Helpful hints for completing the Staff Performance Management Plan

- Please note that there are three worksheets to this Staff Performance Management Plan. The first page, the Evaluation page and the Signature page.

**FIRST PAGE:**

Fill in Name, Empl ID #, Functional Title, Position #, Department Name and Dept # on this first page of the evaluation. The employee’s name, EmplID # and Year of the Evaluation (CY) will autofill on all the following pages in the workbook is required for compliance with document imaging policies.

- Click on “Eval” tab.
For ease of adding COMMENTS and RATINGS, please **use a single cell for each TASKS/STANDARDS**.

- You may add or delete rows as needed. **IMPORTANT:** Add rows between row 4 and 42 to allow the formatting of the page to follow your row additions.
- You may use “tab” to navigate through the spreadsheet.
- You may copy and paste from Word to Excel however, when you paste, to keep the formatting accurate, please use “Match Destination Formatting” listed under Paste Options as shown.

![Match Destination Formatting](image-url)
If you have blank pages at the end of your evaluation, you may either delete the extra rows or view page break preview under the view tab.

TO VIEW PAGE BREAK: Click on the View tab and Page Break Preview

1st click

2nd click
Page breaks will be identified by the dotted blue lines and may be adjusted by clicking and dragging. The solid blue line is the end of your document and may also be adjusted if needed.
LAST PAGE (Sign page):

- Rows cannot be added or deleted from the signature page of the evaluation.
- If more room is needed for Developmental Objectives/Goals please say see attached addendum and be sure to mark Addendum on that page. Employee’s Name, EmplID and calendar year must also be included on the addendum page.
- SAVE your document occasionally as you are working on the evaluation.
HOW TO PRINT:

- When printing the evaluation, it is very important that you print the entire workbook. To do this navigate to File>Print>Under Settings, click on the dropdown and choose Print Entire Workbook. Page numbering will not work accurately if you do not print entire workbook.