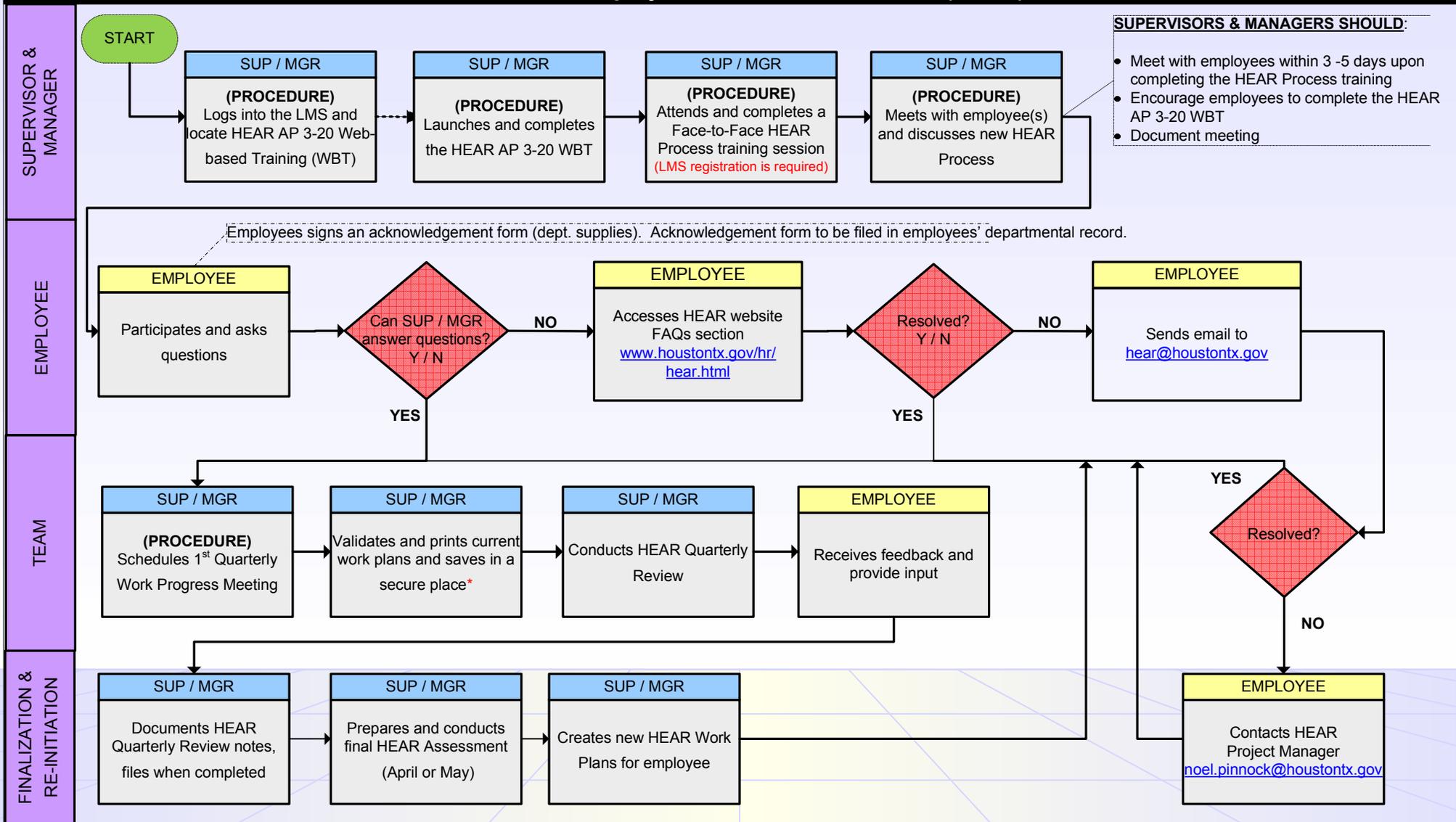


Supervisor / Manager HEAR Implementation Crosswalk Best Practices (2012)



Houston Employee Assessment & Review (HEAR)



- SUPERVISORS & MANAGERS SHOULD:**
- Meet with employees within 3 -5 days upon completing the HEAR Process training
 - Encourage employees to complete the HEAR AP 3-20 WBT
 - Document meeting

* Instructions on populating **current work plans** in the new HEAR application are forthcoming



To access LMS:

1. Go to <http://lms.coh.gov>
2. Enter your username – e123456 (six-digit employee number with the “e” – use leading zeros if needed)
3. Enter your password – if this is your first time logging in, your password is “password” (all lowercase)

TRAINING REMINDERS:

- Arrive on time, with materials and (1) employee SMART Goal
- Sign-in and Sign out
- Participate
- Submit course evaluation upon completion of course