



HEAR General Overview Class for Non-supervisors Now Available

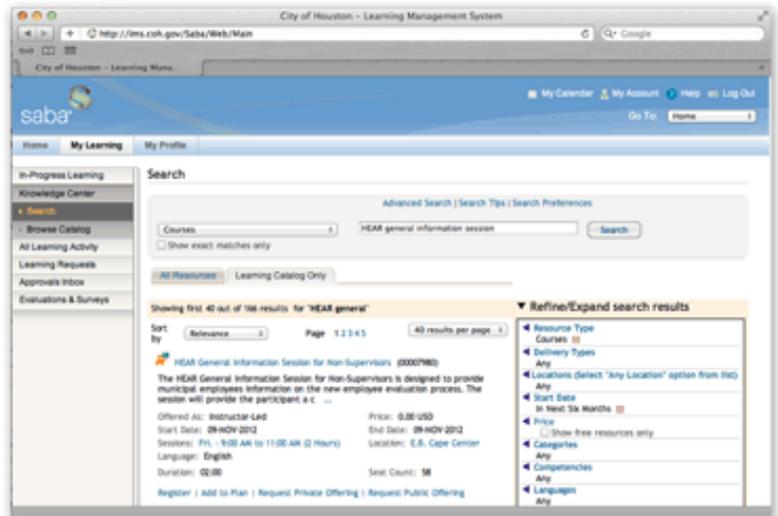
A few weeks ago, we announced the approval of the new [Administrative Procedure 3-20 \(AP 3-20\)](#) on the HEAR process and the [HEAR Process Guidelines](#) and are in the process of training all city supervisors.

Want to find out what HEAR is all about? Now you can - we are offering a general overview class on the HEAR process for city employees.

Before taking the general overview, you complete the 15-20 minute web-based training on [AP 3-20](#). Then, you can register for the two-hour HEAR overview via the [Learning Management System \(LMS\)](#).

Register today and learn how to work with your supervisor to:

- Actively participate in the development of work plans and goal setting for the HEAR Assessment cycle;
- Make recommendations for adjustments to SMART goals when/if situations change during the year; and
- Participate in HEAR work progress reviews and final assessment.



HEAR overview details:

- To find the HEAR overview class in LMS go to <http://lms.coh.gov> and search for "HEAR General Overview."
- Manager approval is required
- Submit a time-off request in KRONOS for 2 hours (Code: TRGM for municipal employees)
- Download, print, and bring your training materials to the session (Instructors will have limited copies of the training manual)

Send questions or concerns to hear@houstontx.gov.

No computer access?

Open labs are available at the E.B. Cape Center for employees without access to a city computer. See the lab schedule and print-friendly version of this email linked below and share with your co-workers who do not have computer access.

Important links:

- [AP 3-20](#)
- [HEAR Process Guidelines](#)
- [HEAR Web Page](#)
- [HEAR Flyer](#)
- [HEAR Brochure for Supervisors](#)
- [HEAR Open Lab Schedule](#)
- [Print-friendly Version of Email](#)

To access LMS:

1. Go to <http://lms.coh.gov>
2. Enter your username – e123456 (six-digit employee number with the “e” – use leading zeros if needed)
3. Enter your password – if this is your first time logging in, your password is “password” (all lowercase)

To launch the web-based training on AP 3-20:

1. Log on to the LMS at <http://lms.coh.gov>
2. Go to the "In-Progress Learning Activities" portlet
3. Click on “Administrative Procedure 3-20 (HEAR)”
4. Click the "Launch" button to open the online video player

The web-based training is supported by Internet Explorer only.

www.houstontx.gov/hr/hear.html | hear@houstontx.gov