

Performance Evaluation Tutorial

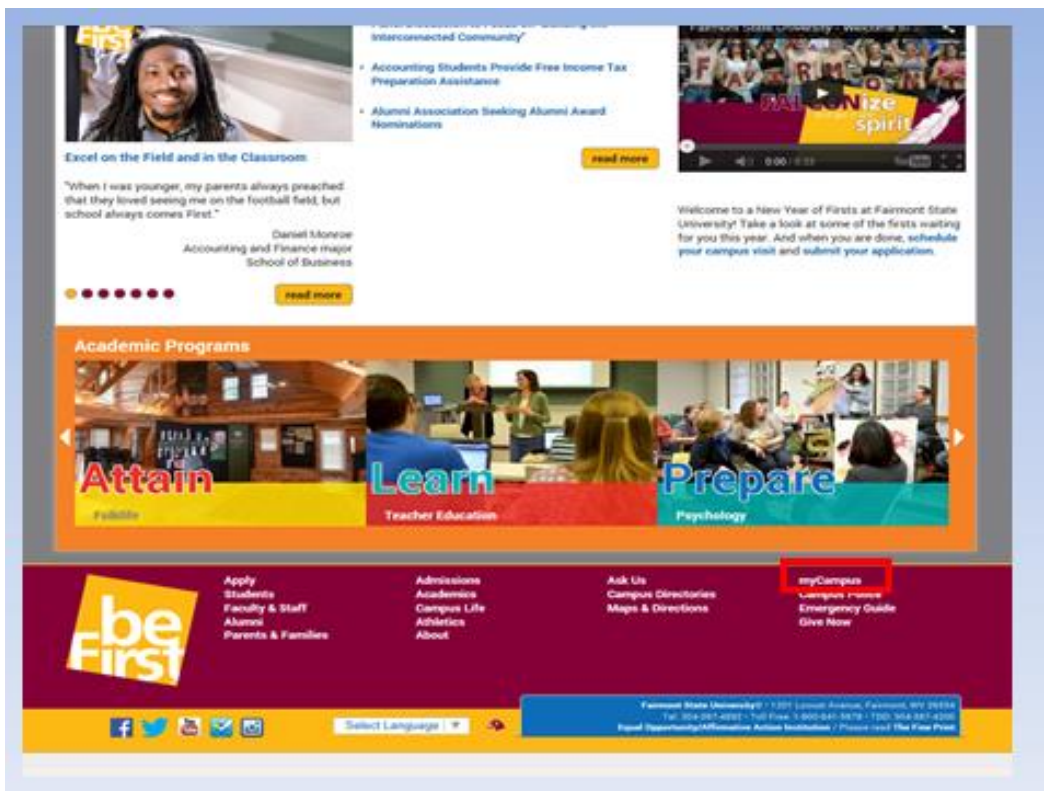
Employee User Type

Introduction

- Welcome
- There have been no changes to the evaluation module this year

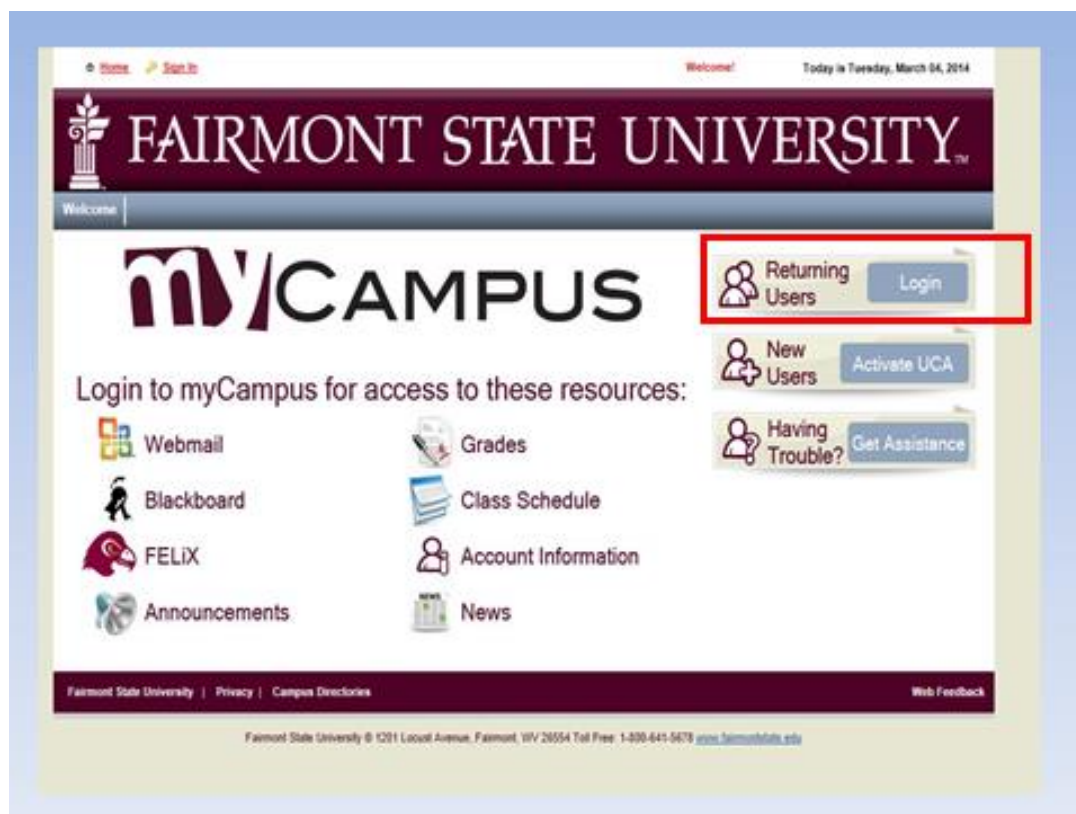
The evaluation deadline
will be specified in the
global email sent by the
HR Office each year.

- Evaluation deadline will be specified each year in the global email.



From the FSU Homepage

- Click on MyCampus



- Click on Login

FAIRMONT

STATE UNIVERSITY.

Login:

Password:

LOG IN

clear

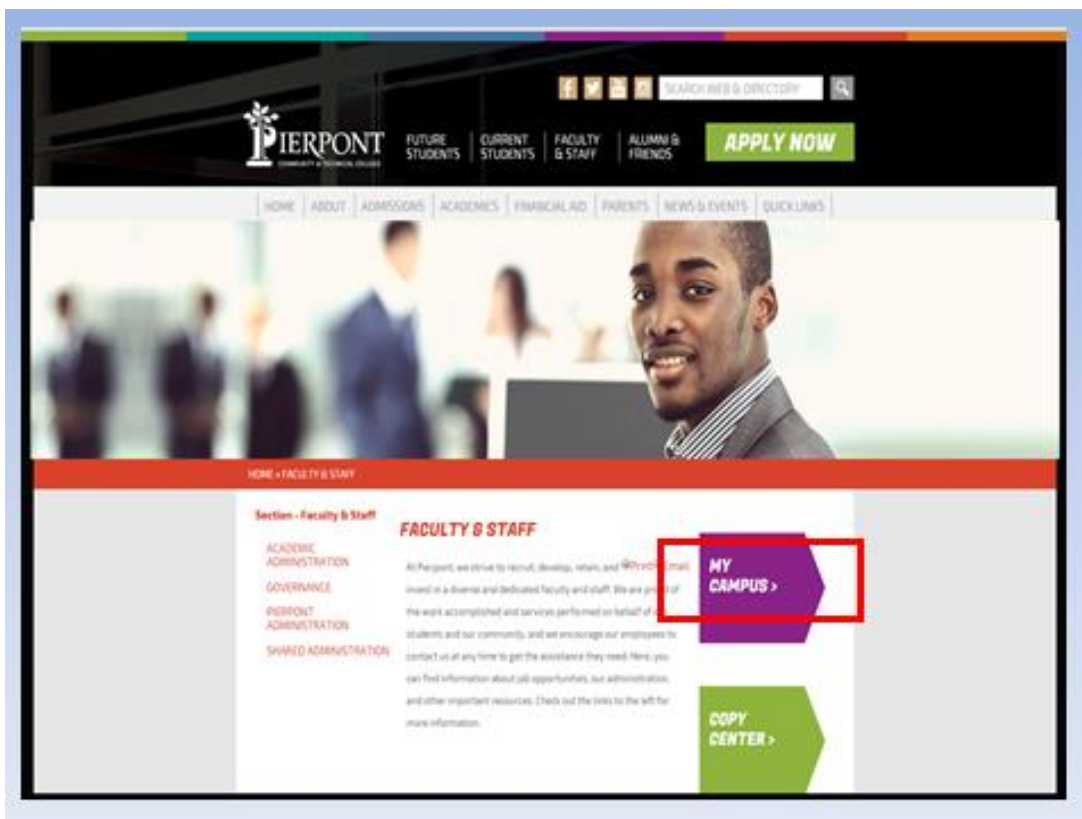
[Reset Password](#)

- Log in with your current UCA and password.
- If you cannot remember username/password, contact the Teaching & Learning Commons

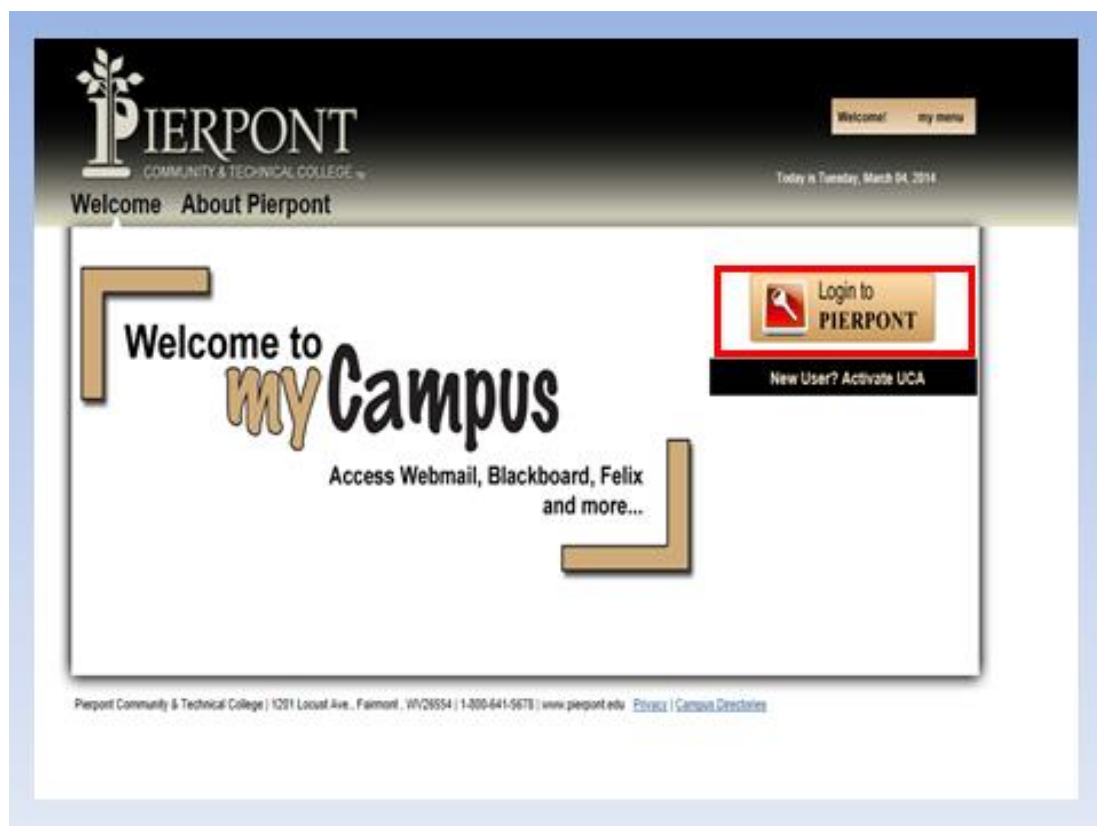


From the Pierpont C&TC Homepage

- Click on Faculty & Staff



- Click on MyCampus



- Click on Login to Pierpont

PIERPONT

COMMUNITY & TECHNICAL COLLEGE.

Login:

Password:

[Reset Password](#)

- Log in with your current UCA and password.
- If you cannot remember username/password, contact the Teaching & Learning Commons

The screenshot shows the Fairmont State University website. The top navigation bar includes links for Home, Academics, Campus Life, Finance, Departments, Feedback, and Forms. The main content area is divided into several sections: Applications, Announcements, myCampus Search, FELIX - Account Notifications, Employee Menu, FSU Now, and Connect With Us. The Employee Menu section, titled 'HR PeopleAdmin', contains a list of links. The link 'Human Resources (PeopleAdmin)' is highlighted with a red rectangle. Other links in the menu include 'Verify Personal Information', 'Update E-mail Address(es)', 'Update Emergency Contacts', 'Emergency Text Messaging', 'Reservation System', and 'Change UCA Password'. The Announcements section features news about the 2014 MEC Tournament and Mid-Term and 1st 8 Week Grade Time. The FSU Now section lists latest news, including a panel discussion and a job fair. The Connect With Us section provides information about the university's Facebook page and a notice about canceled classes.

- Click on the Human Resources (PeopleAdmin) link

FAIRMONT

STATE UNIVERSITY

PIERPONT

COMMUNITY & TECHNICAL COLLEGE

Office of Human Resources

Hiring Manager's Site

1201 LOCUST AVENUE • FAIRMONT, WEST VIRGINIA • 26554

POSITION DESCRIPTIONS

BEGIN NEW REQUEST

PENDING REQUESTS

VIEW MY POSITION

EVALUATIONS

BEGIN NEW PERFORMANCE EVALUATION

ACTIVE EVALUATIONS

HISTORICAL EVALUATIONS

ADMIN

HOME

CHANGE PASSWORD

CHANGE USER TYPE

LOGOUT

Welcome **Elizabeth McCutcheon**. You are logged in.

Monday, April 19, 2010

Your Current UserType: **Employee**.

Annual Performance Evaluation

Search Positions to Begin Action On

Employee ID Number

Employee First Name

Classification Title: Any

Employee Last Name

Type of Position: Any

Position #:

SEARCH

CLEAR RESULTS

CANCEL EVALUATION

- At Search screen, leave all fields blank and click on "Search"

FAIRMONT

STATE UNIVERSITY

PIERPONT

COMMUNITY & TECHNICAL COLLEGE

Office of Human Resources

Hiring Manager's Site

1201 LOCUST AVENUE • FAIRMONT, WEST VIRGINIA • 26554

Welcome **Elizabeth McCutcheon**. You are logged in.

Monday, April 19, 2010

Your Current UserType: **Employee**.

Annual Performance Evaluation

Choose Position Description to Begin Action On

1 Record

Present Job Title	Working Title	Type of Position	Pay Grade	Employee Id	Employee Last Name	Employee First Name	Last Action
<div>HR Representative</div> <div>Start Action</div> <div>Get Reports List</div>	HR Representative	Classified		F00018749	McCutcheon	Elizabeth	Access to Classified Staff Position Description Changed View History

Search Positions to Begin Action On

Employee ID Number

Employee First Name

Classification Title: Any

Employee Last Name

Type of Position: Any

Position #:

SEARCH

CLEAR RESULTS

CANCEL EVALUATION

- Then click on Start Action in the first column

POSITION DESCRIPTIONS

BEGIN NEW REQUEST

PENDING REQUESTS

VIEW MY POSITION

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BEGIN NEW PERFORMANCE EVALUATION

ACTIVE EVALUATIONS

HISTORICAL EVALUATIONS

ADMIN

HOME

CHANGE PASSWORD

CHANGE USER TYPE

LOGOUT

STUDENT EMPLOYMENT

CONDUCTING SEARCH AND COMPLETING HIRING PROCESS

CLASSIFIED / NON-CLASSIFIED INTERVIEW EVALUATION FORMS

PRE-EMPLOYMENT INQUIRY GUIDE

HIRING MANAGER'S GUIDE

FACULTY AND STAFF WORKFLOW

EMPLOYEE EVALUATION INSTRUCTIONS

SUPERVISOR/HM EVALUATION INSTRUCTIONS

Create Annual Performance Evaluation

Evaluation Details

Employee Development Goals

Set Future Employee Development Goals

Organizational Goals

Set Future Organizational Goals

Job Factors

Notes/History

CONTINUE TO NEXT PAGE >>

Supervisors:

Evaluation Cycle Begin Date = July 1

Evaluation Cycle End Date = Date which you complete the evaluation

*Required information is denoted with an asterisk.

Incumbent's First Name

Elizabeth

Incumbent's Last Name

McCutcheon

Incumbent's Middle Name

A

Position #:

000504

Type of Position:

Classified

Classification Title:

HR Representative

Working Title:

HR Representative

* Type of Evaluation:

No Response

No Response

Annual

Department, College, or School:

Office - Human Resources

Immediate Supervisor/Hiring Manager:

Leach, Steve

Responsible Sr. Level Hiring Manager:

Employee:

McCutcheon, Elizabeth

*Required information is denoted with an asterisk.

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Evaluation Details

- Please review this tab, if anything is incorrect, please stop and contact the HR Office
- Otherwise, select "Annual" from the type of evaluation dropdown menu.
- Click on "Continue to Next Page"

PENDING REQUESTS

VIEW MY POSITION

EVALUATIONS

BEGIN NEW PERFORMANCE EVALUATION

ACTIVE EVALUATIONS

HISTORICAL EVALUATIONS

ADMIN

HOME

LOGOUT

LOGOUT OF HIRING MANAGER

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Create Annual Performance Evaluation

Evaluation Details

Employee Development Goals

Set Future Employee Development Goals

Organizational Goals

Set Future Organizational Goals

Job Factors

Notes/History

This section is for ALL employees only!

Employees:

Click Edit beneath the Goal/Objective column to enter achievement and actual completion date, then click "Save Changes."

SUPERVISORS:

Enter your required comments concerning the goals and achievements by clicking on the Edit link beneath the Goal/Objective column for each goal that was entered.

When you are finished adding your entries, you may go to the next page by clicking "Continue to Next Page."

Existing Entries

No Records Found

Add New Entry

* Required information is denoted with an asterisk.

Supervisor's Comments for Goal/Achievement (Previous Year):

Goal/Objective:

* Achievement:

Employee Development Goals

- If this is your first annual evaluation, this tab will be blank.

- STUDENT EMPLOYMENT
- CONDUCTING SEARCH AND COMPLETING HIRING PROCESS
- CLASSIFIED / NON-CLASSIFIED INTERVIEW EVALUATION FORMS
- PRE-EMPLOYMENT INQUIRY GUIDE
- HIRING MANAGER'S GUIDE
- FACULTY AND STAFF WORKFLOW
- EMPLOYEE EVALUATION INSTRUCTIONS
- SUPERVISOR/HM EVALUATION INSTRUCTIONS

Add New Entry

** Required information is denoted with an asterisk.*

Supervisor's Comments for Goal/Achievement (Previous Year):	
Goal/Objective:	
* Achievement:	New Employee – No goals established.
Projected Completion Date:	
* Actual Completion Date: If goal not achieved, enter N/A	N/A
Supervisor's Comments for Goal/Achievement:	

ADD ENTRY

<< RETURN TO PREVIOUS

CANCEL

Scroll down and enter the following:

- Achievement = New Employee – no goals established
 - Actual Completion Date = N/A
 - Click on “Add Entry”
 - Then click on “Continue to Next Page.”
- You will establish new goals on the next tab.*

POSITION DESCRIPTIONS

BEGIN NEW REQUEST

PENDING REQUESTS

VIEW MY POSITION

EVALUATIONS

BEGIN NEW PERFORMANCE EVALUATION

ACTIVE EVALUATIONS

HISTORICAL EVALUATIONS

ADMIN

HOME

CHANGE PASSWORD

CHANGE USER TYPE

LOGOUT

Create Annual Performance Evaluation

Evaluation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizational Goals	Job Factors	Notes/History
--------------------	----------------------------	---------------------------------------	----------------------	---------------------------------	-------------	---------------

This section is for ALL employees only!

Employees: Click Edit beneath the Goal/Objective column to enter achievement and actual completion date, then click "Save Changes."

SUPERVISORS: Enter your required comments concerning the goals and achievements by clicking on the Edit link beneath the Goal/Objective column for each goal that was entered.

When you are finished adding your entries, you may go to the next page by clicking "Continue to Next Page."

To Add A New Entry: Click the **Add New Entry** button.
 To Edit An Entry: Click the **Edit** link for the specific entry.
 To View An Entry: Click the **View** link for the specific entry.

Existing Entries

1 Record

Goal/Objective:	Achievement:	Projected Completion Date:	Actual Completion Date:	Supervisor Comments:
Learn to create spreadsheets using excel View Edit		06-30-2010		

ADD NEW ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Employee Development Goals

- For those that did complete an online evaluation, these were entered into last year's evaluation under "Set Future Employee Development Goals"
- Click on “Edit” beneath the goal

Edit Entry

To edit this entry, edit information in the following fields and then click **Save Changes**. If you do not wish to edit this entry at this time, click **Cancel**.

* Required information is denoted with an asterisk.

Supervisor's Comments for Goal/Achievement (Previous Year):	Supervisor's comments from last evaluation
Goal/Objective:	Learn to create spreadsheets using excel
* Achievement:	<div> Enter in your results, how you achieved your goal, etc. If you were not able to achieve this goal, please explain why (i.e. schedule conflict, training not available, etc.) </div>
Projected Completion Date:	06-30-2010
* Actual Completion Date: If goal not achieved, enter N/A	Enter in the actual completion date, or N/A if not completed
Supervisor's Comments for Goal/Achievement:	

SAVE CHANGES

CANCEL

- Your supervisor's comments from the previous year, your goal, and the Projected Completion Date will automatically roll over from last year.
- Enter your Achievement (or results) in the text box.
- If you were unable to complete the goal (i.e. schedule conflict, class/training canceled, etc.) please enter explanation in the same text box.
- Enter the actual completion date (or N/A if goal was not completed)
- Click on "Save Changes"
- Repeat for each goal listed

POSITION DESCRIPTIONS

BEGIN NEW REQUEST

PENDING REQUESTS

VIEW MY POSITION

EVALUATIONS

BEGIN NEW PERFORMANCE EVALUATION

ACTIVE EVALUATIONS

HISTORICAL EVALUATIONS

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CHANGE PASSWORD

CHANGE USER TYPE

LOGOUT

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Create Annual Performance Evaluation

Evaluation Details

Employee Development Goals

Set Future Employee Development Goals

Organizational Goals

Set Future Organizational Goals

Job Factors

Notes/History

This section is for ALL employees only!

Employees: Click **Edit** beneath the Goal/Objective column to enter achievement and actual completion date, then click "Save Changes."

SUPERVISORS: Enter your required comments concerning the goals and achievements by clicking on the **Edit** link beneath the Goal/Objective column for each goal that was entered.

When you are finished adding your entries, you may go to the next page by clicking "Continue to Next Page."

To Add A New Entry: Click the **Add New Entry** button.
To Edit An Entry: Click the **Edit** link for the specific entry.
To View An Entry: Click the **View** link for the specific entry.

Existing Entries

1 Record

Goal/Objective:	Achievement:	Projected Completion Date:	Actual Completion Date:	Supervisor Comments:
Learn to create spreadsheets using excel View Edit	Your achievement will appear here	06-30-2010	Date or N/A will appear here	

ADD NEW ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

- When finished, click on "Continue to Next Page"

Create Annual Performance Evaluation

Evaluation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizational Goals	Job Factors	Notes/History
--------------------	----------------------------	---------------------------------------	----------------------	---------------------------------	-------------	---------------

This section is for ALL employees only!

EMPLOYEES: Enter your specific goals to expand on your job-related skills, knowledge, and abilities, the plans to achieve these goals (action plan), and the date by which these should be completed (projected completion date). These will be used as discussion points with their Supervisor/Hiring Manager during the evaluation conference next fiscal year.

SUPERVISORS: Enter your required comments concerning the goals and action plans by clicking on the [Edit](#) link beneath the Goal/Objective column for each goal that was entered.

When you are finished adding your entries, you may go to the next page by clicking "Continue to Next Page."

Existing Entries

No Records Found

Add New Entry

* Required information is denoted with an asterisk.

* Goal/Objective:	<input type="text"/>
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Set Future Employee Development Goals

- Need to enter at least one goal
- Scroll down on page

Add New Entry

* Required information is denoted with an asterisk.

* Goal/Objective:	<input type="text" value="Enter your future employee development goal"/>
* Action Plan:	<input type="text" value="Enter in how you intend to achieve this goal"/>
* Projected Completion Date:	<input type="text" value="06-30-2011"/> MM/DD/YYYY -or- MM-DD-YYYY
Supervisor's Comments for Goal/Achievement:	<input type="text"/>

ADD ENTRY

<< RETURN TO PREVIOUS

CANCEL

- Enter your goal
- Enter how you intend to achieve this goal
- Enter projected completion date
- Then click "Add Entry"

Create Annual Performance Evaluation

Evaluation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizational Goals	Job Factors	Notes/History
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This section is for ALL employees only!

EMPLOYEES: Enter your specific goals to expand on your job-related skills, knowledge, and abilities, the plans to achieve these goals (action plan), and the date by which these should be completed (projected completion date). These will be used as discussion points with their Supervisor/Hiring Manager during the evaluation conference next fiscal year.

SUPERVISORS: Enter your required comments concerning the goals and action plans by clicking on the [Edit](#) link beneath the Goal/Objective column for each goal that was entered.

When you are finished adding your entries, you may go to the next page by clicking "Continue to Next Page."

To Add A New Entry: Click the **Add New Entry** button.
To Edit An Entry: Click the **Edit** link for the specific entry.
To View An Entry: Click the **View** link for the specific entry.

Existing Entries

1 Record

Goal/Objective:	Action Plan:	Projected Completion Date:	Supervisor Comments:
goal View Edit	action plan	06-30-2011	

ADD NEW ENTRY

OUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

- To add another goal, click on "Add New Entry"
- Repeat process for each goal
- When finished, click on "Continue to Next Page"

Evaluation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizational Goals	Job Factors	Notes/History
--------------------	----------------------------	---------------------------------------	-----------------------------	---------------------------------	-------------	---------------

This section is for Non-Classified and FEAP employees only!

EMPLOYEES: Click [Edit](#) beneath the Goal/Objective column to enter achievement and actual completion date, then click "Save Changes."

SUPERVISORS: Enter your required comments concerning the goals and achievements by clicking on the [Edit](#) link beneath the Goal/Objective column for each goal that was entered.

When you are finished adding your entries, you may go to the next page by clicking "Continue to Next Page."

To Add A New Entry: Click the **Add New Entry** button.
To Edit An Entry: Click the **Edit** link for the specific entry.
To View An Entry: Click the **View** link for the specific entry.

Existing Entries

1 Record

Goal/Objective:	Achievement:	Projected Completion Date:	Actual Completion Date:	Supervisor Comments:
Revise c current handbook View Edit		05-05-2010		

ADD NEW ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Organizational Goals

- For Non-Classified and FEAP Employees only
- If you are Classified Staff, skip this tab and click on "Continue to Next Page."
- If this is your first annual evaluation (and you are Non-Classified/FEAP), this tab will be blank. Leave and click on "Continue to Next Page." *You will establish new goals on the next tab.*
- For those that did complete an online evaluation, click on "Edit"

Edit Entry

To edit this entry, edit information in the following fields and then click **Save Changes**. If you do not wish to edit this entry at this time, click **Cancel**.

* Required information is denoted with an asterisk.

Supervisor's Comments for Goal/Achievement (Previous Year):	Supervisor's comments from last evaluation
Goal/Objective:	Revise current handbook
* Achievement:	<div> Enter in your results. If you were not able to achieve this goal, please explain why (i.e. schedule conflict, training not available, etc.) </div>
Projected Completion Date:	05/05/2010
* Actual Completion Date: If goal not achieved, enter N/A	Enter in the actual date, or N/A if not completed
Supervisor's Comments for Goal/Achievement:	

SAVE CHANGES

CANCEL

- Your supervisor's comments from the previous year, your goal, and the Projected Completion Date will automatically roll over from last year.
- Enter the achievement (results) and the actual completion date
- Click on "Save Changes"
- Repeat process for all goals

Evaluation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizational Goals	Job Factors	Notes/History
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This section is for Non-Classified and FEAP employees only!

EMPLOYEES: Click **Edit** beneath the Goal/Objective column to enter achievement and actual completion date, then click "Save Changes."

SUPERVISORS: Enter your required comments concerning the goals and achievements by clicking on the **Edit** link beneath the Goal/Objective column for each goal that was entered.

When you are finished adding your entries, you may go to the next page by clicking "Continue to Next Page."

To Add A New Entry: Click the **Add New Entry** button.
To Edit An Entry: Click the **Edit** link for the specific entry.
To View An Entry: Click the **View** link for the specific entry.

Existing Entries

1 Record

Goal/Objective:	Achievement:	Projected Completion Date:	Actual Completion Date:	Supervisor Comments:
Revise current handbook View Edit	Achievement	05-05-2010	Date or N/A will appear here	

ADD NEW ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

- Click on "Continue to Next Page"

Create Annual Performance Evaluation

Evaluation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizational Goals	Job Factors	Notes/History
--------------------	----------------------------	---------------------------------------	----------------------	--	-------------	---------------

This section is for Non-Classified and FEAP employees only!

EMPLOYEES: Enter the agreed upon organizational goals for the next fiscal year, the action plan to achieve these goals, and the projected completion date that these should be completed.

SUPERVISORS: Enter your required comments concerning the goals/objectives and the action plans by clicking on the **Edit** link beneath the Goal/Objective column for each goal that was entered.

When you are finished adding your entries, you may go to the next page by clicking "Continue to Next Page."

To Add A New Entry: Click the **Add New Entry** button.
To Edit An Entry: Click the **Edit** link for the specific entry.
To View An Entry: Click the **View** link for the specific entry.

Existing Entries

No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Set Future Organizational Goals

- For Non-Classified and FEAP Employees only
- If you are Classified Staff, skip this tab and click on "Continue to Next Page."
- Click on "Add New Entry"

Add New Entry

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

* Required information is denoted with an asterisk.

* Goal/Objective:	Enter your future organizational goal	
* Action Plan:	Enter in how you intend to achieve this goal	
* Projected Completion Date:	06-30-2011	MM/DD/YYYY -or- MM-DD-YYYY
Supervisor's Comments for Goal/Achievement:		

ADD ENTRY

CANCEL

- Enter goal, action plan, and projected completion date
- Click on "Add Entry"
- Repeat this process for additional goals

Evaluation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizational Goals	Job Factors	Notes/History
--------------------	----------------------------	---------------------------------------	----------------------	--	-------------	---------------

✓ The entry has been added.

This section is for Non-Classified and FEAP employees only!

EMPLOYEES: Enter the agreed upon organizational goals for the next fiscal year, the action plan to achieve these goals, and the projected completion date that these should be completed.

SUPERVISORS: Enter your required comments concerning the goals/objectives and the action plans by clicking on the Edit link beneath the Goal/Objective column for each goal that was entered.

When you are finished adding your entries, you may go to the next page by clicking "Continue to Next Page."

To Add A New Entry: Click the **Add New Entry** button.
 To Edit An Entry: Click the **Edit** link for the specific entry.
 To View An Entry: Click the **View** link for the specific entry.

Existing Entries

1 Record

Goal/Objective:	Action Plan:	Projected Completion Date:	Supervisor Comments:
goal View	II Edit action plan	06-30-2011	

ADD NEW ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

- Click on "Continue to Next Page"

Create Annual Performance Evaluation

Evaluation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizational Goals	Job Factors	Notes/History
--------------------	----------------------------	---------------------------------------	----------------------	---------------------------------	--------------------	---------------

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

THE FIRST 12 FACTORS ARE FOR ALL EMPLOYEES

EMPLOYEES: ONLY RATE YOURSELF ON THE LAST SIX FACTORS (13 - 18) IF YOU ARE A SUPERVISOR/MANAGER/DIRECTOR

SUPERVISORS: ONLY RATE YOUR EMPLOYEES ON THE LAST SIX FACTORS (13 - 18) IF THEY ARE A SUPERVISOR/MANAGER/DIRECTOR. SUPERVISOR COMMENTS ARE REQUIRED FOR EACH JOB FACTOR YOU RATE.

****NOTE: Calculate button only works for Supervisor's Ratings**

CALCULATE

Job Factors Score: --

*Required information is denoted with an asterisk.

1. Job Knowledge (ALL EMPLOYEES COMPLETE)

Demonstrates and applies knowledge of requirements, methods, techniques and skills involved in performing the essential functions of the job. Knowledge of how work relates to and affects internal/external areas; handles work problems/irregularities efficiently because of job knowledge and experience.



☐ E = Exceptional performance; consistently exceeds performance expectations. (Comments required below)
☐ M/F = Consistently meets and at times exceeds performance

Job Factors

- The first 12 factors are for all employees
- The last six factors (13-18) are for those employees who are supervisors/managers/directors only
- If you only supervise student workers, DO NOT fill out the last six factors
- NOTE: Calculate button only works for Supervisor's ratings**

12. Employee Goal Achievement (ALL EMPLOYEES COMPLETE)

Performs work according to current deadlines and directives. Also, work results satisfy employee's development goals.

Employee Rating:	<input type="radio"/> E = Exceptional performance; consistently exceeds performance expectations. (Comments required below) <input type="radio"/> M/E = Consistently meets and at times exceeds performance expectations. <input type="radio"/> M = Consistently meets performance expectations. <input type="radio"/> NI = Needs Improvement (Comments required below) <input type="radio"/> U = Unsatisfactory (Comments required below) <input type="radio"/> N/A = Performance factor does not apply to the job. <input checked="" type="radio"/> No Response	
Employee Comments:		

13. Creativity (EMPLOYEES WHO ARE SUPERVISORS COMPLETE)

Utilizes originality, imagination, and inventiveness to generate new ideas and alternatives; combines elements of existing methods and practices with new techniques; challenges conventional practices with creative solutions; looks for more than one answer to a given problem; is willing to experiment and take appropriate risk to develop innovative solutions.

Employee Rating:	<input type="radio"/> E = Exceptional performance; consistently exceeds performance expectations. (Comments required below) <input type="radio"/> M/E = Consistently meets and at times exceeds performance expectations. <input type="radio"/> M = Consistently meets performance expectations. <input type="radio"/> NI = Needs Improvement (Comments required below) <input type="radio"/> U = Unsatisfactory (Comments required below) <input type="radio"/> N/A = Performance factor does not apply to the job. <input checked="" type="radio"/> No Response	Supervisor Rating:
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- Select rating for each applicable factor.
- For any factor that you rate yourself as E, NI, or U, comments are required. You should put a comment for each factor, but only those 3 ratings require a comment.

Create Annual Performance Evaluation

Evaluation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizational Goals	Job Factors	Notes/History
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[<< RETURN TO PREVIOUS](#)
[CONTINUE TO NEXT PAGE >>](#)

THE FIRST 12 FACTORS ARE FOR ALL EMPLOYEES

EMPLOYEES: ONLY RATE YOURSELF ON THE LAST SIX FACTORS (13 - 18) IF YOU ARE A SUPERVISOR/MANAGER/DIRECTOR

SUPERVISORS: ONLY RATE YOUR EMPLOYEES ON THE LAST SIX FACTORS (13 - 18) IF THEY ARE A SUPERVISOR/MANAGER/DIRECTOR. SUPERVISOR COMMENTS ARE REQUIRED FOR EACH JOB FACTOR YOU RATE.

[CALCULATE](#)
 Job Factors Score: --

*Required information is denoted with an asterisk.

1. Job Knowledge (ALL EMPLOYEES COMPLETE)

Demonstrates and applies knowledge of requirements, methods, techniques and skills involved in performing the essential functions of the job. Knowledge of how work relates to and affects internal/external areas; handles work problems/irregularities efficiently because of job knowledge and experience.

<input type="radio"/> E = Exceptional performance; consistently exceeds performance expectations. (Comments required below) <input type="radio"/> M/E = Consistently meets and at times exceeds performance	
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- Click on "Continue to Next Page"

Create Annual Performance Evaluation

Evaluation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizational Goals	Job Factors	Notes/History
--------------------	----------------------------	---------------------------------------	----------------------	---------------------------------	-------------	---------------

Once you enter a note and save it (by clicking **Add Note**, then confirming), that note will be permanently added to this evaluation, even if you cancel out of the evaluation without saving.

History	Modified By
04-19-2010 7:26 AM	Elizabeth McCutcheon
<i>Create Action Status:Annual Performance Evaluation</i>	

Add Notes

Notes:

Comments are not required here

ADD NOTES

<< RETURN TO PREVIOUS
SAVE AND STAY ON THIS PAGE

CONTINUE TO NEXT PAGE >>

Notes/History

- Date/time stamps the evaluation at each status along the way
- Click on "Continue to Next Page"

View Annual Performance Evaluation Summary

To change the status of this action, choose from the statuses below:

Edit
 Printer-Friendly Version

Evaluation Status

☐ Save without Submit
 ☒ Submit to Supervisor/HM

CANCEL
CONTINUE

Evaluation Details

Incumbent's First Name	Elizabeth
Incumbent's Last Name:	McCutcheon
Incumbent's Middle Name	A
Position #:	000504
Type of Position:	Classified

- At View Annual Performance Evaluation Summary screen:
- Select Submit to Supervisor/HM
- Then click on Continue

Confirm Change Evaluation Status

You are about to change this action to the following status:

Evaluation Status

Submit to Supervisor/HM

GO BACK CONFIRM

- Click on Confirm

Save and Stay on This Page

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

- If you need to stop working on your evaluation and you are not finished, please click on the “Save and Stay on this Page” button at the bottom of the screen.
- If you are on a page with required fields, must enter something (or click on any rating if you are on the job factors tab) and then click on “Save and Stay on This Page.” You can then make revisions later.
- If you are idle for more than 60 minutes, the system WILL log you out. If you have not saved your information before it logs you out, you will LOSE any information that has not been saved.

Save and Stay On This Page

- If you need to stop at any time, please click on “Save and Stay on this Page” before logging off.
- If you are on a page where required information is needed, just enter anything (a dash for the goals or mark any rating for the job factors); you can edit whenever you log back in.
- If you are idle for more than 60 minutes, the system WILL time you out.
- If you have not “saved” before it times you out, you will lose the information.

Supervisor/HM Review

- Supervisor/HM will receive automatic email notification of your online evaluation
- Supervisor will complete their portion
- Send it to the status of "Conference Pending (Edits Allowed).
- Then both you and your supervisor will receive the following email notification.

Supervisor/HM Review

- Supervisor/HM will receive automatic email notification of your evaluation
- S/he will complete their portion and then send to "Conference Pending (Edits Allowed)"

The following Performance Evaluation is at the status of: Conference Pending (Edits Allowed)

Employee Name: Elizabeth McCutcheon
Department: 006: Business Office - Human Resources
Classification Title: HR Representative
Working Title: HR Representative
Position #: 000504
Type of Evaluation: Annual

EMPLOYEES: Please click the following link for further instructions.
http://www.fairmontstate.edu/facstaffresources/hr/forms/pe_quick_guide.pdf

SUPERVISOR/HM'S: Please click the following link for further instructions.
http://www.fairmontstate.edu/facstaffresources/hr/forms/pe_quick_guide.pdf

Thank you,
Human Resources

Conference Pending (Edits Allowed)

- You will meet with your supervisor to discuss evaluation, job performance, future goals, etc.
- If either you or your supervisor need to make changes, can do so one at a time.
- If no changes are needed (or after all changes are made), the **Supervisor/HM** will send evaluation to the status of "Employee Certification (No Edits Allowed)."

Conference Pending (Edits Allowed)

- At this status both you and your supervisor will get an email reminding you to set a conference date.
- Once the conference is held, both you and your supervisor have the ability to make changes, if necessary. You are **not** required to make any changes to your evaluation.
- NO CHANGES can be made beyond this status
- Once all changes have been made (or if no changes were needed), your supervisor will send to "Employee Certification (No Edits Allowed)."

The following Performance Evaluation is at the status of: Employee Certification (No Edits Allowed)

Employee Name: Elizabeth McCutcheon
Department: 006: Business Office - Human Resources
Classification Title: HR Representative
Working Title: HR Representative
Position #: 000504
Type of Evaluation: Annual

1. Log in to <https://www.fairmontstatejobs.com/hr> as an "Employee."

****NOTE:** If you have more than one user type, look at the top of the screen to see which user type is active

If it doesn't say Employee, follow these steps to change your user type.
Under the Admin heading, click on the "Change User Type" link
Choose "Employee"
Then click on "Change Group"

2. Under the Evaluation heading, click on the "Active Evaluations" link.

3. Click on "View" beneath the position title.

4. Click on the blue Edit link above the Evaluation Status bar.

5. Click on the Certification Tab.

6. On the "Certification" tab, you will need to enter the following information:
Check "Yes/No" that you have actually had the conference
Whether you agree/disagree with this evaluation
Enter the conference date
You may enter any additional comments regarding this evaluation (this is optional)
When you are finished, click on "Continue to Next Page."

7. Click on "Continue to Next Page" until you reach the "View Summary" page.

8. Under the Evaluation Status header, click on "Supervisor/HM Certification (No Edits Allowed)."

9. Then click on "Continue" and then "Confirm."

Thank you,
Human Resources

Employee Certification (No Edits Allowed)

- You will receive email notification at Employee Certification (No Edits Allowed).
- You are only "signing" your evaluation
- Can mark Agree or Disagree
- Comments are optional

Employee Certification (No Edits Allowed)

- You will receive email notification
- At this status, you will only be certifying your evaluation

FAIRMONT
STATE UNIVERSITY

PIERPONT
COMMUNITY & TECHNICAL COLLEGE

Office of Human Resources
Hiring Manager's Site

1201 LOCUST AVENUE • FAIRMONT, WEST VIRGINIA • 26554

POSITION DESCRIPTIONS
BEGIN NEW REQUEST
PENDING REQUESTS
VIEW MY POSITION

EVALUATIONS
BEGIN NEW PERFORMANCE EVALUATION
ACTIVE EVALUATIONS
RESPONSE EVALUATIONS

ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

STUDENT EMPLOYMENT

CONDUCTING SEARCH AND COMPLETING HIRING PROCESS

CLASSIFIED / NON-CLASSIFIED INTERVIEW EVALUATION FORMS

PRE-EMPLOYMENT INQUIRY GUIDE

HIRING MANAGER'S GUIDE

FACULTY AND STAFF WORKFLOW

EMPLOYEE EVALUATION INSTRUCTIONS

SUPERVISOR/HM EVALUATION INSTRUCTIONS

Welcome **Elizabeth McCutcheon**. You are logged in.
Your Current UserType: Employee.

Friday, April 23, 2010

Hiring Manager Site

Hiring Manager's Guide
View / Download

No Active Postings

- To certify your evaluation, log in and click on "Active Evaluations"

View Active Evaluations

Active Evaluations

26 Records

▼ Title	▼ Employee First Name	▼ Employee Last Name	▲ Last Action Date	▼ Status
HR Representative View View Summary	Elizabeth	McCutcheon	03-30-2010	Employee Certification (No Edits Allowed)

- Click on “View”

View Annual Performance Evaluation Summary

To change the status of this action, choose from the statuses below:

Edit

 Printer-Friendly Version

Evaluation Status

- ☒ Save
☐ Supervisor/HM Certification (No Edits Allowed)

CANCEL

CONTINUE

Evaluation Details

Incumbent's First Name	Elizabeth
Incumbent's Last Name:	McCutcheon
Incumbent's Middle Name	A
Position #:	000504
Type of Position:	Classified

- Click on “Edit”

View/Edit Annual Performance Evaluation

Evaluation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizational Goals	Job Factors	Performance Improvement Objectives (Supervisor Only)	Rating for Organizational Goal Achievement	Overall	Certification	Notes/History
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[CONTINUE TO NEXT PAGE >>](#)

Supervisors: Evaluation Cycle Begin Date = July 1
Evaluation Cycle End Date = Date which you complete the evaluation

*Required information is denoted with an asterisk.

Incumbent's First Name	E
Incumbent's Last Name:	Leach
Incumbent's Middle Name	
Position #:	000319
Type of Position:	Non-Classified
Classification Title:	Non-Classified
Working Title:	Human Resource Administrator
Type of Evaluation:	Annual
Evaluation Cycle Begin Date:	07-01-2009
Evaluation Cycle End Date:	06-30-2010
Department, College, or School:	006: Business Office - Human Resources
Immediate Supervisor/Hiring Manager:	Porto, Rick

- Click on "Certification" tab

View/Edit Annual Performance Evaluation

Evaluation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizational Goals	Job Factors	Performance Improvement Objectives (Supervisor Only)	Rating for Organizational Goal Achievement	Overall	Certification	Notes/History
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[<< RETURN TO PREVIOUS](#)

[CONTINUE TO NEXT PAGE >>](#)

*Required information is denoted with an asterisk.

Employee

I have discussed my duties, responsibilities, performance standards/expectations, goals/objectives, and overall rating scores with my immediate supervisor on the date indicated below. I have also been advised of how to make improvements in the area(s) indicated.	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response
* Employee Certification	<input type="radio"/> I agree with this evaluation <input type="radio"/> I do not agree with this evaluation <input checked="" type="radio"/> No Response
* Conference Date:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
Employee Comments:	<input type="text"/>

- Enter required information
- Click on "Continue to Next Page" until you get to the View Summary screen

View Annual Performance Evaluation Summary

To change the status of this action, choose from the statuses below:

[Edit](#)

 [Printer-Friendly Version](#)

Evaluation Status

- ☒ Save
- ☐ Supervisor/HM Certification (No Edits Allowed)

CANCEL

CONTINUE

Evaluation Details

Incumbent's First Name	Elizabeth
Incumbent's Last Name:	McCutcheon
Incumbent's Middle Name	A
Position #:	000504
Type of Position:	Classified

- Click on Supervisor/HM Certification (No Edits Allowed)
- Click on Continue

Confirm Change Evaluation Status

You are about to change this action to the following status:

Evaluation Status

Supervisor/HM Certification (No Edits Allowed)

GO BACK

CONFIRM

- Then click on Confirm.

YOU HAVE NOW COMPLETED YOUR ANNUAL EVALUATION!!

Review status of your evaluation

- You can review the status of your evaluation at any time by logging into the system and clicking on “Active Evaluations”
- Look under the Status column

Review evaluation status

- You can review the status of your evaluation at any time.

FAIRMONT STATE UNIVERSITY **PIERPONT COMMUNITY & TECHNICAL COLLEGE** **Office of Human Resources Hiring Manager's Site**

1201 LOCUST AVENUE • FAIRMONT, WEST VIRGINIA • 26554

• Welcome **Elizabeth McCutcheon**. You are logged in.
Your Current UserType: Employee. Friday, April 23, 2010

POSITION DESCRIPTIONS
BEGIN NEW REQUEST
PENDING REQUESTS
VIEW MY POSITION

EVALUATIONS
BEGIN NEW PERFORMANCE EVALUATION
ACTIVE EVALUATIONS
HISTORICAL EVALUATIONS

ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

• STUDENT EMPLOYMENT

• CONDUCTING SEARCH AND COMPLETING HIRING PROCESS

• CLASSIFIED / NON-CLASSIFIED INTERVIEW EVALUATION FORMS

• PRE-EMPLOYMENT INQUIRY GUIDE

• HIRING MANAGER'S GUIDE

• FACULTY AND STAFF WORKFLOW

• EMPLOYEE EVALUATION INSTRUCTIONS

• SUPERVISOR/HM EVALUATION INSTRUCTIONS

Hiring Manager Site

Hiring Manager's Guide
View / Download

No Active Postings

- To review your evaluation's status at any time:
 - log in and click on “Active Evaluations”

View Active Evaluations

Active Evaluations

26 Records

 Title	 Employee First Name	 Employee Last Name	 Last Action Date	 Status
HR Representative View View Summary	Elizabeth	McCutcheon	03-15-2010	Supervisor/HM Review Pending
HR Representative View View Summary	Elizabeth	McCutcheon	03-29-2010	Supervisor/HM Review Pending
HR Representative View View Summary	Elizabeth	McCutcheon	03-30-2010	Employee Certification (No Edits Allowed)

- Refer to the “Status” column.

Supervisor/HM Certification (No Edits Allowed)

- Supervisor/HM will receive following email notification once the employee has certified their evaluation.
- Supervisor/HM will complete their portion of the Certification tab
- Then submit to HR

Supervisor/HM Certification (No Edits Allowed)

- At this status, your supervisor will certify and then submit to HR

HR Review

- HR will review evaluation for completeness
- Will return to appropriate status if changes are necessary.
- If OVERALL evaluation score is in the ranges of “Needs Improvement” or “Unsatisfactory,” HR will submit to next user for review and comments.
- HR will “complete” the evaluation and users will receive one of two email notifications:
 - Evaluation Completed
 - Evaluation Completed-Requires Follow Up

HR Review

The following Performance Evaluation is at the status of: Evaluation Completed

Employee Name: Elizabeth McCutcheon
Department: 006: Business Office - Human Resources
Classification Title: HR Representative
Working Title: HR Representative
Position #: 000450
Type of Evaluation: Annual

NO ACTION NEEDS TO BE TAKEN AT THIS TIME.

For your information, you may log on to www.fairmontstatejobs.com/hr and click "View Historical" to view this Performance Evaluation.

Thank you,
Human Resources

Evaluation Completed email notification

The following Performance Evaluation is at the status of: Evaluation Completed-Requires Follow Up

Employee Name: Elizabeth McCutcheon
Department: 006: Business Office - Human Resources
Classification Title: HR Representative
Working Title: HR Representative
Position #: 000504
Type of Evaluation: Annual

NO ACTION NEEDS TO BE TAKEN AT THIS TIME.

EMPLOYEES: You will be contacted by your supervisor for a follow up evaluation meeting at the appropriate time.

SUPERVISOR/HM's: The HR Office will start the follow up evaluation at the appropriate time and send to you to complete online.

For your information, you may log on to www.fairmontstatejobs.com/hr and click "View Historical" to view this Performance Evaluation.

Thank you,
Human Resources

Evaluation Completed-Requires Follow Up

- Will receive only if there were ratings of Needs Improvement or Unsatisfactory