

Employee Performance Evaluation Instructions

Performance Evaluations are done online through our HR system. When the Performance Evaluation has been submitted to you (the employee) by your supervisor, you will receive an email from HRweb@shepherd.edu telling you that.

Log in to the HR System at <https://jobs.shepherd.edu/hr>. Select “Employee” as your user type. If you have not logged in to the system before please contact Human Resources at phone extension 5299 to receive your user name and password.

After you log in you will see a screen similar to the one below. From this screen, click on “Active Evaluations” on the left hand navigation bar and a screen similar to the one on the following page will appear.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

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SHEPHERD UNIVERSITY
OFFICE OF HUMAN RESOURCES
CLASSIFIED STAFF SALARY SCHEDULE
INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM

Welcome LuAnn Yanna. You are logged in as Lisa Doe. Monday, March 15, 2010

Welcome to the Online System for Shepherd University

Please ensure that you are logged in with the correct user type for the actions that you wish to perform.

Once you have started an action online, the system will log you out after 60 minutes of inactivity, and any information you have entered will be lost. To avoid that, periodically (and definitely before you leave the task for any period of time) save the information.

[Instructions for Performing Actions Using the Online HR System](#)

No Active Postings

- Please remember that all information entered will be seen by the employee, supervisor and everyone in positions above the employee’s position on your organizational chart.
- Once you have started an evaluation online, the system will log you out after 60 minutes of inactivity, and any information you have entered will be lost. To avoid that, periodically (and definitely before you leave the task for any period of time) save the information. To save your work, click on the “Preview Evaluation” button at the bottom of the screen. Select the status of “Save without Submit” or “Save”. Click on “Continue” and then “Confirm”. When you are ready to resume your work with the evaluation, click on “Active Evaluations” from the left hand navigation bar.
- If your supervisor requires you to complete a self-evaluation first, continue to follow the instructions contained on pages 2 - 7. If your supervisor does not require you to complete a self-evaluation, then please go to page 8 to continue with the evaluation process.

This screen shows that there is an Annual Performance Evaluation that has been submitted to you. Click on “View” under your job title.

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Welcome **LuAnn Yanna**. You are logged in as Lisa Doe. Monday, March 15, 2010

View Active Evaluations

Active Evaluations

1 Record

Title	Employee First Name	Employee Last Name	Status	Evaluation Cycle	Last Action Date
ADMIN SEC View View Summary	Lisa	Doe	Evaluation Submitted to Employee	3 month Probationary	03-15-2010

After you have clicked on “View” a screen similar to the one below will appear. Click on “Edit” which is located just above the yellow bar that says Evaluation Status.

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Welcome **LuAnn Yanna**. You are logged in as Lisa Doe. Monday, March 15, 2010

View Performance Evaluation Summary

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the evaluation, click the **Edit** link. To exit the evaluation without making any changes, click the **Cancel** button.

[Edit](#) [Printer-Friendly Version](#)

Evaluation Status

Save
 Submit Evaluation to Supervisor

CANCEL **CONTINUE**

Evaluation Details

Employee First Name:	Lisa
Employee Last Name:	Doe
Job Title:	ADMIN SEC
Evaluation Cycle:	3 month Probationary
Evaluation Cycle Begin Date:	12/01/2009
Evaluation Cycle End Date:	03/01/2010
Department:	
Other Users in Department Who Need Access to this Evaluation:	Yanna, LuAnn
Employee:	Doe, Lisa

When you click on “Edit” a screen similar to the one below will appear. Click on “Continue to Next Page.”

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WELCOME LuAnn Yanna. You are logged in as Lisa Doe. Monday, March 15, 2010

View/Edit Performance Evaluation

Evaluation Details	Job Duties	Standard Evaluation Competencies	Employee Self-Evaluation	Prior Goals Set by Supervisor	Prior Goals Set by Employee	Future Goals Set by Supervisor	Future Goals Set by Employee	Overall Rating Comments	Performance Improvement Plan	Supervisor Attach Documents	Notes/History
CONTINUE TO NEXT PAGE >>											
*Required information is denoted with an asterisk.											
Employee First Name:	Lisa										
Employee Last Name:	Doe										
Job Title:	ADMIN SEC										
Evaluation Cycle:	3 month Probationary										
Evaluation Cycle Begin Date:	12/01/2009										
Evaluation Cycle End Date:	03/01/2010										
Department:											
Other Users in Department Who Need Access to this Evaluation:	Yanna, LuAnn										
Employee:	Doe, Lisa										
*Required information is denoted with an asterisk.											
CONTINUE TO NEXT PAGE >>											

When you click on “Continue to Next Page” a screen similar to the one below will appear. It contains the job duties as listed in your PIQ.

To move to the “Employee Self-Evaluation” tab, click on the blue tab with that title.

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WELCOME LuAnn Yanna. You are logged in as Lisa Doe. Monday, March 15, 2010

View/Edit Performance Evaluation

Evaluation Details	Job Duties	Standard Evaluation Competencies	Employee Self-Evaluation	Prior Goals Set by Supervisor	Prior Goals Set by Employee	Future Goals Set by Supervisor	Future Goals Set by Employee	Overall Rating Comments	Performance Improvement Plan	Supervisor Attach Documents	Notes/History
Existing Entries											
2 Records											
▼ Description of job responsibility/ duty											
Arrive at work each day ready to use your skills and abilities to meet our mission of service.											
Successfully complete assigned tasks.											
<< RETURN TO PREVIOUS											
CONTINUE TO NEXT PAGE >>											
CANCEL											
VIEW EVALUATION SUMMARY >>											

The “Employee Self-Evaluation” section is where you will enter your self-evaluation ratings and comments for the Standard Evaluation Competencies.

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Welcome LuAnn Yanna. You are logged in as Lisa Doe. Thursday, September 8, 2011

View/Edit Performance Evaluation

Evaluation Details	Job Duties	Standard Evaluation Competencies	Employee Self-Evaluation	Prior Goals Set by Supervisor	Prior Goals Set by Employee	Future Goals Set by Supervisor	Future Goals Set by Employee	Overall Rating Comments	Performance Improvement Plan	Supervisor Attach Documents	History
<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>											

*Required information is denoted with an asterisk.

Quality of Work (Excellence)

Rating: Unacceptable Performance Needs Improvement Meets Requirements Fully Meets and Sometimes Exceeds Requirements Consistently Exceeds Requirements No Response

Comments:

Quantity of Work (Productivity)

Rating: Unacceptable Performance Needs Improvement Meets Requirements Fully Meets and Sometimes Exceeds Requirements Consistently Exceeds Requirements No Response

Comments:

Knowledge of Job (Proficiency)

Rating: Unacceptable Performance Needs Improvement Meets Requirements Fully Meets and Sometimes Exceeds Requirements Consistently Exceeds Requirements No Response

Comments:

Attendance and Punctuality

Rating: Unacceptable Performance Needs Improvement Meets Requirements Fully Meets and Sometimes Exceeds Requirements Consistently Exceeds Requirements No Response

Comments:

Working Relationships (Civility and Cooperation)

Rating: Unacceptable Performance Needs Improvement Meets Requirements Fully Meets and Sometimes Exceeds Requirements Consistently Exceeds Requirements No Response

Comments:

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Customer Service (Students, Colleagues, etc.)

Rating: Unacceptable Performance Needs Improvement Meets Requirements Fully Meets and Sometimes Exceeds Requirements Consistently Exceeds Requirements No Response

Comments:

Initiative and Decision Making

Rating: Unacceptable Performance Needs Improvement Meets Requirements Fully Meets and Sometimes Exceeds Requirements Consistently Exceeds Requirements No Response

Comments:

Leadership (Supervision, Management)

Rating: Unacceptable Performance Needs Improvement Meets Requirements Fully Meets and Sometimes Exceeds Requirements Consistently Exceeds Requirements No Response

Comments:

*Required information is denoted with an asterisk.

After you have completed the “Employee Self-Evaluation” section, you will next comment on whether your prior goals set by you and your supervisor were met. To view the goals that you and your supervisor entered during your last evaluation, click on the blue tab titled “Prior Goals Set by Supervisor” and/or “Prior Goals Set by Employee”. To enter a comment on your prior goals, click on the blue tab titled "Prior Goals-Result Comments." This is where you will enter your comments about your prior goals.

View/Edit Performance Evaluation

Evaluation Details	Job Duties	Standard Evaluation Competencies	Employee Self-Evaluation	Prior Goals Set by Supervisor	Prior Goals Set by Employee	Prior Goals - Result Comments	Future Goals Set by Supervisor	Future Goals Set by Employee	Overall Rating Comments	Performance Improvement Plan	Supervisor Attach Documents	History
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<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Employee Goals - Results:	Prior goals met.	
Supervisor Goals - Results:		

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

[CANCEL](#)
[VIEW EVALUATION SUMMARY >>](#)

After you have completed the “Prior Goals-Results Comments” section, you will next enter your future goals. To enter new goals, click on the “Future Goals Set by Employee” tab. This is where you will enter your future goals. To add a new entry, click on “Add New Entry”

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

• Welcome LuAnn Yanna. You are logged in as Lisa Doe. Monday, March 15, 2010

View/Edit Performance Evaluation

Evaluation Details	Job Duties	Standard Evaluation Competencies	Employee Self-Evaluation	Prior Goals Set by Supervisor	Prior Goals Set by Employee	Future Goals Set by Supervisor	Future Goals Set by Employee	Overall Rating Comments	Performance Improvement Plan	Supervisor Attach Documents	Notes/History
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Existing Entries
No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

CANCEL VIEW EVALUATION SUMMARY >>

Type the goal into the text block. When you are finished, click on “Add Entry”.

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• Welcome LuAnn Yanna. You are logged in as Lisa Doe. Monday, March 15, 2010

View/Edit Performance Evaluation

Evaluation Details	Job Duties	Standard Evaluation Competencies	Employee Self-Evaluation	Prior Goals Set by Supervisor	Prior Goals Set by Employee	Future Goals Set by Supervisor	Future Goals Set by Employee	Overall Rating Comments	Performance Improvement Plan	Supervisor Attach Documents	Notes/History
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To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

Existing Entries
No Records Found

Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

* Required information is denoted with an asterisk.

* Goals: New goal entered by employee

ADD ENTRY

CANCEL

The entry will be viewable on the following page just as it appears on the screen. Follow the same procedure to add more entries. Entries can be edited or deleted if necessary.

When you are done adding goals and are ready to submit your self-evaluation to your supervisor, click on the “View Evaluation Summary” button at the bottom of the screen.

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WELCOME LuAnn Yanna. You are logged in as Lisa Doe. Monday, March 15, 2010

View/Edit Performance Evaluation

Evaluation Details	Job Duties	Standard Evaluation Competencies	Employee Self-Evaluation	Prior Goals Set by Supervisor	Prior Goals Set by Employee	Future Goals Set by Supervisor	Future Goals Set by Employee	Overall Rating Comments	Performance Improvement Plan	Supervisor Attach Documents	Notes/History
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✓ The entry has been added.

ADD NEW ENTRY

Existing Entries

1 Record

Goal

New goal entered by employee

[View](#) [Edit](#)

ADD NEW ENTRY

<< RETURN TO PREVIOUS **CONTINUE TO NEXT PAGE >>**

CANCEL **VIEW EVALUATION SUMMARY >>**

On the “View Performance Evaluation Summary” screen, you can scroll down and review the information that you have entered.

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WELCOME LuAnn Yanna. You are logged in as Lisa Doe. Monday, March 15, 2010

View Performance Evaluation Summary

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the evaluation, click the **Edit** link. To exit the evaluation without making any changes, click the **Cancel** button.

[Edit](#) [Printer-Friendly Version](#)

Evaluation Status

Save
 Submit Evaluation to Supervisor

CANCEL **CONTINUE**

Evaluation Details

Employee First Name:	Lisa
Employee Last Name:	Doe
Job Title:	ADMIN SEC
Evaluation Cycle:	3 month Probationary
Evaluation Cycle Begin Date:	12/01/2009
Evaluation Cycle End Date:	03/01/2010
Department:	
Other Users in Department Who Need Access to this Evaluation:	Yanna, LuAnn
Employee:	Doe, Lisa

To submit the evaluation to your supervisor, change the Evaluation Status to “Submit Evaluation to Supervisor”, click on “Continue” and then “Confirm”.

If your supervisor does not require a self-evaluation to be done first, please begin here to review your Performance Evaluation. Or, if you have completed and submitted the self-evaluation to your supervisor, and have now received an email that it has once again been submitted back to you, begin here to review your Performance Evaluation.

The screen shown below indicates that there is an Annual Performance Evaluation that has been submitted to you. Click on “View” under the job title.

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WELCOME LuAnn Yanna. You are logged in as Lisa Doe. Monday, March 15, 2010

View Active Evaluations

Active Evaluations

1 Record

Title	Employee First Name	Employee Last Name	Status	Evaluation Cycle	Last Action Date
ADMIN SEC View View Summary	Lisa	Doe	Evaluation Submitted to Employee	3 month Probationary	03-15-2010

SHEPHERD UNIVERSITY
OFFICE OF HUMAN RESOURCES
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On the screen below, click on “Edit” which is located just above the yellow bar that says Evaluation Status.

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WELCOME LuAnn Yanna. You are logged in as Lisa Doe. Monday, March 15, 2010

View Performance Evaluation Summary

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the evaluation, click the **Edit** link. To exit the evaluation without making any changes, click the **Cancel** button.

[Edit](#) [Printer-Friendly Version](#)

Evaluation Status

Save
 Submit Evaluation to Supervisor

CANCEL **CONTINUE**

Evaluation Details

Employee First Name:	Lisa
Employee Last Name:	Doe
Job Title:	ADMIN SEC
Evaluation Cycle:	3 month Probationary
Evaluation Cycle Begin Date:	12/01/2009
Evaluation Cycle End Date:	03/01/2010
Department:	
Other Users in Department Who Need Access to this Evaluation:	Yanna, LuAnn
Employee:	Doe, Lisa

SHEPHERD UNIVERSITY
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When you have clicked on “Edit” a screen similar to the one shown below will appear.

Shepherd UNIVERSITY
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• Welcome LuAnn Yanna. You are logged in as Lisa Doe. Monday, March 15, 2010

View/Edit Performance Evaluation

Evaluation Details	Job Duties	Standard Evaluation Competencies	Employee Self-Evaluation	Prior Goals Set by Supervisor	Prior Goals Set by Employee	Future Goals Set by Supervisor	Future Goals Set by Employee	Overall Rating Comments	Performance Improvement Plan	Supervisor Attach Documents	Notes/History
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CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Employee First Name: Lisa
 Employee Last Name: Doe
 Job Title: ADMIN SEC
 Evaluation Cycle: 3 month Probationary
 Evaluation Cycle Begin Date: 12/01/2009
 Evaluation Cycle End Date: 03/01/2010
 Department: +
 Other Users in Department Who Need Access to this Evaluation: Yanna, LuAnn
 Employee: Doe, Lisa

CONTINUE TO NEXT PAGE >>

Click on “Continue to Next Page” and a screen similar to the below will appear.

This screen contains the job duties as listed in your PIQ.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

• Welcome LuAnn Yanna. You are logged in as Lisa Doe. Monday, March 15, 2010

View/Edit Performance Evaluation

Evaluation Details	Job Duties	Standard Evaluation Competencies	Employee Self-Evaluation	Prior Goals Set by Supervisor	Prior Goals Set by Employee	Future Goals Set by Supervisor	Future Goals Set by Employee	Overall Rating Comments	Performance Improvement Plan	Supervisor Attach Documents	Notes/History
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Existing Entries

2 Records

Description of job responsibility/duty

Arrive at work each day ready to use your skills and abilities to meet our mission of service.
 Successfully complete assigned tasks.

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

CANCEL VIEW EVALUATION SUMMARY >>

To view ratings and comments for the Standard Evaluation Competencies, click on “Continue to Next Page”.

After you have clicked on “Continue to Next Page” a screen similar to the one shown below will appear.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

Welcome LuAnn Yanna. You are logged in as Lisa Doe. Thursday, September 8, 2011

View/Edit Performance Evaluation

Evaluation Details	Job Duties	Standard Evaluation Competencies	Employee Self-Evaluation	Prior Goals Set by Supervisor	Prior Goals Set by Employee	Future Goals Set by Supervisor	Future Goals Set by Employee	Overall Rating Comments	Performance Improvement Plan	Supervisor Attach Documents	History
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Supervisors are to evaluate on an annual basis all classified and non-classified employees under their supervision using this Staff Performance Evaluation format.

Supervisors, please rate employees on each item, provide summary comments at the end. You may include comments for each item but they are not required.

Supervisors must review the completed performance evaluation with each employee. At that time, the employee must be given the opportunity to respond in writing, although employees are not required to comment if they do not want to.

For employees who receive any ratings below Meets Requirements, an Improvement Plan must be entered on the Performance Improvement Plan tab.

The evaluation process is not complete until the supervisor and employee have completed the online evaluation, met face to face to discuss the evaluation, and the supervisor has changed the status of the evaluation to 'Submit Evaluation to HR'.

Please refer to Shepherd University Board of Governor's Policy 26 (Salary Policy) for further guidance.

*Required information is denoted with an asterisk.

Quality of Work (Excellence)

Rating: Fully Meets and Sometimes Exceeds Requirements
Comments: Comments entered by supervisor

Quantity of Work (Productivity)

Rating: Fully Meets and Sometimes Exceeds Requirements
Comments: Comments entered by supervisor

Knowledge of Job (Proficiency)

Rating: Meets Requirements
Comments: Comments entered by supervisor

Attendance and Punctuality

Rating: Consistently Exceeds Requirements
Comments: Comments entered by supervisor

Working Relationships (Civility and Cooperation)

Rating: Consistently Exceeds Requirements
Comments: Comments entered by supervisor

Customer Service (Students, Colleagues, etc.)

Rating: Fully Meets and Sometimes Exceeds Requirements
Comments: Comments entered by supervisor

Initiative and Decision Making

Rating: Fully Meets and Sometimes Exceeds Requirements
Comments: Comments entered by supervisor

Leadership (Supervision, Management)

Rating: No Response
Comments:

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

CANCEL VIEW EVALUATION SUMMARY >>

To view the goals that you and your supervisor entered during your last evaluation, click on the blue tab titled “Prior Goals Set by Supervisor” and/or “Prior Goals Set by Employee”.

To view the new goals set by your supervisor, click on the “Future Goals Set by Supervisor” tab and a screen similar to the one shown below will appear.

The screenshot shows the 'View/Edit Performance Evaluation' interface. The 'Future Goals Set by Supervisor' tab is selected. The table below shows one record:

Evaluation Details	Job Duties	Standard Evaluation Competencies	Employee Self-Evaluation	Prior Goals Set by Supervisor	Prior Goals Set by Employee	Future Goals Set by Supervisor	Future Goals Set by Employee	Overall Rating Comments	Performance Improvement Plan	Supervisor Attach Documents	Notes/History																								
Existing Entries																																			
1 Record																																			
<table border="1"> <tr> <td>Goal</td> <td colspan="11">Goals entered by supervisor on 3 month evaluation</td> </tr> <tr> <td></td> <td colspan="11">View</td> </tr> </table>												Goal	Goals entered by supervisor on 3 month evaluation												View										
Goal	Goals entered by supervisor on 3 month evaluation																																		
	View																																		

Navigation buttons: << RETURN TO PREVIOUS, CONTINUE TO NEXT PAGE >>, CANCEL, VIEW EVALUATION SUMMARY >>

To enter your new goals, click on the “Future Goals Set by Employee” tab and the following screen will appear. To add a new entry, click on “Add New Entry”. (If your supervisor required you to complete a self-evaluation earlier, the goals you entered will already appear on this tab.)

The screenshot shows the 'View/Edit Performance Evaluation' interface. The 'Future Goals Set by Employee' tab is selected. The table below shows no records:

Evaluation Details	Job Duties	Standard Evaluation Competencies	Employee Self-Evaluation	Prior Goals Set by Supervisor	Prior Goals Set by Employee	Future Goals Set by Supervisor	Future Goals Set by Employee	Overall Rating Comments	Performance Improvement Plan	Supervisor Attach Documents	Notes/History
Existing Entries											
No Records Found											
ADD NEW ENTRY											

Navigation buttons: << RETURN TO PREVIOUS, CONTINUE TO NEXT PAGE >>, CANCEL, VIEW EVALUATION SUMMARY >>

When you have clicked on “Add New Entry” a screen similar to the one shown on the following page will appear.

Type the goal into the text block. When you are finished, click on “Add Entry”.

The entry will be viewable as it appears on the screen shown below. Follow the same procedure to add more entries. Entries can be edited or deleted if necessary.

When you are done adding goals, click on the “Overall Rating Comments” tab. The “Overall Rating Comments” tab contains the overall rating that your supervisor has given you as well as the supervisor’s comments. There is a text box for you to enter comments, if you wish to do so. When you are done entering comments, click on “Continue to Next Page”.

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Welcome LuAnn Yanna. You are logged in as Lisa Doe. Thursday, September 8, 2011

View/Edit Performance Evaluation

Evaluation Details	Job Duties	Standard Evaluation Competencies	Employee Self-Evaluation	Prior Goals Set by Supervisor	Prior Goals Set by Employee	Future Goals Set by Supervisor	Future Goals Set by Employee	Overall Rating Comments	Performance Improvement Plan	Supervisor Attach Documents	History
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*Required information is denoted with an asterisk.

Overall Performance Rating

Rating: Fully Meets and Sometimes Exceeds Requirements

Comments

Supervisor Comments: Overall comments entered by supervisor.

Employee Comments: Comments entered by employee

Department Head / Approver Comments:

HR Comments:

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

CANCEL VIEW EVALUATION SUMMARY >>

After you click on “Continue to Next Page” you will see a screen similar to the one below, called the “Performance Improvement Plan”. If your supervisor entered a Performance Improvement Plan it will appear on this tab. There is a section for your comments.

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Welcome LuAnn Yanna. You are logged in as Lisa Doe. Thursday, September 15, 2011

View/Edit Performance Evaluation

Evaluation Details	Job Duties	Standard Evaluation Competencies	Employee Self-Evaluation	Prior Goals Set by Supervisor	Prior Goals Set by Employee	Future Goals Set by Supervisor	Future Goals Set by Employee	Overall Rating Comments	Performance Improvement Plan	Supervisor Attach Documents	History
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This tab is to be completed for classified and non-classified employees who receive one or more ratings below Meets Requirements on the Staff Performance Evaluation.

*Required information is denoted with an asterisk.

Performance Deficiencies: This is where supervisor would enter Performance Deficiencies if necessary.

Improvement Plan: This is where supervisor would enter Improvement Plan if necessary.

Employee's Comments:

*Required information is denoted with an asterisk.

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CANCEL VIEW EVALUATION SUMMARY >>

After you click on “Continue to Next Page” you will see a screen similar to the one shown on the next page, called the “Supervisor Attached Documents” tab. This is where you will be able to view documents that have been attached to your performance evaluation by your supervisor if any were attached.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

• Welcome LuAnn Yanna. You are logged in as Lisa Doe. Monday, March 15, 2010

View/Edit Performance Evaluation

Evaluation Details	Job Duties	Standard Evaluation Competencies	Employee Self-Evaluation	Prior Goals Set by Supervisor	Prior Goals Set by Employee	Future Goals Set by Supervisor	Future Goals Set by Employee	Overall Rating Comments	Performance Improvement Plan	Supervisor Attach Documents	Notes/History
5 Records											
Attach / Remove		Document Type						Attached Document			
		Performance Improvement Plan						Not Attached			
		Optional Document 1						Not Attached			
		Optional Document 2						Not Attached			
		Optional Document 3						Not Attached			
		Optional Document 4						Not Attached			

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CANCEL VIEW EVALUATION SUMMARY >>

When you are ready to submit your evaluation back to your supervisor, click on the “View Evaluation Summary” button at the bottom of the screen. You will then be able to scroll down and review a summary of your entire evaluation.

Shepherd UNIVERSITY
Applicant Tracking, Position Description, and Performance Management System

• Welcome LuAnn Yanna. You are logged in as Lisa Doe. Monday, March 15, 2010

View Performance Evaluation Summary

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the evaluation, click the **Edit** link. To exit the evaluation without making any changes, click the **Cancel** button.

[Edit](#) [Printer-Friendly Version](#)

Evaluation Status

Save
 Submit Evaluation to Supervisor

CANCEL CONTINUE

Evaluation Details

Employee First Name:	Lisa
Employee Last Name:	Doe
Job Title:	ADMIN SEC
Evaluation Cycle:	3 month Probationary
Evaluation Cycle Begin Date:	12/01/2009
Evaluation Cycle End Date:	03/01/2010
Department:	
Other Users in Department Who Need Access to this Evaluation:	Yanna, LuAnn
Employee:	Doe, Lisa

To submit the evaluation back to your supervisor, change the Evaluation Status to “Submit Evaluation to Supervisor”, click on “Continue” and then “Confirm”. Your supervisor will receive an email message from HRweb@shepherd.edu indicating that you have submitted your evaluation back to your supervisor. Your supervisor can then submit your evaluation to the HR office.