

Module #8	PE Glossary
Objective:	This How To provides a complete Glossary of terms used in PE.
Pre-Module Requirements:	
<ul style="list-style-type: none"> User has access to the system. 	
Glossary:	
<ul style="list-style-type: none"> Please see the complete glossary below. 	
Term	Description
Align Goal	A method used to align lower-level goals with higher-level goals. For example, "Close customer support tickets within 12 hours of receipt" would be aligned with the higher-level goal "improve customer support processes."
Annual Rating	An annual rating rates the overall performance and behavior of the employee as either satisfactory or needs improvement. (Ratings of "Meets Expectations" and "High Performing" are equivalent to a satisfactory rating.)
Competency	Ability, skill, knowledge and motivation needed for success on the job. Behaviorally-Anchored Rating Scales (BARS) are available for use in the rating of employees on competencies.
Competency Category	Grouping of Equitable Classification Plan (ECP) Group competencies.
Development Plan	The Development Plan is an optional section to identify personal growth and development.
Evaluation Period	Also referred to as the Performance Review Period and Rating Period. The period of time during which performance management activities take place.
Evaluation Template	Also referred to as the Performance Plan Template. Templates are available to HR Offices to create for department employees. When rolled out to employees, they become the shell of the performance plan.
Evaluation Plan	Also referred to as the Performance Plan. Identifies objectives (core responsibilities, special projects, and performance measures) and competencies on which the employee will be rated during the performance review period.
Follow-Up Rating	A follow-up rating is issued subsequent to an unsatisfactory interim rating and rates the overall performance of the employee as either satisfactory or unsatisfactory.
Interim Rating	An interim rating rates the performance or behavior of the employee as unsatisfactory.
Notification	A pre-defined email sent to provide updates to others regarding status of a performance plan.
Objective	An activity or milestone an employee needs to accomplish during the performance review period.
Performance Evaluation	Also known as Performance Review. The method used to appraise an employee's work performance.
Performance Management	The activities involved in tracking, evaluating and giving feedback on the performance of employees within an organization.
Performance Plan	Also referred to as the Evaluation Plan. Identifies objectives (core responsibilities, special projects, and performance measures) and competencies on which the employee will be rated during the performance review period.
Performance Rating	A single overall evaluation of the performance and behavior of the employee for the relevant rating period (e.g., meets expectations).

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Performance Plan Template	Also referred to as the Evaluation template. Templates are available to HR Offices to create for department employees. When rolled out to employees, they become the shell of the performance plan.
Performance Review Period	Also referred to as the Evaluation Period and Rating Period. The period of time during which performance management activities take place.
Publish	Making a performance (evaluation) plan ready for review. This is also referred to as Click here to Start Review on the performance (evaluation) plan
Overall Rating Scale	The rating scale used for non-probationary plans is Needs Improvement, Meets Expectations, and High Performing. The rating scale used for probationary plans is Unsatisfactory, Meets Expectations, and High Performing.
Probationary Rating	A probationary rating rates the overall performance and behavior of the employee as either satisfactory or unsatisfactory. (Ratings of "Meets Expectations" and "High Performing" are equivalent to a satisfactory rating.)
Rating Period	Also referred to as the Performance Review Period and Evaluation Period. The period of time during which performance management activities take place.
SMART	Specific, Measurable, Attainable, Relevant and Time-Based. Objectives should be written and assigned that meet these criteria. http://www.michigan.gov/documents/mdcs/What_is_a_SMART_Objective_413906_7.pdf
Start Review	Making a performance (evaluation) plan ready for rating. Formerly known as publishing a plan.
Task	Actionable items assigned to employees.
Training	An activity an employee engages in to obtain knowledge.
User	An employee with access to the PE application.
Writing Assistant	The BARS (Behaviorally-Anchored Rating Scales) associated with Competency Categories and available to the manager during the rating.

Additional Resources:

NEOGOV PE Tutorial

Help & Training available in PE in the drop-down under your name (top right corner)

PE FAQs

For questions on the new system or this job aid, email MCSC-NEOGOV@michigan.gov

For questions on performance management plans, contact your HR Office