



## Employee Training Roadmap

The standard evaluation period for DCIPS runs from October 1 through September 30 of each year, although some components' dates vary slightly because the USD(I) has granted exceptions. Timeframes listed for the training courses are general guidelines and should be confirmed with your manager or supervisor, or component HR office. These training events are not mandatory. These courses may be delivered through web based training (WBT) or instructor led training (ILT).

If you are a new employee, speak to your rating official and supervisor (when the supervisor is not your rating official) to determine the steps you should take to be included in the current performance evaluation period.

- Initial training and prerequisites
  - DCIPS 101 (WBT)** – Highlights the key elements of DCIPS; A prerequisite to all training.
  - Putting Yourself in the Other Person's Shoes (WBT)** – Provides strategies to improve communication.
- August/September: Performance Planning Process
  - SMART Performance Objectives (ILT)** – Provides an overview for writing performance objectives. Or,
  - iSuccess: Writing SMART Performance Objectives and a Self Report of Accomplishments (WBT)** – A step-by-step approach for writing SMART performance objectives, also addressing performance elements, and a self report of accomplishments.
  - Overcoming Challenges in Writing Performance Objectives (WBT)** – Provides tips, tools and strategies for writing effective performance objectives. The course explores possible solutions to common challenges learners may encounter when writing objectives.
- March: Mandatory Midpoint Review
  - Managing Your Manager (WBT)** – Provides employees tips on how to improve communication with their managers.
- September/October: Self Report of Accomplishments
  - iSuccess: Writing SMART Performance Objectives and a Self Report of Accomplishments (WBT)** – A step-by-step approach for writing SMART performance objectives, also addressing performance elements, and a self report of accomplishments.
- December: Pay Pools
  - DCIPS Pay Pools, Performance, and You (WBT)** – Explains how performance management and the pay pool process are designed to ensure that employees are appropriately recognized and rewarded.



## Employee Roles and Responsibilities

Your general roles and responsibilities under DCIPS may be helpful in understanding the suggested training schedule. Again, the dates listed may vary slightly based on your component's approved schedule. Your general roles and responsibilities include:

1. Performance Planning Process: October, or within 30 days of the beginning of the evaluation period.
  - Engaging in dialog with your rating official and supervisor (when the supervisor is not your rating official) to develop your performance plan and individual development plan (IDP).
  - Supervisors and managers under a DCIPS performance plan are accountable for achieving work results through subordinates and this more demanding leadership role should be reflected in their performance objectives.
2. Ongoing Dialog and Monitoring Successes/Challenges: Throughout
  - Identifying and recording accomplishments throughout the evaluation period.
  - Participating in ongoing formal and informal dialog with your rating official which focuses on progress or obstacles against performance objectives.
  - Requesting periodic feedback from your rating official to ensure common understanding of expectations and progress against performance objectives.
3. Mandatory Midpoint Review Session: March
  - Participating in the mandatory midpoint review discussion with your rating official.
4. Self Report of Accomplishments: October
  - Providing your self report of accomplishments to your rating official according to a schedule determined by your component, but not later than 15 calendar days following the end of the evaluation period.
5. Receiving your Evaluation of Record: November
  - Participating in the end of year performance evaluation discussion with your rating official and receive your overall performance evaluation of record as a whole number (rating, on a scale of 1-5) and its descriptor (Outstanding, Excellent, Successful, Minimally Successful, Unacceptable).
6. Receiving the Notice of Pay Pool Payouts: December
  - Participating in the pay pool results discussion with your rating official, only after the Pay Pool Performance Review Authority (PP PRA) has approved the payouts.