

Welcome Paula Gibson

My Account Split Screen Announcements 3 Logout



**Administration** **Review Process** Review Setup Reporting

Manage Company Information Manage Departments Manage Job Descriptions Manage Employee Roles Reference Library

Manage Employees [Add Individual Employee](#) [Import Employees](#) [Import Signatures](#) [Import Photos](#) [View Deactivated Users](#) [Export Review PDFs](#)

- Create or Complete a Review
- Create/View Journal Entries
- Manage Goals 
- Manage Review Periods
- Manage 360 Degree Surveys
- Update Employee Information
- Send Passwords
- Send Review Notifications

Gibson, Paula

**PAULA GIBSON**

**Email Address:**  
pgibson@centennialcolorado.com

**Location:** Civic Center

**Job Title:** Human Resources Director

**Department:** Human Resources

**Manager(s):** Elisha Thomas **Hire Date:** 1/2/2013

[Click here to use the old Manage Employees interface](#)

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Administration Review Process Review Setup Reporting  
 Man Employees Compensation Dashboard Manage eSignatures 360 Degree Surveys Create Journal Entries Discussions

Review Period: Annual Focal Review - 1/1/2013 - 12/31/2013

If Goal Rollover Is Selected, Goals Roll Into Review Period: Annual Focal Review - 1/1/2014 - 12/31/2014

Paula Gibson: Manage Goals

Add a Goal Print Goals

Goal Name	Weighting	Due Date	Status	Progress
<input type="checkbox"/> 1. Performance Management a. Implement a comprehensive annual focal performance review process to include manager training, standardized format, high-quality manager/employee feedback discussions, goal and objective setting and developmental focus b. Implement mid-year performance check-ins to formalize semi-annual feedback c. Provide on-going coaching to managers around employee performance issues d. Automate 2014 focal review process to eliminate the need for a paper reviews and include self-assessments and 360o feedback	20%	12/31/13	On Target	N/A Update Delete
<input type="checkbox"/> 2. Compensation/Benefits: a. In conjunction with focal review process, administer a salary program to reward and recognize employee contributions through base performance increases, adjustments in range and one-time bonuses b. Conduct annual salary and benefits benchmarking to ensure competitive pay programs c. Transition 401(a) and 457 retirement plans from ICMA to the Principal Group	20%		On Target	N/A Update Delete
<input type="checkbox"/> 3. Recruiting: a. Stream-line recruiting process to reduce time of management staff spent in interviews, paper, and time-to-fill b. Enhance candidate experience so that every interaction with the City leaves the candidate feeling appreciated, even if we are unable to offer a position c. Continue utilization of NeoGov to incorporate requisition approval process, candidate tracking, interview scheduling, document retention d. Review pre-employment screening tools e. Standardize on-boarding of new employees	20%		On Target	N/A Update Delete
<input type="checkbox"/> 4. Organizational Development a. Attend Gallup's Accelerated Strengths Coaching Program and earn designation as a Certified Gallup Strengths Coach b. Facilitate Introduction to Strengths with the Executive Team in conjunction with administration of the Clifton Strengths Finder assessment	20%		On Target	N/A Update Delete
<input type="checkbox"/> 5. Program Management a. Compose and communicate employment policies and procedures and document in soft-copy on City Intranet b. In conjunction with the CAO or other Center of Expertise, conduct manager training on the legal aspects of managing employees c. Assess HR technology; acquire working knowledge of ADP HRIS	20%		On Target	N/A Update Delete
<b>Totals</b>	<b>100%</b>			



Firefox Performance Management System  
https://www.reviewsnap.com/MyAccount.cfm?action=AddReviewPeriodGoal&UserId=211480&ReviewPeriodId=1470713

Centennial

Administration | **Review Pr** | Review Setup | Reporting

Manage Employees | Compensation Dashboard | eSignatures | 360 Degree Surveys | Create Journal Entries | Discussions | Manage Review Templates

Paula Gibson: Create a Goal

Goal Weighting Percentage:

Goal Description: 

Create Date: 11/12/2013

Due Date:  

Allow Rollover to next Review Period.

Status: **On Target**

Actions/Comments: 



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