

# HEAR & Now

An employee performance message for supervisors

Your road map to success



## Use the Power of 4!

April 1, 2014

Getting Started with HEAR

When you create HEAR Performance Work Plans in the HEAR Interim Application, just remember to use the **Power of 4**.

### What is the Power of 4?

Supervisors and managers need to ensure the number of FY14 HEAR PWP they create does not exceed the maximum number of goals and factors. The HEAR interim application will not rate HEAR PWPs that exceed the maximum number of SMART goals and behavioral factors.

The number of goals and factors are listed below:

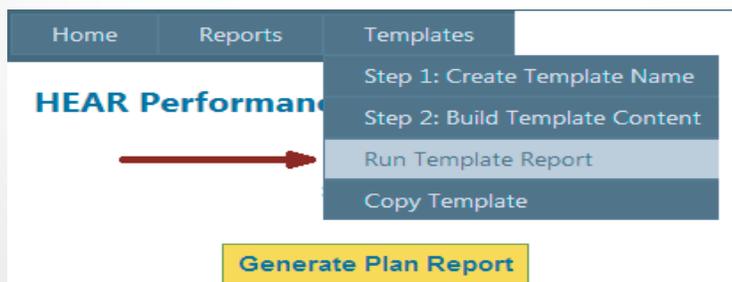
- One to four SMART goals
- One to four behavioral factors
- One to four supervisor/manager factors (where applicable)

### Bring work plans into compliance

Supervisors shouldn't wait until the last minute to modify their employee HEAR PWPs to bring them into compliance. If you discover that you have employees with HEAR PWPs that exceed the **Power of 4** rule, then you will have to create a new template and discuss the changes with your employee.

When you run the template report and export it to Word, you can then copy and paste the content into your new template. Follow steps outlined in the HEAR Interim Application Manual on the HEAR webpage. After the template is assigned to your employee and signed by you, your reviewing authority, and employee, the plan will be in your queue for rating purposes.

**Screenshot:** Running your template report



If the steps above are completed, then the supervisor/manager will not encounter issues during the assessment period closeout. The assessment period opens in June for non-supervisors and in July for supervisors and managers. No further action is required for older versions of FY14 HEAR PWPs that are not in compliance. They must remain unrated.

Quick tips for supervisors and managers

### Mandatory performance progress meetings

- Document the discussion using the HEAR Progress Form.
- Save meeting documentation for reference during the assessment season.

### Save the dates!

#### Assessment season:

- For non-supervisor
  - Opens** June 1
  - Closes** June 30
- For supervisors and managers
  - Opens** July 1
  - Closes** July 31

### FY15 HEAR plans

- Administer 30 days after completion of the FY14 assessment

### In a jam? Try these resources

- Refer to AP 3-20 and HEAR Process Guidelines
- Visit the HEAR webpage: [www.houstontx.gov/hr/hear.html](http://www.houstontx.gov/hr/hear.html)
- Consult your HEAR Department Administrator.
- Email: [hear@houstontx.gov](mailto:hear@houstontx.gov)

### Project manager message

*"Managers are followed because they're bosses; leaders are followed because their employees believe in them!"*

**Noel A. Pinnock**  
Chief Executive Learning Officer  
(Interim)