Performance Evaluation Tutorial

Supervisor/HM User Type

Introduction

- Welcome
- There have been no changes to the evaluation module for this year
- Email notifications will still indicate type of evaluation

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.



Supervisor/HM Review

• Once your employee completes his/her self evaluation and submits it for your review, you will receive the above email notification



From the FSU Homepage

• Click on MyCampus

TVC.	AMPUS	Returning Login
ain to myCampus fo	r access to these resources	New Activate UCA
Webmail	Grades	Having Trouble? Get Assistance
R Blackboard	Class Schedule	
FELIX	Account Information	
Announcements	News	

Click on Login

FAIRMONT state university.
Login: Password: LOGEN 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

	Today in Taxaday, March 14, 2014
Welcome to Campus Access Webmail, Blackboard, Fo and more	Elix re

• Click on Login to Pierpont

]	COMMUNITY & TECHNICAL COLLEGE.					
	Login: Pessword:					
	Reset Password					

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



• Click on the Human Resources (PeopleAdmin) link

VIEW ACTIVE VIEW PENDING	Your Current UserType: Supervisor/Hiring Manager.	Monday, April 19, 2010
VIEW HISTORICAL SEARCH HIRING PROPOSALS OSITION DESCRIPTIONS	Hiring Manager Site	
BEGIN NEW REQUEST SEARCH REQUESTS PENDING REQUESTS	Hiring Manager's Guide View / Download	
VALUATIONS BEGIN NEW PERFORMANCE EVALUATION ACTIVE EVALUATIONS	No Active Postings	
CHANGE USER TYPE LOGOUT LOGOUT OF HIRING		
MANAGER		
STUDENT EMPLOYMENT		
CONDUCTING SEARCH AND COMPLETING HIRING DROCESS		
CLASSIFIED / NON- CLASSIFIED INTERVIEW EVALUATION FORMS		
PRE-EMPLOYMENT INQUIRY GUIDE		
GUIDE		
INSTRUCTIONS		
EVALUATION INSTRUCTIONS		

- Review Active User Type (in blue); Supervisor/Hiring Manager must be active;
- Change user type if needed
- Then click on Active Evaluations

View Active Evaluations										
		Active Ev	aluations							
16 Records										
Title	First Name	Employee Last Name	Action Date	Type of Evaluation	🔽 Status					
HR Representative View II View Summary	Elizabeth	McCutcheon	04-01-2010	Annual Performance Evaluation	Evaluation Completed-Requires Follow Up					
HR Representative View II View Summary	Elizabeth	McCutcheon	04-05-2010	Annual Performance Evaluation	Supervisor/HM Review Pending					
HR Representative View View Summary	Elizabeth	McCutcheon	04-05-2010	Annual Performance Evaluation	Supervisor/HM Review Pending					
HR Representative View View Summary	Elizabeth	McCutcheon	04-05-2010	Annual Performance Evaluation	HR Review Pending					
HR Representative View View Summary	Elizabeth	McCutcheon	0 <mark>4-0</mark> 6-2010	Annual Performance Evaluation	Saved Not Submitted					
HR Representative View View Summary	Elizabeth	McCutcheon	04-09-2010	Annual Performance Evaluation	Supervisor/HM Review Pending					
HR Representative View View Summary	Elizabeth	McCutcheon	08-11-2009	Annual Performance Evaluation	Supervisor/HM Review Pending					
HR Representative View View Summary	Elizabeth	McCutcheon	08-18-2009	Annual Performance Evaluation	Supervisor/HM Review Pending					
HR Representative	Elizabeth	McCutcheon	08-19-2009	Annual Performance	HR Review Pending					

Active Evaluations

- New Type of Evaluation Column-3 evaluation types: Provisional, Annual, Follow Up
- Click on "View" beneath the appropriate evaluation

View Annual	Performance Evaluation Summary
To change the status of this action	, choose from the statuses below:
Edit	(Printer-Friendly Version
Evaluation Status	
Save Conference Pending (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
Classification Title:	HR Representative
Working Title:	HR Representative
Type of Evaluation:	Annual
Evaluation Cycle Begin Date:	
Evaluation Cycle End Date:	
Department, College, or School:	006: Business Office - Human Resources
Immediate Supervisor/Hiring Manager:	Leach, Steve

• Click on "Edit" at the top of the page

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	Notes/History		
CON	CONTINUE TO NEXT PAGE >>										
Supervis	ors: Eval Eval	luation Cycle B luation Cycle B l with an asterisk.	Segin Date = Ju End Date = Date	ly 1 e which you co	mplete t	he evaluation					
Incumbe	nt's First Name		Elizabeth	1							
Incumbe	nt's Last Name:		McCutch	eon							
Incumbe	nt's Middle Name		A								
Position	#:		000504								
Type of	Position:		Classifie	d							
Classifica	ition Title:		HR Repr	HR Representative							
Working	Title:		HR Repr	HR Representative							
Type of I	Evaluation:		Annual	Annual							
* Evaluatio	on Cycle Begin Date		07-01-20	09 MM/DD/	YYYY -or- MI	4-DD-YYYY					
* Evaluatio	on Cycle End Date:		05-13-20	10 MM/DD/	YYYY -or- MM	1-DD-YYYY					
Departm	ent, College, or Sch	nool:	006: Bus	siness Office - Hur	man Reso	urces					
Immedia	te Supervisor/Hiring) Manager:	Leach, S	teve							
Respons	ible Sr. Level Hiring	Manager:									
Employee	8:		McCutch	eon, Elizabeth							
Required info	ormation is denoted	with an asterisk.			COM	ITINUE TO NEXT	PAGE >>	-1			

Evaluation Details

- Enter the "Evaluation Cycle Begin Date" (This will always be July 1, XXXX)
- Enter the "Evaluation Cycle End Date" (This is the date that you complete this evaluation)
- Click on "Continue to Next Page"

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Employee Development Goals

- Employees entered their achievement(s) and actual completion date(s)
- These were entered into last year's evaluation under "Future Employee Development Goals"
- Click on the "Edit" link

Edi	it Entry	
To Ca *R	edit this entry, edit information in the following f incel. lequired information is denoted with an asterisk.	ields and then click Save Changes. If you do not wish to edit this entry at this time, click
	Supervisor's Comments for Goal/Achievement (Previous Year):	Supervisor's comments from last evaluation
	Goal/Objective:	Learn to create databases and generate reports using Access. I hope to be able to pull information out of PeopleAdmin so that I do not have to generate spreadsheets manually all the time.
	Achievement:	Employee's achievement
	Projected Completion Date:	06-30-2010
	Actual Completion Date: If goal not achieved, enter N/A	06-30-2010
*	Supervisor's Comments for Goal/Achievement:	Enter your comments here
(SAVE CHANGES	

- Enter required comments regarding goal/achievement
- Click on "Save Changes"

valuation 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	Notes/History
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Goal/	Objective:			🔽 Achie	vement:	Projected Completion Date:	Actual Completio Date:	n 🔽	Supervisor
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- Repeat this process for each goal
- When finished, click on "Continue to Next Page"

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Set Future Employee Development Goals

- Be sure that your employee has entered at least one goal
- Click on the "Edit" link

Edit Entry	
To edit this entry, edit information in the followi Cancel. "Required information is denoted with an asterisk.	ng fields and then click Save Changes. If you do not wish to edit this entry at this time, click
Goal/Objective:	Learn to create spreadsheets using excel
Action Plan:	Attend training session when available
Projected Completion Date:	06-30-2011
* Supervisor's Comments for Goal/Achievement:	Enter your comments here
SAVE CHANGES	

- Enter required comments regarding goal and the action plan
- Click on "Save Changes"

		Vi	ew/Edit A	nnual Perfe	orman	ce Evaluat	tion		
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	Notes/History
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- Repeat this process for each goal the employee has entered
- When finished, click on "Continue to Next Page"

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Organizational Goals

- For Non-Classified and FEAP Employees only
- If your employee is Classified Staff, skip this tab and click on "Continue to Next Page."
- Employees entered their achievement and actual completion date(s); these were entered into last year's evaluation under "Future Org Goals"
- Click on the "Edit" link

dit Entry						
o edit this entry, edit information in the following f ancel. Required information is denoted with an asterisk.	ields and then click Save Changes. If you do not wish to edit this entry at this time, click					
Supervisor's Comments for Goal/Achievement (Previous Year):	Supervisor's comments from last evaluation					
Goal/Objective:	Revise current handbook					
Achievement:	achievement					
Projected Completion Date:	05/05/2010					
Actual Completion Date: If goal not achieved, enter N/A	06-30-2010					
Supervisor's Comments for Goal/Achievement:	Enter your comments here					
SAVE CHANGES						

- Enter required comments regarding goal/achievement
- Click on "Save Changes"

Evaluation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizational Goals	Job Factors	Notes/History					
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<u>SUPERVI</u> achiever each goa	<u>SUPERVISORS:</u> Enter your required comments concerning the goals and achievements by clicking on the <u>Edit</u> link beneath the Goal/Objective column for each goal that was entered.										
When yo clicking "	u are finish Continue to	ed adding yo Next Page.	our entries, yo	u may go to th	e next p	age by					
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- Repeat this process for each goal
- When finished, click on "Continue to Next Page"

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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	Notes/History		
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Set Future Organizational Goals

- For Non-Classified and FEAP Employees only
- If your employee is Classified Staff, skip this tab and click on "Continue to Next Page."
- Click on the "Edit" link

dit Entry o edit this entry, edit information in the follow	ing fields and then click Save Changes. If you do not wish to edit this entry at this time, click
ancel. Required information is denoted with an asterisk.	
Goal/Objective:	future org goal
Action Plan:	action plan
Projected Completion Date:	06-30-2011
[®] Supervisor's Comments for Goal/Achievement:	Enter your comments here
SAVE CHANGES	
Enter required	comments regarding goal and the action plan

• Click on "Save Changes"

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	Overal	Notes/Histor
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o Add A N o Edit An o View Ar Protector Record Gost/ future or View	iew Entry: Clik Entry: Click th Entry: Click th n Entry: Click t n Entry: Click t Inne Objective: genal	d adding you to be Add Re e Edit link for the View link f Action pla action pla	r entries, you w Entry button the specific ent for the specific e	may go to the r	npletion D	e by clicking "C ates 1	ontinue to Next	Page.*	nts
Visen you o Add A N o Edit An o View Ac o View Ac A Good/o Nature ory View ADD N	a are finished iew Entry: Click th Entry: Click th n Entry: Click th objective: 9 geal II Edit	adding you to the Add Ne e Edit link for the View link f View link f Activ action pla	r entries, you w Entry button the specific ent or the specific e m Plan:	may go to the r	npletion D	e by clicking "C ate:: 1	Supervisor Your comments appairture	Page," Commer	ntsi

- Repeat this process for each goal the employee has entered
- Click on "Continue to Next Page"

		Vie	ew/Edit A	nnual Pe	rforma	nce Evalu	ation		
Evaluation Details	Employee Developme Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizationa Goals	Job Factors	Performance improvement Objectives (Supervisor Only)	Rating for Organizational Goal Achievement	Overall	Notes/History
<<	RETURN TO	PREVIOUS					CONTINUE	TO NEXT I	PAGE >>
THE FIRS	Г 12 ҒАСТО	ORS ARE FOR A	LL EMPLOYEES						
EMPLOYE	<u>es:</u> only r	ATE YOURSELF	ON THE LAST S	SIX FACTORS	(13 - 18)	IF YOU ARE A S	SUPERVISOR/M/	ANAGER/	DIRECTOR
SUPERVIS	<u>Sors:</u> Onl Sor/Mana	Y RATE YOUR E AGER/DIRECTOF	MPLOYEES ON R. SUPERVISOF	THE LAST SIX	FACTORS	(13 - 18) IF TI RED FOR EACH	HEY ARE A JOB FACTOR YO	OU RATE.	
						CALCULATE		ob Facto	ors Score:
*Required 1. Job Kno	information wiledge (AL	n is denoted with	an asterisk. IPLETE)	s methods too	hniques an	d skills involved	in performing the	accantia	l functions of
the job. K of job kno	nowledge o wledge and	f how work relat experience.	es to and affect	s internal/exter	nal areas;	handles work p	roblems/irregular	ities effic	iently because
Employee	e M/E	= Consistently r	meets and at tin	nes * Supervie	or Dation	 E = Exception performance expression M/E = Consistence M = Consistence 	nal performance; cor ectations. (Comme stently meets and at ently meets performa	nsistently e nts requin times exce nce expect	exceeds red below) eds performance tations.

Job Factors

- The first 12 factors are for **all employees**
- You will rate your employee on the last six factors *only if* s/he supervises other Classified, Non-Classified, or FEAP employees.
- If the employee only supervises student workers, you will rate only the first twelve factors.

	I. Job Knowledge	(ALL EMPLOYEES COMPLETE)			
t (Demonstrates ar he job. Knowled of job knowledge	d applies knowledge of requirements, m ge of how work relates to and affects int and experience.	eth err	nods, techniques an nal/external areas;	d skills involved in performing the essential functions of handles work problems/irregularities efficiently because
	Employee Rating:	M/E = Consistently meets and at times exceeds performance expectations.	*	Supervisor Rating:	 E = Exceptional performance; consistently exceeds performance expectations. (Comments required below) M/E = Consistently meets and at times exceeds performance expectations. M = Consistently meets performance expectations. NI = Needs Improvement (Comments required below) U = Unsatisfactory (Comments required below) N/A = Performance factor does not apply to the job. N Response
	Employee Comments:		*	Supervisor Comments:	Enter comment here

- Select appropriate rating and enter comments
- Supervisor comments are required regardless of which rating is chosen

13. Creativity Utilizes origina practices with problem; is w	EMPLOYEES WHO ARE SUPERVISORS COMPLET lity, imagination, and inventiveness to genera new techniques; challenges conventional pra lling to experiment and take appropriate risk	E) ate new ideas and al ctices with creative s to develop innovative	ternatives; combines elements of existing methods and solutions; looks for more than one answer to a given e solutions.
Employee Rati	g: No Response	Supervisor Rating:	 E = Exceptional performance; consistently exceeds performance expectations. (Comments required below) M/E = Consistently meets and at times exceeds performance expectations. M = Consistently meets performance expectations. NI = Needs Improvement (Comments required below) U = Unsatisfactory (Comments required below) N/A = Performance factor does not apply to the job. No Response
Employee Comments:		Supervisor Comments:	Enter comment here

- The last six factors (13-18) are for employees who supervise other Classified or Non-Classified Staff or FEAP employees
- If your employee supervises only student workers, DO NOT complete the last six factors
- Select appropriate rating and enter comments
- Supervisor Comments are required for all job factors you rate

valuation 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	Notes/History
<<	RETURN TO P	REVIOUS	1			E	CONTINUE	O NEXT P	AGE >>
THE FIRST EMPLOYE SUPERVIS	F 12 FACTOR ES:ONLY RAT SORS: ONLY I SOR/MANAG	S ARE FOR AI TE YOURSELF RATE YOUR E ER/DIRECTOF	LL EMPLOYEES ON THE LAST S MPLOYEES ON L. SUPERVESOR	EX FACTORS (THE LAST SIX	(13 - 18) FACTORS RE REQU	IF YOU ARE A S (13 - 18) IF TI RED FOR EACH	SUPERVISOR/MA	VIAGER/ NJ RATE.	DIRECTOR
Barried	information in				Ę	CALCULATE	, I	ob Facto	ors Score:
1. Job Kno	wiedge (ALL E	MPLOYEES COP	IPLETE)						
Demonstr the job. K of job kno	ates and appli nowledge of h wvledge and e	ies knowledge iow work relat xperience.	of requirements es to and affect	s, methods, tec s internal/exter	hniques ar nal areas;	nd skills involved handles work p	in performing the roblems/irregulari	essentia ties effici	I functions of ently because
	. M = C	consistently me	ets performanc	e - Grande	or Balino:	 E = Exception performance expectations. M = Consistence 	nal performance; con ectations. (Commen itently meets and at i ently meets performan	sistently e nts requir times excer- nce expect	xceeds ed below) eds performance ations.

• Once all necessary factors have been rated, click on "Calculate" button

If you rated only the first twelve	e factors, the job factors score will look like this:
CALCULATE	Job Factors Score: 2.83
If you rated all eighteen fact	tors, the job factors score will look like this:
CALCULATE	Job Factors Score: 2.72

- If you rated only the first twelve factors, the job factors score will look like top example (with the warning)
- If you rated all eighteen factors, the job factors score will look like bottom example (with the green checkmark)

Evaluation Details	Employee Developmen 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	Notes/History
<<	RETURN TO F	REVIOUS				L. L.	CONTINUE	TO NEXT I	AGE >>
THE FIRS	T 12 FACTOR	s are for a	LL EMPLOYEES	SIX FACTORS (13 - 18)	IF YOU ARE A S	SUPERVISOR/MA	ANAGER/	DIRECTOR
<u>SUPERVI</u> SUPERVI	<u>Sors:</u> Only Sor/Manac	RATE YOUR E ER/DIRECTO	MPLOYEES ON R. SUPERVISOR	THE LAST SIX COMMENTS A	FACTORS	5 (13 - 18) IF T IRED FOR EACH	HEY ARE A I JOB FACTOR YC	OU RATE.	
*Domirod	Information	- donoted with	an actorick			CALCULATE		ob Facto	ors Score:
Kequireu	mormation	s denoted with	an asterisk.						
Demonstr the job. K of job kno	ates and app nowledge of wledge and	lies knowledge how work relat	of requirements es to and affect	s, methods, tec s internal/exter	nniques ar nal areas;	nd skills involved handles work p	in performing the roblems/irregulari	essentia ties effici	l functions of ently because
Employee Rating:	e M = expe	Consistently me ctations.	eets performanc	e * Supervise	or Rating:	 E = Exception performance exp M/E = Consist M = Consists M = Consists NI = Needs U = Unsatists 	onal performance; cor ectations. (Commen stently meets and at ently meets performa Improvement (Comments factory (Comments	nsistently e nts requin times exce nce expect nents req required	xceeds ed below) eds performance ations. uired below) below)

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

valuation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizational Goals	Job Factors	Performance Improvement Objectives (Supervisor Only)	Rating for Drganizational Goal Achievement	Overall	Notes/Histor
o Add A I	New Entry: Click	RS: Only use with either o k the Add Ne e Edit link for	this tab for f f these rating w Entry buttor the specific ent	actors you ha s, leave this s ry.	ve rate ection t	d as "Needs Imj Jank and click o	provement" or n "Continue to	"Unsatis Next Pa	factory." If ge."
Existing E	ntries								
ADD N	IS FOUND		1		_	CONTINUE TO N	EXT PAGE >>	-	
	AVE AND STAY	ON THIS PAG	E		_		/		

Performance Improvement Objectives

- To be used only for factors that you rate as "Needs Improvement" or "Unsatisfactory"
- 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 asteriak.							
 Job Factor: 	Enter the job factor that had the rating of either Needs Improvement or Unsatisfactory						
 Action Plan: 	Enter the action plan for your employee to improve performance for this job factor						
Projected Completion Date:	07-01-2010 MM(DD/YYYY -en-MM-DD-YYYY						
 Follow Up Evaluation Date: 	07-01-2010 MM(00/YYYY -0- MM-00-YYYY						
ADD ENTRY **N(CANCEL	OTE: A Follow Up Evaluation will need to be apleted for each job factor you enter.						

- Enter Job Factor that was rated as "NI" or "U"
- Enter the Action Plan (how your employee will improve performance in this area)
- Enter the Projected Completion Date
- Enter Follow Up Evaluation Date (Follow-Up Evaluation will be required)
- Click on "Add Entry"

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	Notes/History
The ent	try has been	added.							
o Add A N	lew Entry: Cli	ck the Add Ner	w Entry button	, ieave (115 5	ection			HEAL PO	ye.
o Edit An o View Ar	Entry: Click th Entry: Click	e Edit link for the View link fo	the specific entropy of the sp	ry. ntry.					
o Edit An o View Ar ixisting En	Entry: Click th Entry: Click to Itries	e Edit link for the View link fo	the specific ent or the specific e	ry. Intry.					
o Edit An o View Ar xisting En L Record	Entry: Click th n Entry: Click t ntries	e Edit link for the View link fo	the specific ent or the specific e	ry. Intry.					
o Edit An o View Ai Existing En Record Job Fa	Entry: Click th n Entry: Click t Itries	te Edit link for the View link for Action Plan:	the specific ent or the specific e	ry. Intry. jected Complet	ion Date:		🖬 Follow Up Evalu	nation Dat	e:
o Edit An o View Ar Existing En 1 Record Job Fa Job Factor View	Entry: Click th n Entry: Click th Itries Inctor:	e Edit link for the View link for Action Plan: action plan	the specific entropy of the sp	ry. intry. jected Complet 08-0:	ion Date 1-2010		Follow Up Evalu 08	ation Dat 3-01-2010	æ

- Repeat process to add additional job factors
- When finished, click on "Continue to Next Page"

Iluation etails Employee Development Goals Set Future Employee Development Goals	Organizational Goals Goals	e Job nal Factors	Performance Improvemen Objectives (Supervisor Only)	Rating for Organizational Goal Achievement)verall	Notes/Histor
<< RETURN TO PREVIOUS	1			CONTINUE T	O NEXT P	PAGE >>
is section is for NON-CLASSIFIED pervisors, please enter the overall r	and FEAP Employees On ating score for the Organiza	ly! tional Goals,	Objectives, a	nd Plan below. ganizational Goal A	Achieven	nent Score:
equired information is denoted with an aste verall Rating Overall Rating for Organizational Goals, Objectives, and Plan:	CALCULATE risk. Calculate required below) M/E = Consistenti NI = Consistenti NI = Needs Imp U = Unsatisfacti	performance; c thy meets and a meets perform ovement (Com ry (Commen	onsistently exce at times exceeds nance expectatio mments requir ts required be	eds performance exp performance expecta ons. ed below) bow)	ectations.	(Comments

Rating for Organizational Goal Achievement

- For Non-Classified and FEAP Employees only: if no goals were listed on the Organizational Goals tab, you will not enter a rating on this tab
- If your employee is Classified Staff, skip this tab and click on "Continue to Next Page."

Details	Employee Development Goals	Employee Development Goals	Organizational Goals	Set Future Organizational Goals	Job Factors	Objectives (Supervisor Only)	Organizational Goal Achievement	Overall	Notes/History
<	RETURN TO P	REVIOUS]			1	CONTINUE	IO NEXT P	PAGE >>
This sect Superviso	ion is for NOI rs, please entr	R-CLASSBEC er the overall r	and FEAP Em	ployees Only! the Organizatio	nal Goals R	, Objectives, a ating for Organ	nd Plan below. nizational Goal Act	hievemen V	t Score: 3.00 Al lans are rated
Overall R	ating	ores were an ass	- C-						
			0 e	- Exceptional per	formance;	consistently exce	eds performance exp	ectations.	(Comments
Overall Objecti	Rating for Organisms, and Plan.	nizational Goals,	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	= Exceptional per red fieldw) (E = Consistently in I = Consistently in I = Needs Improvi = Unsatisfactory (A = Performance io Response	formance; meets and asts perfor ement (Con (Commer factor doe	consistently exce at times exceeds mance expectato mments require sta required be s not apply to the	eds performance exp performance expects rm. ed below) loob.	ectations. atoms	(Comments

- Select the rating for your Non-Classified/FEAP employee's overall organizational goal achievement
- Then enter your comments
- This is 25% of the overall evaluation score
- Click on the "Calculate" button
- When finished, click on "Continue to Next Page"

For Classified Staff, Overall tab will look like this:									
	View/Edit Annual Performance Evaluation								•
Evaluation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals Goals		al Job Factors	Performance Improvement Objectives (Supervisor Only)	Rating for Organizationa Goal Achievement	Overall	lotes/History
	<u>Ove</u>	rall Rating Sc	ore Key						-
01	verall Alpha	Score	Overall Nume	eric Score					
E = Exce consiste performa	ptional perfe ntly exceeds ance expects	ormance; ; ations	3.51 - 4.00						
M/E = Co at times expectat	onsistently r exceeds per tions.	neets and formance	2.51 - 3.50						
M = Cons performa	sistently me ance expecta	ets ations	1.51 - 2.50						
NI = Nee	ds Improver	nent	0.76 - 1.50						
U = Unsa	tisfactory		0.00 - 0.75						
			Tab				w	eight	Score
Job Factor	rs						1	.00%	2.83
Kating for	Organizationa	ii Goai Achieve	ement						
								Overal	Score: 2.83
<<	RETURN TO PR	REVIOUS	1	[ONTINUE TO N	EXT PAGE >>		
SA	VE AND STAY	ON THIS PAG	E						

Overall

• If your employee is Classified Staff, Job Factors will be 100% of score

	F	For Non-C	lassified St	aff/FEAP,	Overall	tab will l	ook like th	is:	
		Viev	v/Edit An	nual Per	ormai	nce Evalu	ation		
Evaluation Details	Employee Development Goals	Set Future Employee Development Goals	Organizational Goals	Set Future Organizationa Goals	Job Factors	Performance Improvement Objectives (Supervisor Only)	Rating for Organizationa Goal Achievement	Overall	Notes/History
	Over	rall Rating So	core Key						•
0	verall Alpha	Score	Overall Nume	eric Score					
E = Exce consiste perform	eptional perfo ently exceeds ance expects	ormance; ; ations	3.51 - 4.00						
M/E = C at times expecta	onsistently r exceeds per tions.	neets and rformance	2.51 - 3.50						
M = Con perform	sistently me ance expecta	ets ations	1.51 - 2.50						
NI = Nee	eds Improver	nent	0.76 - 1.50	5.					
U = Uns	atisfactory		0.00 - 0.75						
			Tab				w	eight	Score
Job Facto	rs							75%	2.72
Rating fo	r Organizationa	al Goal Achiev	ement					25%	3.00
								Overal	Score: 2.79
<<	RETURN TO PR	REVIOUS]	E		CONTINUE TO N	EXT PAGE >>		
	TE AND STAT	CH IIIS PAG							

Overall

- If your employee is Non-Classified or FEAP, Job Factors will be 75% of score
- Rating for Organizational Goal Achievement will be 25% of score
- Click on "Continue to Next Page"

	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	Overal	Notes/History
Once you even if yo	enter a note a u cancel out of	nd save it (by the evaluation	clicking Add No n without saving	te, then confirm J.	ming), th	at note will be	permanently ac	ided to 1	this evaluation,
History						Modifi	ed By		
04-05-2	2010 5:59 PM	l .				Elizab	eth McCutche	eon	
NOTE: test									
04-05-2	2010 5:59 PM	I				Elizab	eth McCutche	on	
Supervis	sor/HM Review	Pending							
Add Note	25								
Notes:			N	otes are N	OT re	quired he	re	*	
ADD	NOTES								
 	RETURN TO PR	REVIOUS ON THIS PAG] •		C	ONTINUE TO N	EXT PAGE >>		

Notes/History

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

View Annu	View Annual Performance Evaluation Summary								
To change the status of this a	To change the status of this action, choose from the statuses below:								
Edit		(a) Printer-Friendly Version							
Evaluation Status									
Save Conference Pending (Edits Allo CANCEL CONTINUE Evaluation Details	wed)								
Incumbent's First Name	Elizabeth								
Incumbent's Last Name:	McCutcheon								
Incumbent's Middle Name	A								
Position #:	000504								
Type of Position:	Classified								

View Annual Performance Evaluation Summary

- Select "Conference Pending (Edits Allowed)"
- Then click on Continue

Confirm Change Evaluation Status
You are about to change this action to the following status:
Evaluation Status
Conference Pending (Edits Allowed) GO BACK CONFIRM
Then click on Confirm



• 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

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 or further instructions. http://www.fairmontstate.edu/facstaffresources/hr/forms/pe quick guide.pdf

Thank you, Human Resources

Conference Pending (Edits Allowed)

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

Conference Pending (Edits Allowed)

- At this status both you and your employee will get an email reminding you to set a conference date.
- Be sure to review the evaluation carefully; changes CANNOT be made beyond this status.
- After the conference, the <u>Supervisor/HM</u> will send to "Employee Certification (No Edits Allowed)."

IOB POSTINGS	
• Welcome Elizabeth McCutcheon. You are logged in as Steve Le	each. Mendau April 10, 2010
VIEW PENDING Your Current UserType: Supervisor/Hiring Manager.	Monday, April 19, 2010
VIEW HISTORICAL	
SEARCH HIRING	
PROPOSALS Hiring Manag	ger Site
OSITION DESCRIPTIONS	
BEGIN NEW REQUEST	
SEARCH REQUESTS HIPIng Manager's Guide	
PENDING REQUESTS	
/ALUATIONS	
BEGIN NEW PERFORMANCE NO Active Postings	
EVALUATION	
ACTIVE EVALUATIONS	
DMIN	
HOME	
CHANGE USER TYPE	
LOGOUT	
LOGOUT OF HIRING	
PRIVALI	
STUDENT EMPLOYMENT	
CONDUCTING SEARCH AND	
COMPLETING HIRING	
PROCESS	
CLASSIFIED / NON-	
CLASSIFIED INTERVIEW	
DRE-EMDLOYMENT	
INQUIRY GUIDE	
HTRING MANAGER'S	
GUIDE	
EACHLTY AND STAFE	
WORKFLOW	
INSTRUCTIONS	
SUPERVISOR/ IPI	
INSTRUCTIONS	

- To send to evaluation to Employee Certification (No Edits Allowed)
- log in and click on "Active Evaluations"

View Active Evaluations								
Active Evaluations								
16 Records	16 Records							
🔽 Title	First Name	Employee Last Name	Last Action Date	Type of Evaluation	🔽 Status			
HR Representative View View Summary	Elizabeth	McCutcheon	04-01-2010	Annual Performance Evaluation	Evaluation Completed-Requires Follow Up			
HR Representative View View Summary	Elizabeth	McCutcheon	04-05-2010	Annual Performance Evaluation	Supervisor/HM Review Pending			
HR Represe tative View iew ummary	Elizabeth	McCutcheon	04-05-2010	Annual Performance Evaluation	Conference Pending (Edits Allowed)			
HR Representative View View Summary	Elizabeth	McCutcheon	04-05-2010	Annual Performance Evaluation	HR Review Pending			
HR Representative View View Summary	Elizabeth	McCutcheon	04-06-2010	Annual Performance Evaluation	Saved Not Submitted			
HR Representative View View Summary	Elizabeth	McCutcheon	04-09-2010	Annual Performance Evaluation	Supervisor/HM Review Pending			
HR Representative View View Summary	Elizabeth	McCutcheon	08-11-2009	Annual Performance Evaluation	Supervisor/HM Review Pending			
HR Representative View View Summary	Elizabeth	McCutcheon	08-18-2009	Annual Performance Evaluation	Supervisor/HM Review Pending			
HR Representative	Elizabeth	McCutcheon	08-19-2009	Annual Performance	HR Review Pending			

• Click on "View" beneath the appropriate evaluation

View Annual Performance Evaluati	on Summary
To change the status of this action, choose from the statuses below:	
Edit	Printer-Friendly Version
Evaluation Status	
Save Employee Certification (No Edits Allowed) CANCEL CONTINUE	
Evaluation Details	

- Select "Employee Certification (No Edits Allowed)"
- Then click on "Continue"

Confirm Change Evaluation Status
You are about to change this action to the following status:
Evaluation Status
Employee Certification (No Edits Allowed)
GO BACK CONFIRM

• Then click on "Confirm"

Employee Certification (No Edits Allowed)

- Employee will receive email notification at Employee Certification (No Edits Allowed).
- Employee is "signing" their evaluation
- Can mark Agree or Disagree
- Comments are optional
- After they sign, will send to Supervisor/HM Certification (No Edits Allowed)

Employee Certification (No Edits Allowed)

- At this status, the employee will only be certifying his/her evaluation
- No Changes can be made
- Complete the "Certification" tab
- The employee will send to "Supervisor/HM Certification (No Edits Allowed)"

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)

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



Supervisor/HM Certification (No Edits Allowed) email notification



To certify your employee's evaluation:

• Log in and click on "Active Evaluations"

Active Evaluations					
4 Records					
🔽 Title	tle Tirst Name Temployee Last Name Last Name Date Type of Evaluation Status				
Non-Classified View View Summary	E	Leach	04-19-2010	Annual Performance Evaluation	Supervisor/HM Certification (No Edits Allowed)

• Click on "View" beneath the appropriate evaluation

View Annual Performan	ce Evaluation Summary
To change the status of this action, choose from the	e statuses below:
Edit	Printer-Friendly Version
Evaluation Status	
Save Submit to HR CANCEL CONTINUE	
Evaluation Details	
Incumbent's First Name E	

• Click on "Edit" at the top of the page

View/Edit Annual Performance Evaluation										
valuation Details	Employee Development Goals	Set Future Employee Development Goals	Organizatio Goals	nal Set Future Organizational Goals	Job Factors	Performance Improvement Objectives (Supervisor Only)	Rating for Organizational Goal Achievement	Overa	Certification	otes/History
CON	TINUE TO NEX	T 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. Image: Complete the evaluation of the ev										
Incumber	nt's First Name		1	E						
Incumbent's Last Name:		1	Leach							
Incumbent's Middle Name										
Position #:			000319							
Type of P	Position:		1	Non-Classified						
Classifica	tion Title:		1	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							
Immediat	e Supervisor/Hiri	ng Manager:	1	Porto, Rick						

• Click on the "Certification" tab

Im	mediate Supervisor	
*	A discussion of the employee's duties, responsibilities, performance standards/expectations, goals/objectives, and overall rating scores took place on the date indicated below. After carefully considering this employee's performance, I am presenting a fair and impartial evaluation. The employee has been advised of how to make improvements in the area(s) indicated.	🔘 Yes 🔘 No 🔘 No Response
*	Conference Date:	MM/DD/YYYY -or- MM-DD-YYYY
*	Immediate Supervisor Comments:	

- Complete required fields
- Then click on "Continue to Next Page" until you reach the "View Annual Performance Evaluation Summary" screen

View Annual Performance Evaluation	ı Summary
To change the status of this action, choose from the statuses below:	
Edit	(a) Printer-Friendly Version
Evaluation Status	
Save Submit to HR CANCEL CONTINUE	

- Select "Submit to HR"
- Then click on "Continue"

Confirm Change Evaluation Status
You are about to change this action to the following status:
Evaluation Status
Submit to HR
GO BACK CONFIRM

• Then click on "Confirm"

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 <u>www.fairmontstatejobs.com/hr</u> and click "View Historical" to view this Performance Evaluation.

Thank you, Human Resources

Evaluation Completed-Requires Follow Up email notification

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