



Release HEAR Assessment

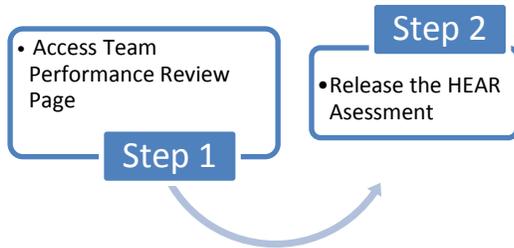
ROLE: MANAGER

Purpose

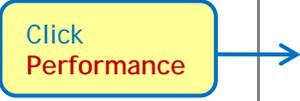
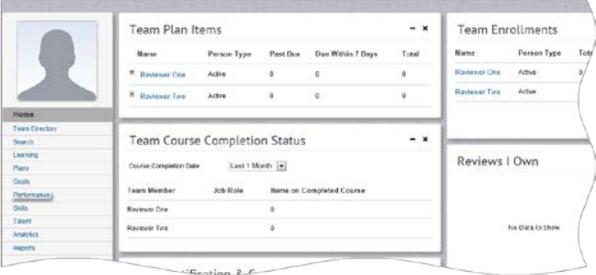
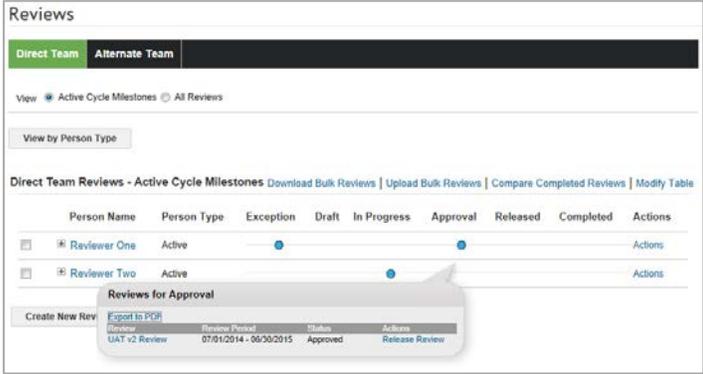
This job aid is to guide managers through the step-by-step process of how to release the HEAR Assessment. Releasing the review will allow the employee to view the ratings. Follow the steps below to release the HEAR Assessment.

Note: Please meet with your employee *PRIOR* to releasing the HEAR Assessment. The employee will not be able to see their assessment until it's released.

Process Flow



Procedure

Step	Action
<p>Log into the Talent Management System (TMS) at https://talent.houstontx.gov</p> <p>1. Access Team Member Performance Review Page</p>	<ul style="list-style-type: none"> Click the My Team icon in the top main header. The Team Dashboard page displays.  <ul style="list-style-type: none"> In the left navigation pane, click Performance.   <ul style="list-style-type: none"> The Team Performance Review page appears. Hover your cursor over the blue circle in the Approval column next to the desired employee, click the Release Review. 

Step	Action																														
<p>2. Release the Performance Review Ratings</p>	<ul style="list-style-type: none"> The Performance Review Ratings for your employee displays. Click the Release Review at the bottom of the ratings. <div data-bbox="678 338 1305 1220" data-label="Form"> <p>Reviewer One: UAT v2 Review</p> <p>Start Date: 07/01/2014 End Date: 08/30/2015 Feedback Due Date: Review Due Date: 07/31/2015 Review Status: Approved Rater Statuses: 1 of 1 Completed (1 Completed)</p> <p>More Actions Show Ratings</p> <p>More Details Raters Approval Chain Your Review Rating Rating Summary</p> <p>Overall Rating Scale: 1 - Needs Improvement to 5 - Exceptional</p> <p>Calculated Overall Rating: 4.25 - Exceeds Expectations Overall Rating: 4.25 - Exceeds Expectations Reason for Change: Owner's Comments: Thank you for all your hard work. Keep it up! Reviewee's Comments: Finalization Date: 04/30/2015 One on One Meeting:</p> <p>Final Overall Ratings View Comments</p> <table border="1"> <thead> <tr> <th>Section</th> <th>Self Avg.</th> <th>Review Owner Avg.</th> <th>Others Avg.</th> <th>Final Avg.</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>SMART Goals</td> <td>Not Available</td> <td>4.00 - Exceeds Expectations</td> <td>Not Available</td> <td>4.00 - Exceeds Expectations</td> <td>Actions</td> </tr> <tr> <td>Behavioral Factors</td> <td>Not Available</td> <td>4.50 - Exceptional</td> <td>Not Available</td> <td>4.50 - Exceptional</td> <td>Actions</td> </tr> <tr> <td>Overall Comments/Observations</td> <td>Not Available</td> <td>Not Available</td> <td>Not Available</td> <td>Not Available</td> <td></td> </tr> <tr> <td>Final Overall</td> <td>Not Available</td> <td>4.25 - Exceeds Expectations</td> <td>Not Available</td> <td>4.25 - Exceeds Expectations</td> <td></td> </tr> </tbody> </table> <p>* Overridden rating</p> <p>Cancel Release Review</p> </div> <ul style="list-style-type: none"> The Confirmation Message appears. Click the OK button. <div data-bbox="678 1283 1183 1465" data-label="Form"> <p>Message from webpage</p> <p>Releasing this review will enable the reviewee to view your ratings and comments. Are you sure you want to do this?</p> <p>OK Cancel</p> </div> <ul style="list-style-type: none"> The HEAR Assessment is released to the employee. <div data-bbox="678 1528 1446 1843" data-label="Form"> <p>Reviewer One: UAT v2 Review</p> <p>Start Date: 07/01/2014 End Date: 08/30/2015 Feedback Due Date: Review Due Date: 07/31/2015 Review Status: Released Rater Statuses: 1 of 1 Completed (1 Completed)</p> <p>More Actions Show Ratings</p> </div>	Section	Self Avg.	Review Owner Avg.	Others Avg.	Final Avg.	Actions	SMART Goals	Not Available	4.00 - Exceeds Expectations	Not Available	4.00 - Exceeds Expectations	Actions	Behavioral Factors	Not Available	4.50 - Exceptional	Not Available	4.50 - Exceptional	Actions	Overall Comments/Observations	Not Available	Not Available	Not Available	Not Available		Final Overall	Not Available	4.25 - Exceeds Expectations	Not Available	4.25 - Exceeds Expectations	
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END OF PROCEDURE • RETURN TO TOP