Employee Process and Instructions
Employee – Select Performance Review link on Portal
Employee – Select **Start Review** link
(on left sidebar)
Employee – Select **Start Action** link (in the middle, under Professional Staff Review)
Employee – Select **Start Action** link (in the Classification Title column)
Employee – There are 8 Potential Tabs
Employee – Evaluation Details tab

Confirm Employee Account Name

Type of Evaluation: Katniss
Employee First Name: Everdeen
Employee Last Name: Katniss
Employee Account Name: Everdeen, Katniss
Title: Test Coordinator
Position Number: 1234567
Department: Human Resources
Appraisal Period Begin Date: MM/DD/YYYY
Appraisal Period End Date: MM/DD/YYYY
Primary Supervisor’s Name: Abernathy, Haymitch
Employee – Evaluation Details tab

Enter **Appraisal Period Begin & End Dates**
Employee – Current Goals tab
Last year’s Future Goals listed
Employee – Current Goals tab
Select **Edit** link to provide progress info
Employee – Current Goals tab
Select **Save Changes** when complete
Employee – Current Goals tab

Repeat this process for the other goals
Employee – Job Duties tab
Job Responsibilities listed (no action necessary)
Employee – Areas of Strength tab
Last year’s list is accessible via a link on the left sidebar
This list opens in a separate window and can be used for reference.
Employee – Areas of Strength tab
Select **Add New Entry** button to begin
Employee – Areas of Strength tab
Repeat this process for each strength listed
Employee – Areas of Strength tab
Each entry expands the table
Employee – Development tab
Identify any potential development goals
Employee – Development tab
Repeat the process for each development goal
Employee – Summary tab
enter additional information here
Employee – Future Goals tab
Propose 3-5 goals

<table>
<thead>
<tr>
<th>Employee Suggested Performance Goal/Objective:</th>
<th>Develop a survey tool and distribute survey to new employees on their onboarding experience by December 31, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Suggested Measurement:</td>
<td>Survey tool distributed and follow up communications sent, with an anticipated response rate of 50%</td>
</tr>
<tr>
<td>Employee Suggested Target Month/Year:</td>
<td>12/31/2012</td>
</tr>
<tr>
<td>Supervisors:</td>
<td>In the Supervisors Performance Goal/Objective field identify the goals for next year. If you agree with the employee suggested Goal/Objective, you may copy and paste it into your field. In the Measurement area, identify the criteria that describe acceptable results. Do not use this area to identify inadequate basic skills that need remediation.</td>
</tr>
<tr>
<td>Measurement:</td>
<td></td>
</tr>
</tbody>
</table>
Employee – Future Goals tab
Repeat the process for each goal
Employee – Future Goals tab

Note: proposed measurement & timeline are recorded but not visible on the table
Employee – Future Goals tab

Note: proposed measurement & timeline are recorded but not visible on the table
Employee – Attachments tab
Note: this is completely optional
Employee – Summary page
There is a printer-friendly version available via link on the top right
### Employee – Summary page

**print-friendly view (partial)**

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**View Professional Staff Review Summary - Test Coordinator**

#### Evaluation Details

<table>
<thead>
<tr>
<th>Type of Evaluation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee First Name:</strong></td>
<td>Katniss</td>
</tr>
<tr>
<td><strong>Employee Last Name:</strong></td>
<td>Everdeen</td>
</tr>
<tr>
<td><strong>Employee Account Name:</strong></td>
<td>Everdeen, Katniss</td>
</tr>
<tr>
<td><strong>Confirm Employee Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Title:</strong></td>
<td>Test Coordinator</td>
</tr>
<tr>
<td><strong>Position Number:</strong></td>
<td>1234567</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td>Human Resources</td>
</tr>
<tr>
<td><strong>Appraisal Period Begin Date:</strong></td>
<td>09/01/2011</td>
</tr>
<tr>
<td><strong>Appraisal Period End Date:</strong></td>
<td>08/31/2012</td>
</tr>
<tr>
<td><strong>Primary Supervisor's Name:</strong></td>
<td>Abernathy, Haynitch</td>
</tr>
</tbody>
</table>

#### Current Goals and Objectives

**3 Records**

<table>
<thead>
<tr>
<th>Performance Goal/Objective</th>
<th>Target Month/Year</th>
<th>Measurement</th>
<th>Employee Assessment</th>
<th>Resources/Support Needed</th>
<th>Supervisor Needed for Completion</th>
<th>Supervisor Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>By August 31, 2012, streamline post hire packets by removing duplicate fields for employees to complete. For example, once employees complete their name on the first form, they should not be required to write or enter their name on another form in the packet.</td>
<td>08-31-2012</td>
<td>Development of a new form or process where all fields have unique information</td>
<td>Determined that the best way to streamline the process would be to automate the onboarding materials, so that they can be delivered with the offer letter. Currently working with developers to implement in test environment by Summer.</td>
<td>Delivered two new hire orientations during the fall semester and</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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At this stage, the process should be complete after testing, but is currently dependent on the program development resources available.
Select **Submit to Supervisor** and **Confirm**
Employee – Confirm page

The system requires confirmation before proceeding with an action
Employee – Confirmation
The green check confirms that the action has been completed
Employee Review and Follow Up
Employee Signature
After you receive an email, the form will be available by selecting
Active Reviews
Employee Signature
Select the View link to review the form
Employee Signature
After your review, select **Continue** to acknowledge your review of the form.
Employee – Confirmation Page

The system requires confirmation before proceeding with an action.
Employee – Confirmation

The green check confirms that the action has been completed.