

**PY 2023-24
Talent / Performance
Management**



Training Goal

Learn how to effectively use the
Anytime Document

Performance Year (PY) 23-24
Performance Review Process



CloudVergent 360

Learning Objectives

At the end of this session, participants will:

Recognize CV360 performance terminology

Understand individual roles in the talent/performance process

Develop skills to create an Anytime Document in CV360

Be able to coach employees on completing the Anytime Document

Review process to create Check-in Document in CV360

Understand the Talent Coordinator role in performance process

CV360 Talent/Performance Terminology



CloudVergent 360

Terminology



CV360 Terminology	Definition
Review Period (<i>April 1st – March 31st</i>)	Annual evaluation period designated for managers to establish performance expectations/goals and measure results in collaboration with their direct reports
Goal Plan	Applicable performance year for the evaluation period (e.g., Annual Goal Plan 2022)
Organizational Goals (<i>Formerly strategic priorities</i>)	Goals set by the CEO in alignment with each budget cycle to provide employees the priorities for the performance year
Department Goals	Goals set by each department head to help achieve results in targeted areas designated as administration priorities
Performance Goals	Goals assigned or aligned to individual employees or job classes
Anytime Document	Document used in the performance planning and evaluation process to identify goals, key performance indicators, ratings, etc.
Check-in Document	Document used to provide ongoing performance feedback consisting of an optional employee questionnaire (self-evaluation), manager questionnaire (provision of feedback to employee), general discussion topics and manager's approval status
Questionnaire	Portion of a CV360 document that allows user to enter customized information
General Discussion	Key areas of discussion for improvement or targeted goal achievement

Roles



CV360 Roles	Definition
Talent Administrator (HR Staff only)	Handles countywide performance/talent management admin functions to include setup and transactional access
Talent Coordinator (Department Head Designees)	Setup department goals and have administrative access to push tasks forward and backwards, and role delegation
Line Manager	Manage/supervise other employees
Talent Manager	Manages performance evaluations for employees in place of the line manager (who provides the daily supervision for business operations)
Talent Approver*	Serves as the final approver in the evaluation process in CV360 (Department Head, unless otherwise delegated to another designee (in a leadership position) Note: *For the Anytime Document process, the Talent Approver is an offline role.

Administrative Role	Definition
Talent Liaison	Serves as point of contact to HR for purposes of overseeing the performance management function and designated by the department head Note: Administrative role only (does not have CV360 access rights for Talent Management) & may be a manager or Talent Coordinator



ORGANIZATIONAL GOALS

- ✓ County's strategic priorities established by the CEO annually in February
- ✓ Added in CV360 by Innovation & Technology Department no later than March 15th each performance cycle



FY24 Budget Priorities

Public Safety

Ensuring the safety of DeKalb County's residents is of paramount importance. DeKalb County plays an integral role in providing a safe community, which is essential to achieving many of our other goals. This responsibility spreads beyond traditional public safety departments to many other county operations that help enhance the safety of county residents. This task has become even more urgent as violent crime has spiked nationally and throughout the region during the pandemic and amid the economic uncertainty that has gripped the nation.

Retention, Hiring, & Training

Our success or failure as a county government largely rests on the talents and hard work of our employees. Employers across all sectors of the economy continue to face staffing challenges. It is imperative in this environment that we enhance our retention, hiring, and training efforts to ensure that the county maintains a workforce capable of maintaining and enhancing service levels without placing undue strain on our employees.

FY24 Budget Priorities

Community Health and Well-Being

The pandemic has reinforced how physical, mental, and emotional health and well-being is fundamental to the quality of life for DeKalb County residents. Many county services related to public health, social services, recreation, and cultural enrichment play vital roles in enhancing the overall well-being of our residents.

Beautification and Placemaking

An aesthetically pleasing physical environment and a strong sense of place both promote public well-being and foster community among residents. The condition of the county's physical landscape has important implications for public perception, public health and safety, and economic development. The county is committed to maintaining and improving public rights-of-way, infrastructure, and gateways, ensuring that private property meets local code, and enhancing the unique identity of DeKalb County.

Sustain and Improve County Owned Assets

It is imperative for the county to maintain and improve upon the infrastructure that we have built over many years through public investments. This includes new capital improvements as well as maintenance and repair of existing infrastructure.

2023-24 Performance Evaluation Anytime Document Process



Create an Anytime Document

- Anytime Document allows the line/talent manager to provide **constructive feedback** about the employee's performance, and to focus on progress toward goals
- Employees acknowledge receipt of the Anytime Document
- CV360 records the date of the Anytime Document completion



The Anytime Document is the authorized performance document for PY2023-24.

The Performance Management Process

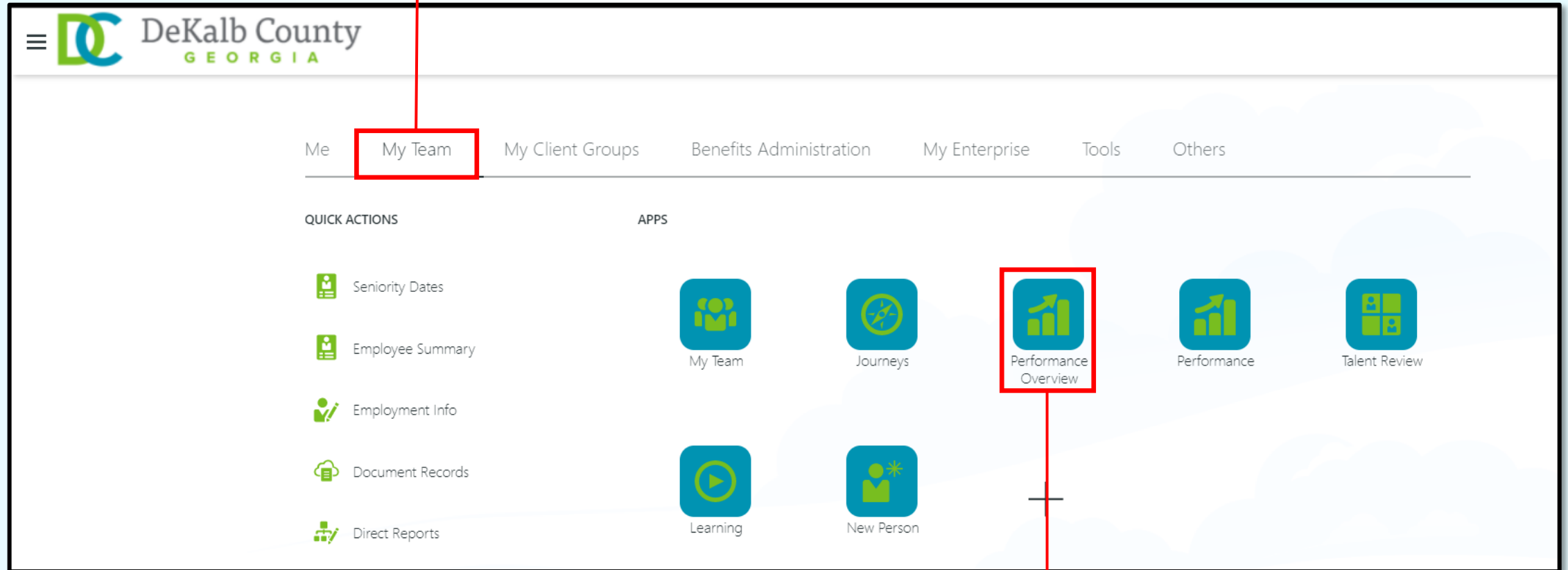
- Manager creates *Anytime Document* for each individual employee at beginning of performance year in consultation with Talent Approver (*ideally between 3/1 - 4/30*)
- Manager completes *Manager Questionnaire* to provide constructive feedback and comments on employee progress towards goals
- At the end of performance year, Manager completes evaluation in consultation with Talent Approver and submits *Anytime Document*
- Employee completes the *Employee Questionnaire* acknowledging receipt of Performance Evaluation and submits *Anytime Document*



Create an Anytime Document

1

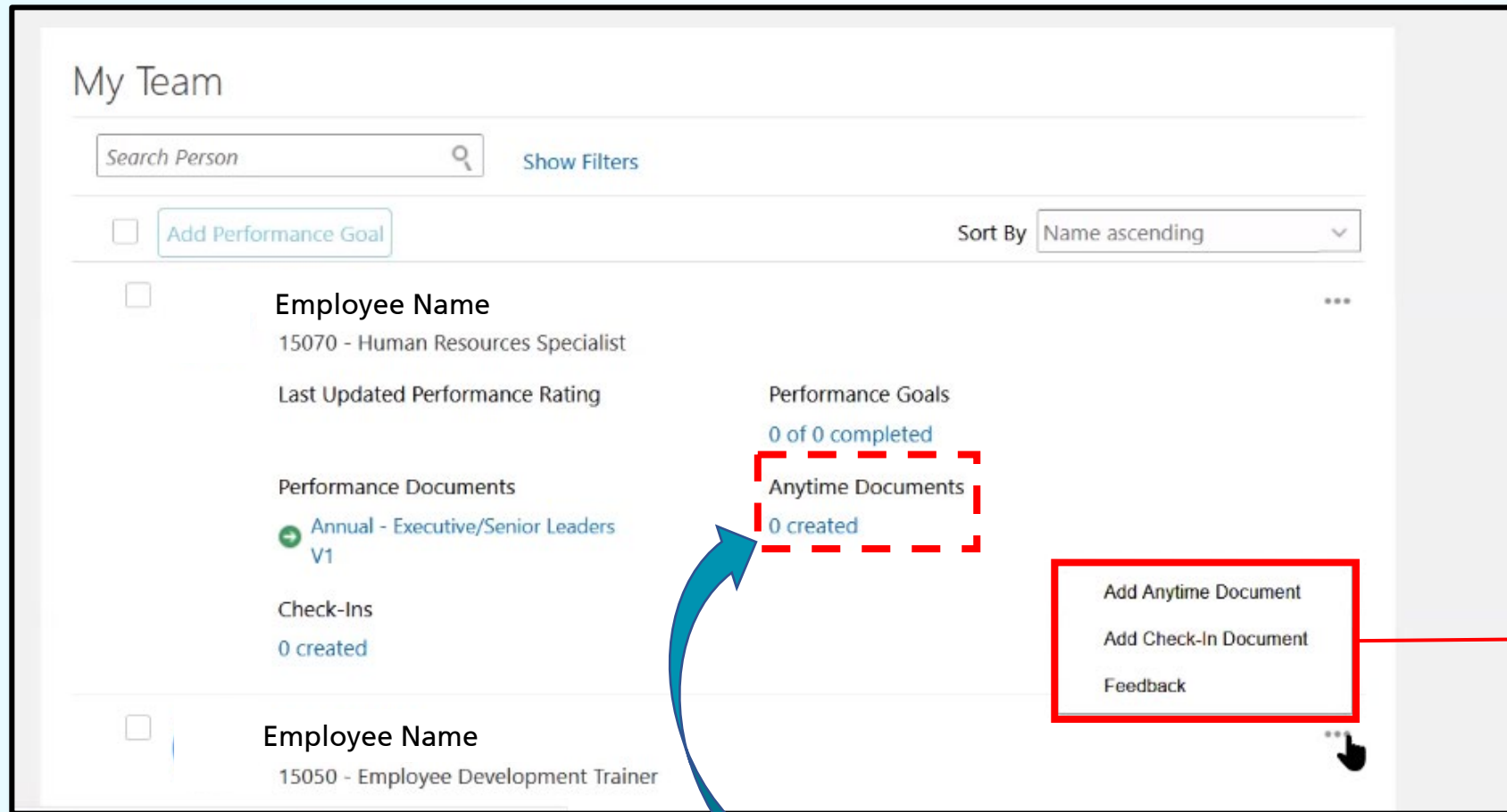
On the home page, navigate to My Team



2

Click on the Performance Overview tile

Create an Anytime Document



My Team

Search Person Show Filters

Add Performance Goal Sort By Name ascending

Employee Name
15070 - Human Resources Specialist

Last Updated Performance Rating

Performance Goals
0 of 0 completed

Anytime Documents
0 created

Performance Documents
Annual - Executive/Senior Leaders V1

Check-Ins
0 created

Employee Name
15050 - Employee Development Trainer

Add Anytime Document
Add Check-In Document
Feedback

Select the ellipsis and **Add Anytime Document** option from the drop-down list next to the appropriate employee name

3



To open an existing Anytime Document, select it from the Anytime Documents section.

Troubleshooting



If an employee name does not appear

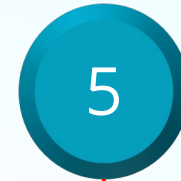
-or-

If a former employee's name is included in the current list

Contact your Department Admin/Payroll Coordinator for assistance to update hierarchy changes.

Create an Anytime Document

Choose the Review Period and the Performance Document Name



Select the Save and Close button

Add Anytime Document

Save and Close Cancel

Details

*Review Period
Annual Review Period 2023

*Performance Document Name
2023-2024 Annual Performance Review Document

Description

*From Date
4/1/23

3/31/24

*Performance Document Manager
Fabienne Smith-Niles

If the To Date field pre-populates with a date after 3/31/24, change it to 3/31/24.

Note: The From Date and To Date fields must correspond to the appropriate Performance Year, i.e. from 4/1/23 to 3/31/24!

Create an Anytime Document



Employee Name
15050 - Employee Development Trainer

Last Updated Performance Rating

Performance Documents

Check-Ins
0 created

Performance Goals

Anytime Documents

- [2023 – 2024 Annual Performance Review Document](#)



Select the link for the appropriate document

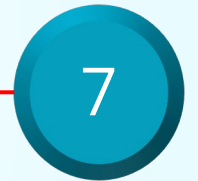
Create an Anytime Document

Document Details ∨

Evaluation Topics ∧

Annual Performance Evaluation Evaluate

Attachments ∨



Select the Evaluate button

Create an Anytime Document

My Questionnaire ^

Organizational Goal Selection

Select applicable organizational goal(s) from the list of values.

- All
- Public Safety: Ensure the safety of DeKalb County's residents.
- Retention, Hiring & Training: Enhance retention, hiring, and training efforts to ensure that the County maintains a workforce capable of sustaining positive momentum.
- Community Health and Well-Being: Enhance the overall well-being of residents and employees.
- Beautification and Placemaking: Promote public well-being and foster community among residents.
- Sustain and Improve County Owned Assets: Maintain and improve upon County infrastructure.



From the dropdown, select the applicable organizational goals.

Create an Anytime Document

Department/Division Goals


Enter applicable Department/Division Goals.

Department Goals



9


Manually enter department goals in the text box (free text or copy/paste)

 **Note:** The department goals mass upload functionality is not available.

Create an Anytime Document

10

Enter the applicable goal and key performance indicators, select the appropriate **Goal Status**, enter **Comments** and select the appropriate **Goal Rating**

 Repeat for each Performance Goal (allowed a maximum of 5)

Performance Goal 1

Goal: Enter applicable goal and key performance indicators

Performance goals

Goal Status

Comments

Goal 1 Rating

Rating Instructions

Employees *must* receive a performance rating at the end of the annual review period.

Option #1: Rate individual goals only

Note: *Do not complete an overall rating.*

Option #2: Complete the overall rating only

Note: *Do not rate the individual performance goals.*

DO NOT USE BOTH!

Check with your department head for the authorized option.

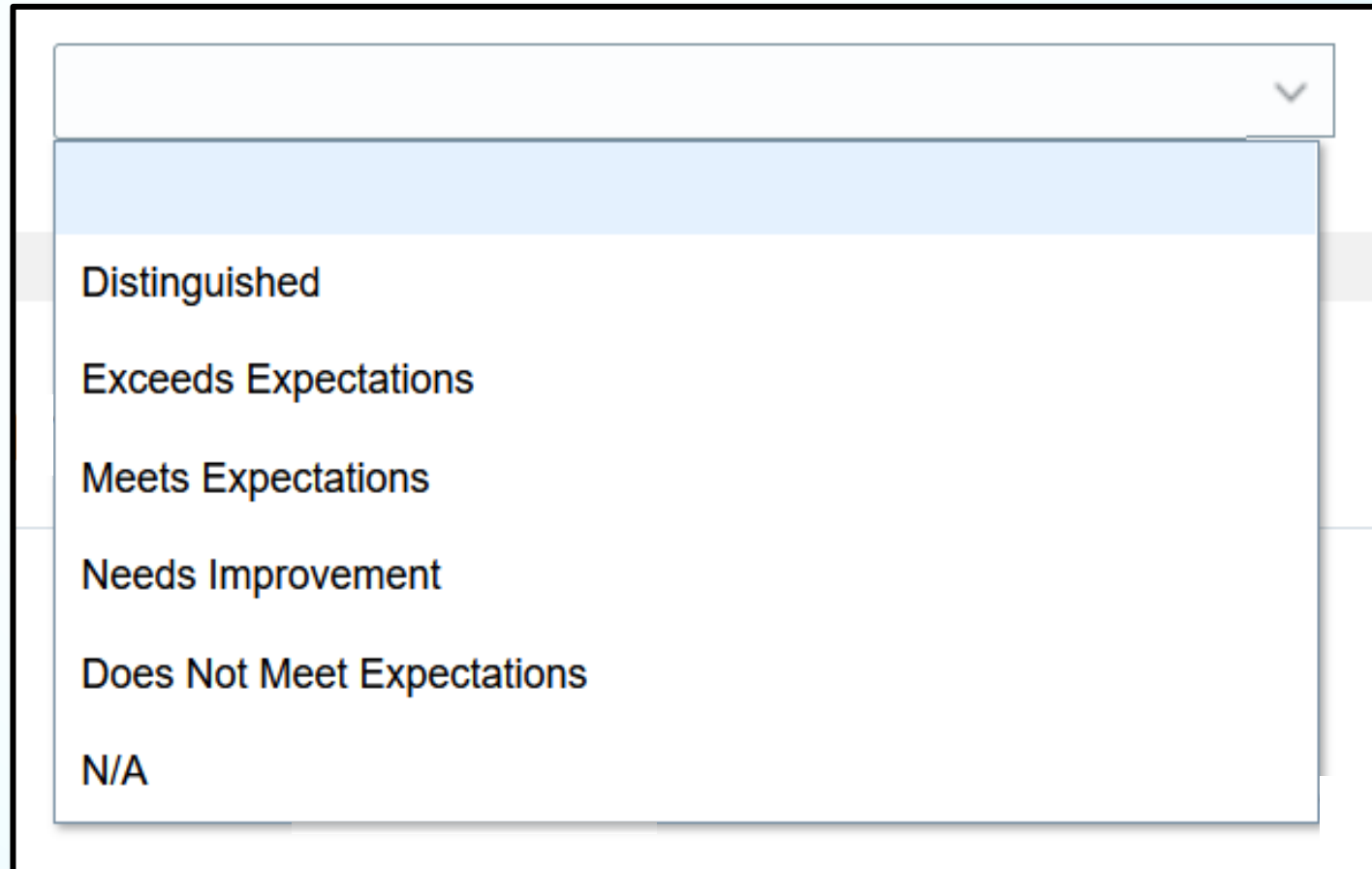


Create an Anytime Document

11

If authorized to use the individual performance goals **Rating** option, select the appropriate **Rating** for the performance goal.

Select **N/A** for the Overall **Rating** option if authorized to use the individual performance goals **Rating** option .



A screenshot of a dropdown menu with a downward arrow in the top right corner. The menu is open, showing a list of rating options. The first option is highlighted in light blue. The options are:

- Distinguished
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Does Not Meet Expectations
- N/A

Create an Anytime Document

12

If authorized to use the Overall Rating option, select the appropriate **Rating** for the employee.

Select **N/A** if the Overall Rating option is not authorized.

Overall Rating

Overall Rating

- Distinguished
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Does Not Meet Expectations
- N/A

Create an Anytime Document

13

In the upper right corner of the screen, select **Save and Close**

Save and Close

Cancel



Note:

Selecting **Save and Close** saves the document for ongoing editing until it is submitted.
Selecting **Cancel** does not auto save any changes.

Create an Anytime Document

Adding Attachments

14

In the Attachments section,
upload any supporting
documentation
then select **Save**



Attachments

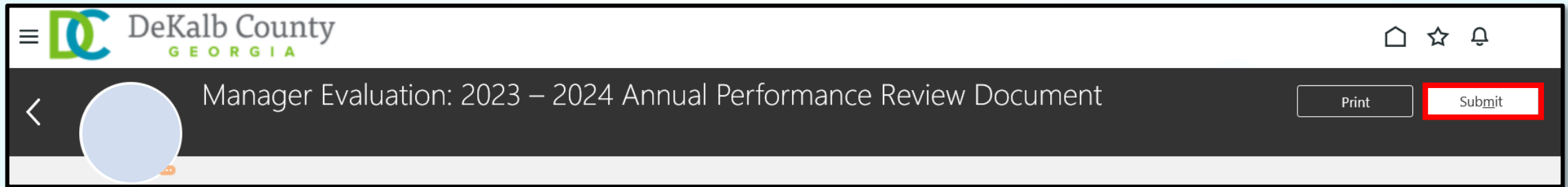
Save Cancel

Drag files here or click to add attachment

! Examples: previously completed manual evaluations, etc.

Create an Anytime Document

Completing the Performance Evaluation



15

At the top of the page select **Submit**



Note: Once the Anytime Document has been submitted, it can no longer be edited!

Employees: >90 Under Supervision



If you have supervised a current employee for fewer than 90 days, evaluation documentation must be provided by their previous supervisor. If the previous supervisor is no longer with the county, that supervisor's manager will need to provide documentation.

Contact the appropriate supervisor/manager and ask them to provide supporting documentation to be added to the evaluation document.

Then complete the PY2023-24 performance evaluation using the Anytime Document Process.

Employee: > 90 days employed with County as of 3/31/24



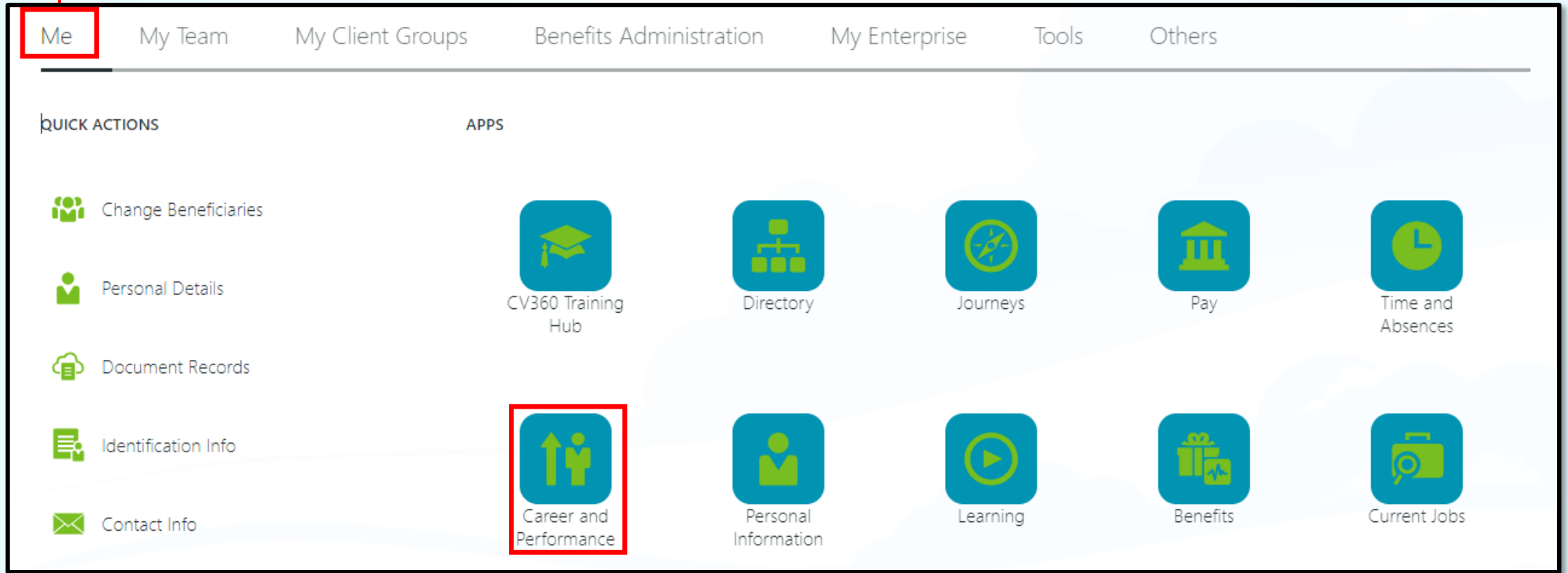
If a new employee has been employed with the county less than 90 days, the evaluation process may be completed using the Annual Check-In Document to provide feedback in lieu of the Anytime document.

How an Employee Completes the Anytime Document: Employee Questionnaire



Employee Questionnaire

1 On the home page, navigate to the Me Tab



The screenshot shows the top navigation bar with tabs: Me, My Team, My Client Groups, Benefits Administration, My Enterprise, Tools, and Others. Below the navigation bar are two columns of content: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' column includes: Change Beneficiaries, Personal Details, Document Records, Identification Info, and Contact Info. The 'APPS' column includes: CV360 Training Hub, Directory, Journeys, Pay, Time and Absences, Career and Performance, Personal Information, Learning, Benefits, and Current Jobs. The 'Me' tab and the 'Career and Performance' tile are highlighted with red boxes.

2 Select the Career and Performance tile

Employee Questionnaire

3

Select the
Performance card



Skills and Qualifications

Build your talent profile by adding skills and qualifications.



Goals

Set and manage performance goals.



Performance

View performance documents and complete related tasks.



Talent Ratings

Set and manage talent assessments



Feedback

View or request feedback about yourself.

Employee Questionnaire



Anytime Documents + Add ^

All ▼

2023-2024 Performance Evaluation ...

	Task Completion	Manager Name	
PY 2023-24 Performance Document 3/31/24 PY 2023-24 Performance Document Employee Evaluation	<div style="width: 50%;"><div style="background-color: #0070C0; height: 10px;"></div><div style="background-color: #A9A9A9; height: 10px;"></div></div>		1 / 2 ▼



In the **Anytime Documents** section, select the performance document to be completed

Employee Questionnaire

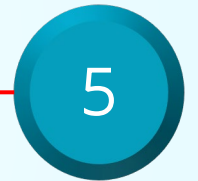


Document Details ∨

Evaluation Topics ∧

Annual Performance Evaluation Evaluate

Attachments ∨



Select the Evaluate button

Employee Questionnaire

Employee Acknowledges Receipt of Feedback/Evaluation



My Questionnaire ^

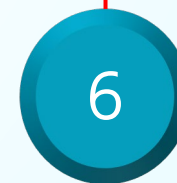
Employee Response

I acknowledge receipt of my performance feedback/evaluation.

Yes

Comments

Manager Questionnaire ∨



Select the expansion arrow to review the Manager's evaluation

Employee Questionnaire



My Questionnaire

Employee Response

I acknowledge receipt of my performance feedback/evaluation.

I acknowledge receipt of my performance feedback/evaluation. ▾

Select Yes from the drop-down

7

Comments

8

Add any comments in the **Comments** field

Employee Questionnaire



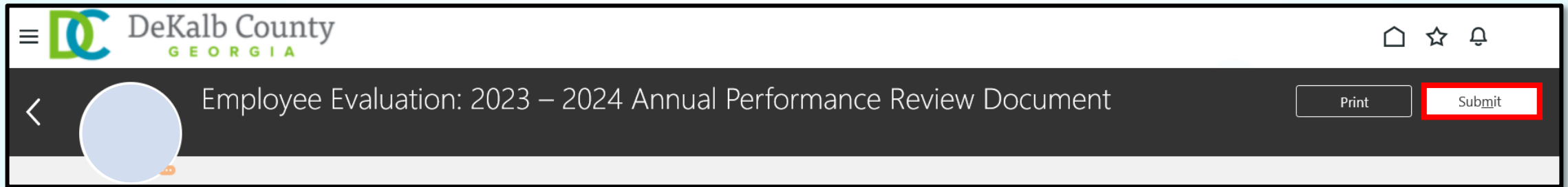
In the upper right corner of the screen, select **Save and Close**

Save and Close

Cancel

Create an Anytime Document

Completing the Performance Evaluation



10

At the top of the page select **Submit**



Note: Once the Anytime Document has been submitted, it can no longer be edited!

Employee Declines to Acknowledge Receipt



If an employee declines to acknowledge receipt...

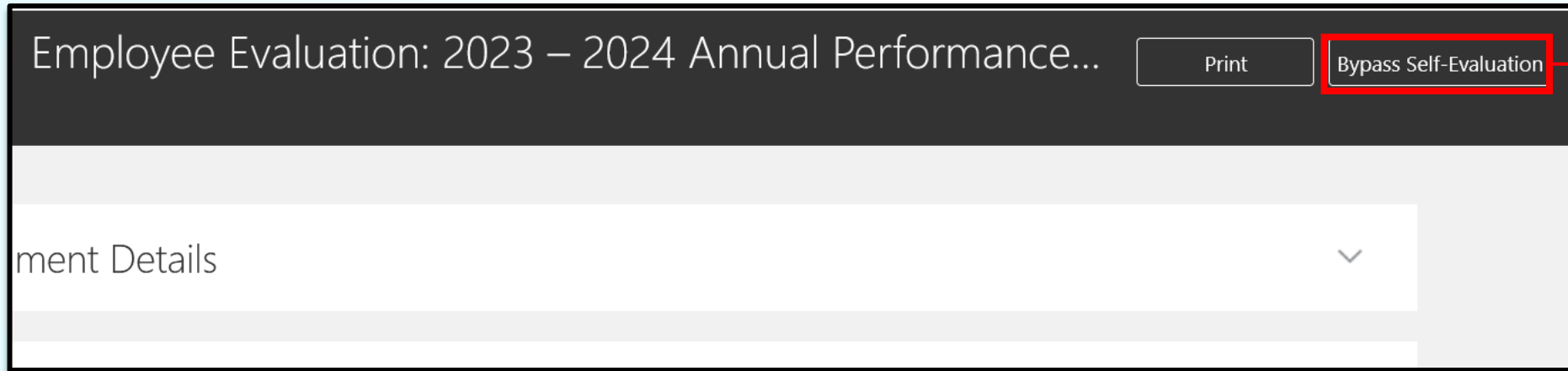


- Create a Check-In Document to document reason
- Utilize another manager within your department, equal or higher in paygrade, as a witness
- Document the following in the General Discussion topic section as follows:
 - Employee declined to acknowledge (Insert date, time and location of performance meeting)
 - *(Insert employee first & last name) – Insert employee ID number, evaluation review meeting was held on (insert date) and he/she declined to acknowledge receipt of performance feedback/evaluation. Witnessed by (insert name, ID number)*
- Return to the Anytime Document and select **Bypass Self-Evaluation**

Note: Feedback fields are pre-determined and can not be amended. The General Discussion Topics section will allow managers to add topics relevant to the current performance period.

Employee Declines to Acknowledge Receipt

After creating the Check-In Document, select Bypass Self-Evaluation



Select the
Bypass Self-Evaluation
button

Using the Check-In Document Process to document Performance conversations

Create a Check-In Document

- Check-In Documents allow the employee and line/talent manager to have a 1-on-1 documented, ongoing, digital conversation about performance
 - Questionnaires (*CV360 feedback process*) are completed to help the employee and manager frame the discussion
- Employees and line managers are responsible for coordinating with each other to schedule check-ins before the end of the performance cycle
- CV360 records the date of the check-in



The Check-In Document is used to record ongoing performance conversations.

The Check-In Document Process



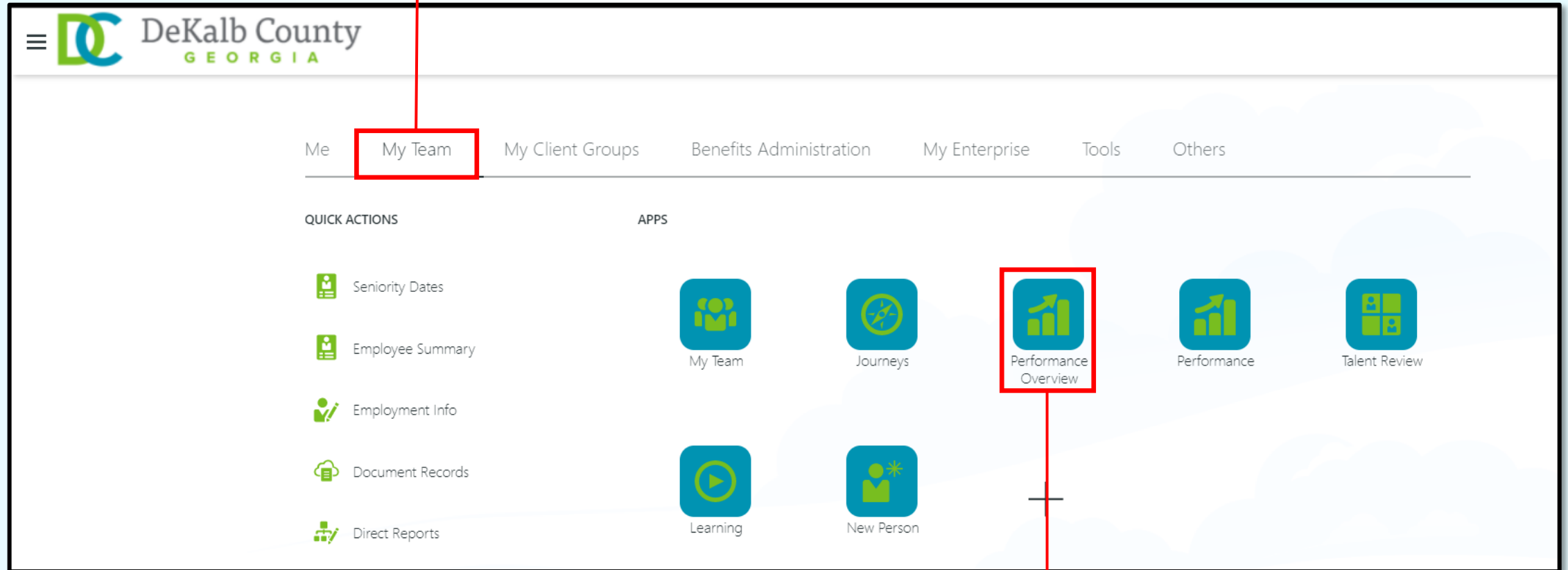
- Manager creates the *Check-In document* for the employee.
- Manager completes *Manager Questionnaire* to provide constructive feedback to employee.
- Employee completes the *Employee Questionnaire* to provide their perspective.
- The *Check-In* may be updated/modified at any time during the performance year.
- Talent Approver should always be informed if there are performance concerns.

Note: Feedback fields are pre-determined and can not be amended. The General Discussion Topics section will allow managers to add topics relevant to the current performance period.

Create a Check-In Document

1

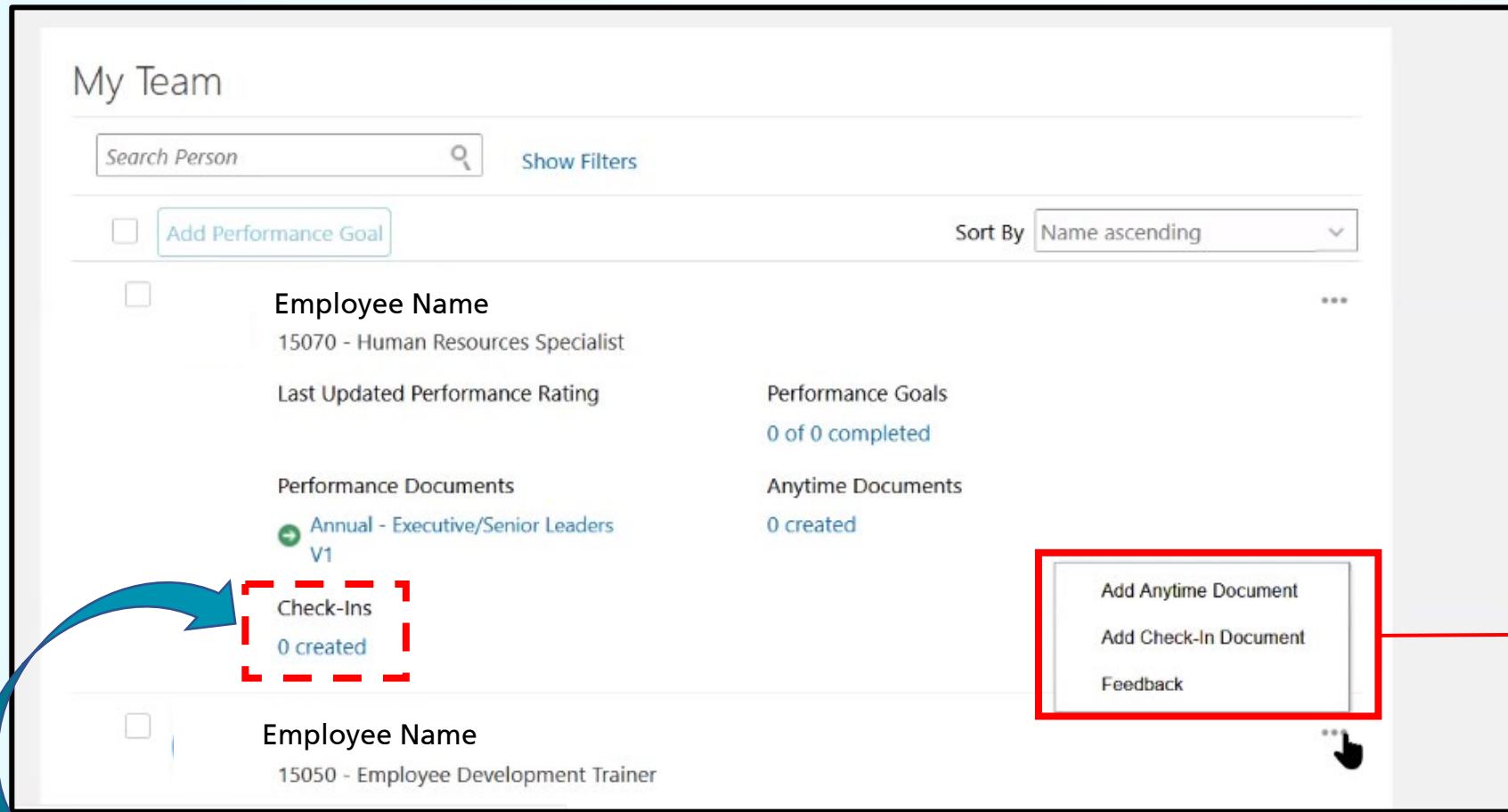
On the home page, navigate to My Team



2

Click on the Performance Overview tile

Create a Check-In Document



My Team

Search Person Show Filters

Add Performance Goal Sort By Name ascending

Employee Name 15070 - Human Resources Specialist

Last Updated Performance Rating Performance Goals
0 of 0 completed

Performance Documents Anytime Documents
Annual - Executive/Senior Leaders V1 0 created

Check-Ins
0 created

Employee Name 15050 - Employee Development Trainer

- Add Anytime Document
- Add Check-In Document
- Feedback

Select the ellipsis and Add Check In Document option from the drop-down list next to the appropriate employee name

3

To open an existing Check-In Document, select it from the Check-Ins section.

Troubleshooting



If an employee name does not appear

-or-

If a former employee's name is included in the current list

Contact your Department Admin/Payroll Coordinator for assistance to update hierarchy changes.

Create a Check-In Document



Choose the template for the
PY 2023-24 Performance Document



Select the **Save** button

Details

SaveCancel

Review Period
Annual Review Period 2023

***Template**

***Name**

***Manager**

***Date**

Create a Check-In Document

Upon creation of the Check-In Document, CV360 automatically generates two notifications to employee



Note: CV360 does not create a scheduled event and the Agenda function is NOT enabled

Check-In Scheduled

Hello Employee

Your Manager scheduled a check-in for you. Review the agenda and add discussion topics as required.

Thank you.

You and Your Manager

Check-in Date: 2023/03/31

[Go to Check-in](#)

Agenda

+ Add discussion topic

Check-In Document Created

Hello, Employee

Your Manager created your PY 2023-24 Performance Document. Review and add any comments.

Thank you.

Review Period
Check-In Date
Check-In Template

[Go to Check-In document: PY 2023-24 Performance Document.](#)

CV360 Notifications

Notifications are only triggered upon *creation* of the Check-In document.

Current process does NOT trigger any CV360 notifications to the employee or the manager regarding *changes* to the Check-In document.

It is very important to have open communication about the process regarding expectations and timelines.



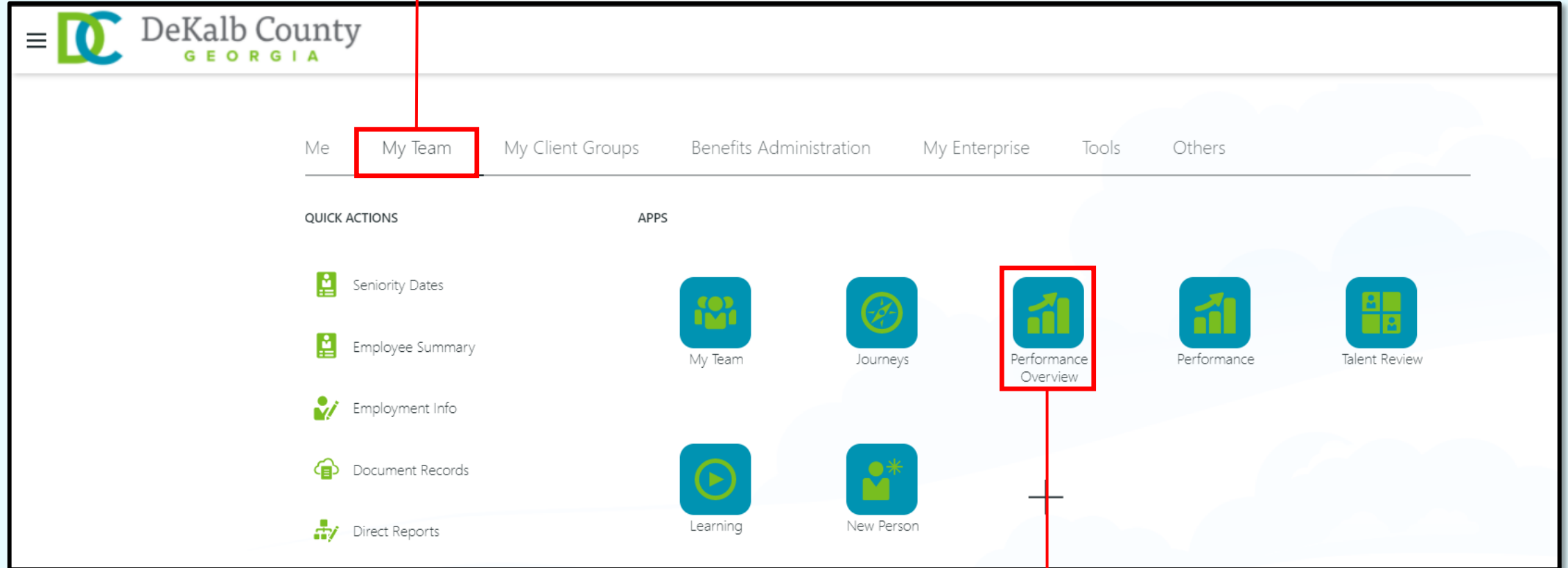
How a Manager completes a Check-In Document



Complete a Check-In Document

1

On the home page, navigate to My Team



DeKalb County
GEORGIA

Me **My Team** My Client Groups Benefits Administration My Enterprise Tools Others

QUICK ACTIONS

- Seniority Dates
- Employee Summary
- Employment Info
- Document Records
- Direct Reports

APPS

- My Team
- Journeys
- Performance Overview**
- Performance
- Talent Review
- Learning
- New Person


2

Click on the
Performance Overview tile

Complete a Check-In Document

My Team

[Add Performance Goal](#) Sort By

 **Employee Name** ⋮
Court Administrator

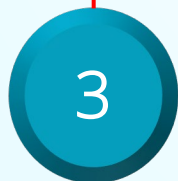
Last Updated Performance Rating

Performance Documents

Performance Goals
0 of 0 completed

Anytime Documents
0 created

Check-Ins
[1 created](#) | Last on 8/31/23



Open the list of available Check-In documents by selecting the **# created** link

Complete a Check-In Document



Review Period

Check-Ins [+ Add](#)

Sort By

	Discussed With	Manager Name	
2022-2023 Annual Check In 9/1/23 2022-2023 Annual Check In	9/1/23		...



Select the link for the desired Check-In Document

Complete a Check-In Document

Questionnaire

 Edit

5

Select Edit

Manager Questionnaire

Strengths – Review performance indicators where employee consistently exceeds expectations/demonstrate accountability

Opportunities – Indicate areas where employee may perform more successfully in assigned role

Accomplishments – Describe employee's major performance contributions, accomplishments, and achievements during the performance cycle

Developmental Goals – Identify specific training or activity for employee to complete to enhance performance

Career Goals – Provide guidance to assist employee in achieving professional and personal growth

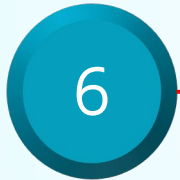
Other Comments

Employee Questionnaire Response

Complete a Check-In Document



Key in the appropriate comments in the Strengths, Opportunities, Accomplishments, Developmental Goals and Career Goals fields



Strengths – Review performance indicators where employee consistently exceeds expectations/demonstrate accountability

Ms. Employee demonstrates a positive attitude when engaging with the HR members, customer user departments, and external stakeholders. She exceeds in planning details that align with my routine meeting schedule and other external meeting - Executive Leadership, BOC, and BOC committee meeting and managing after action items.

Opportunities – Indicate areas where employee may perform more successfully in assigned role

Ms. Employee engages with the deputy director and other HR managers to increase awareness of division priority tasks and projects to help manage the status of the Critical Project List. Another area may include embracing SharePoint as a powerful tool for collaboration with HR teams on varied tasks to ensure real-time status updates and access.

Accomplishments – Describe employee's major performance contributions, accomplishments, and achievements during the performance cycle

Ms. Employee attained her Associate PHR certification in February 2023. This is a major accomplishment as this was dually pursued while working on her Master Degree in Organizational Leadership.

Developmental Goals – Identify specific training or activity for employee to complete to enhance performance

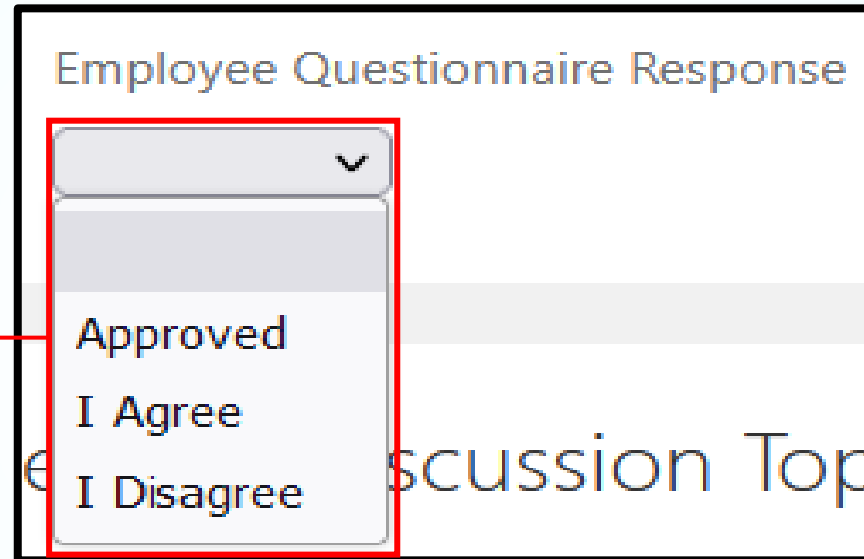
Enrollment in SharePoint, Adobe Acrobat and Visio training will be beneficial to skills enhancement and efficiency.

Career Goals – Provide guidance to assist employee in achieving professional and personal growth

Complete a Check-In Document

In the dropdown for Employee Questionnaire Response select either **Agree** or **Disagree**

7



The screenshot shows a web form titled "Employee Questionnaire Response". A dropdown menu is open, displaying three options: "Approved", "I Agree", and "I Disagree". A red box highlights the dropdown menu. Below the dropdown, the text "Discussion Top" is partially visible.



If the employee completes the self-evaluation, select either **Agree** or **Disagree**. Comments can then be added in the Comments field.

Use the **Approved** option only when the employee does not complete the self-evaluation. Add a comment in the **Other Comments** field.

Complete a Check-In Document



If the employee does not complete the employee questionnaire (self-evaluation), **manager must** enter one of the following comments in the **Other Comments** field to close out the performance review :

- Employee was not required to complete the self-evaluation based on job classification.
- Employee opted not to complete the self-evaluation.
- Employee did not complete the self-evaluation by due date.
- Employee has been employed less than 90 days prior to the end of the performance cycle.
- Employee has not been supervised by the current supervisor a minimum of 90 days.

Other Comments

Complete a Check-In Document

Manager Questionnaire

Strengths – Review performance indicators where employee consistently exceeds expectations/demonstrate accountability

Ms. Employee demonstrates a positive attitude when engaging with the HR members, customer user departments, and external stakeholders. She exceeds in planning details that align with my routine meeting schedule and other external meeting - Executive Leadership, BOC, and BOC committee meeting and managing after action items.

Opportunities – Indicate areas where employee may perform more successfully in assigned role

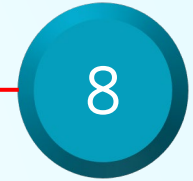
Ms. Employee engages with the deputy director and other HR managers to increase awareness of division priority tasks and projects to help manage the status of the Critical Project List. Another area may include embracing SharePoint as a powerful tool for collaboration with HR teams on varied tasks to ensure real-time status updates and access.

Accomplishments – Describe employee's major performance contributions, accomplishments, and achievements during the performance cycle

Ms. Employee attained her Associate PHR certification in February 2023. This is a major accomplishment as this was dually pursued while working on her Master Degree in Organizational Leadership.

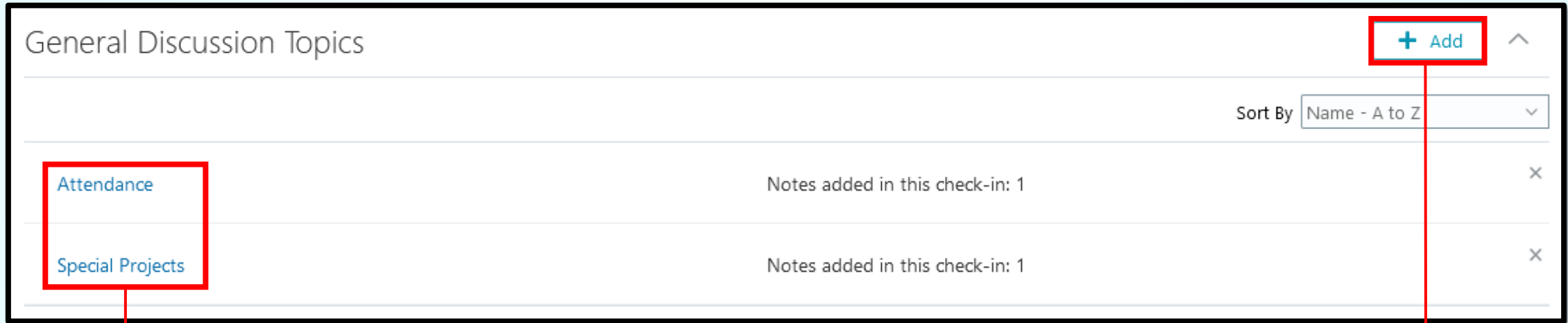
Developmental Goals – Identify specific training or activity for employee to complete to enhance performance

Save Cancel



Select the **Save** button to update the Check-In Document

Complete a Check-In Document



General Discussion Topics		+ Add	^
		Sort By	Name - A to Z
Attendance	Notes added in this check-in: 1		X
Special Projects	Notes added in this check-in: 1		X

10

To open/edit an existing topic, select the link of the topic name

Scroll to the bottom of the document and select the + Add button in the General Discussion Topics section

9



Use the General Discussion Topics section to discuss specific areas of concern or to set targeted goals.

Complete a Check-In Document

General Discussion Topics

*General Discussion Topic

New topic ▾

*Topic Name

Attendance

Save

Cancel

Note

Discussed the importance of being on time and not leaving early.

Words: 11 Characters (with HTML): 71

11

Enter the appropriate information and select the **Save** button

! Managers can *view, add* and *edit* General Discussion Topics; Employees can only *view*.

IMPORTANT!



- Check-In Documents are not to be deleted!
- Only Talent Administrators can remove a Check-In document. To request the removal of a document send an email to HRTalent@dekalbcountyga.gov.
- Employees and managers *must use* the Edit button!
- **NEVER use the Delete button!**

Talent Coordinators: How to Verify Submission of Anytime & Check-in Documents

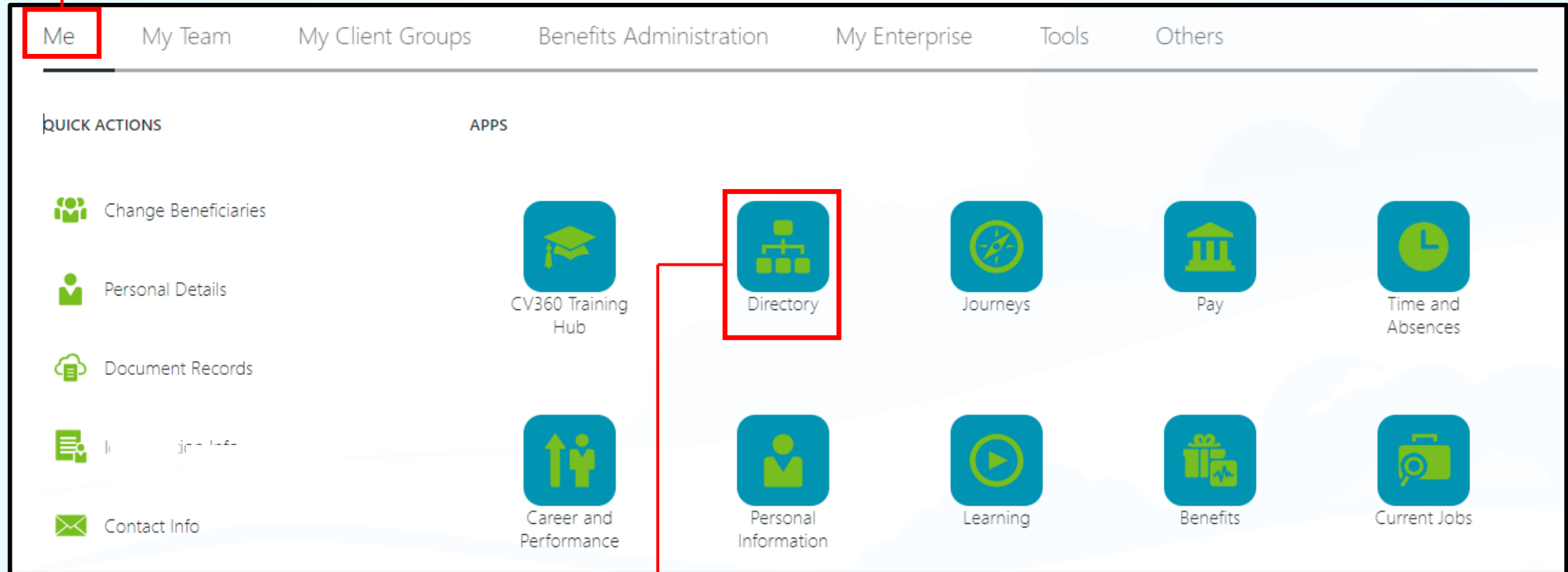




Payroll/Absence Coordinators *serving as Talent Coordinators* have access to view Document Records and the Check-in Documents.

Verify an Anytime Document

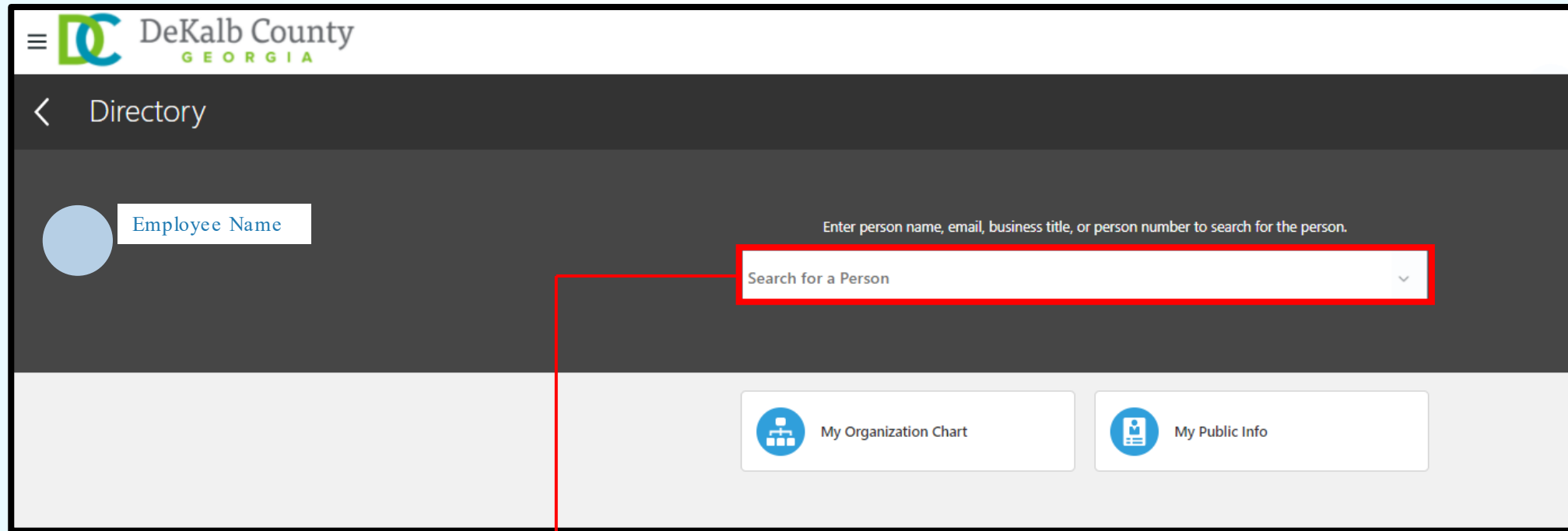
1 On the home page, navigate to the Me Tab



The screenshot shows the top navigation bar with tabs: Me, My Team, My Client Groups, Benefits Administration, My Enterprise, Tools, and Others. The 'Me' tab is highlighted with a red box. Below the navigation bar, there are two columns: 'QUICK ACTIONS' and 'APPS'. The 'APPS' column contains several tiles: CV360 Training Hub, Directory (highlighted with a red box), Journeys, Pay, Time and Absences, Career and Performance, Personal Information, Learning, Benefits, and Current Jobs. A red line connects the 'Me' tab to the 'Directory' tile.

2 Select the Directory tile

Verify an Anytime Document



3

Enter name of employee in the search field and select from the dropdown list

Verify an Anytime Document

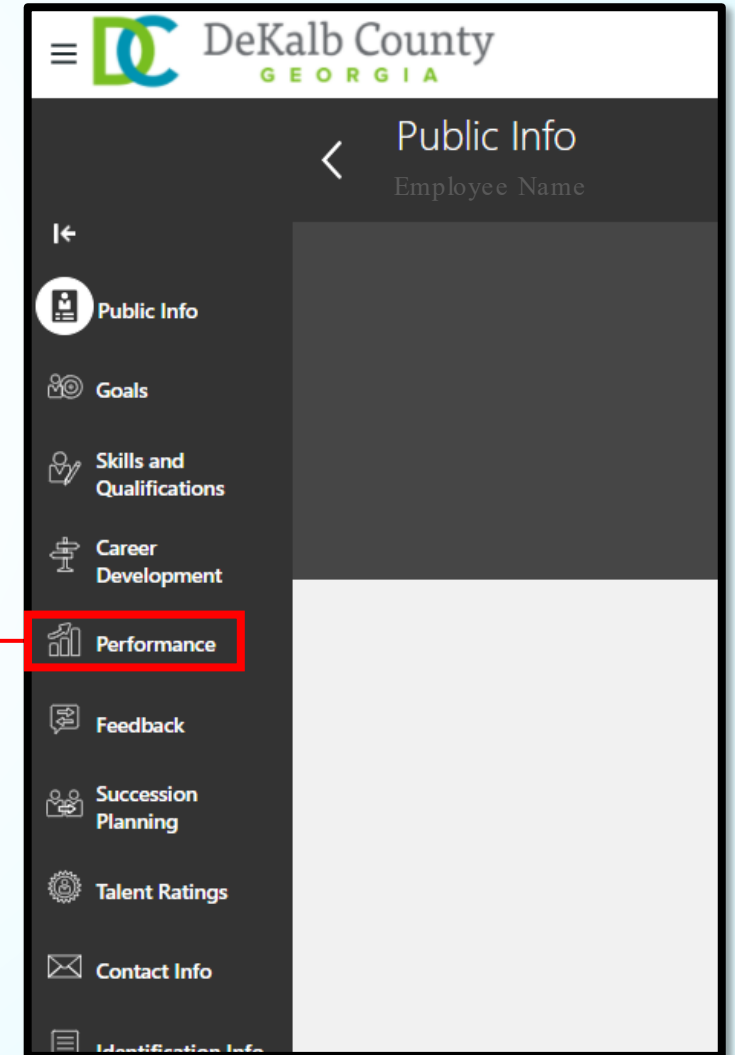


4

Select **Show More** from the list of options on the left

Select Performance

5



Verify an Anytime Document

Anytime Documents + Add ^

Transfer All

2023 – 2024 Annual Performance Review Document ...

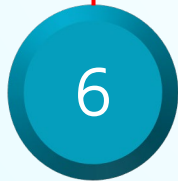
Current Task Task Completion

Manager Evaluation 0 / 2

All Tasks Manager Name

» Manager Evaluation Manager Name

○ Employee Evaluation



Select the link for the desired Anytime Document

Records Maintenance, Storage & Administration



Personnel Records

- Required documentation after January 2022 is housed in CV360.
- All performance documentation (Check-in Documentation, Anytime Document, and other authorized formats) are stored in CV360 only and not maintained at the department level in a separate record.



Open Records Requests (ORR)

- Any required personnel related documents created after January 2022 are retrieved from CV360 for ORR and any other administrative and legal inquiries from CV360.
- All other records will be retrieved from department and HR manual records.
- All departments should use the same procedure to respond within the required timeframe.

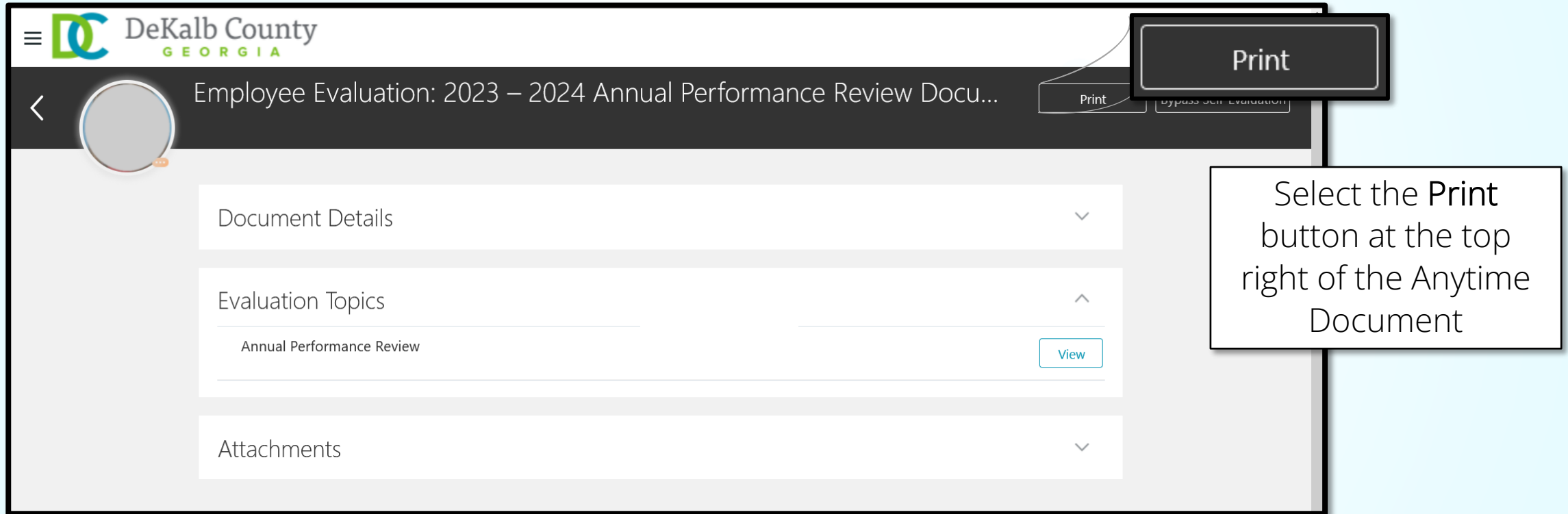
Helpful Hints

Helpful Hints



- ★ Use either Google Chrome or Firefox when working in CV360  
- ★ When logging in remotely, make sure to connect via GlobalProtect
- ★ Connecting to CV360 from an iPad restricts functionality – connect from a PC or laptop
- ★ Complete feedback in a Word document and copy/paste into the appropriate fields in the Anytime document
- ★ The number of characters are unlimited, but the use of concise statements are recommended to capture value added feedback.
- ★ Print or save a copy of Anytime documents from the ellipsis (...)
- ★ Managers should have a preliminary conversation with their department head to discuss any individual performance concerns and to obtain any feedback they may want to include prior to documenting in CV360

How to Print/Save a Check-In Document



The screenshot shows the DeKalb County Georgia employee evaluation interface. At the top left is the DeKalb County logo. The header displays the document title: "Employee Evaluation: 2023 – 2024 Annual Performance Review Docu...". On the right side of the header, there are two buttons: "Print" and "Bypass Self-Evaluation". A callout box points to the "Print" button with the text "Print". Below the header, the document content is organized into sections: "Document Details", "Evaluation Topics", and "Attachments". Under "Evaluation Topics", there is a sub-section for "Annual Performance Review" with a "View" button. A second callout box points to the "View" button with the text "Select the Print button at the top right of the Anytime Document".

Talent Management Resources

For additional information on the topics covered in this training use the following resources

- [CV360 Training Hub](#)
- QRG (If applicable)
- **Contact us at HRTalent@dekalbcountyga.gov and CV360Training@dekalbcountyga.gov**