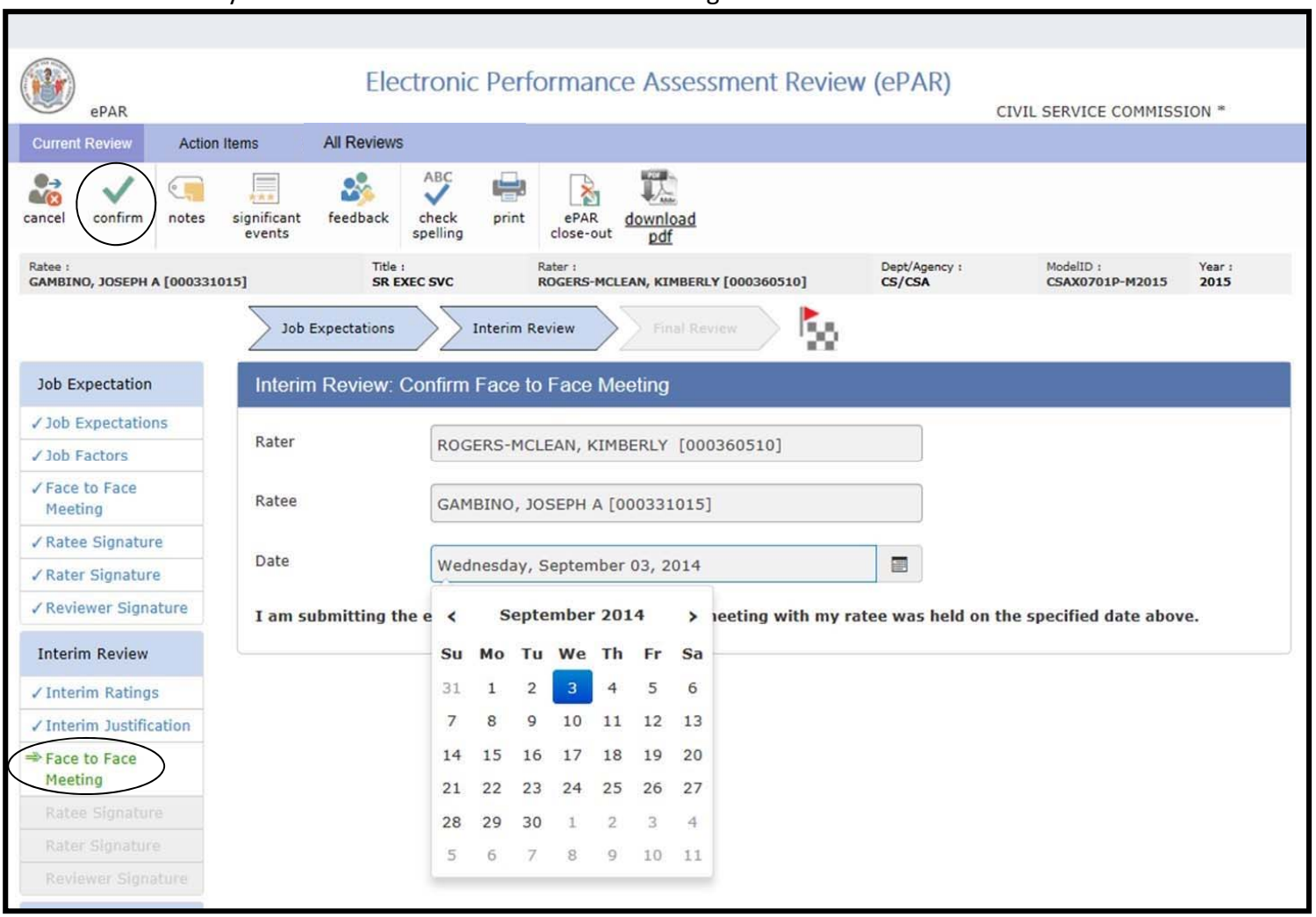
Ratee & Rater

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.



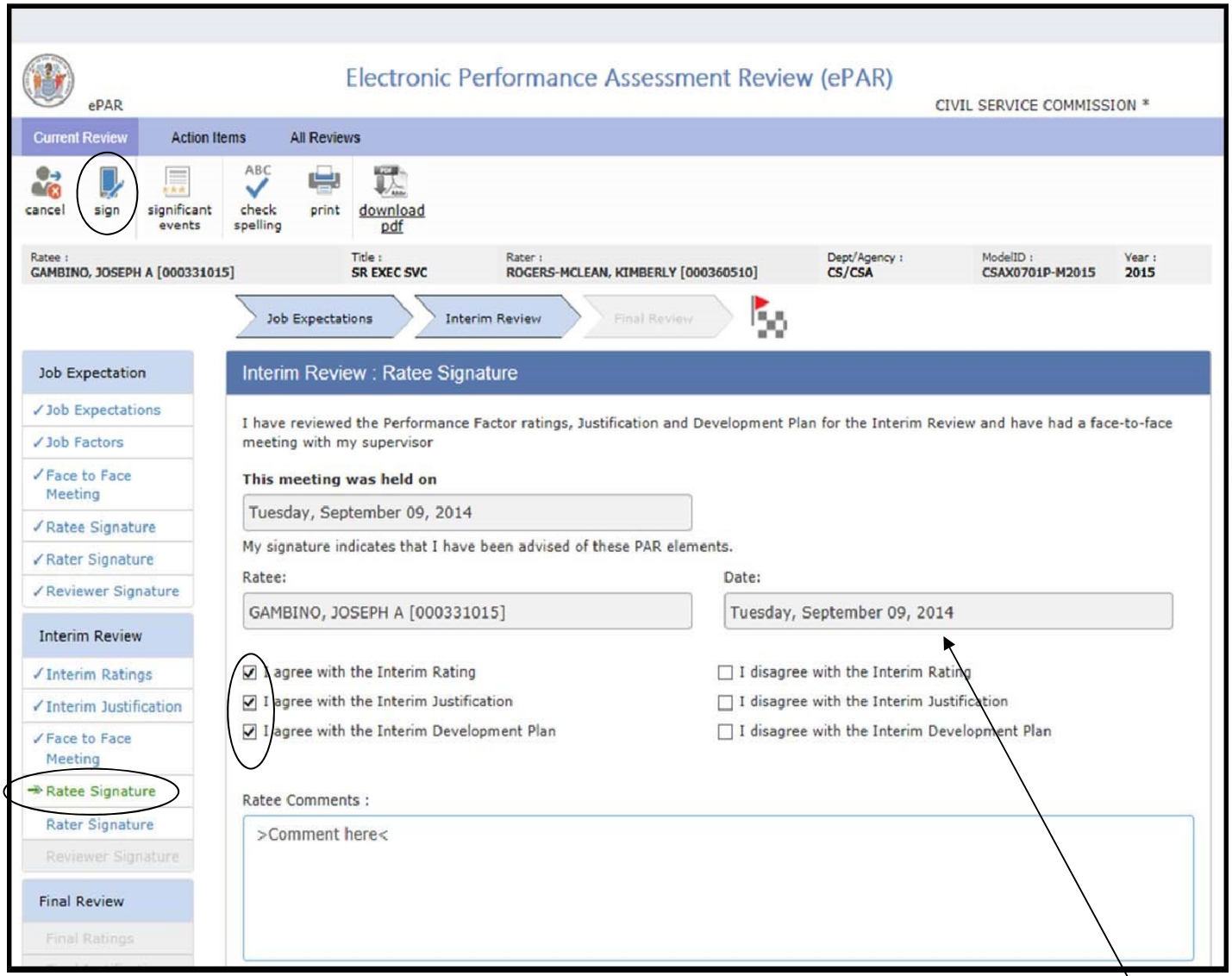
Ratee

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.

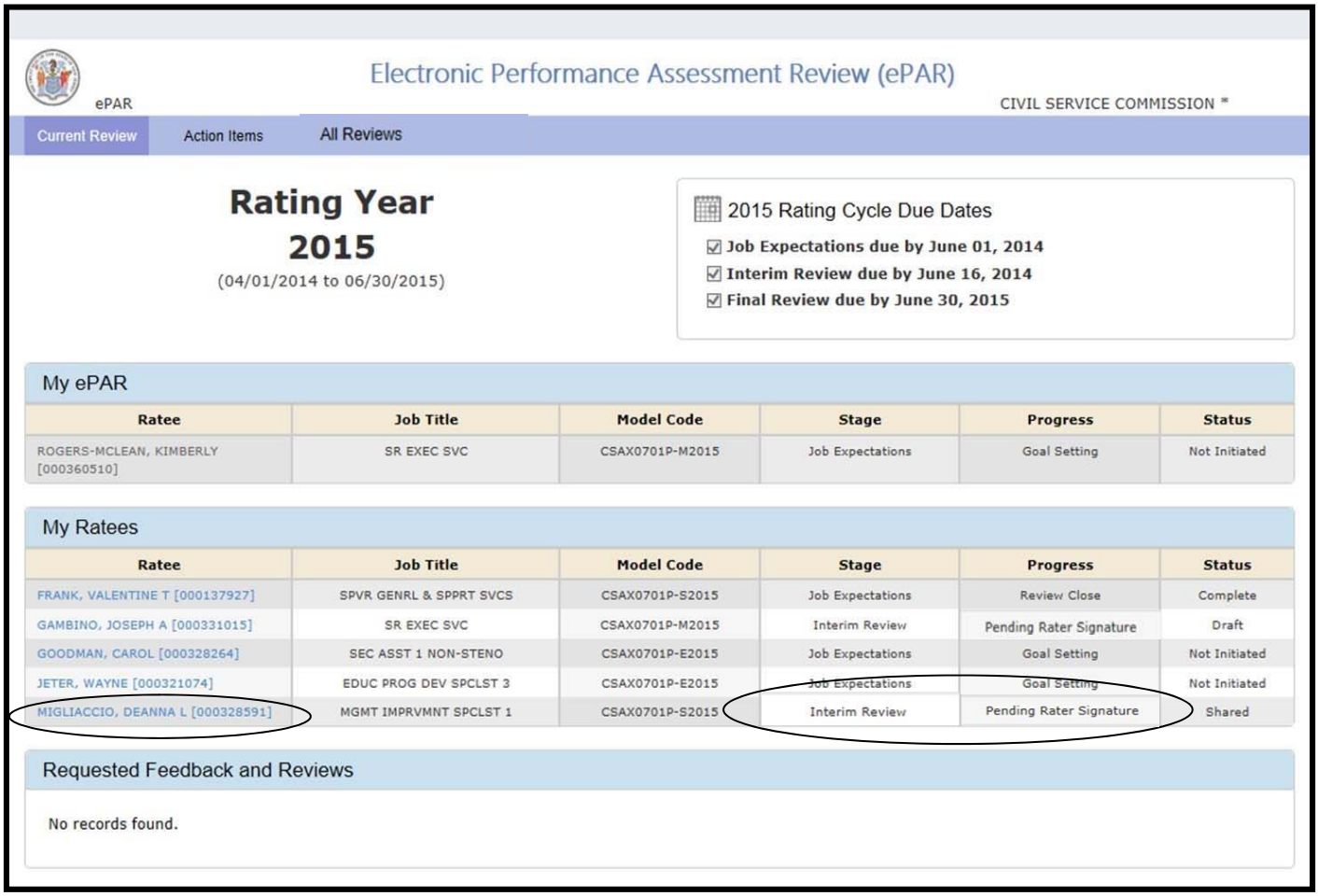


System will display current date.

Rater

Interim Review

Select Ratee's name from the Dashboard.

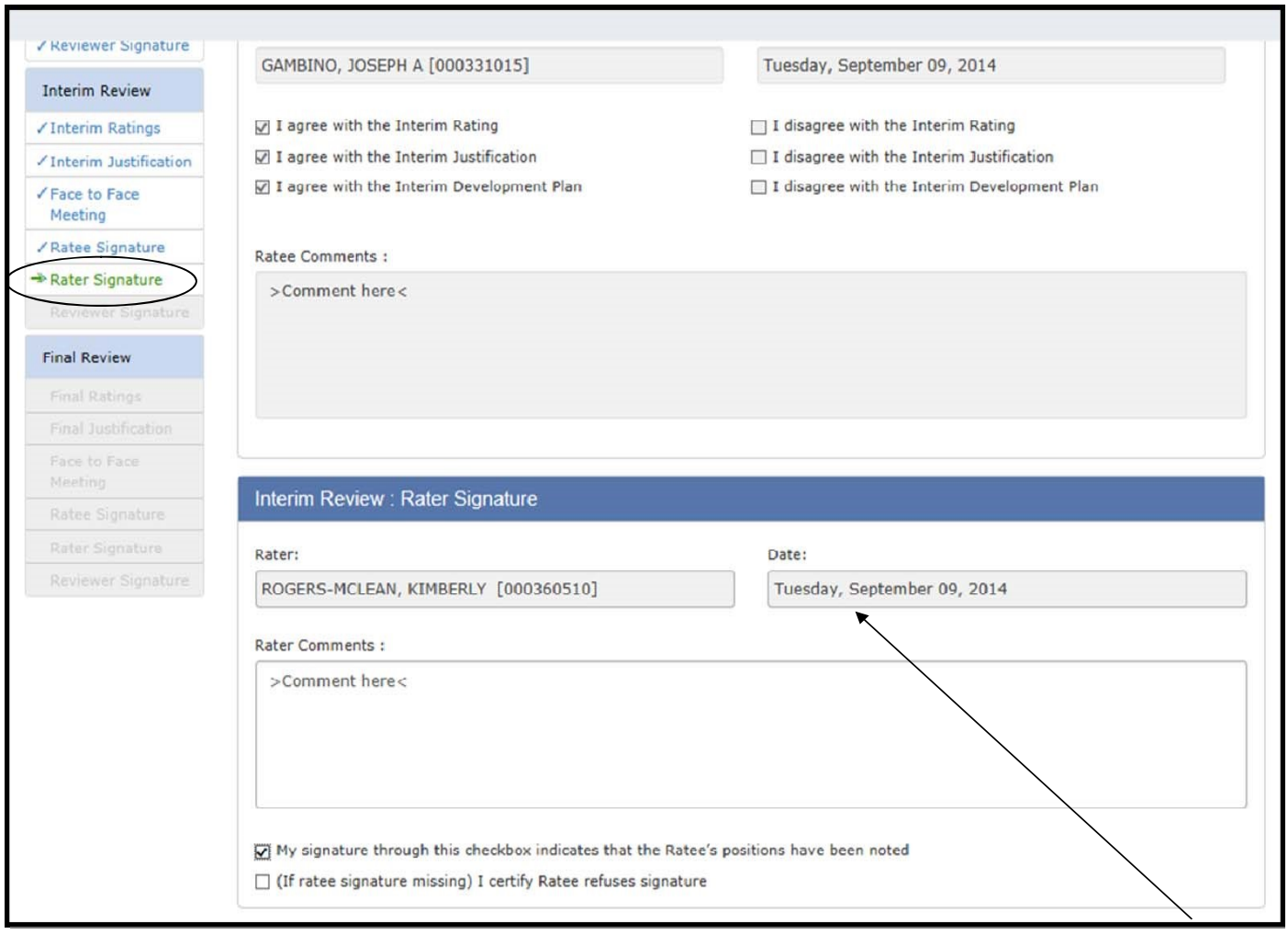


Rater

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.

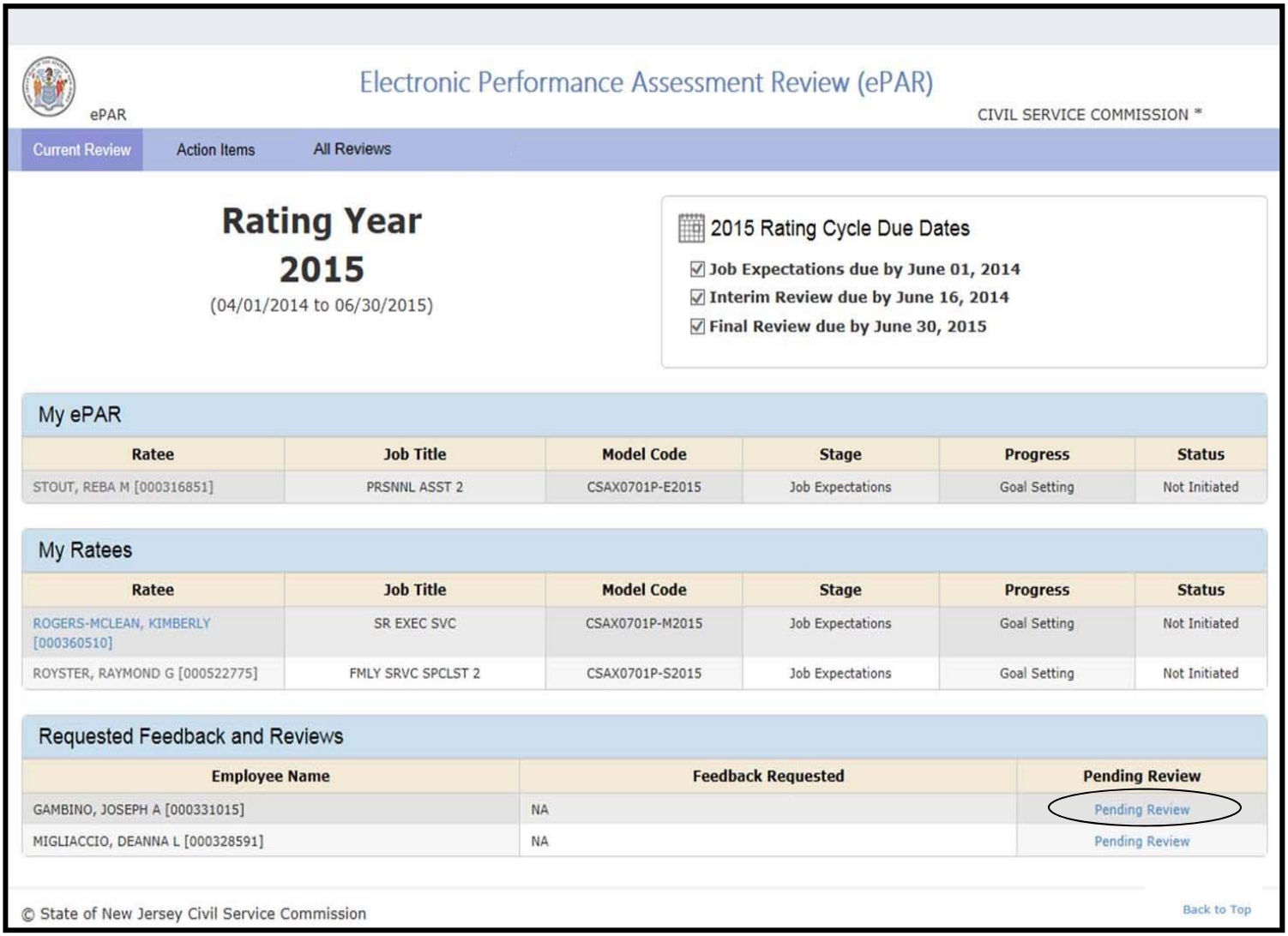


System will display current date.

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.

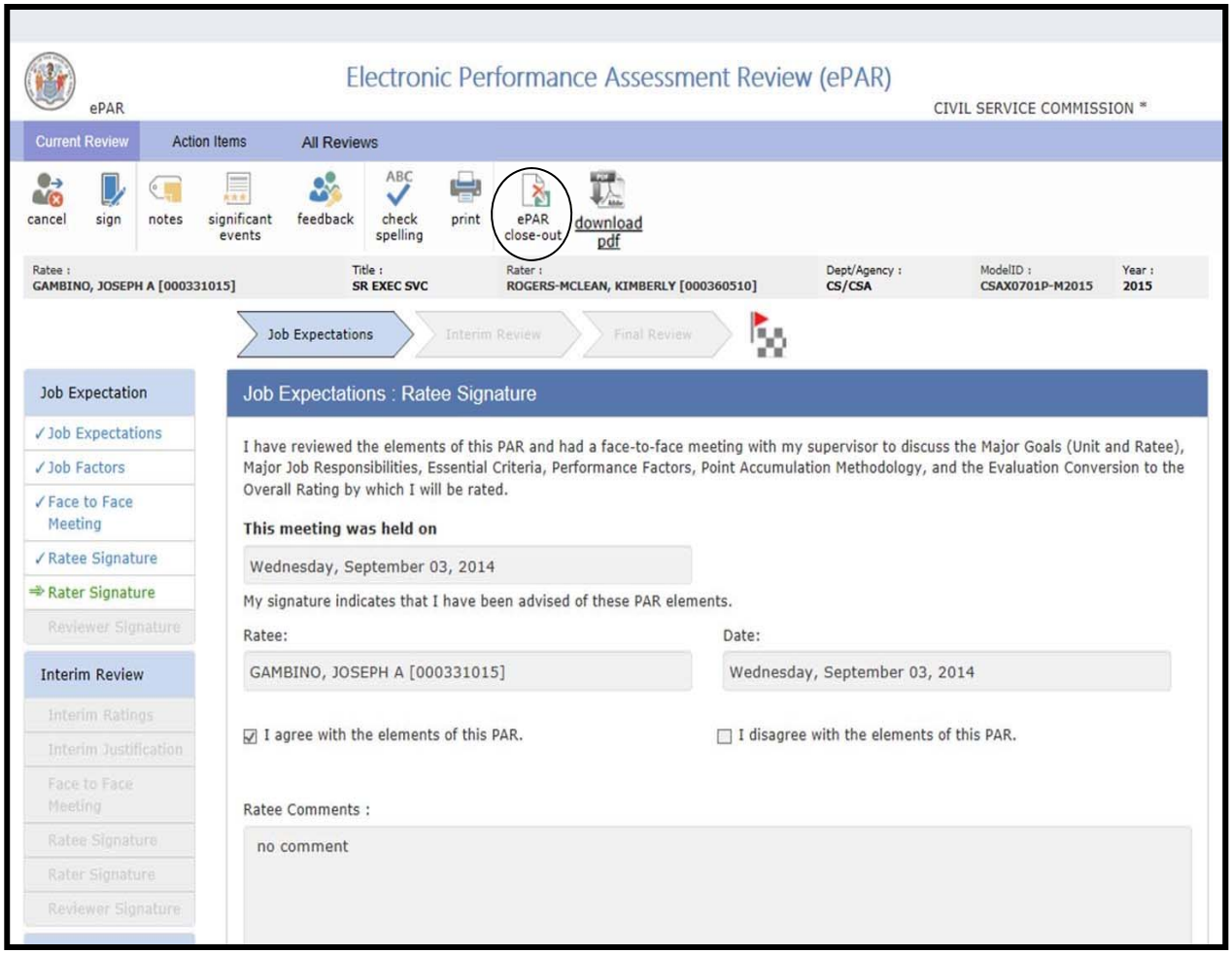


ePAR Close-out

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.

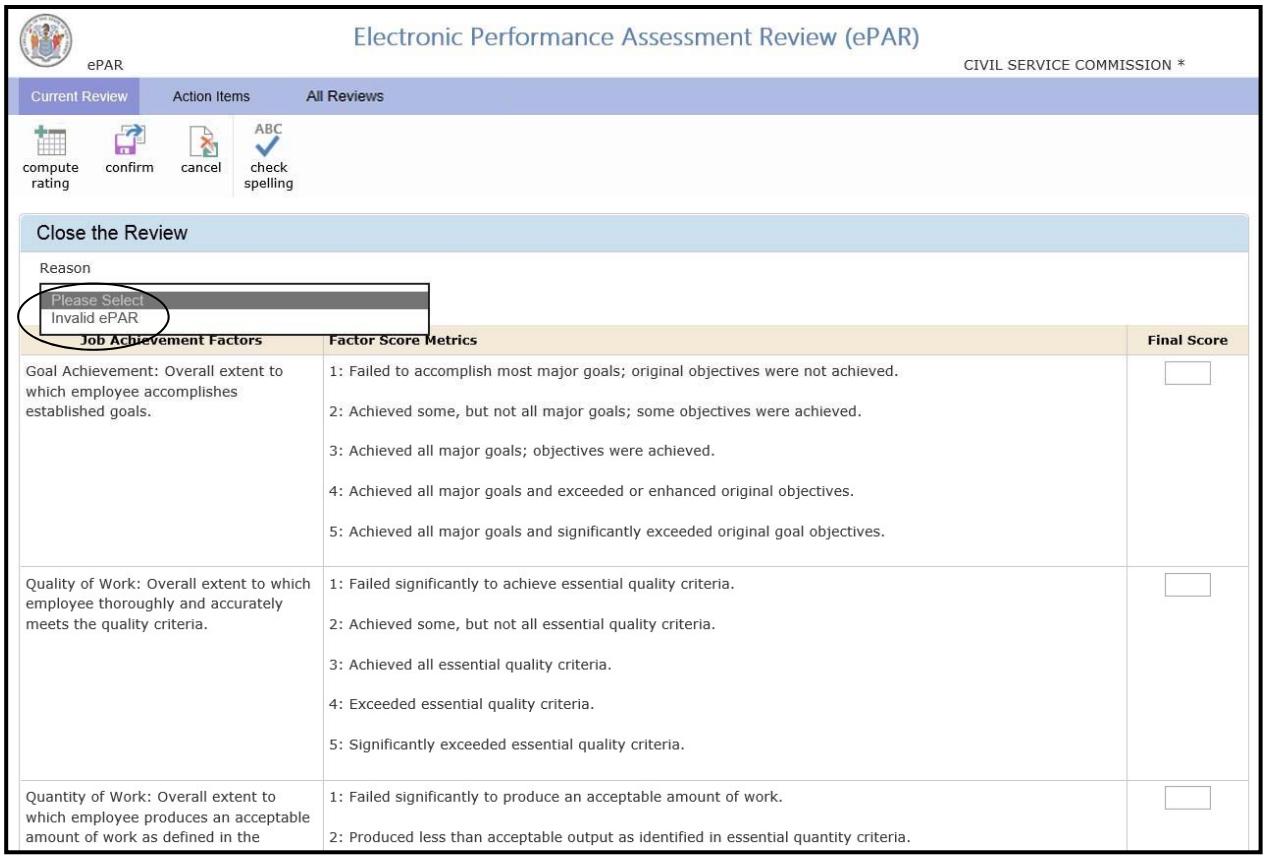


ePAR Close-out

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.

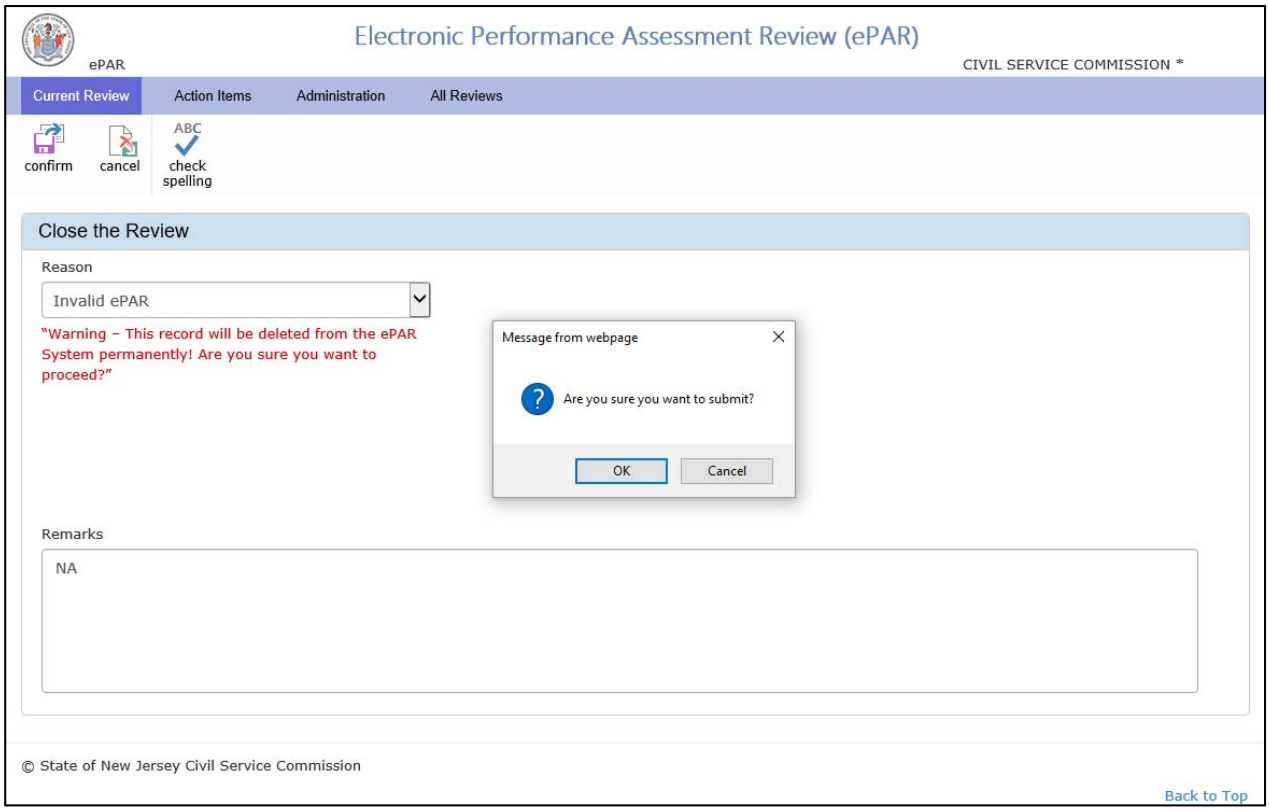
Click the ePAR drop down close-out menu and select **Invalid ePAR.**



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.

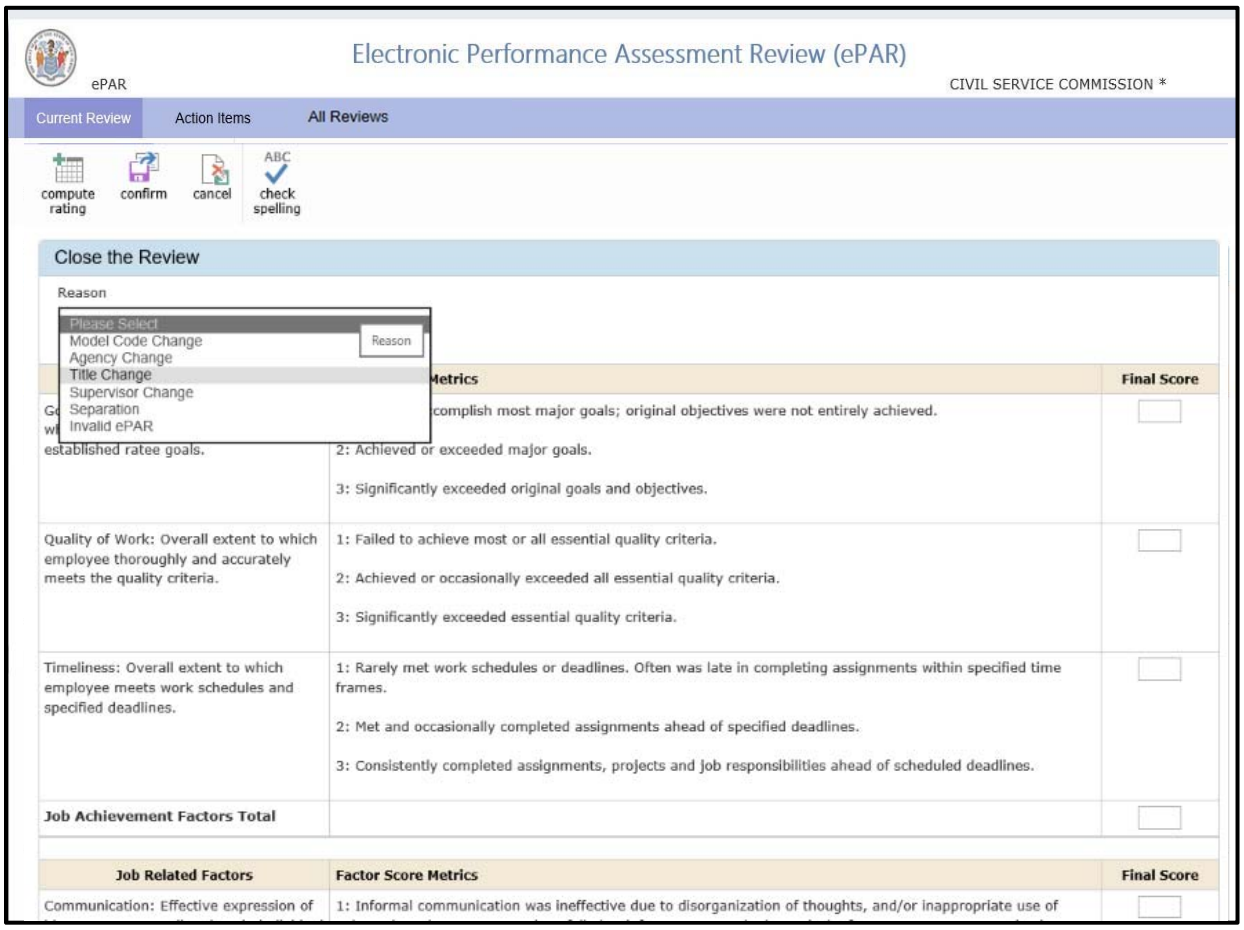


Rater

ePAR Close-out

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

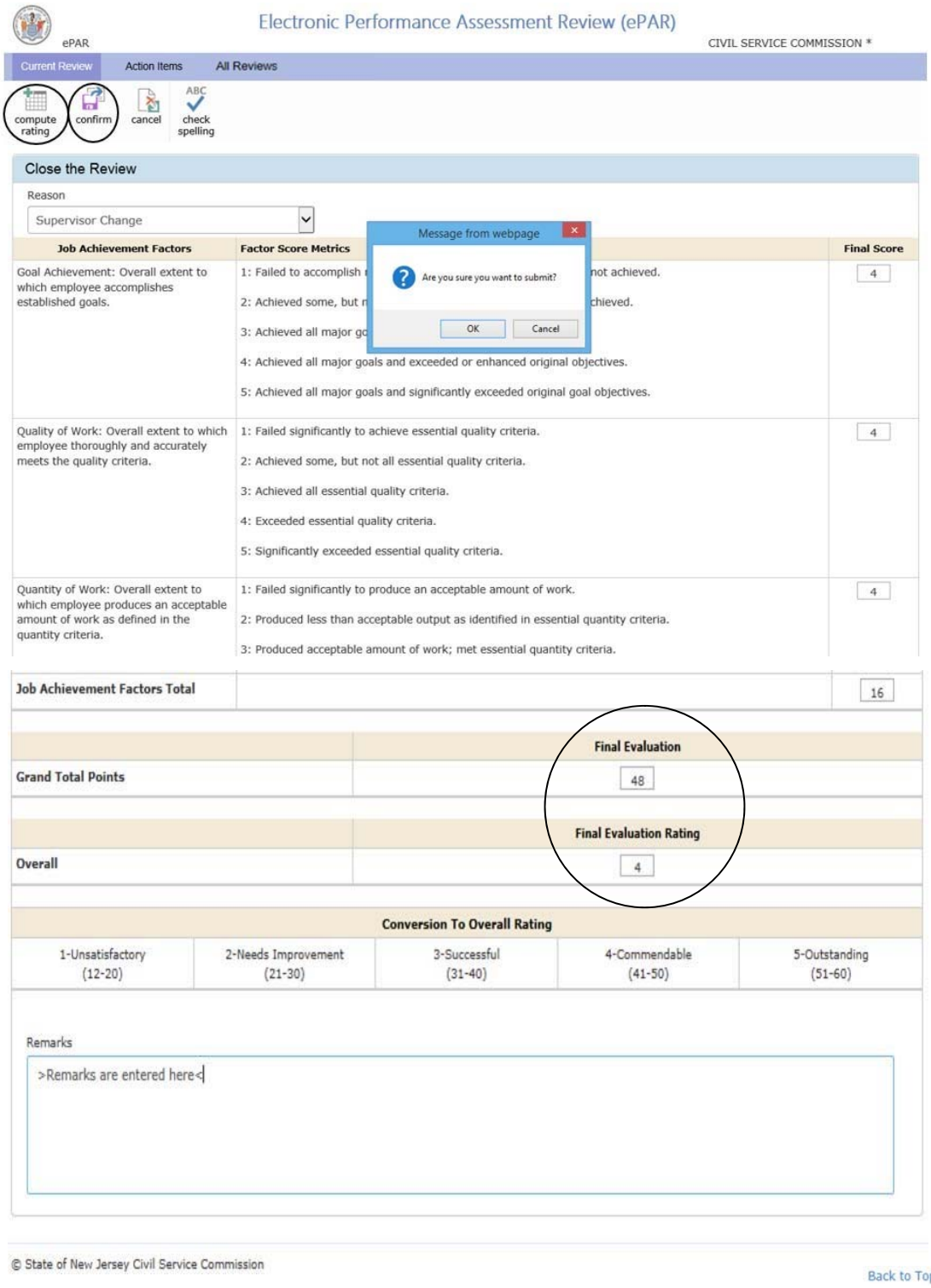
Please note the ePAR close-out in the system is designed to close-out the record.



Rater

ePAR Close-out

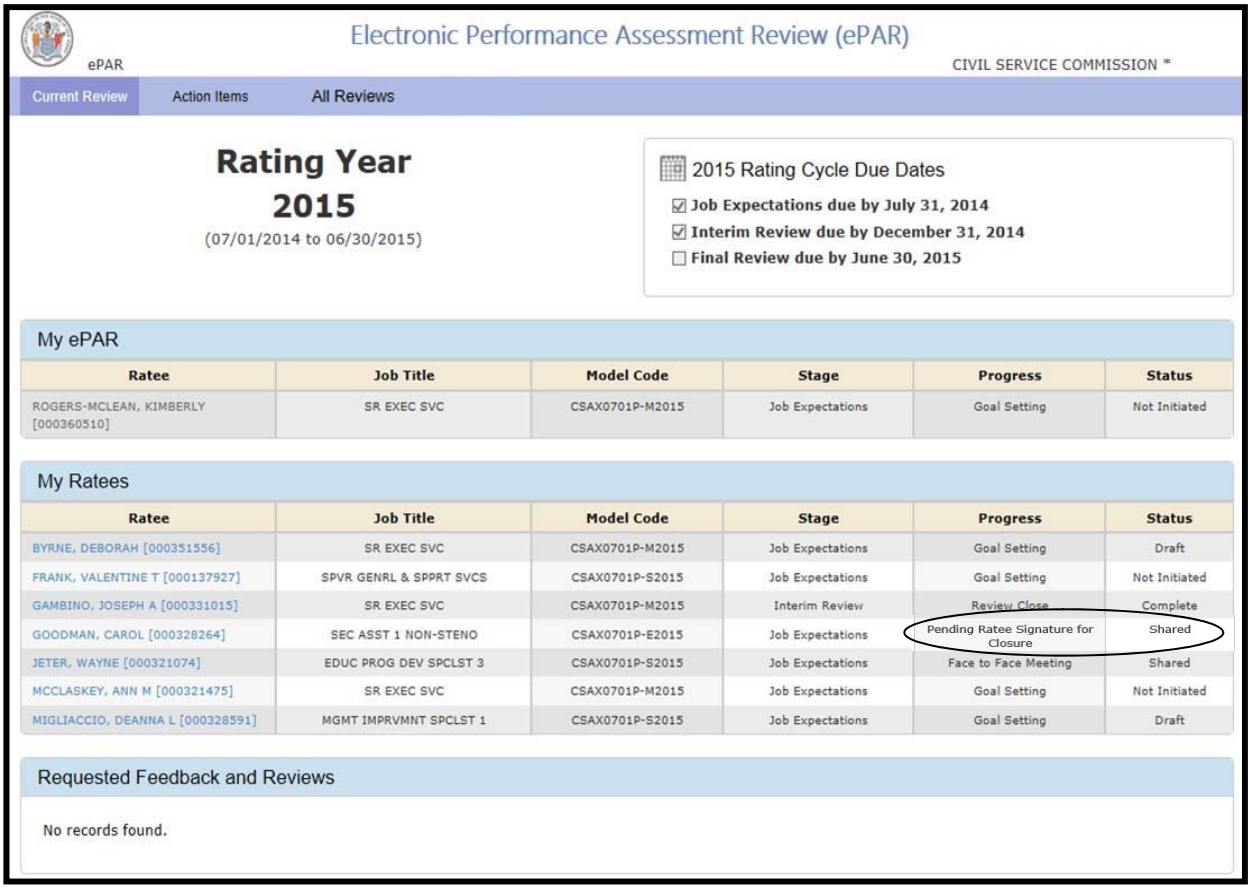
Once you complete the Ratings, go back to the top of the page and click **Compute Rating.** Remarks are required in an ePAR close-out. Click **Confirm**. A confirmation window appears, click **OK**.



Rater's Dashboard

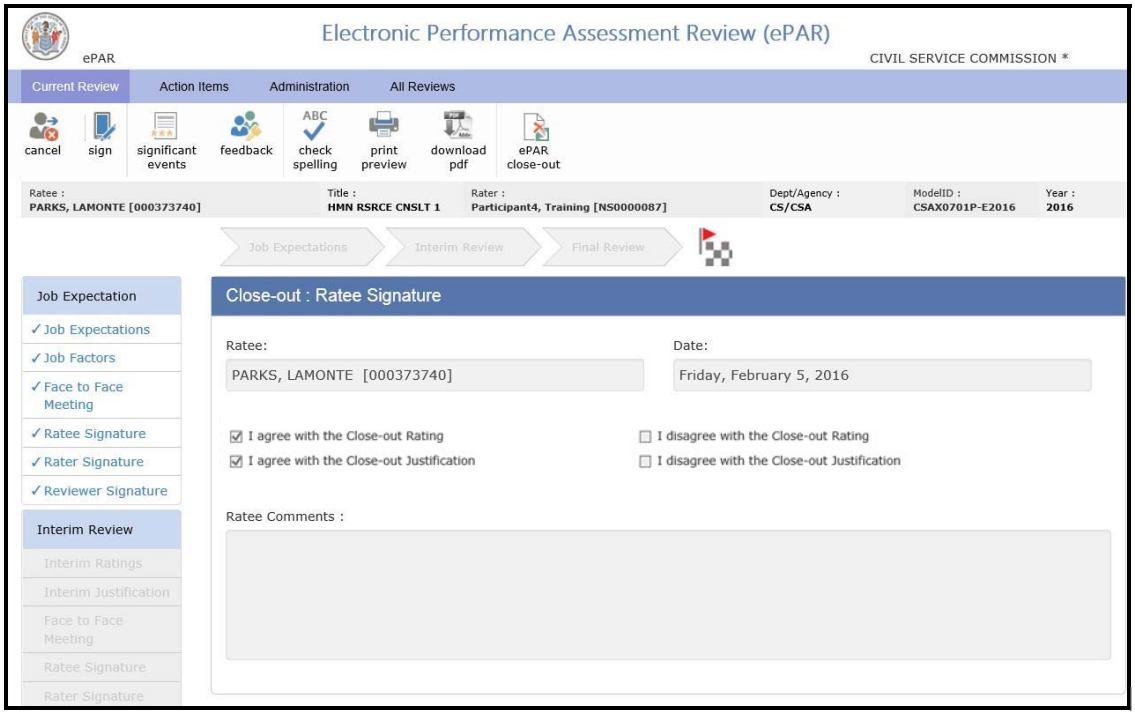
ePAR Close-out

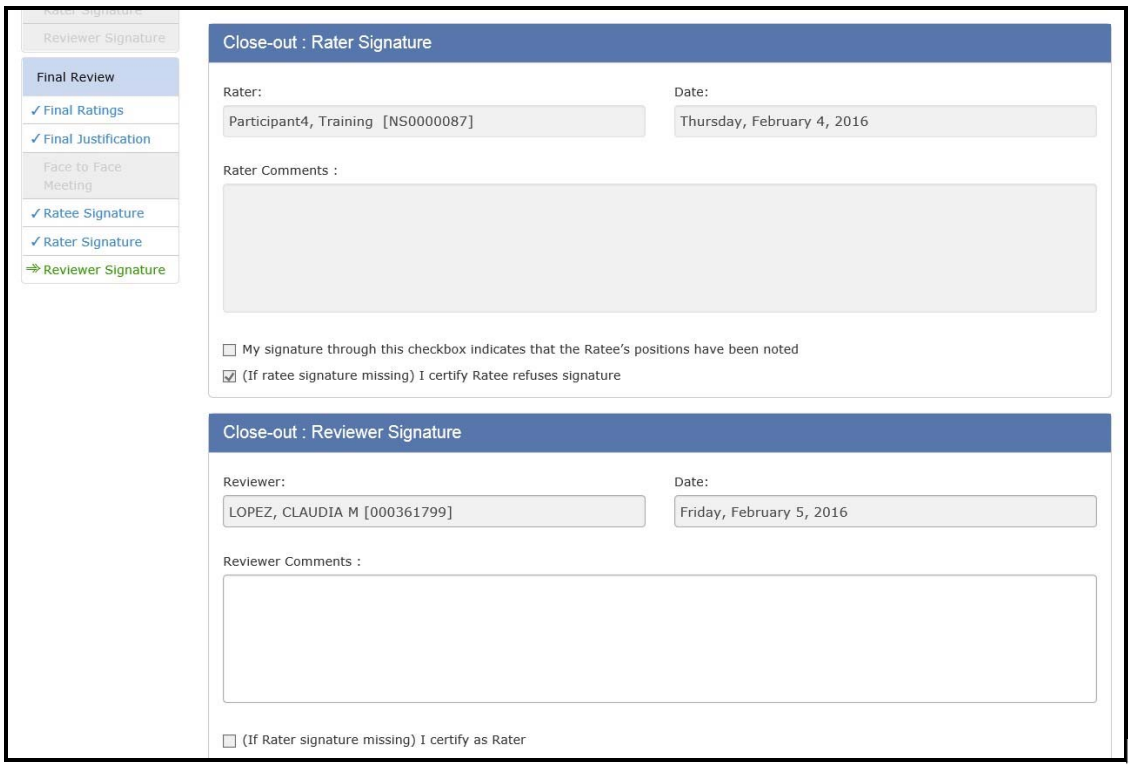
Rater's Dashboard updates. Progress changes to "Pending Ratee Signature for Closure." Status will update to "Shared."



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.



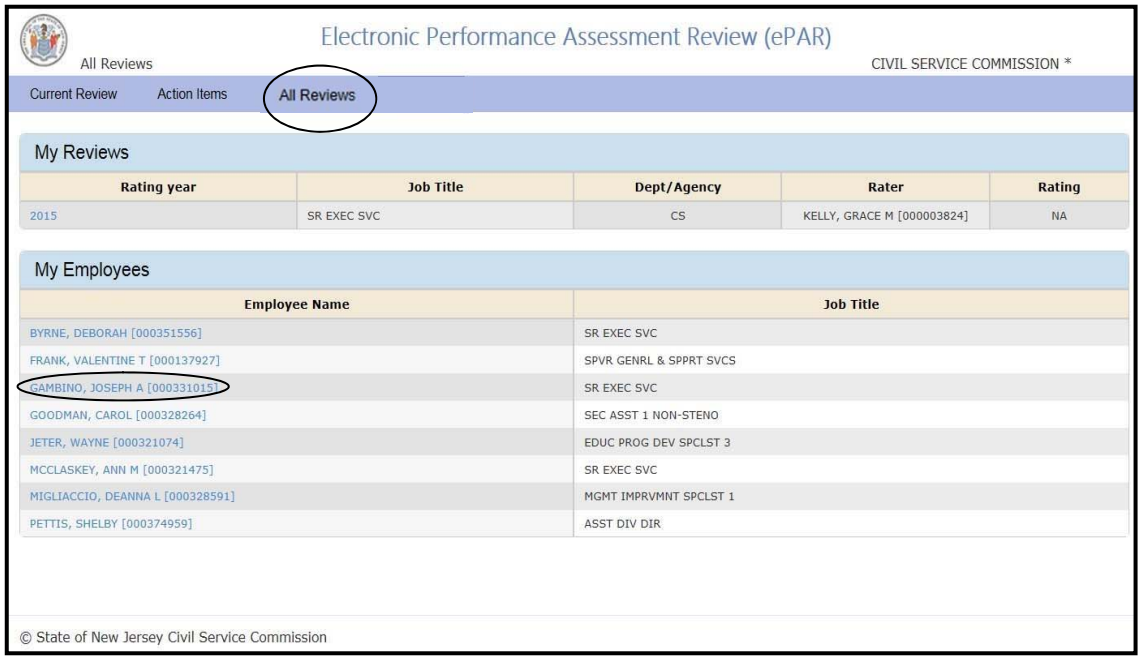


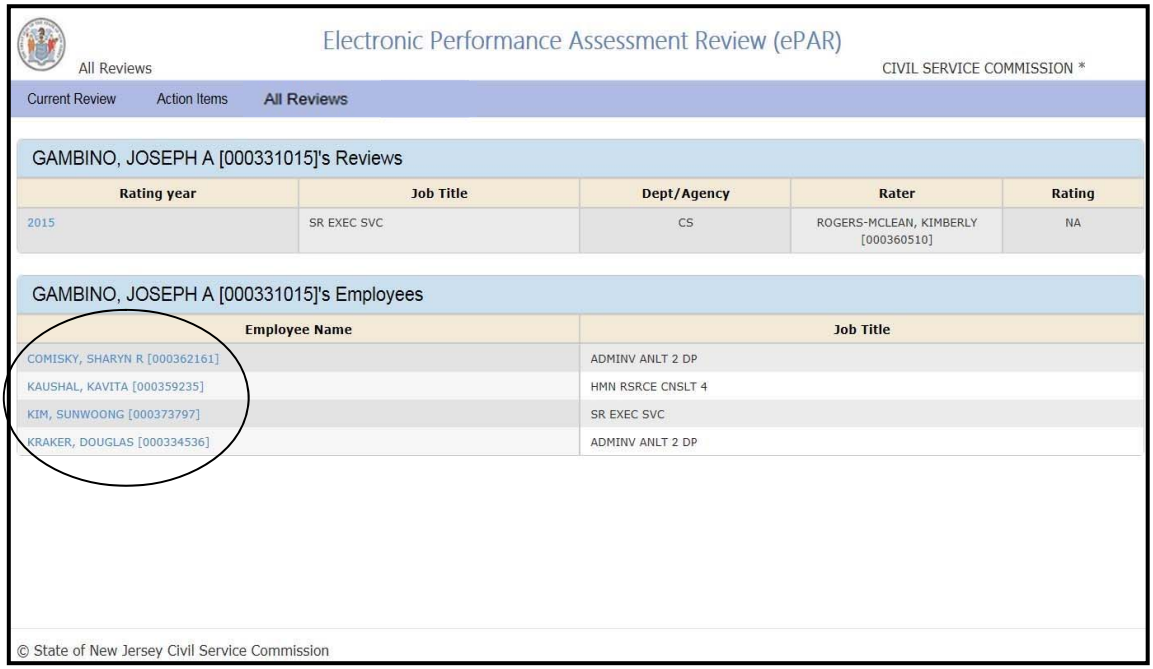
Reviewer

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 Ratees.

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.

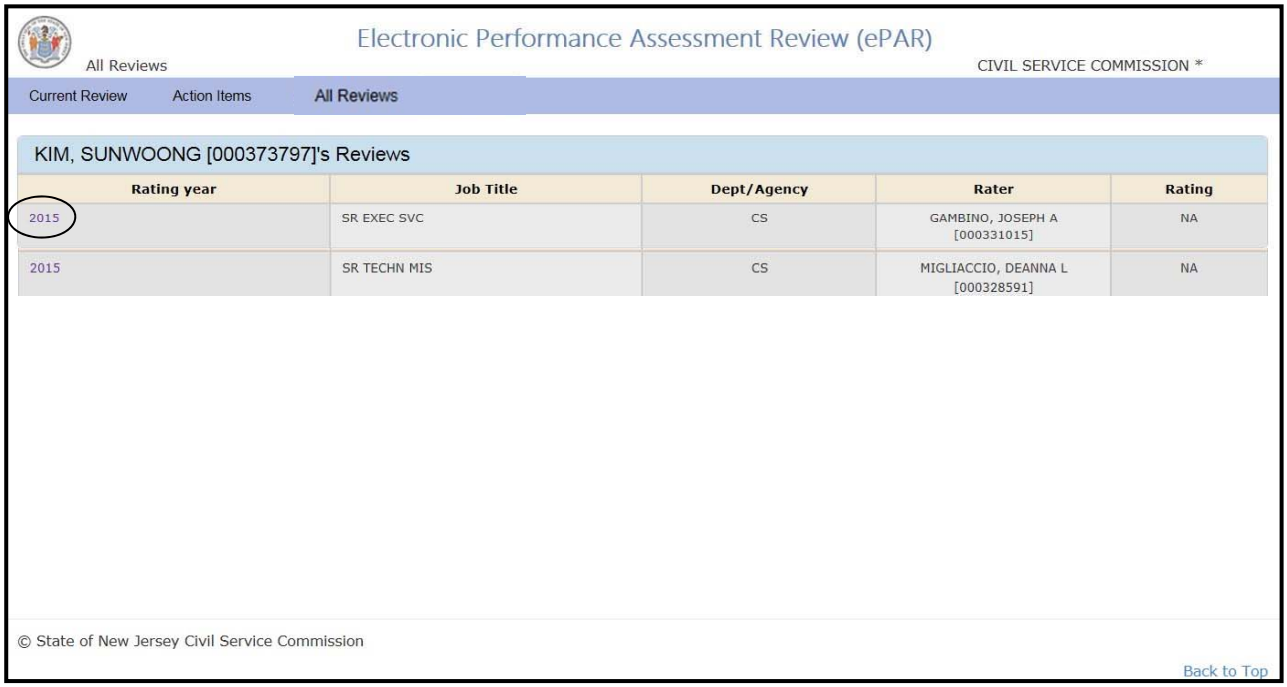




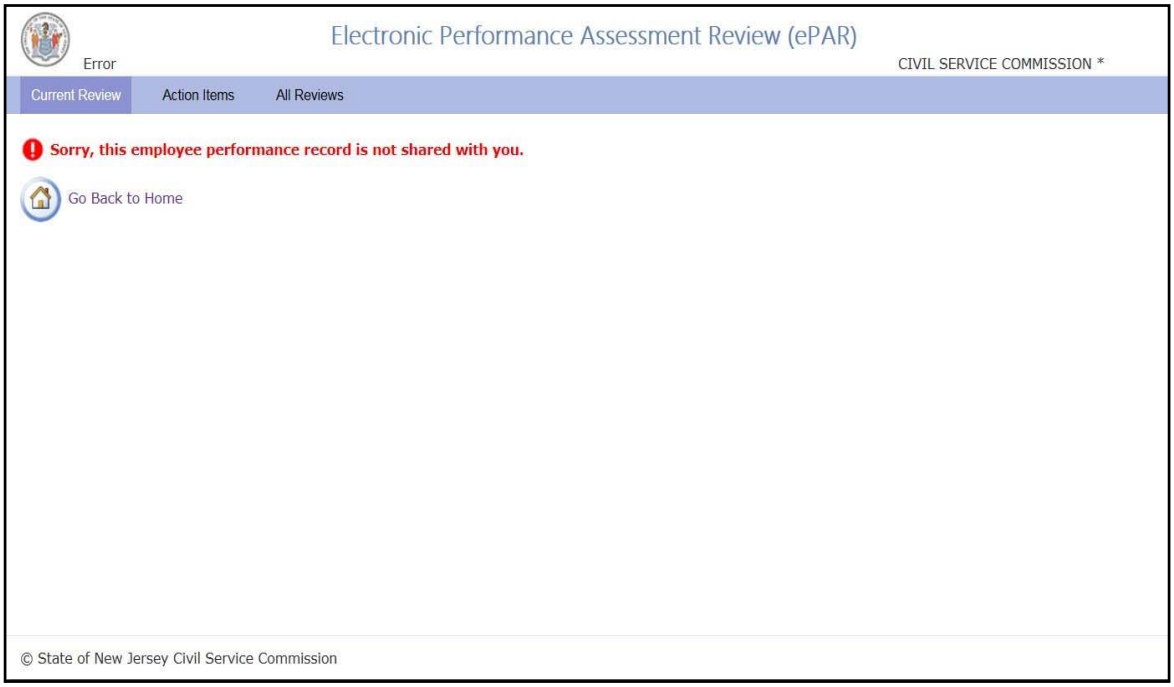
Reviewer

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.



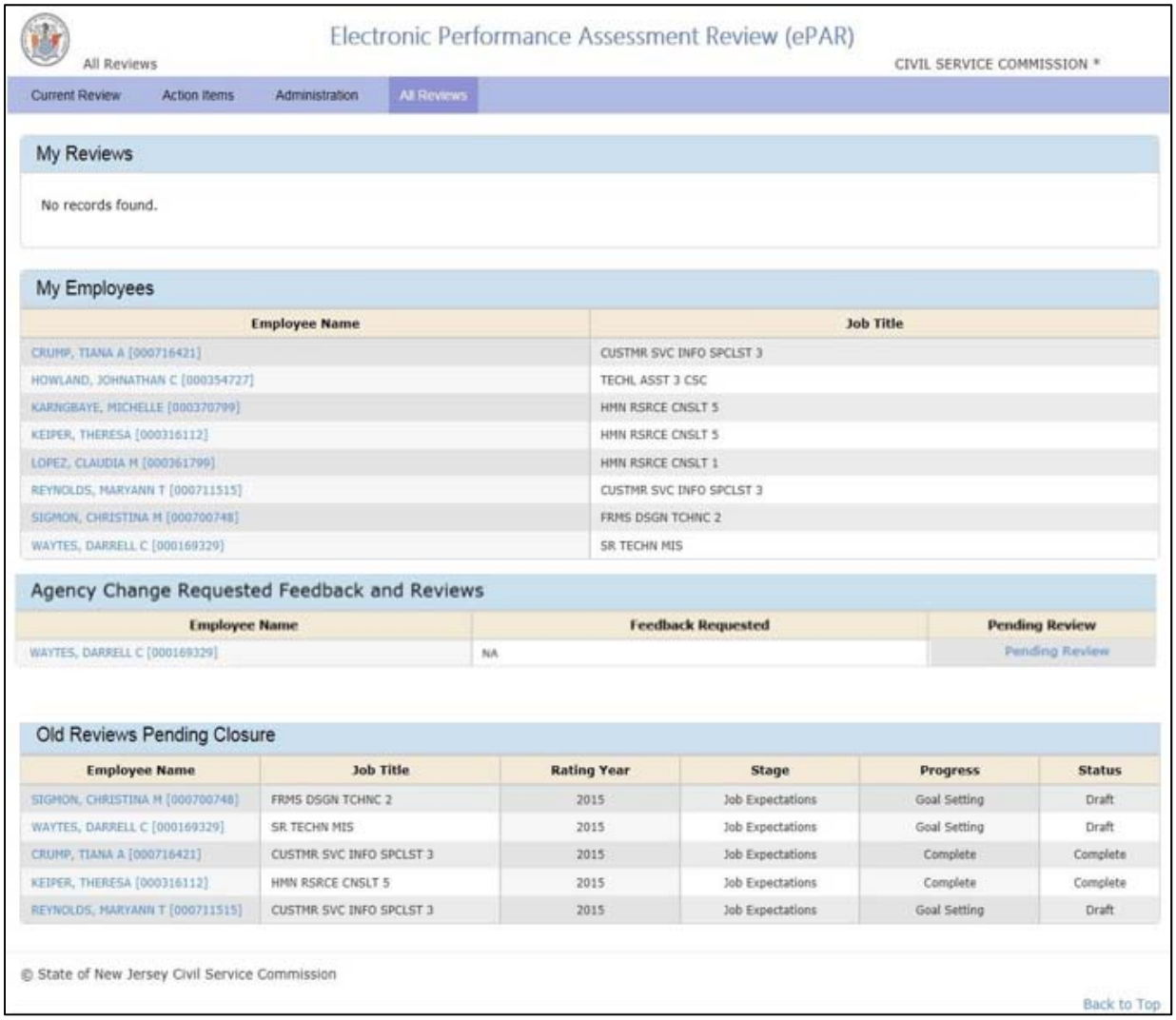
Note: As a Reviewer, you can only access an employee's ePAR if the Rater is assign to you. If the Rater is not the Reviewer's Ratee, then the Reviewer will see the screen below.



Reviewer

ePAR Close-out

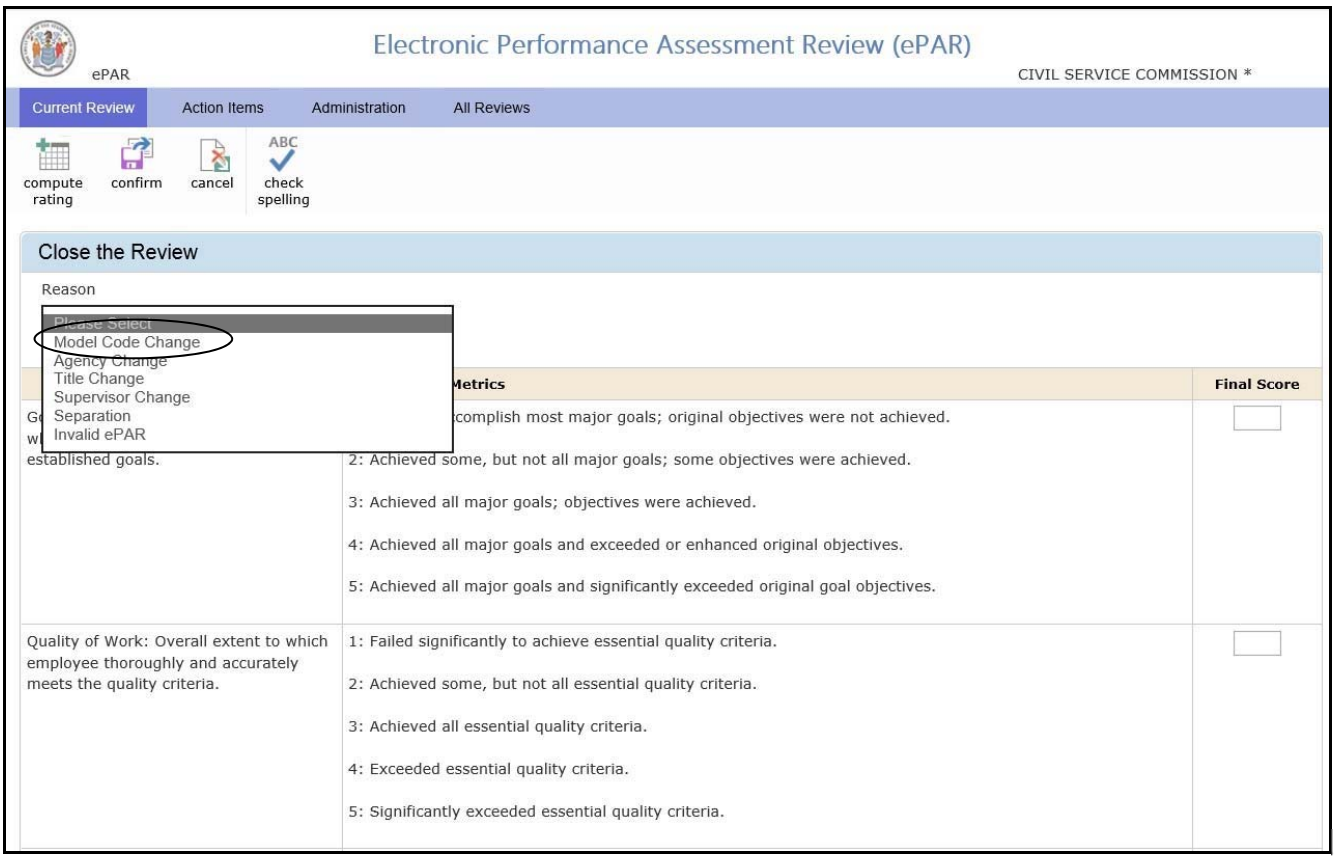
A Reviewer can now close a pending evaluation for Ratees who transfer to another agency. Reviewers can find their former employees' records in the All Reviews section under Agency Change Requested Feedback and Reviews.



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.

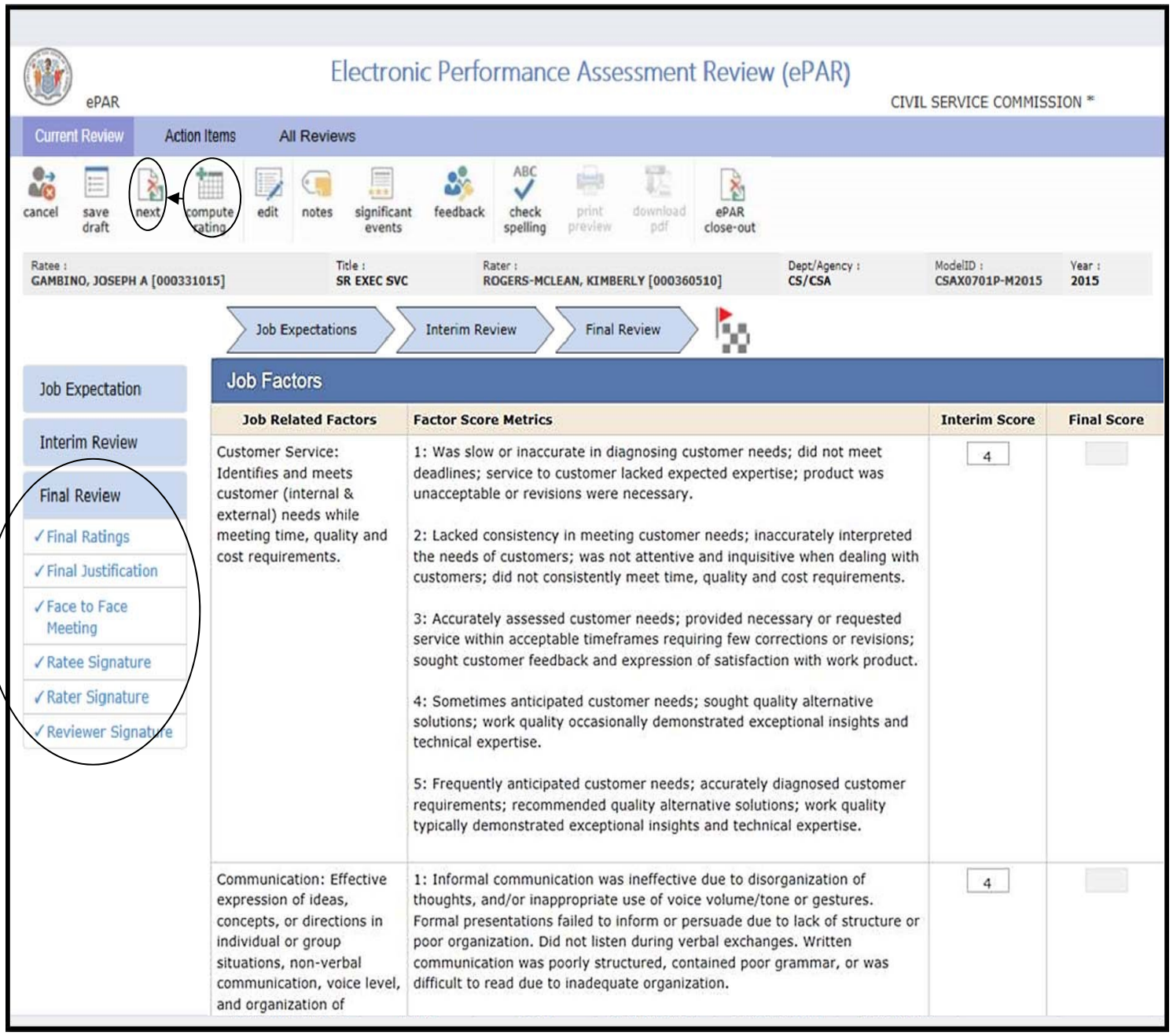


Final Review

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.

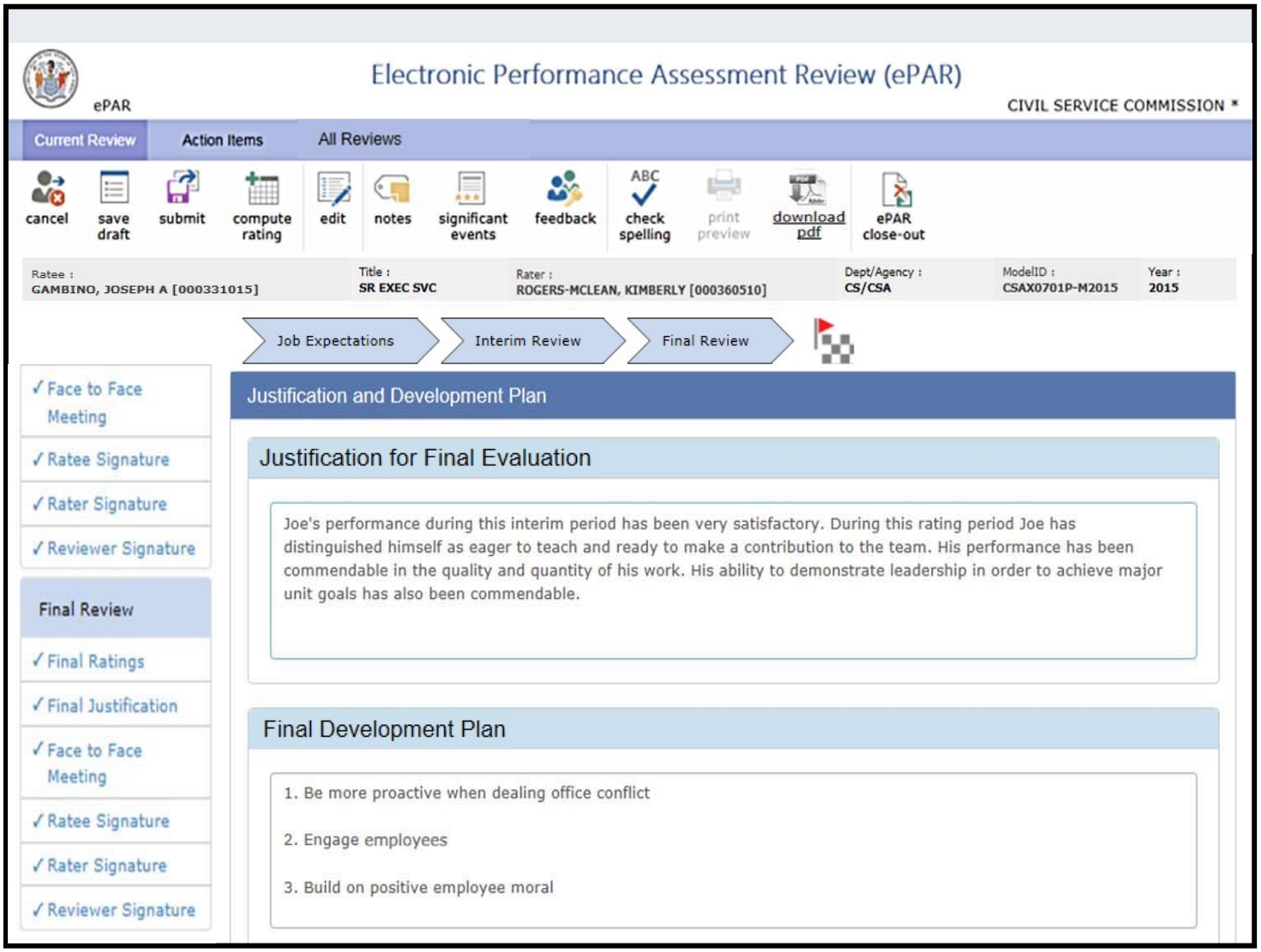
To complete the Final Review, repeat the steps of the Interim Process.

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



Final Review

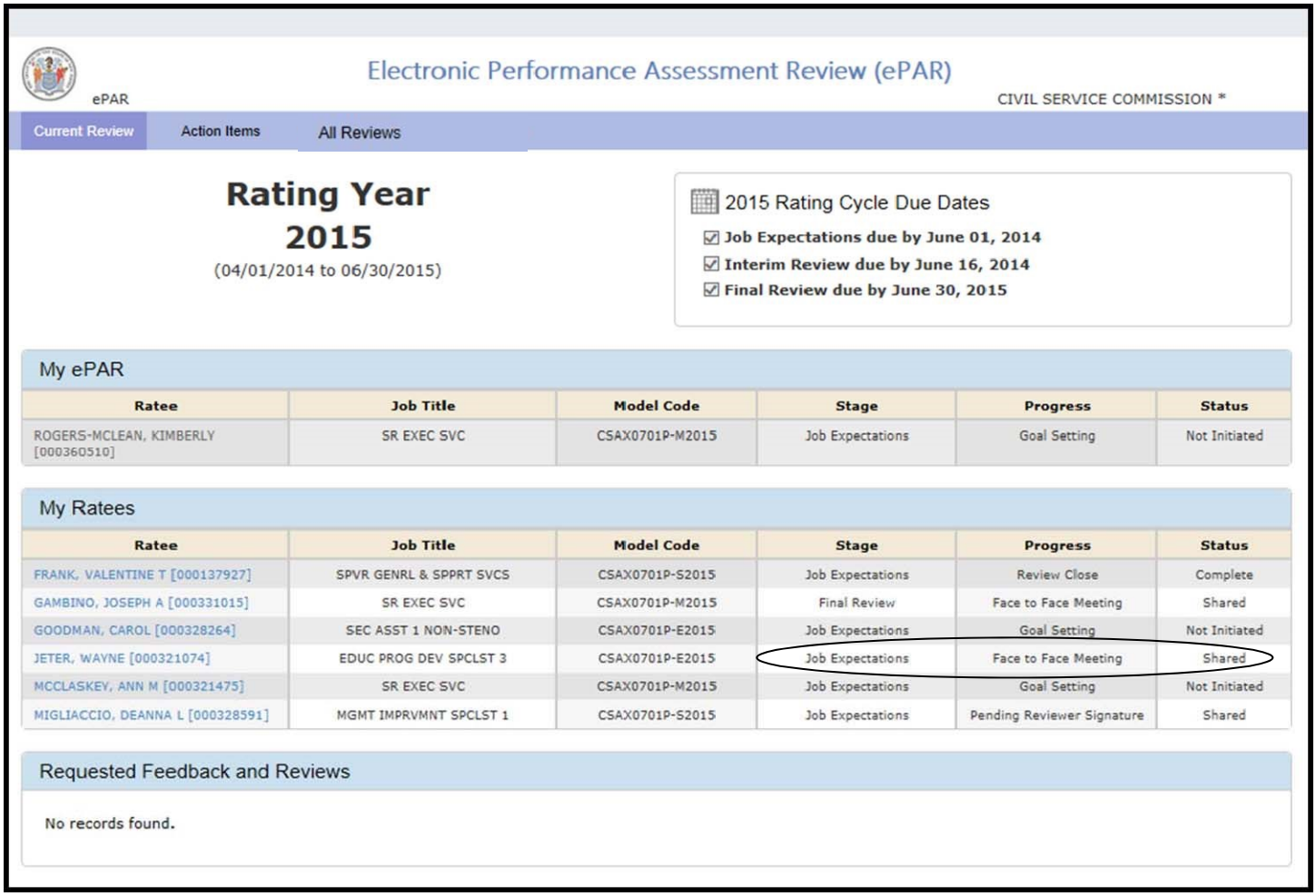
Complete the Justification, then click the **Submit** button. The submission notifies Ratee that the Final Review is complete and ready to be discussed at the Face-to-Face meeting.



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.



Final Review

Ratee & Rater

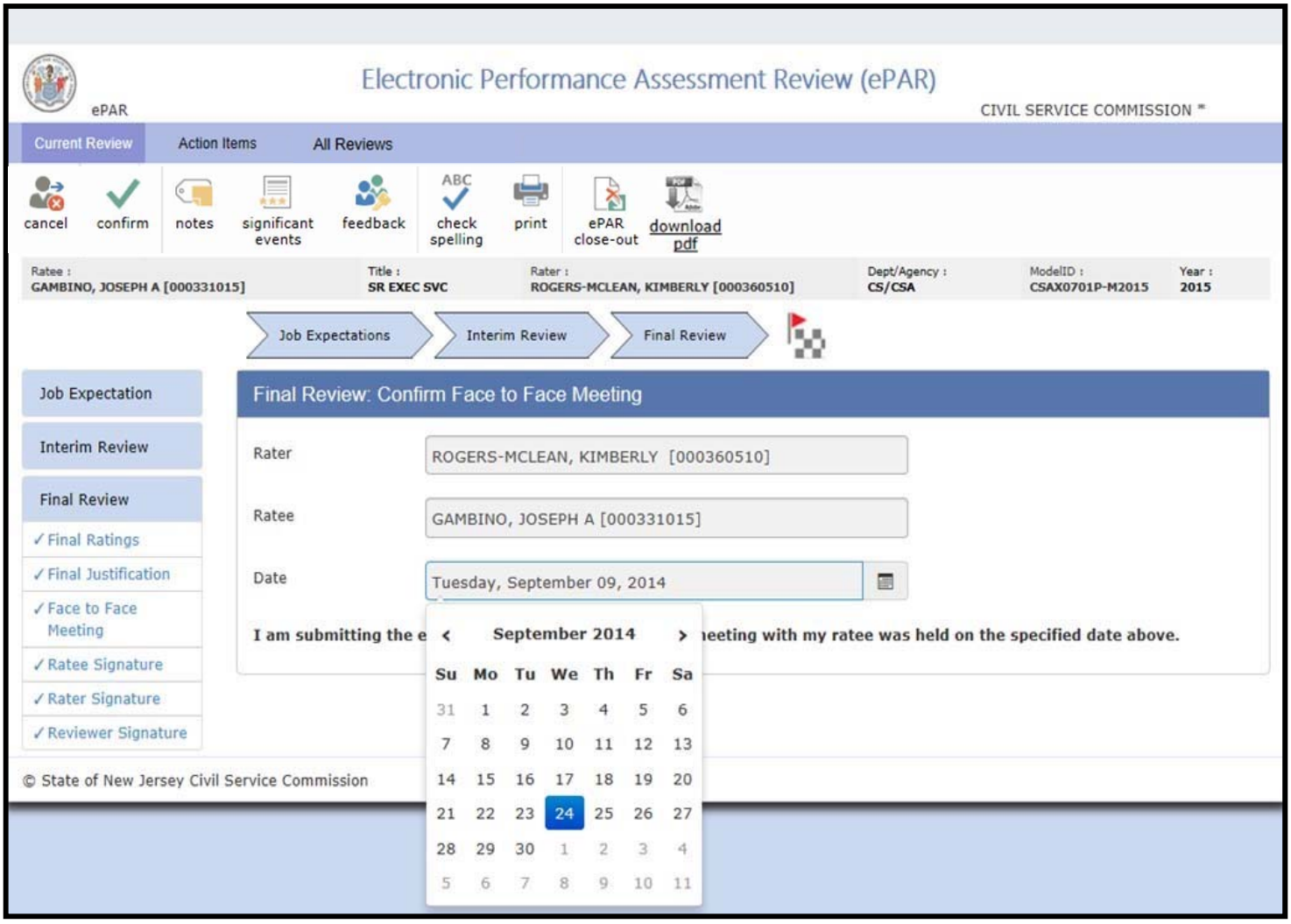
The **Face-to-Face meeting** must be scheduled off line. Utilize email, Outlook or other tools to schedule the meeting. This meeting is the opportunity for the Rater and Ratee to discuss the **Final Review**.

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.

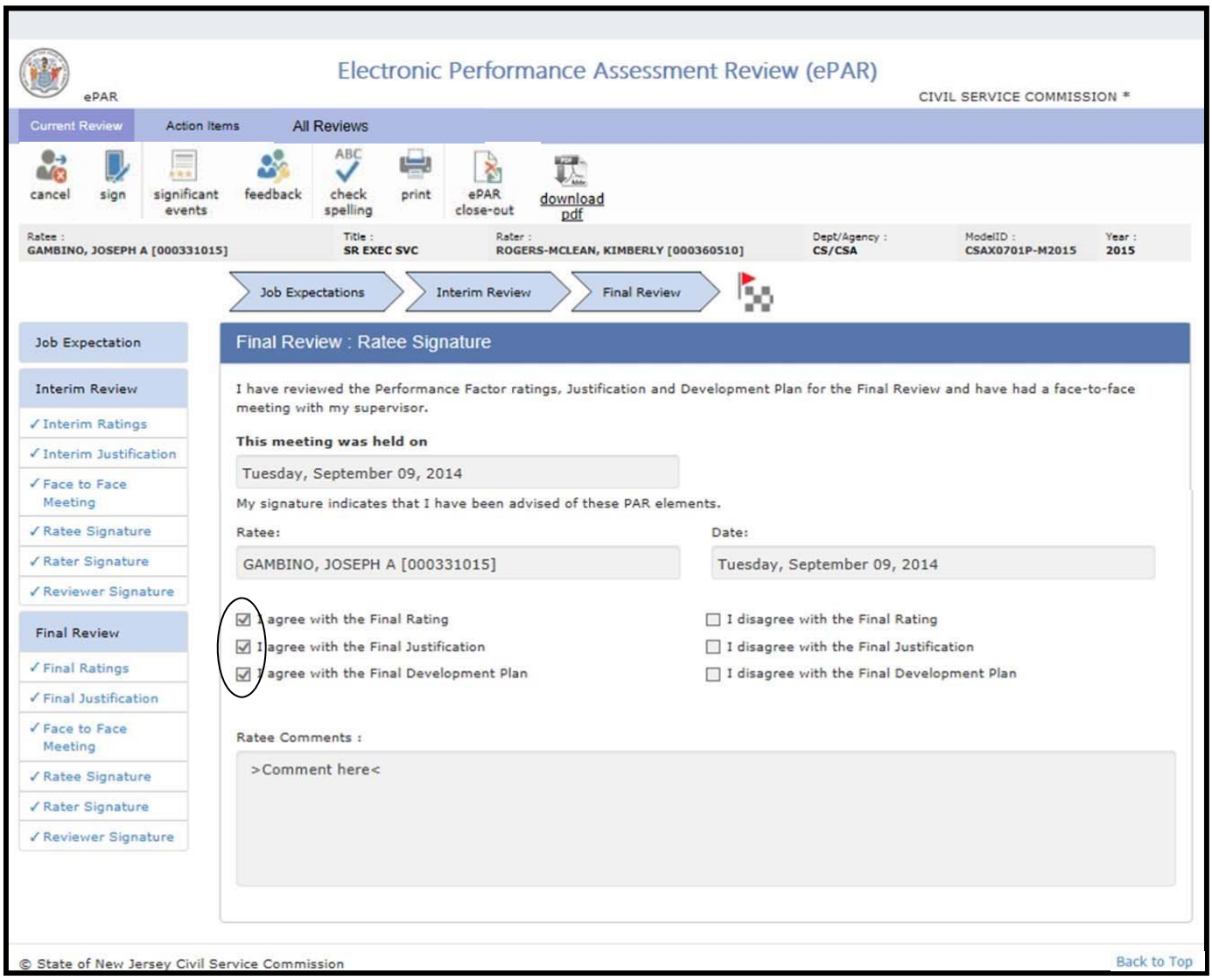


Final Review

Ratee

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

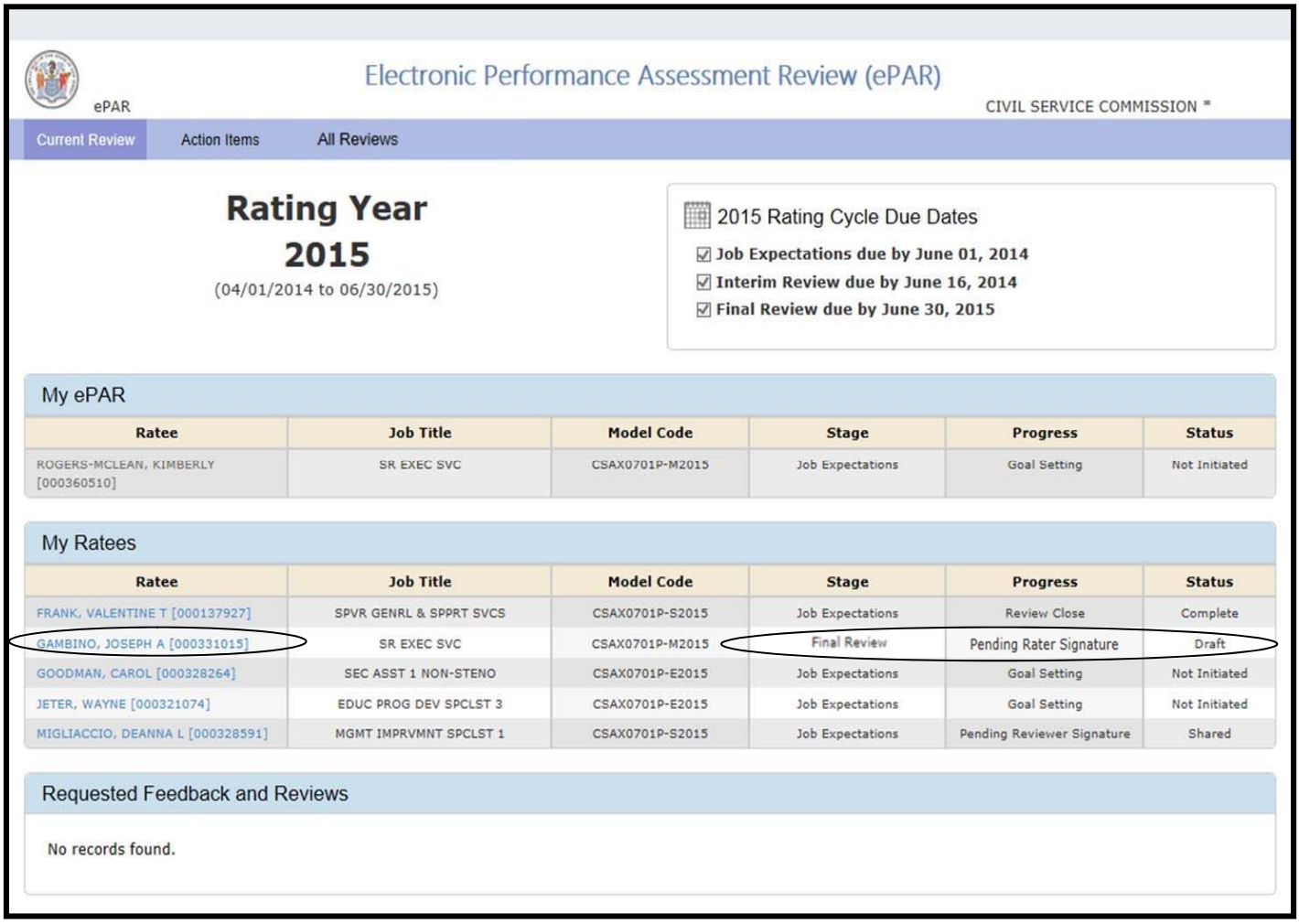
Check the **Agree** or **Disagree** box for the Final Rating, Justification, and Development Plan. Add **Ratee comments** if desired. **Comments** are part of the official record and allow any and all parties to provide feedback. The system allows only for 2000 characters with space.
Click **Sign** to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



Final Review

Rater

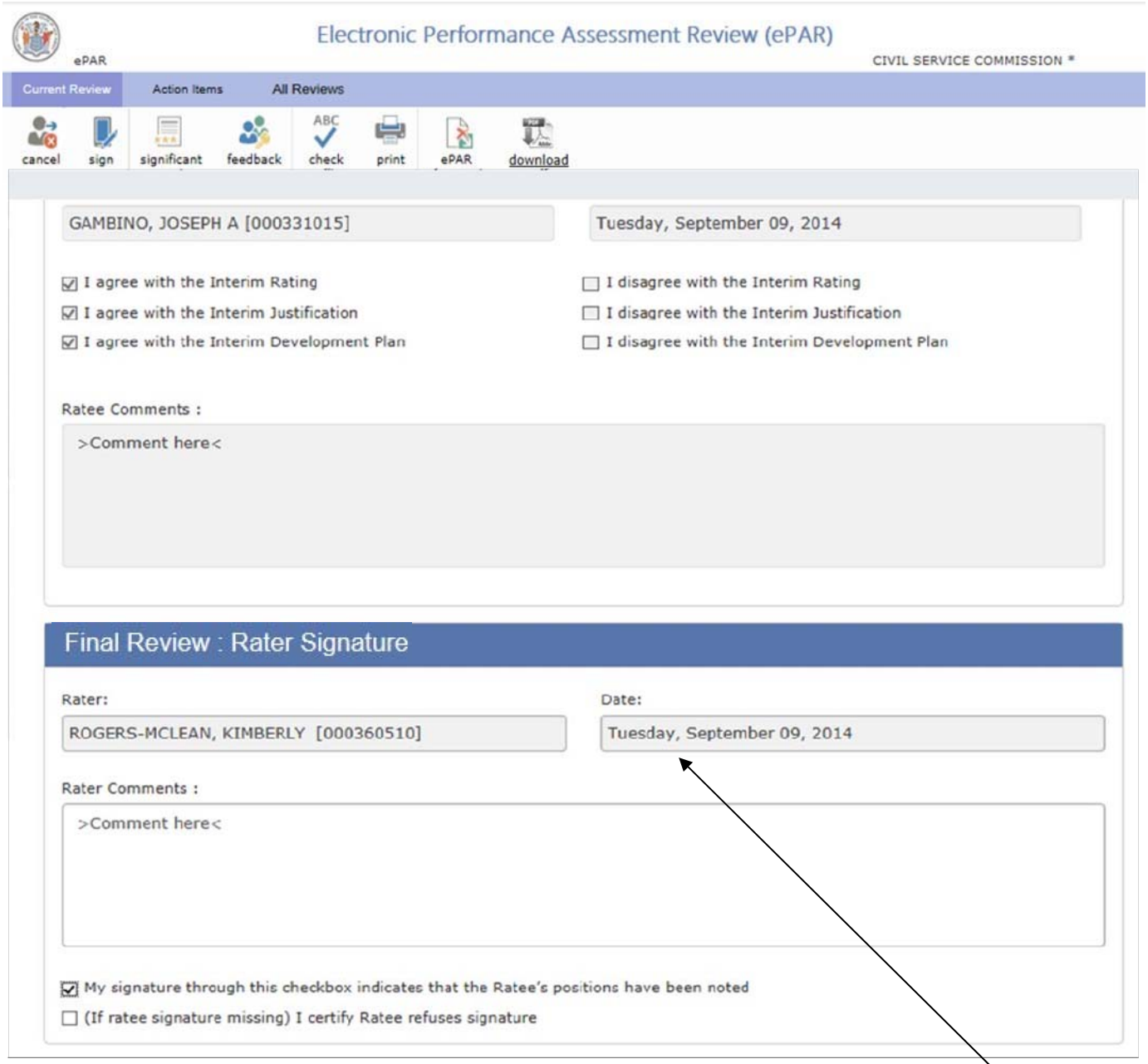
Select Ratee's name from the Dashboard by clicking on it.



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.

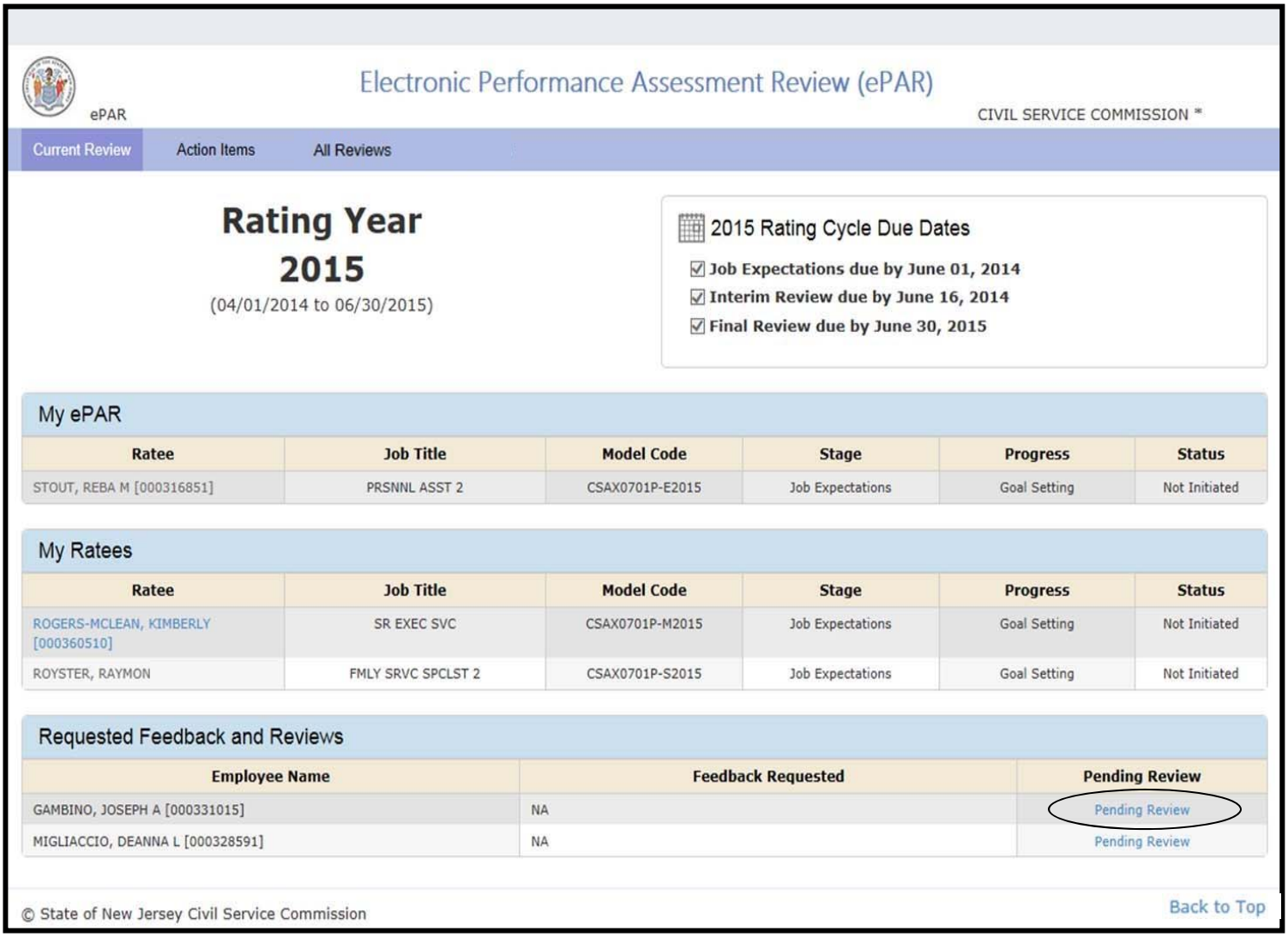


System will display current date.

Final Review

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

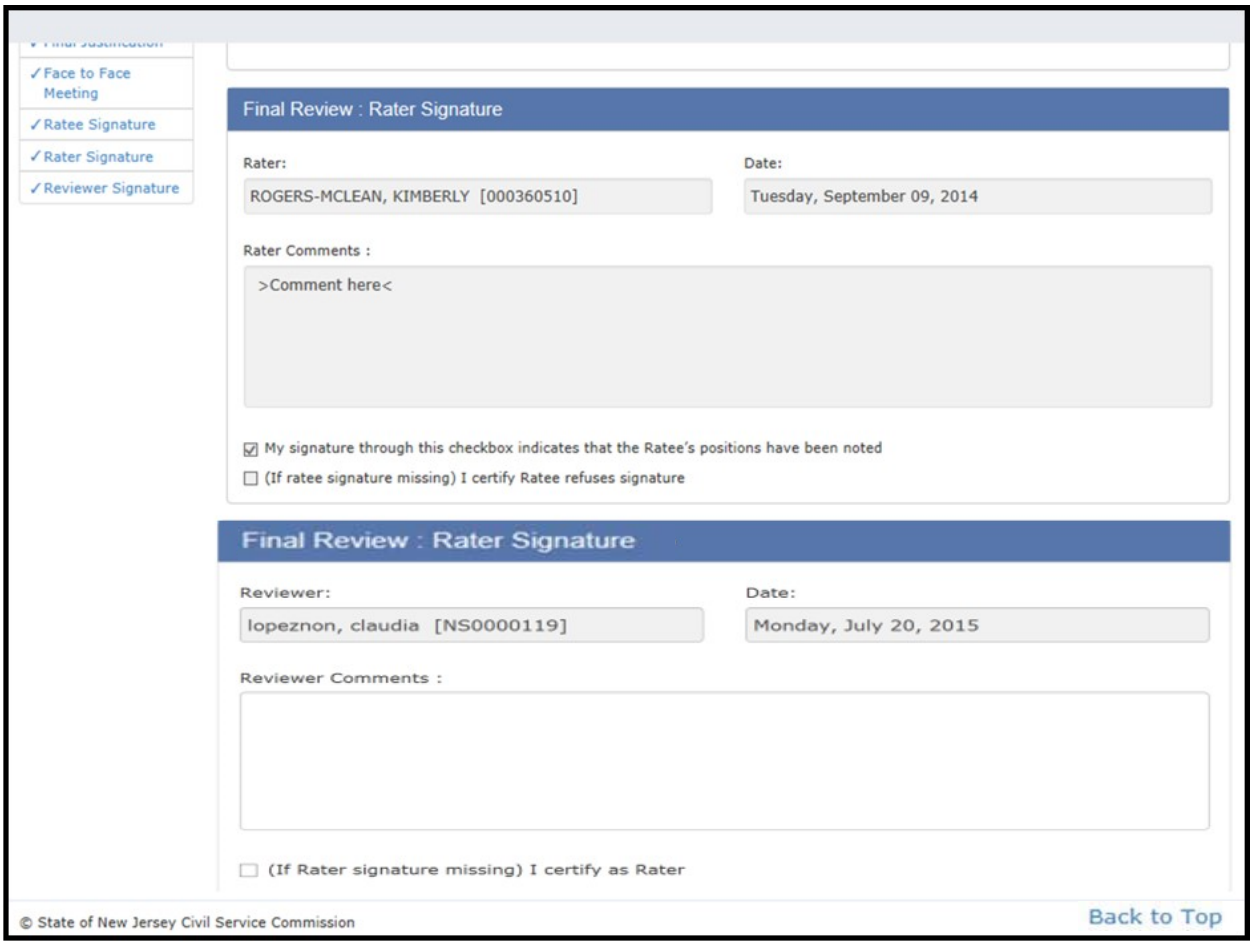
From the Dashboard, select the **employee** by clicking on **Pending Review** in the **Requested Feedback and Reviews** section.



Final Review

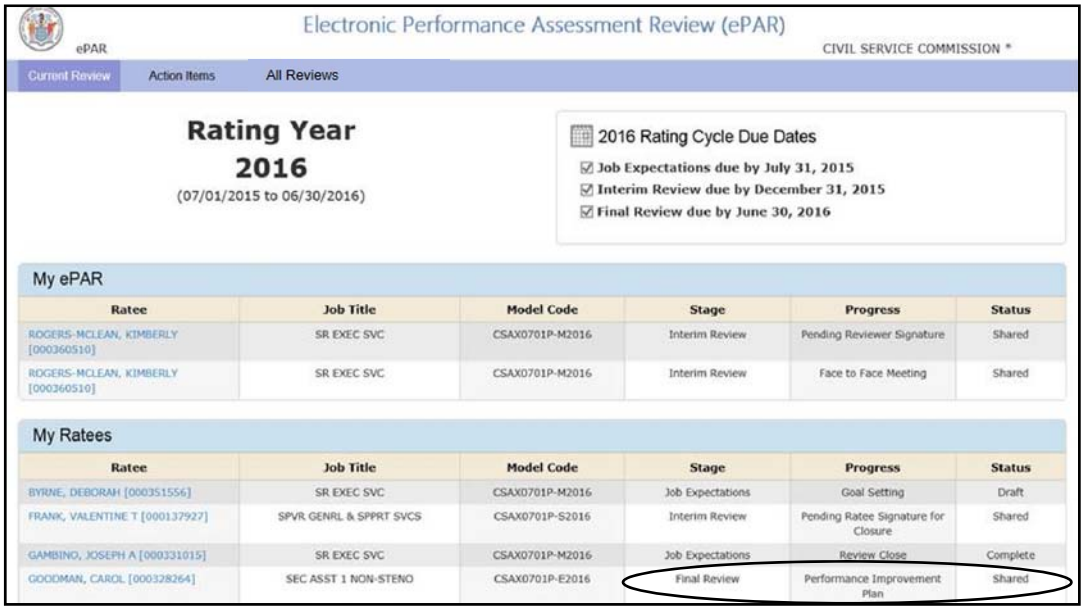
Reviewer's First and Last Name will display in the Reviewer Signature box for the Ratee under review. Add Reviewer comments, if necessary. **Comments** are part of the official record and allow any and all parties to provide feedback. The system allows only for 2000 characters with space.

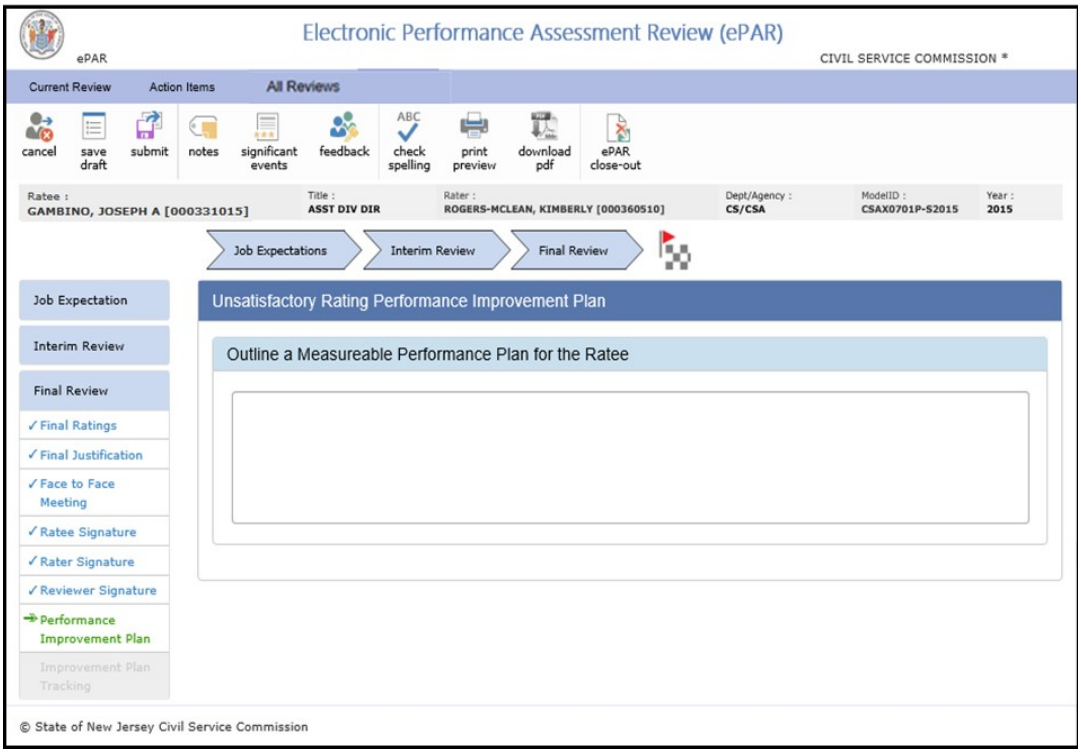
Click **Sign.** A system-generated e-mail is sent to the Ratee and Rater indicating that the ePAR has been reviewed and signed.



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.



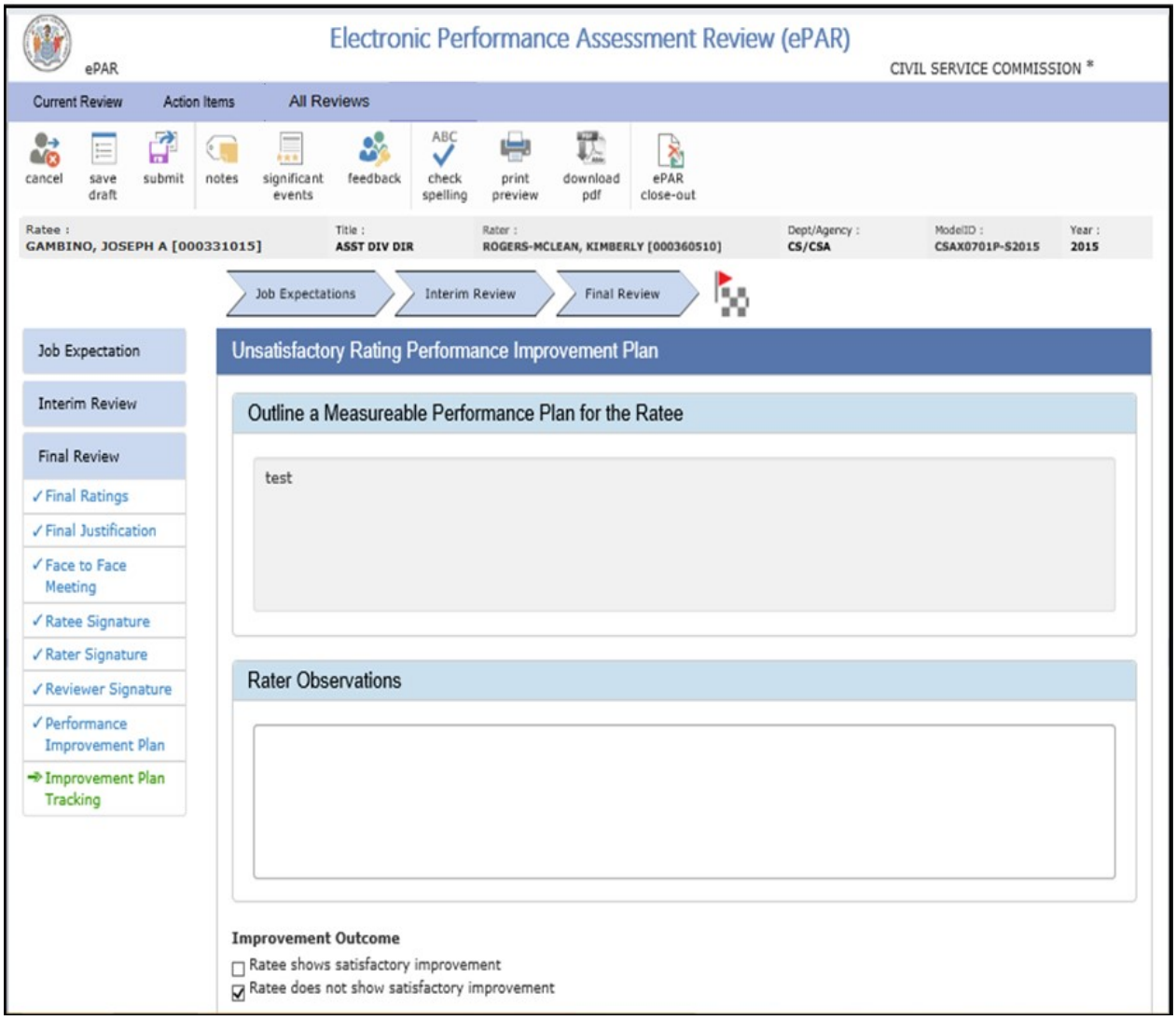


Rater

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.

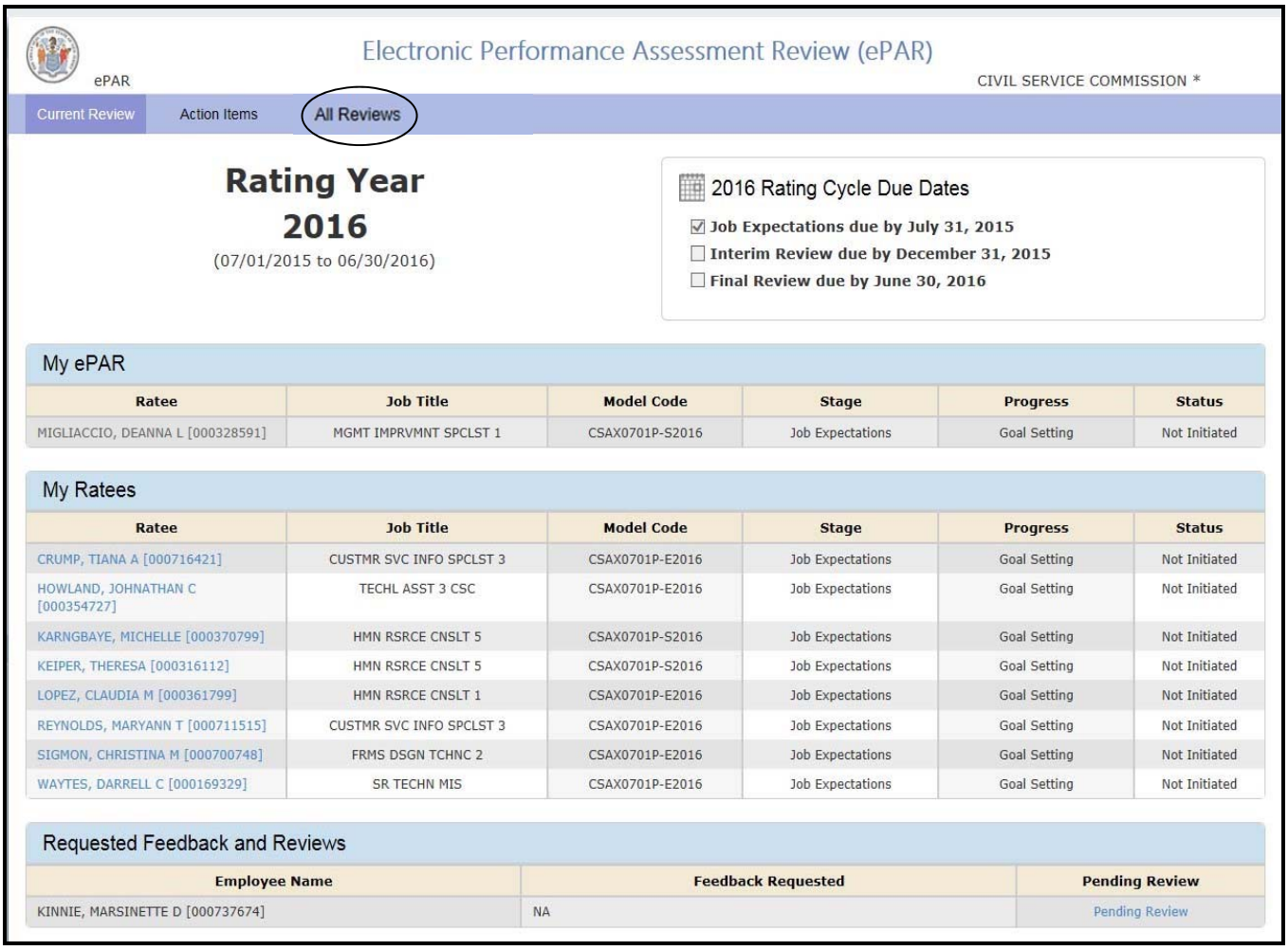
Note: no signatures are needed in this section of the ePAR record.



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.

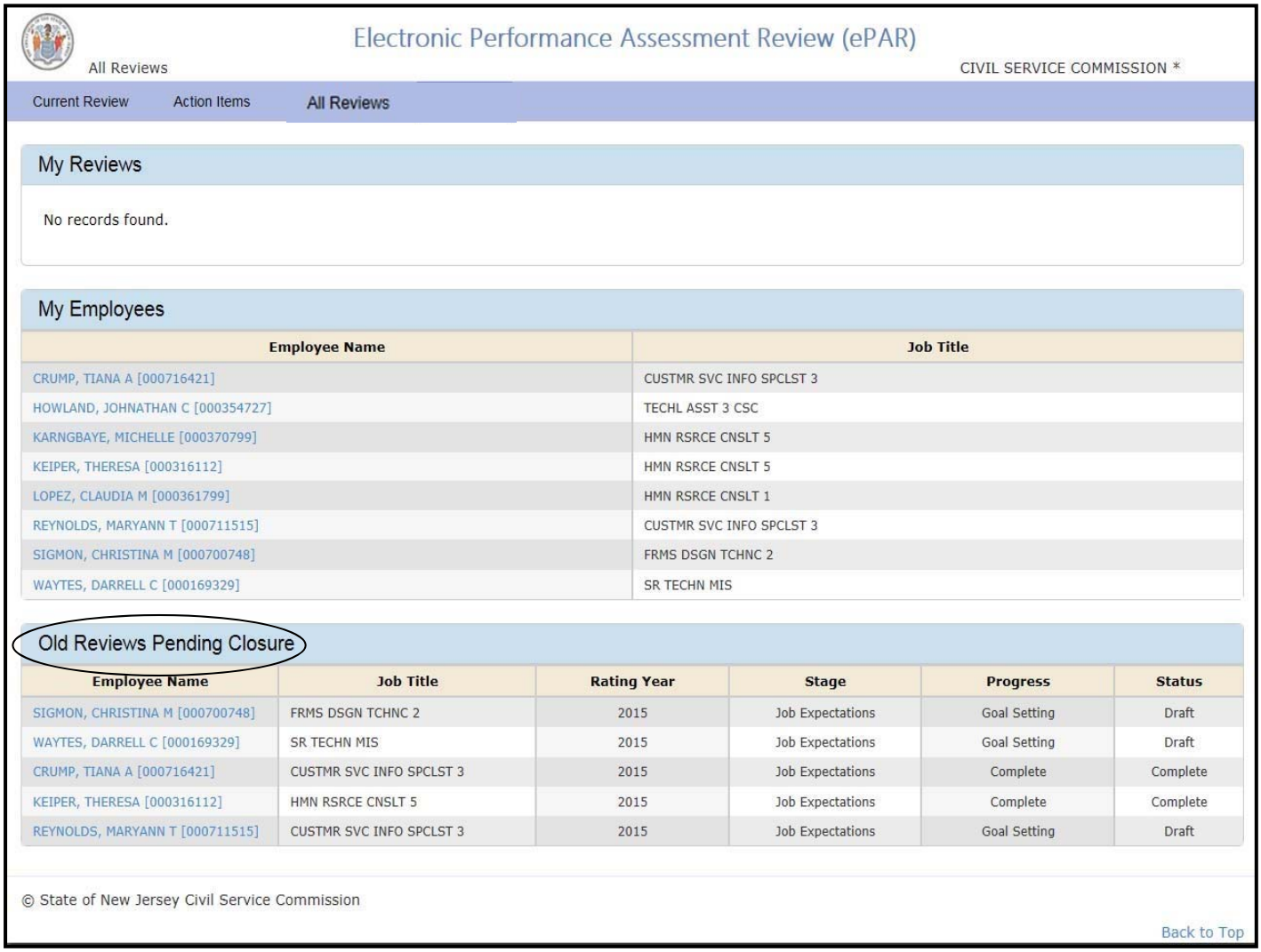


Rater

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

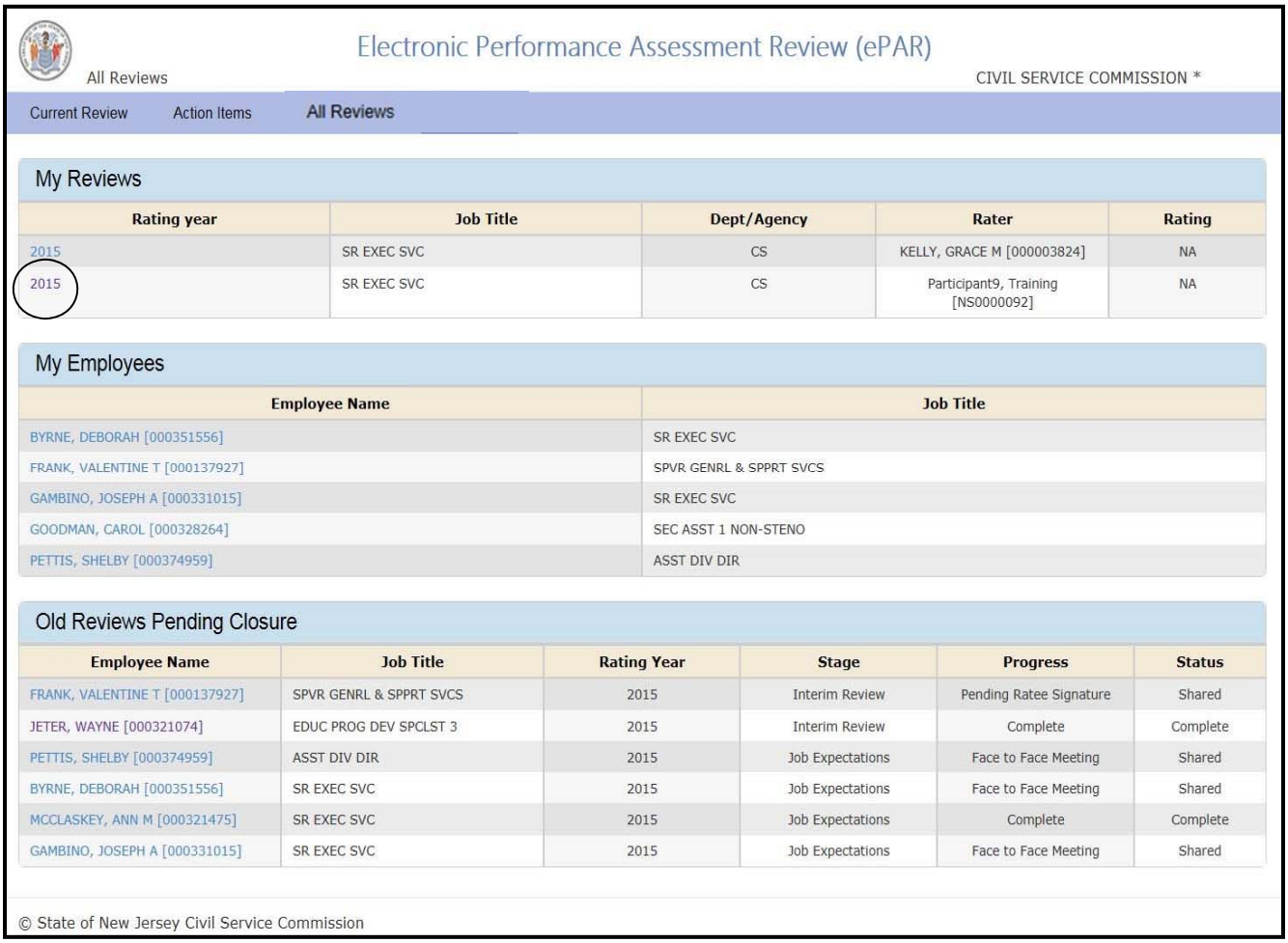
Note: Do not click invalid close-out for old reviews as a new record will not be generated.



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.



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

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 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 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).