



Miami-Dade County

View Evaluations - DPR Job Aid

Version 1.0

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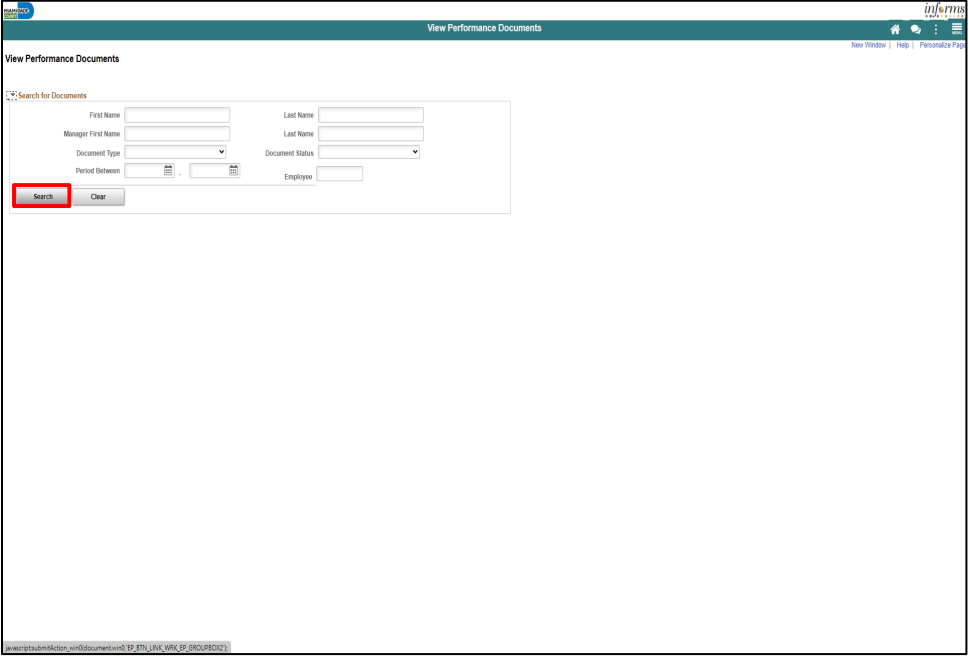
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PURPOSE

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This document explains the key activities involved in viewing evaluations countywide. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity. The Department Personnel Representative (DPR) can view evaluations for employees throughout Miami-Dade County. The DPR can manage, create and make changes to evaluations within the DPR’s own Business Unit.

VIEW EVALUATIONS- DPR

Step	Action
1.	Navigate to Menu > Navigator > Human Capital Management (HCM) > Workforce Development > Performance Management > Performance Documents > View Documents
2.	Select the Search button. 

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3.	<p>Select the employee's name to view the evaluation.</p> <p>The screenshot shows the 'View Performance Documents' interface. At the top, there is a search form with fields for First Name, Last Name, Manager First Name, Manager Last Name, Document Type, Document Status, Period Between, and Employee. Below the search form is a table titled 'Performance Documents' with columns: Employee ID, Name, Document Type, Document Status, Period Begin, Period End, Job Title, Next Due Date, and Manager. The first row is highlighted in yellow, and the name 'Lymarie Luckett' is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Employee ID</th> <th>Name</th> <th>Document Type</th> <th>Document Status</th> <th>Period Begin</th> <th>Period End</th> <th>Job Title</th> <th>Next Due Date</th> <th>Manager</th> </tr> </thead> <tbody> <tr> <td>00327845</td> <td>Lymarie Luckett</td> <td>MDC-Annual Review EE</td> <td>Completed</td> <td>05/03/2021</td> <td>05/01/2022</td> <td>Coe Records Specialist</td> <td></td> <td>Yoko Barba</td> </tr> <tr> <td>00038912</td> <td>Tempe Emanuel</td> <td>MDC-Prof/Supervisory Review ME</td> <td>Completed</td> <td>09/13/2022</td> <td>09/11/2023</td> <td>Administrative Officer 3</td> <td></td> <td>Zaid Sarver</td> </tr> <tr> <td>00038912</td> <td>Tempe Emanuel</td> <td>MDC-Prof/Supervisory Review ME</td> <td>Cancelled</td> <td>02/07/2022</td> <td>02/05/2023</td> <td>Administrative Officer 3</td> <td></td> <td>Zaid Sarver</td> </tr> <tr> <td>00038912</td> <td>Tempe Emanuel</td> <td>MDC-Prof/Supervisory Review ME</td> <td>Completed</td> <td>02/09/2021</td> <td>02/06/2022</td> <td>CAR Investigations Spec:2</td> <td></td> <td>Lisa Roderick</td> </tr> <tr> <td>00038912</td> <td>Tempe Emanuel</td> <td>MDC-Prof/Supervisory Review ME</td> <td>Completed</td> <td>02/10/2020</td> <td>02/07/2021</td> <td>CAR Investigations Spec:2</td> <td></td> <td>Norda Leaty</td> </tr> <tr> <td>00038912</td> <td>Tempe Emanuel</td> <td>MDC-Prof/Supervisory Review ME</td> <td>Completed</td> <td>02/11/2019</td> <td>02/09/2020</td> <td>CAR Investigations Spec:2</td> <td></td> <td>Hendry Constantine</td> </tr> <tr> <td>00038912</td> <td>Tempe Emanuel</td> <td>MDC-Prof/Supervisory Review ME</td> <td>Completed</td> <td>02/12/2018</td> <td>02/10/2019</td> <td>CAR Investigations Spec:2</td> <td></td> <td>Lindsay Warfield</td> </tr> </tbody> </table>	Employee ID	Name	Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager	00327845	Lymarie Luckett	MDC-Annual Review EE	Completed	05/03/2021	05/01/2022	Coe Records Specialist		Yoko Barba	00038912	Tempe Emanuel	MDC-Prof/Supervisory Review ME	Completed	09/13/2022	09/11/2023	Administrative Officer 3		Zaid Sarver	00038912	Tempe Emanuel	MDC-Prof/Supervisory Review ME	Cancelled	02/07/2022	02/05/2023	Administrative Officer 3		Zaid Sarver	00038912	Tempe Emanuel	MDC-Prof/Supervisory Review ME	Completed	02/09/2021	02/06/2022	CAR Investigations Spec:2		Lisa Roderick	00038912	Tempe Emanuel	MDC-Prof/Supervisory Review ME	Completed	02/10/2020	02/07/2021	CAR Investigations Spec:2		Norda Leaty	00038912	Tempe Emanuel	MDC-Prof/Supervisory Review ME	Completed	02/11/2019	02/09/2020	CAR Investigations Spec:2		Hendry Constantine	00038912	Tempe Emanuel	MDC-Prof/Supervisory Review ME	Completed	02/12/2018	02/10/2019	CAR Investigations Spec:2		Lindsay Warfield
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4.	<p>Select the Home button to return to the homepage.</p> <p>The screenshot shows the 'Performance Process' interface for a 'Manager Evaluation - Completed'. The page displays details for Lymarie Luckett, including job title, manager, and document status. Below this, there are sections for 'Section 1 - PERFORMANCE OBJECTIVES' with sub-sections for 'QUANTITY OF WORK', 'QUALITY OF WORK', and 'WORK HABITS'. Each sub-section includes a description, manager rating, and average rating. A red box highlights the Home button in the top right corner of the application window.</p>