

Supervisor Performance Evaluation Instructions

To begin a new performance evaluation for your employee log in to the HR System at <https://jobs.shepherd.edu/hr>. Select “Supervisor” as your user type.

Click on “Begin New Performance Evaluation” on the left hand navigation bar. The following screen will appear. Click on the “Start Action” link under “Performance Evaluation”.

The screenshot shows the Shepherd University HR System interface. The header includes the university logo and the text 'Applicant Tracking, Position Description, and Performance Management System'. A navigation menu on the left lists categories: POSTINGS, CREATE POSTING, POSITION DESCRIPTIONS, EVALUATIONS, and ADMIN. The main content area displays a welcome message for 'LuAnn Yanna' and a date of 'Monday, March 15, 2010'. Below this is a section titled 'Choose Performance Evaluation Action to Begin' with a sub-header 'Create New Evaluation'. A table shows '1 Record' with a link to 'Performance Evaluation' and a 'Start Action' link.

The screenshot shows the 'Performance Evaluation' search screen. The header and navigation menu are the same as in the previous screenshot. The main content area has a sub-header 'Performance Evaluation' and a section titled 'Search Positions to Begin Action On'. This section contains a search form with fields for Job Title, Working Title, Position Number, Employee ID Number, Employee First Name, and Employee Last Name. There are 'SEARCH' and 'CLEAR RESULTS' buttons, and a 'CANCEL EVALUATION' button at the bottom.

You may enter the employee’s name and click on “Search”, or just click on “Search” for a list of employees.

- 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.

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.
Your Current User Type: Supervisor. Monday, March 15, 2010

Performance Evaluation

Choose Position Description to Begin Action On

2 Records						
Job Title	Working Title	Job Code	Employee Id	Employee Last Name	Last Action	
ADMIN SEC Start Action View Summary	Training Site Employee	453605		Doe	Staff Modification Approved	View History
PRGH ASST I Start Action View Summary	Training Site Employee II	553555		Doe	Staff Modification Approved	View History

Search Positions to Begin Action On

Job Title:	<input type="text" value="Any"/>		Working Title	<input type="text"/>
Position Number	<input type="text"/>		Employee ID Number	<input type="text"/>
Employee First Name	<input type="text"/>		Employee Last Name	<input type="text"/>

Click on the “Start Action” link under the job title of the employee you wish to evaluate and a screen similar to the one on the following page will appear.

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Applicant Tracking, Position Description, and Performance Management System

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SALARY SCHEDULE
INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM

Welcome **LuAnn Yanna**. You are logged in.
Your Current User Type:Supervisor. Monday, March 15, 2010

Create 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: No Response
Evaluation Cycle Begin Date: MM/DD/YYYY -<- MM-DD-YYYY
Evaluation Cycle End Date: MM/DD/YYYY -<- MM-DD-YYYY
Department:
Other Users in Department Who Need Access to this Evaluation:
Employee: No Response

Not Selected: No Response
Selected: Yanna, LuAnn

CONTINUE TO NEXT PAGE >>

CANCEL **PREVIEW EVALUATION**

Use the drop-down box to select the correct Evaluation Cycle.

Choices are:

Annual

3 Month Probationary

6 Month Probationary

Discretionary

Enter the evaluation cycle begin and end dates. For annual evaluations, the dates would typically be July 1, 20__ to June 30, 20__.

Check to be sure the users selected are only those who need access to the evaluation. Normally this would only need to be the supervisor. You may add or subtract users from the “Selected” box using arrows between the two boxes.

At this point, if the employee is required to complete a self-evaluation, click on the “Preview Evaluation” button at the bottom of the page and a screen similar to the one below will appear. (Please skip this step if a self-evaluation is not required.)

The screenshot displays the 'View Performance Evaluation Summary' page. At the top left is the Shepherd University logo and the system name. A navigation menu on the left lists categories like POSTINGS, CREATE POSTING, POSITION DESCRIPTIONS, EVALUATIONS, and ADMIN. The main content area shows a welcome message for user LuAnn Yanna, logged in as a Supervisor on Monday, March 15, 2010. The page title is 'View Performance Evaluation Summary'. Below the title, there are instructions to review details carefully and to use 'Continue', 'Edit', or 'Cancel' buttons. An 'Edit' link and a 'Printer-Friendly Version' link are provided. The 'Evaluation Status' section has two radio buttons: 'Save without Submit' (selected) and 'Submit Evaluation to Employee'. Below this are 'CANCEL' and 'CONTINUE' buttons. The 'Evaluation Details' section contains a table with the following information:

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 the employee so that they can complete the self-evaluation and enter their goals, change the Evaluation Status to “Submit Evaluation to Employee”. Then click on “Continue” and then “Confirm”.

The employee will receive a system-generated email to notify them that a performance evaluation has been submitted to them. They will log in to the system to complete the self-evaluation and enter employee goals. The employee will then submit the action back to the supervisor. At that time, the supervisor will continue on with the evaluation process as described on the following pages.

If a self-evaluation is not required, or if the self-evaluation has been completed, you should continue with your evaluation of the employee by clicking on “Edit” then “Continue to Next Page”. You will be on the Job Duties tab.

The screen that will appear contains the job duties as listed in the PIQ.

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SHEPHERD UNIVERSITY
OFFICE OF HUMAN RESOURCES
CLASSIFIED STAFF SALARY SCHEDULE
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Welcome **LuAnn Yanna**. You are logged in.
Your Current User Type:Supervisor. Monday, March 15, 2010

Create 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 PREVIEW EVALUATION

To move to the “Standard Evaluation Competencies” tab, click on “Continue to Next Page”.

Please follow the instructions at the top of the screen to complete the Standard Evaluation Competencies section.



Applicant Tracking, Position Description, and Performance Management System

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Welcome LuAnn Yanna. You are logged in.
Your Current User Type:Supervisor.

Thursday, September 8, 2011

Create 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 >>									

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: 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:

Customer Service (Students, Colleagues, etc.)

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

Comments:

After you have completed the Standard Evaluation Competencies tab, click on “Continue to Next Page”.

The next tab is the “Employee Self-Evaluation”. This is where the employee will have entered their self-evaluation, if it was required. The supervisor is able to view the information but cannot edit this tab.

To move to the “Prior Goals Set By Supervisor” and/or “Prior Goals Set By Employee” tabs, click on “Continue to Next Page”. Goals that were entered during the most recent prior evaluation will appear on those tabs.

To comment on whether the prior goals set by the employee and/or the supervisor were met, click on the "Prior Goals-Result Comments" tab.

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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CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Employee Goals - Results:	Prior goals met.
Supervisor Goals - Results:	<div style="border: 1px solid black; min-height: 40px; padding: 5px;"> Prior goals set by employee and supervisor were met. </div>

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

CANCEL
VIEW EVALUATION SUMMARY >>

To move to the “Future Goals Set By Supervisor” tab, click on, “Continue to Next Page”.

This is where new goals that the supervisor wants to set for the employee will be entered. To add a new entry, click on “Add New Entry”.

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.
Your Current User Type: Supervisor. Monday, March 15, 2010

Create 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:

ADD ENTRY

CANCEL

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

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.

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SHEPHERD UNIVERSITY
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Welcome LuAnn Yanna. You are logged in.
Your Current User Type: Supervisor. Monday, March 15, 2010

Create 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

Goals entered by supervisor on 3 month evaluation
View | Edit | Delete

ADD NEW ENTRY

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

CANCEL **PREVIEW EVALUATION**

When you are done adding goals, click on “Continue to Next Page”.

The next tab is “Future Goals Set By Employee”. This is where the employee will have entered their goals, if a self-evaluation was required. The supervisor is able to view the information but cannot edit this tab.

To move to the “Overall Rating Comments” tab, click on “Continue to Next Page”.

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

Welcome LuAnn Yanna. You are logged in.
Your Current User Type: Supervisor. Thursday, September 8, 2011

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

*Required information is denoted with an asterisk.

Overall Performance Rating

Rating:

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

Comments

Supervisor Comments:

Employee Comments:

Department Head / Approver Comments:

HR Comments:

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

CANCEL PREVIEW EVALUATION

Enter an Overall Performance Rating and add supervisor comments.

To move to the “Performance Improvement Plan” tab, click on “Continue to Next Page”.

This tab is where you will enter a Performance Improvement Plan, if necessary.

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WELCOME LuAnn Yanna. You are logged in.
Your Current User Type:Supervisor.
Wednesday, September 14, 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:

Improvement Plan:

Employee's Comments:

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

CANCEL VIEW EVALUATION SUMMARY >>

To move to the “Supervisor Attach Documents” tab, click on “Continue to Next Page”.

This tab is where you can attach documents if desired. An example of documents that could be attached are certificates of completion for training programs. To attach documents, click on the “Attach” link.

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WELCOME LuAnn Yanna. You are logged in.
Your Current User Type:Supervisor.
Monday, March 15, 2010

Create 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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5 Records

Attach / Remove	Document Type	Attached Document
Attach	Optional Document 1	Not Attached
Attach	Optional Document 2	Not Attached
Attach	Optional Document 3	Not Attached
Attach	Optional Document 4	Not Attached

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CANCEL PREVIEW EVALUATION

On the screen shown below you can either upload a document or paste a document. Follow the prompts on the screen to finish attaching the document.

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INSTRUCTIONS FOR PERFORMING ACTIONS USING THE ONLINE HR SYSTEM

PERFORMING ACTIONS USING THE ONLINE HR SYSTEM

Welcome LuAnn Yanna. You are logged in. Monday, March 15, 2010
Your Current User Type:Supervisor.

Create 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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Please choose one of the following methods to associate a document.

Upload a new document:
Browse below to select a document to associate.
File:

Paste a new document:
Please either copy and paste document text or type from scratch into the box below to associate a document.
Text:

[Return to Previous](#)

Click on “Continue to Next Page”.

This screen will show the history and notes of the evaluation.

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PERFORMING ACTIONS USING THE ONLINE HR SYSTEM

Welcome LuAnn Yanna. You are logged in. Monday, March 15, 2010
Your Current User Type:Supervisor.

Create 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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History Modified By

03-15-2010 12:28 PM	LuAnn Yanna
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New
[View Summary](#)

To view the Performance Evaluation Summary, click on “Continue to Next Page”.



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.
Your Current User Type: Supervisor.

Thursday, September 8, 2011

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.

Click on "Edit" to enter information

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

Evaluation Status

Save without Submit
 Submit Evaluation to Employee

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:	Human Resources
Other Users in Department Who Need Access to the Evaluation:	Yanna, LuAnn
Employee:	Doe, Lisa

Job Duties

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.

Standard Evaluation Competencies

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:	

Employee Self-Evaluation

Quality of Work (Excellence)

Rating:	
Comments:	

Quantity of Work (Productivity)

Rating:	
Comments:	

CREATE POSTING

FROM POSITION

POSITION DESCRIPTIONS

BEGIN NEW ACTION

PENDING ACTIONS

SEARCH POSITIONS

EVALUATIONS

BEGIN NEW PERFORMANCE EVALUATION

ACTIVE EVALUATIONS

HISTORICAL EVALUATIONS

ADMIN

HOME

CHANGE PASSWORD

CHANGE USER TYPE

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2013-2014-2015-2016-2017-2018-2019-2020-2021-2022-2023-2024-2025-2026-2027-2028-2029-2030-2031-2032-2033-2034-2035-2036-2037-2038-2039-2040-2041-2042-2043-2044-2045-2046-2047-2048-2049-2050-2051-2052-2053-2054-2055-2056-2057-2058-2059-2060-2061-2062-2063-2064-2065-2066-2067-2068-2069-2070-2071-2072-2073-2074-2075-2076-2077-2078-2079-2080-2081-2082-2083-2084-2085-2086-2087-2088-2089-2090-2091-2092-2093-2094-2095-2096-2097-2098-2099-2100-2101-2102-2103-2104-2105-2106-2107-2108-2109-2110-2111-2112-2113-2114-2115-2116-2117-2118-2119-2120-2121-2122-2123-2124-2125-2126-2127-2128-2129-2130-2131-2132-2133-2134-2135-2136-2137-2138-2139-2140-2141-2142-2143-2144-2145-2146-2147-2148-2149-2150-2151-2152-2153-2154-2155-2156-2157-2158-2159-2160-2161-2162-2163-2164-2165-2166-2167-2168-2169-2170-2171-2172-2173-2174-2175-2176-2177-2178-2179-2180-2181-2182-2183-2184-2185-2186-2187-2188-2189-2190-2191-2192-2193-2194-2195-2196-2197-2198-2199-2200-2201-2202-2203-2204-2205-2206-2207-2208-2209-2210-2211-2212-2213-2214-2215-2216-2217-2218-2219-2220-2221-2222-2223-2224-2225-2226-2227-2228-2229-2230-2231-2232-2233-2234-2235-2236-2237-2238-2239-2240-2241-2242-2243-2244-2245-2246-2247-2248-2249-2250-2251-2252-2253-2254-2255-2256-2257-2258-2259-2260-2261-2262-2263-2264-2265-2266-2267-2268-2269-2270-2271-2272-2273-2274-2275-2276-2277-2278-2279-2280-2281-2282-2283-2284-2285-2286-2287-2288-2289-2290-2291-2292-2293-2294-2295-2296-2297-2298-2299-2300-2301-2302-2303-2304-2305-2306-2307-2308-2309-2310-2311-2312-2313-2314-2315-2316-2317-2318-2319-2320-2321-2322-2323-2324-2325-2326-2327-2328-2329-2330-2331-2332-2333-2334-2335-2336-2337-2338-2339-2340-2341-2342-2343-2344-2345-2346-2347-2348-2349-2350-2351-2352-2353-2354-2355-2356-2357-2358-2359-2360-2361-2362-2363-2364-2365-2366-2367-2368-2369-2370-2371-2372-2373-2374-2375-2376-2377-2378-2379-2380-2381-2382-2383-2384-2385-2386-2387-2388-2389-2390-2391-2392-2393-2394-2395-2396-2397-2398-2399-2400-2401-2402-2403-2404-2405-2406-2407-2408-2409-2410-2411-2412-2413-2414-2415-2416-2417-2418-2419-2420-2421-2422-2423-2424-2425-2426-2427-2428-2429-2430-2431-2432-2433-2434-2435-2436-2437-2438-2439-2440-2441-2442-2443-2444-2445-2446-2447-2448-2449-2450-2451-2452-2453-2454-2455-2456-2457-2458-2459-2460-2461-2462-2463-2464-2465-2466-2467-2468-2469-2470-2471-2472-2473-2474-2475-2476-2477-2478-2479-2480-2481-2482-2483-2484-2485-2486-2487-2488-2489-2490-2491-2492-2493-2494-2495-2496-2497-2498-2499-2500-2501-2502-2503-2504-2505-2506-2507-2508-2509-2510-2511-2512-2513-2514-2515-2516-2517-2518-2519-2520-2521-2522-2523-2524-2525-2526-2527-2528-2529-2530-2531-2532-2533-2534-2535-2536-2537-2538-2539-2540-2541-2542-2543-2544-2545-2546-2547-2548-2549-2550-2551-2552-2553-2554-2555-2556-2557-2558-2559-2560-2561-2562-2563-2564-2565-2566-2567-2568-2569-2570-2571-2572-2573-2574-2575-2576-2577-2578-2579-2580-2581-2582-2583-2584-2585-2586-2587-2588-2589-2590-2591-2592-2593-2594-2595-2596-2597-2598-2599-2600-2601-2602-2603-2604-2605-2606-2607-2608-2609-2610-2611-2612-2613-2614-2615-2616-2617-2618-2619-2620-2621-2622-2623-2624-2625-2626-2627-2628-2629-2630-2631-2632-2633-2634-2635-2636-2637-2638-2639-2640-2641-2642-2643-2644-2645-2646-2647-2648-2649-2650-2651-2652-2653-2654-2655-2656-2657-2658-2659-2660-2661-2662-2663-2664-2665-2666-2667-2668-2669-2670-2671-2672-2673-2674-2675-2676-2677-2678-2679-2680-2681-2682-2683-2684-2685-2686-2687-2688-2689-2690-2691-2692-2693-2694-2695-2696-2697-2698-2699-2700-2701-2702-2703-2704-2705-2706-2707-2708-2709-2710-2711-2712-2713-2714-2715-2716-2717-2718-2719-2720-2721-2722-2723-2724-2725-2726-2727-2728-2729-2730-2731-2732-2733-2734-2735-2736-2737-2738-2739-2740-2741-2742-2743-2744-2745-2746-2747-2748-2749-2750-2751-2752-2753-2754-2755-2756-2757-2758-2759-2760-2761-2762-2763-2764-2765-2766-2767-2768-2769-2770-2771-2772-2773-2774-2775-2776-2777-2778-2779-2780-2781-2782-2783-2784-2785-2786-2787-2788-2789-2790-2791-2792-2793-2794-2795-2796-2797-2798-2799-2800-2801-2802-2803-2804-2805-2806-2807-2808-2809-2810-2811-2812-2813-2814-2815-2816-2817-2818-2819-2820-2821-2822-2823-2824-2825-2826-2827-2828-2829-2830-2831-2832-2833-2834-2835-2836-2837-2838-2839-2840-2841-2842-2843-2844-2845-2846-2847-2848-2849-2850-2851-2852-2853-2854-2855-2856-2857-2858-2859-2860-2861-2862-2863-2864-2865-2866-2867-2868-2869-2870-2871-2872-2873-2874-2875-2876-2877-2878-2879-2880-2881-2882-2883-2884-2885-2886-2887-2888-2889-2890-2891-2892-2893-2894-2895-2896-2897-2898-2899-2900-2901-2902-2903-2904-2905-2906-2907-2908-2909-2910-2911-2912-2913-2914-2915-2916-2917-2918-2919-2920-2921-2922-2923-2924-2925-2926-2927-2928-2929-2930-2931-2932-2933-2934-2935-2936-2937-2938-2939-2940-2941-2942-2943-2944-2945-2946-2947-2948-2949-2950-2951-2952-2953-2954-2955-2956-2957-2958-2959-2960-2961-2962-2963-2964-2965-2966-2967-2968-2969-2970-2971-2972-2973-2974-2975-2976-2977-2978-2979-2980-2981-2982-2983-2984-2985-2986-2987-2988-2989-2990-2991-2992-2993-2994-2995-2996-2997-2998-2999-3000

Knowledge of Job (Proficiency)	
Rating:	
Comments:	
Attendance and Punctuality	
Rating:	
Comments:	
Working Relationships (Civility and Cooperation)	
Rating:	
Comments:	
Customer Service (Students, Colleagues, etc.)	
Rating:	
Comments:	
Initiative and Decision Making	
Rating:	
Comments:	
Leadership (Supervision, Management)	
Rating:	
Comments:	
Prior Goals Set by Supervisor	
No Records Found	
Prior Goals Set by Employee	
No Records Found	
Future Goals Set by Supervisor	
1 Record	
Goal	
Goals entered by supervisor on 3 month evaluation.	
Future Goals Set by Employee	
No Records Found	
Overall Rating Comments	
Overall Performance Rating	
Rating:	Fully Meets and Sometimes Exceeds Requirements
Comments	
Supervisor Comments:	Overall comments entered by supervisor.
Employee Comments:	
Department Head / Approver Comments:	
HR Comments:	
Performance Improvement Plan	
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:	
History	
09-08-2011 3:43 PM LuAnn Yanna	
/View	
View Summary	
Edit Printer-Friendly Version	
Evaluation Status	
<input checked="" type="radio"/> Save without Submit <input type="radio"/> Submit Evaluation to Employee	
<input type="button" value="CANCEL"/> <input type="button" value="CONTINUE"/>	

To move the evaluation forward to the employee, change the Evaluation Status to “Submit Evaluation to Employee”, click on “Continue” and then “Confirm”.

At this point, the employee will receive a system-generated email to notify them that a performance evaluation has been submitted to them. They will log in to the system to view your evaluation of them. They will be able to complete the self-evaluation, if desired, add employee goals, and enter their comments on the Overall Rating Tab.

After the employee has completed their portion of the evaluation they will submit the action back to you, and you will receive a system-generated email telling you that it has been submitted to you. When you log on you will be able to view the entire evaluation (your entries and the employee's entries).

After you and the employee have met face to face to review the performance evaluation, change the evaluation status to "Submit Evaluation to HR", click on "Continue" and then "Confirm".

If you and/or the employee would like a paper copy of the performance evaluation for your files, you and/or the employee can click on "Printer-Friendly Version" or "View Summary" and print it from there. If the evaluation has been completed online you do not need to send a printed copy to the Human Resources Office.