



RivCo Talent: Performance Management & System Overview

COUNTY

COUNTY OF RIVERSIDE

ADMINISTRATIVE CENTER

4080

Board Policy C-21 – Employee Performance Evaluation Reports

- Department managers must prepare written, confidential evaluation of the performance of each regular employee assigned to their management responsibility
- Dictates frequency and components to be included in a performance evaluation
- Ensure employees perform at required levels to provide quality service
- Improve communication between management and employees, and encourage ongoing feedback
- Any overall “Below Expectations” rating must be reviewed and approved by Employee Relations prior to issuance and must be accompanied by an approved Performance Improvement Plan

POLICIES

PROCEDURE

The Performance Management Cycle



JOB LEVEL	COMPETENCY CATEGORIES			
	F1: Thought	F2: Results	F3: People	F4: Self
Clerical/Trades/Labor	Customer Focus	Ensures Accountability	Communicates Effectively	Self-Development
Technical/Paraprofessional	Customer Focus	Ensures Accountability Plans and Aligns	Communicates Effectively	Self-Development
Professional	Manages Complexity	Ensures Accountability Resourcefulness	Communicates Effectively	Self-Development
Management/Supervisors	Decision Quality	Directs Work	Develops Talent	Instills Trust
Department Executive <i>(Including Assistant Directors, Deputy Directors and equivalent executive titles in Departments)</i>	Department-wide Strategic Mindset	Drives Results	Organizational Savvy	Demonstrates Self-Awareness
County Leadership <i>(including CEO, CAO, COO, Deputy CEOs, Assistant CEOs, Department Heads)</i>	Countywide Strategic Mindset (Global Perspective)	Action Oriented	Builds Effective Teams Drives Vision and Purpose	Demonstrates Self-Awareness

NEW

Countywide Competency Model

Competencies included in the new model come from the Korn Ferry Leadership Architect competency library which includes 38 competencies.

Sample E-mail Notification from RivCo Talent



Ims-admin-workrequests@rivco.org

To ● Gonzales, Victoria A

Reply

Reply All

Forward



Fri 9/29/2023 5:11 PM

CAUTION: This email originated externally from the Riverside County email system. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Dear Victoria Gonzales,

You have received a new Performance Management task. Please log into the system and complete this task.

Questions/Support: If you have questions about the process, please contact your local HR representative. If you have any problems or questions about using the site, please contact the HR Department.

When you log in to the system, your My Tasks list will show the following item(s), which you must complete.

Please note replies to this email are not monitored.

Task Name: Employee Acknowledgment, Victoria Gonzales

Task Due Date: 2023-08-23

[https://urldefense.com/v3/https://CORLEARNING.sumtotal.host/scripts/lightyearisapi.dll?forwardlogin&clientcd=669&sdataurl=processtask*26sdatatypcd*3d100002*26sdataevntid*3d8FRQRHD7GA7NK1LD8DE0SC3O*26sdataevntrelid*3dO9KL3PSDMPTIJMB3LOVT4BJP*26sdataobjtyp*3d3;JSUIJSUIJSU!!JTyGX330HN5x6Ko!FQhsotjdnuFTE88GxS-QvJFrm3bJuSem5Oy9UTHEJPeUwIYh-nluGa1TxTRYbyNFG4mLPIMg5m9ePwfTuuU8G3OvRAnQ\\$](https://urldefense.com/v3/https://CORLEARNING.sumtotal.host/scripts/lightyearisapi.dll?forwardlogin&clientcd=669&sdataurl=processtask*26sdatatypcd*3d100002*26sdataevntid*3d8FRQRHD7GA7NK1LD8DE0SC3O*26sdataevntrelid*3dO9KL3PSDMPTIJMB3LOVT4BJP*26sdataobjtyp*3d3;JSUIJSUIJSU!!JTyGX330HN5x6Ko!FQhsotjdnuFTE88GxS-QvJFrm3bJuSem5Oy9UTHEJPeUwIYh-nluGa1TxTRYbyNFG4mLPIMg5m9ePwfTuuU8G3OvRAnQ$)

SYSTEM DEMO

 COUNTY OF RIVERSIDE 4080
COUNTY ADMINISTRATIVE CENTER



Thank you!

For questions relating to the Performance Management System, Performance Management Policies and Procedures, or Performance Management Training, please email HR's L&OD Performance Management Team at PerformanceMgmt@rivco.org