



## Guide to EPMS Process and Reviewing EPMS Documents

### IMPORTANT EPMS REMINDERS:

- ❖ Be sure you are using the most up-to-date [EPMS document](#).
- ❖ Read and reference the **General Instructions** on the first page of the EPMS document.
- ❖ The signature page from the current Planning Stage is the signature page for the review. (For example, you will remove the signature page from the 2022 Planning Stage and attach this page to the 2022 Review for signature.)
- ❖ Sign in **blue ink**. **\*If signing electronically, blue is not required.**
- ❖ Make sure the document is filled out electronically, not handwritten.
- ❖ Use **Adobe Acrobat** when completing the form to be sure it is auto-populating correctly.
- ❖ If the additional comments page is blank, please delete it prior to sending it to the Dean's Office.

### CAS Annual EPMS Review Process Overview

#### Unit Level Steps:

1. Supervisor drafts EPMS Reviews based on the Planning Stage for that year.  
**Note: The signature page on the Planning Stage should be used as the signature page on the corresponding EPMS Review.**
2. Supervisor drafts a new Planning Stage based on the expectations for the next year.
3. The unit HR contact will review the documents to be sure everything is filled out correctly.
4. The supervisor will schedule a time to sit down with each employee to discuss the EPMS Review and next year's Planning Stage. At this time, both the supervisor and employee should sign the last page of each document.
5. Send original signed reviews/planning stages through campus mail or email signed reviews/planning stages to your [College HR Contact](#) before the College deadline (**Friday, December 16, 2022**). **\*If sending in an email, each review and planning stage must be attached as a separate PDF document.**

#### College Level Steps:

6. College HR Contact will review the documents for accuracy.
  - ✓ If everything is filled out correctly, both the EPMS Reviews and Planning Stages will receive final approval by the Dean.
  - ✗ If the documents require corrections, they will be sent back to the unit noting what corrections need to be made. The supervisor should sit back down with the employee (in person or virtually) to explain any corrections that were made.
7. Once the review gains Dean approval, it is sent to Employee Relations for final processing by the Universal Review date (February 1, 2023).
8. The Planning Stages, signed by the Dean, will be returned to the units after the Universal Review date.

## Guide to Reviewing EPMS Documents

### EPMS REVIEW GUIDE:

#### ➤ Front Page

- Full name of the employee
- USC ID – **NO Social Security Numbers**
- Job class (located on their PD)
- State Classification Job title
- Type the department name and department number in the department section

Note: Be sure to read and reference the General Instructions on the first page. If you have additional questions reach out to your [College HR Contact](#).

#### ➤ Duties and Performance Objectives

- Weights assigned to all **duties and performance objectives added together must equal 100**.
- Performance Objectives are optional and if not included, the page can be removed from the review.
- A supervisor cannot rate any significant duty (over 10%) as *Unsuccessful* without prior steps being taken. Please reference the Substandard Performance section of [HR 1.36 – Performance Evaluation](#) for more details.
- Be sure each duty is filled out fully:
  - Assigned weight
  - Description of duty
  - Success Criteria
  - Actual Performance
  - Rating and auto-populated score.

#### ➤ Performance Characteristics

- Make sure the Performance Characteristics and definition are present.
- Make sure each has a rating of either *Successful* or *Unsuccessful*

#### ➤ EPMS Appraisal Results

- The **Total Numeric Rating** will auto-populate based on the scores associated with each duty/performance objective.
- **Comments on Rating:** Should be filled out by the supervisor
- **EPMS Performance Summary and Improvement Plan:** Should be filled out by the supervisor and discussed during the review.

#### ➤ Signature Page

- Use the signature page from the current Planning Stage.
- The Official Review section of the signature page is signed and dated by the Supervisor and Employee – the supervisor's name should also be printed.
- Do not sign as "Reviewer" as this is designated for the Dean's signature.

## PLANNING STAGE GUIDE:

- Front Page
  - Full name of the employee
  - USC ID – **NO Social Security Numbers**
  - Job class (located on their PD)
  - State Classification Job title
  - Type the department name and home department number in the department section
  
- Duties and Performance Objectives
  - Weights assigned to all **duties and performance objectives added together must equal 100.**
  - Performance Objectives are optional and if not included, the page can be removed from the review.
  - Be sure that **only** the following are filled out per each duty/performance objective:
    - Assigned weight
    - Description of duty
    - Success Criteria
  
- Performance Characteristics
  - Make sure the Performance Characteristics and definition are present.
  - There should be **no** rating/score.
  
- EPMS Appraisal Results
  - This page should be blank since this is the Planning Stage.
  
- Signature Page
  - Supervisor's name is required to be printed on the signature page
  - The Planning Stage section of the signature page is signed and dated by the Supervisor and Employee
  - Do not sign as "Reviewer" as this is designated for the Dean's signature.