

To Agency HR Community:

The Performance Management Initiative (PMI) was fully launched on October 20, 2011. I thank the directors for their support in encouraging their agency supervisors to complete the PMI online distance learning.

I hope you have had an opportunity to visit the new A&I Human Resources Division website. It is located at <http://hr.wy.gov>. There you will find a wide variety of information available to you, state employees and the public. On our website you will find more information related to the PMI. You will want to be sure to look at a new section on our website specific to the HR Community. Please check back often as new content will be posted frequently.

## **Statistical Update**

The following is an update of statewide PMI data available on November 4, 2011.

### Online Training:

- 553 – Supervisors have logged in and completed the pre-assessment training test.
- 367 – Supervisors have completed the online training.

### Online Performance Evaluations:

- 442 – Supervisors have been assigned their employee's an evaluation form (Pre-Step).
- 37 – Supervisors have conducted Performance Planning Sessions (Step 1).
- 17 – Employees have acknowledged their Performance Plan (Step 2).

## **Employee PMI Video Training**

The A&I-HRD's website now displays for employees the same online distance learning content available to supervisors. Please see "[Employee PMI Training](#)," the website contains the same information available to supervisors such as the training workbook, review questions, module recaps, etc. Please note, employees must be able to access YouTube to view the videos. Also, all supervisors must login in on the LCCC Angel website to receive credit for completing PMI training.

## **Online Training Issues**

Some supervisors have experienced difficulty logging into the online training or have experienced technical issues. Under these circumstances, supervisors should first contact LCCC's Help Desk at 307-778-4357 (HELP) for assistance.

- **Unable to login:** The most common reason is the agency did not identify the supervisor in USR3 screen in payroll. Please be sure to update this because it will directly impact their ability to use the Online Performance Evaluation System to do their employee evaluations.. Also you may contact A&I to give supervisors access, we will have to manually setup your request. The second most common reason is supervisors don't read and follow instructions. A new FAQ - [Troubleshooting Supervisory & Employee Training](#) has been posted to help answer some of the

most common questions.

- **Re-authentication Issue:** LCCC believes they have now solved the “re-authentication issue” some users were experiencing.
- **Bandwidth Issue:** Unfortunately A&I-HRD cannot help agencies with hardware and software issues. However, if your supervisors cannot view the training, please contact [AI-HRD-PA@wyo.gov](mailto:AI-HRD-PA@wyo.gov) for alternatives.

### **Supervisor Training Progress Reports**

A&I-HRD has begun to provide agencies with printouts of your supervisors who have completed their PMI training. You will receive your first report by November 8, 2011 and we will be providing weekly reports for at least the next 4 weeks.

### **New Resources**

The A&I HRD has posted a number of new resources which can be found on the A&I-HRD Website under “PMI Resources.”

1. **New Supervisory Training Link:** Based on feedback, we have revised the link for supervisors to access training on the LCCC’s website. It is now at <http://wfd.lccc.wy.angellearning.com/default.asp> and should be more self explanatory with instructions for state employees. The old link will continue to work as well. The supervisory training handouts have been revised and available for your use on our website under “PMI Resources.”
- **Troubleshooting Supervisor & Employee Training:** A Frequently Asked Question (FAQ) – “Training Troubleshooting” help answer some of the more common questions related to accessing and completing online performance evaluation training.
2. **Online Performance Evaluation Manuals:** Two manuals are now available which will help navigate the completion of the online Performance Evaluation Form. One manual is specific to supervisors and the other is specific to employees.
3. **Glossary:** This is a listing and explanation of definitions of the terms used with the Performance Management Initiative.

### **Draft Policies for Performance Evaluation Initiative**

The initial draft of the policy is now available on the A&I-HRD’s under “PMI- Resources.” Agency HR is asked to review the policies and provide your comments. Please email your comments along with any specific recommended language changes to Kate Selby at [kate.selby@wyo.gov](mailto:kate.selby@wyo.gov) no later than November 18, 2011.

We are off to a great start and I appreciate everyone’s attention to the new PMI system! I will be providing you with future updates. Please be aware that the A&I Human Resources Division is always available to assist you!