

Job Performance Tracker

E V E R G R E E N S O L U T I O N S

What is Evergreen's Job Performance Tracker (JPT)?

JPT offers a comprehensive, secure, and configurable performance management platform designed to support competency-based performance management, automated scoring and scheduling, pay-for-performance compensation, succession planning, employee development workflows, and more.

Evergreen's Job Performance Tracker is designed to:



Improve transparency and consistency in performance evaluations.



Reduce administrative burden through automated scheduling, scoring, compensation calculations, and storage of evaluations.



Strengthen workforce planning through integrated succession and talent tools.



Provide defensible documentation through structured workflows and audit logs.



Enhance employee development through PIP tracking and ongoing goal progress monitoring.

Key Features of the Job Performance Tracker

Competency-Based Performance Management with Measurable Goal Setting



- JPT provides a competency-based performance management tool that enables employees and supervisors to evaluate performance against defined organizational and job-specific competencies.
- Supports measurable goal-setting using configurable SMART goal templates.
- Goals can be tracked between, and across evaluation periods.
- HR administrators can manage competency libraries, and apply evaluation frameworks consistently across roles and job classifications.

Add New Competency

Select Competency: Weight:

Classification Information

Title: ACCOUNTANT II
Incumbents: 1
Pay Plan: General
Pay Grade: 14 (\$64,015.52 - \$118,290.07)

Competency Assignments (11)

ⓘ Drag the 6-dot icon to reorder competencies. The order will be saved when you click "Update."

Question
1 Attitude
2 Communication
3 Customer Service
4 Integrity
5 Teamwork and Collaboration
6 Accountability

Competency Evaluation

Rate your performance for each competency

Rate your performance for each competency on a scale of 1-5, where:

1	2	3	4	5
Unsatisfactory	Marginal Performance	Meets Expectations	Exceeds Expectations	Role Model
Performance is below minimum requirements of the job and is unacceptable. Significant improvement is required.	Performance meets some but not all expectations for the job; consistent demonstration of performance of job is required.	Performance meets job requirements and expectations consistently, demonstrating competence and contribution. Most employees will fall into this category.	Performance, skills, and job knowledge consistently surpass the established job requirements and expectations.	Performance consistently and substantially exceeds expectations for the job. Serves as an example for quality performance. Very few employees fall into this category.

1. Attitude

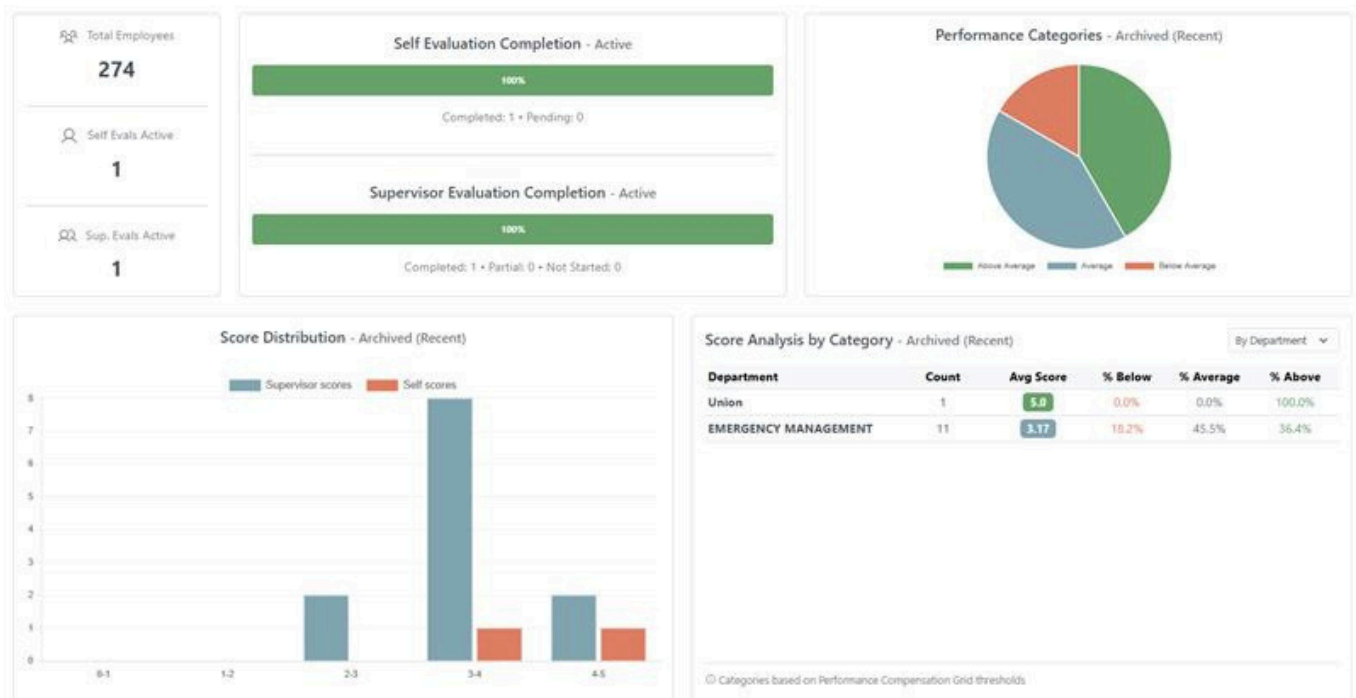
Demonstrating a positive and constructive approach towards work, maintaining positivity, and showing willingness to help others.

1 - Unsatisfactory
 2 - Marginal Performance
 3 - Meets Expectations
 4 - Exceeds Expectations
 5 - Role Model

Comments

Automated Scoring, Stored Results, Searchable History, and Exportable Data

- JPT includes an automated scoring component that calculates and stores evaluation results based on competency ratings and includes a configurable weighting model.
- Evaluation outputs are securely stored for historical access and trend analysis.
- The system includes searchable databases enabling authorized users to locate records by employee name, department, and more.
- HR and leadership users can generate reports and export performance records, scoring summaries, and supporting documentation in multiple formats including PDF and CSV to ensure accessibility for audit, compliance, workforce planning, and internal review processes.



Pay-for-Performance Compensation Module

- JPT provides a pay-for-performance module that automatically calculates recommended compensation adjustments based on performance scoring thresholds and the organization's compensation policies.
- The module supports merit increases by percentage or number of steps if applicable.
- Compensation recommendations can be exported for payroll processing and finance review.



Employee Compensation

Multiplier Grid Download Filter Search

Compensation Summary

\$ -

11 employees receiving increases
Avg Increase: \$1

Budget Impact

Current Total: \$1
Proposed Total: \$
Net Increase: \$
0.1% change

Rank Summary

Above Average
Average
Below Average
Unrated

Quartile Distribution

Q1
Q2
Q3
Q4

Name	ID	Grade	Rate of Pay	Quartile	Performance Score	Multiplier	Proposed Pay
1 Laborer II		Min: Max:	\$	4	5.00 Above Average	—	\$
2 COMM SPEC I		Min: Max:	\$	2	4.10 Above Average	3.25%	\$ A:1
3 COMM SPEC I		Min: Max:	\$	1	3.64 Above Average	3.00%	\$ A:1
4 COMM SPEC III		Min: Max:	\$	1	3.54 Above Average	3.00%	\$ A:1
5 COMM SPEC II		Min: Max:	\$	1	3.33 Above Average	3.00%	\$ A:1
6 ADMINISTRATIVE ASSISTANT		Min: Max:	\$	1	3.27 Above Average	3.00%	\$ A:1
7 COMM SPEC I		Min: Max:	\$	1	3.18 Average	2.00%	\$ A:1

Edit Compensation Grid

Configure compensation increases for each performance level and quartile.

- **Open Range:** Percentage increases for employees on salary/hourly pay plans
- **Step Plan:** Number of steps to advance for employees on step-based pay plans

Open Range (Percentage)

Level	Q1	Q2	Q3	Q4
Below Average	0.00%	0.00%	0.00%	0.00%
Average	2.00%	2.25%	2.50%	2.75%
Above Average	3.00%	3.25%	3.50%	3.75%

Enter as number (e.g., 3.0 for 3%)

Step Plan (Steps)

Level	Q1	Q2	Q3	Q4
Below Average	0	0	0	0
Average	0	0	0	0
Above Average	0	0	0	0

Enter number of steps

Quartile Reference:
 Q1: 0-25th percentile of range Q2: 25-50th percentile of range Q3: 50-75th percentile of range Q4: 75-100th percentile of range

Save Changes Cancel

Performance Improvement Plan (PIP) Tracking and Performance Development Tools

- JPT provides tools to create, document, and track Performance Improvement Plans (PIPs), including structured templates for documenting performance deficiencies, expectations, improvement milestones, check-in schedules, and progress notes.
- The platform allows supervisors and HR to track improvement activity over time, attach supporting documentation, and record outcomes.
- Automated alerts, reminders, and reporting functionality ensure consistent follow-through, equitable application, and defensible documentation practices.
- HR may monitor active PIPs and generate reports on outcomes and trends.

Performance Improvement Plans

Create New PIP

Filter Search

1 Total PIPs 0 Completed 1 In Progress 0 Failed

In Progress

Created by: [Redacted] Subject: Issues with performance

Start Date: 3/2/26 End Date: 4/1/26

Goals Progress: 0/2 goals completed

Total Updates: Last Update: [Redacted]

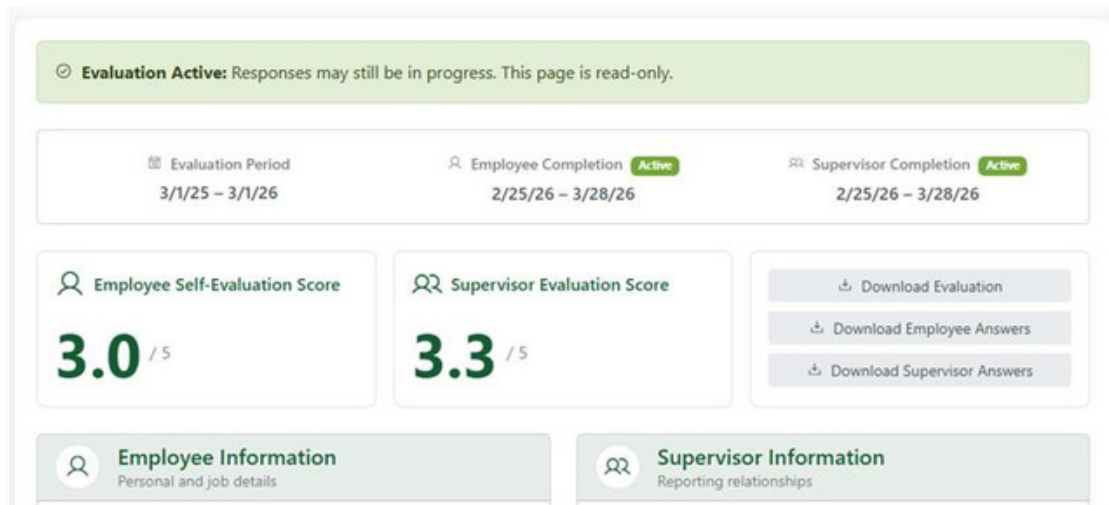
View PIP

Progress Updates
Documented follow-ups and status changes

- 3/4/26 Progress Update Additional Update(s) Needed Email
Progress Overview: Checked in with [Redacted] on goal progress and he has begun
Goal Updates:
Improve performance: Not Started → In Progress
Improve attitude: Not Started → In Progress
Expected Progress: expected him to have started
Updated by: [Redacted] 3/2/26 4:39 PM
- 3/2/26 PIP Shared Additional Update(s) Needed Automated
Progress Overview: Performance Improvement Plan shared with [Redacted]. PIP is now active.
System generated 3/2/26 4:34 PM
- 3/2/26 Progress Update Additional Update(s) Needed In Person
Progress Overview: Had a meeting with [Redacted] to share this PIP
Updated by: [Redacted] 3/2/26 4:34 PM
- 3/2/26 PIP Created Automated
Subject: Issues with performance
Progress Overview: New PIP Created
Timeline: 03/02/2026 to 04/01/2026

Employee, Supervisor, and 360-Degree Evaluation Options

- JPT supports employee self-evaluations and supervisor/manager evaluations with configurable forms and scoring structures.
- Additionally, the platform supports 360-degree evaluation workflows, enabling peer, subordinate, and stakeholder feedback where desired.
- The system includes configurable participant selection, confidentiality controls, and consolidated reporting, allowing multiple evaluation inputs to be weighted and integrated into the final performance record.
- The tool supports both qualitative narrative feedback and quantitative rating scales to enhance coaching and development outcomes.



- JPT provides detailed evaluation procedures, process documentation, and user guidance that defines the roles and responsibilities of employees, supervisors, and HR staff within the new system.
- Deliverables include step-by-step user guides, standard operating procedures, evaluation timeline recommendations, and instructions for initiation, and mid-cycle check-ins.

Automated Evaluation Scheduling

- Employees and supervisors are automatically notified when their evaluation window opens.
- Evaluation periods are automatically updated based on the selected frequency; set it once and the system handles the rest.
- Reminder emails can be enabled at any time.

Evaluation Status

[Edit Schedule](#) [Reactivate](#) [Send Reminder](#) Filter

Total Employees: **275**

Self Evals Active: **1**

Sup. Evals Active: **1**

Self Evaluation Completion

100%

Submitted: 1 • Not Started: 0

Supervisor Evaluation Completion

100%

Submitted: 1 • Some Submitted: 0 • Not Started: 0

<input type="checkbox"/>	Employee -	ID	Direct Supervisors	Frequency	Period	Self Eval	Supervisor Eval
1	<input checked="" type="checkbox"/> ADMINISTRATIVE ASSISTANT	241		Annual	3/1/25 - 3/1/26	2/25/26 - 3/28/26 Active Submitted	2/25/26 - 3/28/26 Active Submitted
2	<input checked="" type="checkbox"/> Laborer	242		Annual	3/1/27 - 3/1/28	3/10/27 - 3/15/27	3/10/27 - 3/15/27
3	<input checked="" type="checkbox"/> EMT B EVO FT	010625		Annual	2/1/26 - 2/1/27	2/12/27 - 2/15/27	2/15/27 - 2/17/27
4	<input checked="" type="checkbox"/> WASTEWATER TREAT OPER	010805		Annual	2/1/26 - 2/1/27	2/12/27 - 2/15/27	2/15/27 - 2/17/27
5	<input checked="" type="checkbox"/> CRIMINAL INVESTIGATOR						
6	<input type="checkbox"/> MEO III						
7	<input type="checkbox"/> EMT B EVO FT						

Edit Evaluation Properties

Frequency:

Period Start:

Self Evaluation Start:

Supervisor Evaluation Start:

Secure Online Tool with Credentialed Role-Based Access

- JPT provides a secure, cloud-based platform that includes credentialed access for employees, supervisors, managers, and Human Resources staff. The system supports role-based access controls to ensure users may only view, edit, and approve content consistent with their assigned permissions.
- Administrative controls allow HR staff to configure workflows, and limit access to sensitive employee information.
- The platform supports secure authentication and may be configured to integrate with organizational access standards, including single sign-on (SSO) where required.

Succession Planning Modules Including 9-Box Matrix

- JPT provides integrated succession planning functionality, including a configurable 9-box matrix that supports talent assessment using performance and potential dimensions.
- The platform allows leadership and HR staff to identify high-potential employees, map readiness levels for key roles, and develop succession pipelines using a data-driven approach.

	Below Average Performance	Average Performance	Above Average Performance
Above Average Potential	No records	<ul style="list-style-type: none">● COMM SPEC I 3.0● COMM SPEC I 3.2	<ul style="list-style-type: none">● COMM SPEC I 4.1● COMM SPEC II 3.3● ADMINISTRATIVE ASSISTANT 3.3● Laborer II 5.0
Average Potential	<ul style="list-style-type: none">● COMM SPEC I 2.7	<ul style="list-style-type: none">● COMM SPEC II 3.0● COMM SPEC I 3.0	<ul style="list-style-type: none">● COMM SPEC III 3.5● COMM SPEC I 3.6
Below Average Potential	<ul style="list-style-type: none">● COMM SPEC I 2.4	No records	No records

JPT Value-Added Innovations and Differentiators

- ✓ **Continuous Performance Management and Real-Time Feedback**
- ✓ **Intelligent Goal-Setting and Competency Alignment Tools**
- ✓ **Succession Planning Insights** 
- ✓ **Enhanced Compensation Transparency and Scenario Planning**
- ✓ **Automated Workflow Optimization and Compliance Monitoring**
- ✓ **Advanced Multi-Rater and 360-Degree Feedback Capabilities**

Overall Value to the Organization

Increased consistency and fairness across performance evaluations.

Reduced administrative burden through automation and standardized workflows.

Improved workforce planning and continuity through advanced succession tools.

Greater transparency and defensibility in scoring and compensation decisions.

Stronger employee development outcomes through ongoing feedback and structures performance improvement tracking.