



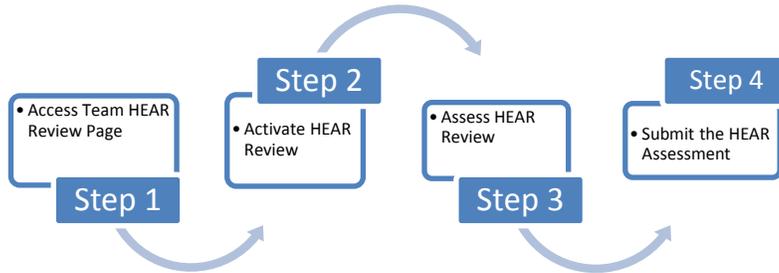
Activate HEAR Review

ROLE: MANAGER

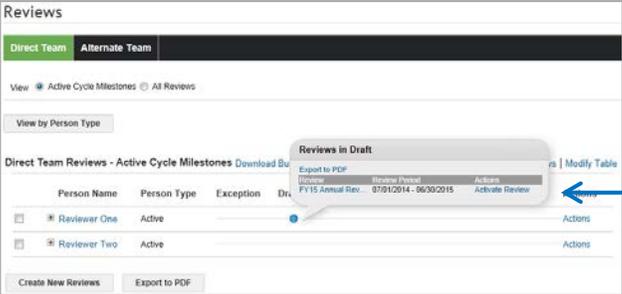
Purpose

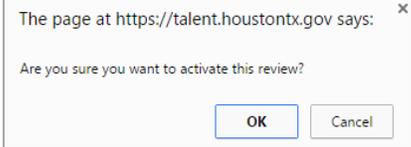
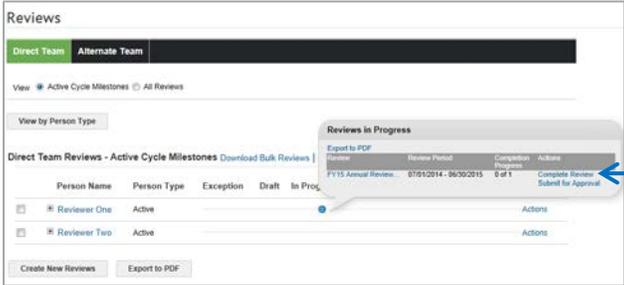
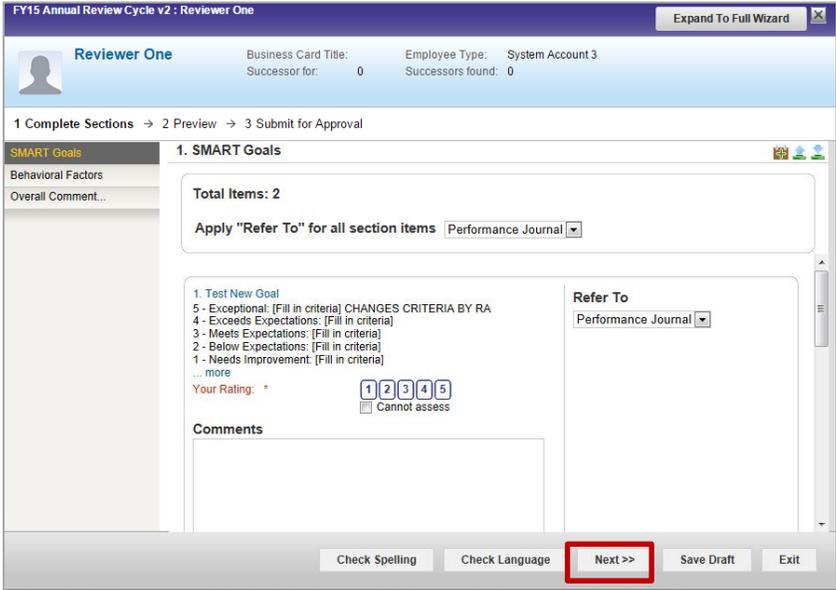
This job aid is to guide managers through the step-by-step process of how to activate a HEAR Review. Follow the steps below to activate a HEAR review.

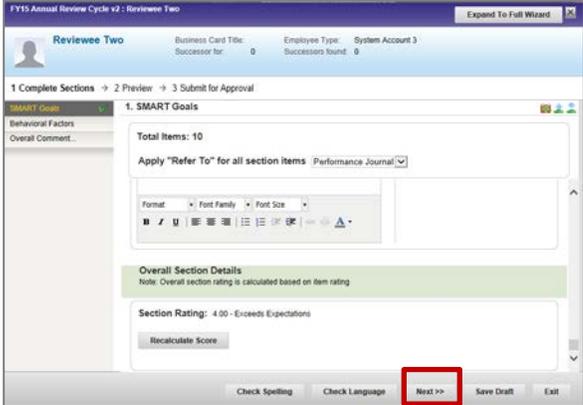
Process Flow

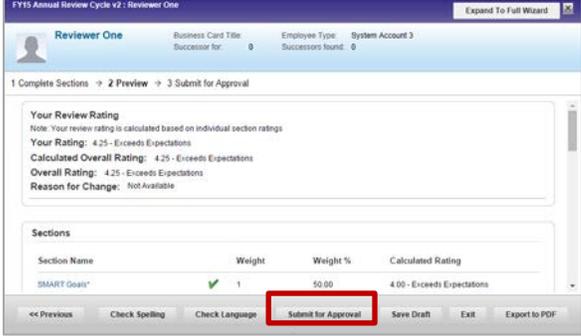
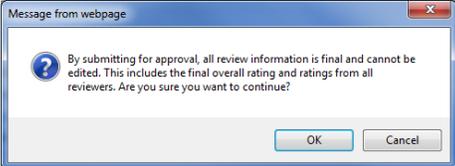


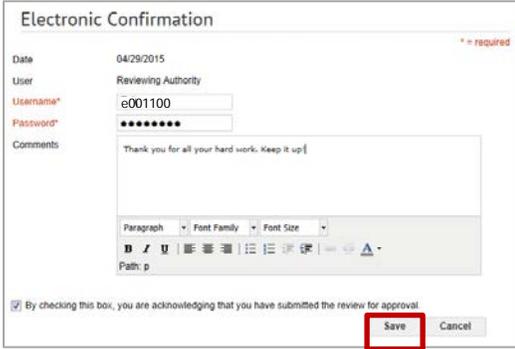
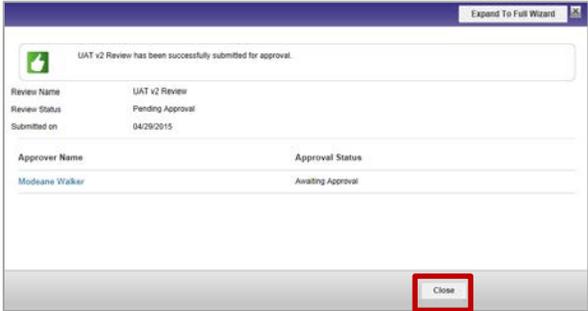
Procedure

Step	Action
<p>Log into the Talent Management System (TMS) at https://talent.houstontx.gov</p> <ol style="list-style-type: none"> Access Team Member Performance Review Page 	<ul style="list-style-type: none"> Click the My Team icon in the top main header. The Team Dashboard page displays. In the left navigation pane, click Performance. 
<ol style="list-style-type: none"> Activate a Review 	<ul style="list-style-type: none"> The Team Performance Review page displays. In the Draft column next to the desired employee, hover the cursor over the Blue Circle and click Activate Review. 

Step	Action
	<ul style="list-style-type: none"> The message dialog box displays. Click the OK button.  <ul style="list-style-type: none"> The Blue Circle moves from Draft to In Progress. In the Progress column next to the desired employee, hover your mouse over the Blue Circle and click Complete Review. 
<p>3. Assess the HEAR Review</p>	<ul style="list-style-type: none"> The Performance Review page displays. Select the appropriate Rating and enter Comments for each SMART goal.  <ul style="list-style-type: none"> To update the section rating, click the Recalculate Score button located at the bottom of the screen. If the goal is no longer applicable, check the “Cannot assess” checkbox. It will not be factored into the score. Click the Next button to move to the Behavioral Factors section.

Step	Action
	<p><i>NOTE: The Green Check Mark that appears next to the SMART Goals section is a visual indicator that the section is complete.</i></p>  <ul style="list-style-type: none"> • The Behavioral Factors page displays. Select the appropriate Rating and enter Comments for each Behavioral Factor. • If the behavioral factor is no longer applicable, check the “Cannot assess” checkbox. It will not be factored into the score. • To update the section rating, click the Recalculate Score button located at the bottom of the screen. • Click the Next button to move to the Overall Comments section. <p><i>NOTE: The Green Check Mark that appears next to the SMART Goals section is a visual indicator that the section is complete.</i></p>

Step	Action
<p>4. Submit the HEAR Assessment</p>	<ul style="list-style-type: none"> Review the HEAR Assessment and make any necessary changes. Click the Submit for Approval button.  <ul style="list-style-type: none"> <i>Note: In the event there are any changes, wait for the Reviewing Authority to approve the HEAR Assessment before meeting with the employee.</i> The dialog box displays confirming the action. Click the OK button. 

Step	Action
	<ul style="list-style-type: none"> The Electronic Confirmation window displays. Enter your Username and Password in their appropriate fields. Type Comments, if applicable. Read the statement then click the check box to confirm. Click the Save button to continue.  <ul style="list-style-type: none"> The confirmation message displays. The HEAR Assessment has been sent to the Reviewing Authority for approval. Click the Close button. 

END OF PROCEDURE • RETURN TO TOP