



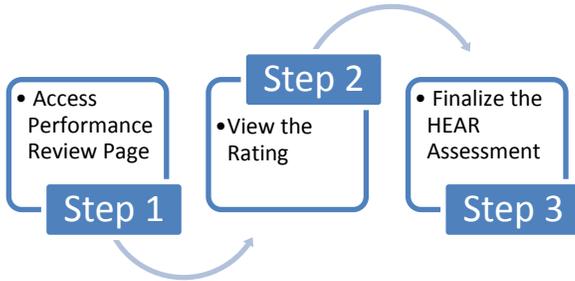
Finalize HEAR Assessment

ROLE: EMPLOYEE

Purpose

This job aid is to guide employees through the step-by-step process of how to finalize the HEAR Assessment. Follow the steps below to finalize the HEAR Assessment.

Process Flow



Step	Action												
<p>Log into the Talent Management System (TMS) at https://talent.houstontx.gov</p> <p>1. Access Performance Page</p> <div data-bbox="264 1146 565 1213" style="border: 1px solid blue; border-radius: 10px; padding: 5px; display: inline-block; margin-top: 20px;"> Click Performance </div>	<ul style="list-style-type: none"> In the left navigation pane, click the Performance link. <div data-bbox="683 936 1466 1430" style="border: 1px solid gray; padding: 10px; margin-bottom: 10px;"> </div> <ul style="list-style-type: none"> The Performance Review page displays. Click the HEAR Assessment link with the Released status. <div data-bbox="691 1528 1398 1858" style="border: 1px solid gray; padding: 10px;"> <p>Reviews</p> <p>My Reviews Reviews for Others View by: All</p> <p>Current Past</p> <p>View <input checked="" type="radio"/> Active Cycle Milestones <input type="radio"/> All Current Reviews</p> <p>Current Reviews - Active Cycle Milestones Modify Table</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="border: 2px solid red;">Review Name</th> <th>Exception</th> <th>In Progress</th> <th>Approval</th> <th>Released</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">UAT v2 Review</td> <td></td> <td></td> <td></td> <td style="text-align: center;">●</td> <td></td> </tr> </tbody> </table> </div>	Review Name	Exception	In Progress	Approval	Released	Completed	UAT v2 Review				●	
Review Name	Exception	In Progress	Approval	Released	Completed								
UAT v2 Review				●									

Step	Action
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2. View Performance Rating

- The Performance Rating page displays.

Reviewer One: UAT v2 Review

Start Date	07/01/2014	More Actions Show Ratings
End Date	06/30/2015	
Feedback Due Date		
Review Status	Released	
Rater Statuses	1 of 1 Completed (1 Completed)	

More Details
Raters
Approval Chain
Rating Summary

Reviewee	Reviewer One
Review Owner	Reviewing Authority
	<input type="checkbox"/> Copy previous owner rating and comments

- The Printer Friendly View of Review window displays. After reviewing the HEAR Assessment ratings, click the **Close** button at the bottom of the page.

Printer Friendly View of Review

Review Information

Reviewee	Reviewer One	
Review Owner	Reviewing Authority	
Review Name	UAT v2 Review	
Review Status	Released	
Review Period	Start Date	07/01/2014
	End Date	06/30/2015

Section Information

Name	SMART Goals	
Weight	1	
Weight %	50.00	
Self Calculated Rating	Not Available	
Review Owner Calculated Rating	4.00 - Exceeds Expectations	
Final Section Rating	4.00 - Exceeds Expectations	

Goal 1 Information

Title	Attend one conference	
Description:	5 - Exceptional: [Fill in criteria]	
	4 - Exceeds Expectations: [Fill in criteria]	
	3 - Meets Expectations: [Fill in criteria]	
	2 - Below Expectations: [Fill in criteria]	
	1 - Needs Improvement: [Fill in criteria]	
Category	Fiscal Responsibility	
Type	SMART Goal	
Start Date	07/01/2014	
Due Date	06/30/2015	

Raters

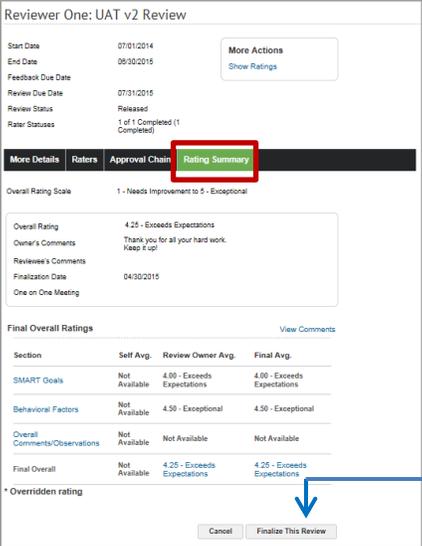
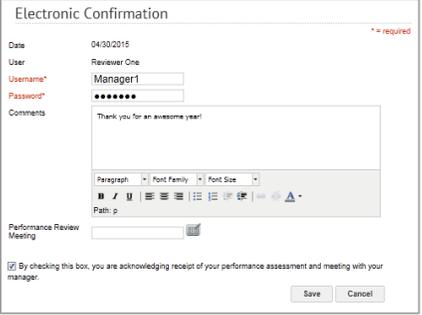
Review Owner	4 - Exceeds Expectations	
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Thank you for your hard dedication

Last Updated: May 7, 2015

Learning and Development Center

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Step	Action
<p>3. Finalize the HEAR Assessment</p>	<ul style="list-style-type: none"> After you review the ratings, click the Rating Summary tab to finalize the review. The Rating Summary tab page displays. Click the Finalize This Review button at the bottom of the page.  <ul style="list-style-type: none"> The Electronic Confirmation dialog box displays. Enter your Username and Password. In the Comments text box, enter additional remarks (optional). Read the statement and click the check box. Click the Save button.  <ul style="list-style-type: none"> The HEAR Assessment is completed.

END OF PROCEDURE • RETURN TO TOP