

# HEAR & Now

A bi-weekly employee performance message for supervisors

Your road map to success



## Getting Started

### Interim application is HEAR!

You've been asking for this tool and now it's here - the interim HEAR application has launched at [cohapp.cityofhouston.net/HEAR](http://cohapp.cityofhouston.net/HEAR). New resources will also be available to help transition to the interim application.

→ **Web-based training.** All employees will have the opportunity to register for this course through LMS to learn about how to navigate through the application and get the basics of how it works.

→ **HEAR day @ HPL.** Hands-on training is available to all supervisors and managers through a partnership with the Houston Public Library. More than 200 sessions are available at libraries across Houston.



Prerequisites for this training include:

Web-based: Administrative Procedure 3-20 (HEAR)

Instructor led: Houston Employee Assessment and Review (HEAR) Process for Supervisors and Managers

Register for the prerequisites through LMS at [lms.coh.gov](http://lms.coh.gov).

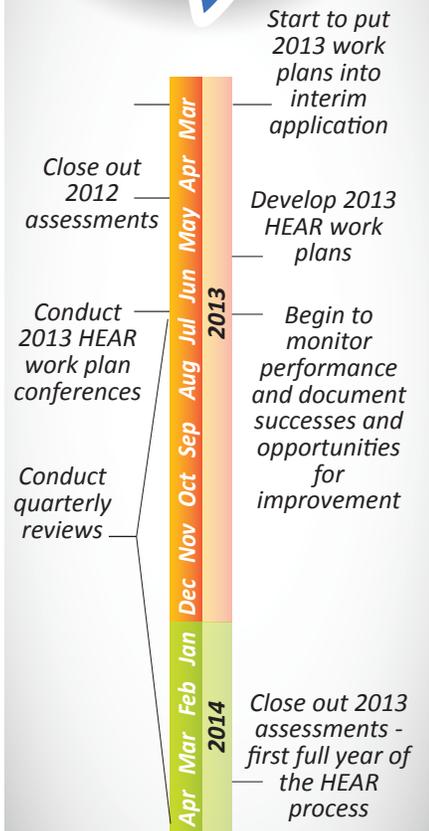
### Message from the project manager:

The HEAR Interim Application Web-based Training (WBT) is ready for viewing but will not be available until further notice. We are currently working with IT to ensure all users have the latest software plug-ins to successfully launch the WBT. We do apologize for the slight delay but feel free to login into the HEAR Interim Application and take it on a test run.

- Noel Pinnock

**Need a HEAR refresher?** Search on the LMS for the web-based refresher course. This does not substitute for the seven-hour mandatory training, but will help you as you begin to enter work plans in the interim HEAR application.

## Timeline and Upcoming Events



### Still need to take the mandatory training?

All supervisors and managers are required to take the seven-hour basic HEAR training. Two sessions will be available each month at the E.B. Cape Training Center. Register for these courses at [lms.coh.gov](http://lms.coh.gov).

**Remember:** If you have not completed the required HEAR training, you will not be able to complete your employee evaluations.