

State of Connecticut Performance Profile E Form ⁱ



Managerial Employees

Rating Period: **7/1/98** **To** **6/30/99** (Format MMMM d, YYYY)

Employee:	Martin W. Anderson, Ph.D.	Class Title:	Director of Performance Measurement & Organizational Research	Supervisor:	Catherine Daly
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Signature and Date:

Signature and Date:

Agency:	<i>Department of Administrative Services</i>	Bus. Center: Strategic Leadership	Unit or Division: Performance Measurement
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Activity ⁱⁱ	Measure(s) / Deliverable(s)	Data Source(s)	Performance Outcome	Eval Plan ⁱⁱⁱ	Rating ^{iv}	WT
Operate as chief researcher, information analyst, and data miner for DAS so that employees, administration, and agency watchers get the best possible and most accurate information they need to represent or perform their jobs.	<ul style="list-style-type: none"> • Customer satisfaction with P.O.S. interaction and assistance: responsiveness, timeliness, and accuracy. 	<ul style="list-style-type: none"> • Customers surveyed who are assisted in line of work 	Customer Satisfaction	CD is recipient of all completed surveys		20
Create, maintain and continuously evaluate an accounting of performance measures so that DAS has an active performance score card.	<ul style="list-style-type: none"> • # of key business operations and initiatives for which a valid measurement strategy exists. 	<ul style="list-style-type: none"> • # of "where we are now" figures that can be reported out. 	Key Job Activity	Q-ly		20
Create or sponsor customer satisfaction and feedback systems for BE so data can be reliably collected at P.O.S. and via voice mail and internet technology.	<ul style="list-style-type: none"> • Installations made and working. • Data flowing in on regular and reliable basis. 	<ul style="list-style-type: none"> • Installation by 1/1/99 @ print shop; fleet garages; m&c; surplus 	Key Job Activity Innovation, Growth & Change	Due date met Q-ly		15
Work with HRBC, BE, and SLC to develop a constellation of organizational outcomes so they can have more focused and relevant	<ul style="list-style-type: none"> • See project tracker for milestones 	<ul style="list-style-type: none"> • Completed work efforts reflected in project tracker 	Key Job Activity	Review on due dates		15

Activity ⁱⁱ	Measure(s) / Deliverable(s)	Data Source(s)	Performance Outcome	Eval Plan ⁱⁱⁱ	Rating ^{iv}	WT
performance measures.						
Work with HRBC, BE, and SLC to refine performance measures and targets so they can be aligned with their organizational outcomes and better represent real performance.	<ul style="list-style-type: none"> See project tracker for milestones 	<ul style="list-style-type: none"> Completed work efforts reflected in project tracker 	Key Job Activity	Review on due dates		15
Represent DAS in benchmarking and professional groups so that we may remain on the cutting edge and have at our disposal the best thinking going on around the nation.	<ul style="list-style-type: none"> Benchmarking partnerships maintained; Quantity of ideas and solutions brought in to DAS from outside 	<ul style="list-style-type: none"> Listserve communiques; Listserve postings and usable documentation brought in house 	Key Job Activity	Q-ly		5
Create a Lotus Notes version of the Performance Profile system with rewritten documentation so that the manual and forms are accessible on line by all managers and supervising managers.	<ul style="list-style-type: none"> Completion by 10/1/98 with only minor tinkering and refinements left to do. Accessibility by managers. 	<ul style="list-style-type: none"> Finished work product is ready. Receipts from 100 % of DAS managers on system (not on leave). 	Key Job Activity	Due date met Forward receipts to CD as they arrive		5
Afford SPSS training for JW and supply tutoring and support so that he can use the software independently to graph and chart data and prepare tables and descriptive statistics independently.	<ul style="list-style-type: none"> Training actually received using the software Time spent with him on training John's skills in turning data into presentations 	<ul style="list-style-type: none"> Receipt from provider Personal logs Examples of his data transformations 	Human Resources Development	Semi-annually		5
	•	•				0
	•	•				0
	•	•				0
Sum of Weights ^v						100

Narrative Summary of Results^{vi}

Ratings: BTh = Below Threshold; Th = Threshold; T = Target; E = Exceeds Target
Measures: Results; Impacts; Outputs; Targets; Standards

PERSONAL IMPROVEMENT PLAN (Sections I, II, & III are optional and to be completed jointly between manager & their supervisor)

I Self-Assessment of Capabilities: (Identify strengths and improvement opportunities in your present assignment)

Strengths:

Improvement Opportunities:

II Improvement Action Plan: (List your ideas for future efforts in Key Job Activities, Customer Satisfaction, Productivity, Human Resources Management, Innovation & Change, and Budgetary Results, as reasonably applies to your present job classification.)

III Supervisor's Comment: (Address the areas above and how you can contribute to accomplish the plan.)

Overall Summary:	Rating: (This is a summary of performance, not a pay recommendation) <input type="checkbox"/> Below Threshold <input type="checkbox"/> Threshold <input type="checkbox"/> Target <input type="checkbox"/> Exceeds Target
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Manager's Signature/Date: <i>I have contributed to this review of my performance. My signature does not necessarily mean I agree with it.</i>		
Reviewer's Signature/Date: <i>I have discussed this review with the individual.</i>		

ⁱ Navigate mouse cursor to any section of this form. Place mouse pointer in gray boxes and click left button to enter dates or text. You may change the font size or type to suit your needs or the needs of your employees.

ⁱⁱ Additional rows can be most easily created by copying an existing row and pasting it elsewhere *within* the table.

ⁱⁱⁱ Indicate due date(s) or how often data or status of activity will be evaluated. This will usually be quarterly.

^{iv} Give final rating at *end* of rating period.

^v After weights for activities have been entered, place mouse cursor in Sum of Weights box to the right and click the left button so that shading appears. Press the F9 key to sum the values. If a weight is changed, repeat the procedure to get a new sum. Leave 0s in weight column even if there is no activity. Otherwise, the table will not allow you to sum any values.

^{vi} Type all necessary narrative information. This area will enlarge as necessary.