

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 their self evaluation and submits it for your review, you will receive the following email notification

The following Performance Evaluation is at the status of: Supervisor/HM Review Pending

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

SUPERVISOR/HM'S:
If the Type of Evaluation listed above is Provisional, please click the following link for further instructions.
http://www.fairmontstate.edu/facstaffresources/hr/forms/provisional_quick_guide.pdf

If the Type of Evaluation listed above is Annual, please click the following link for further instructions.
http://www.fairmontstate.edu/facstaffresources/hr/forms/pe_quick_guide.pdf

If the Type of Evaluation listed above is Follow Up, please click the following link for further instructions
http://www.fairmontstate.edu/facstaffresources/hr/forms/follow_up_quick_guide-employee.pdf |

Thank you,
Human Resources

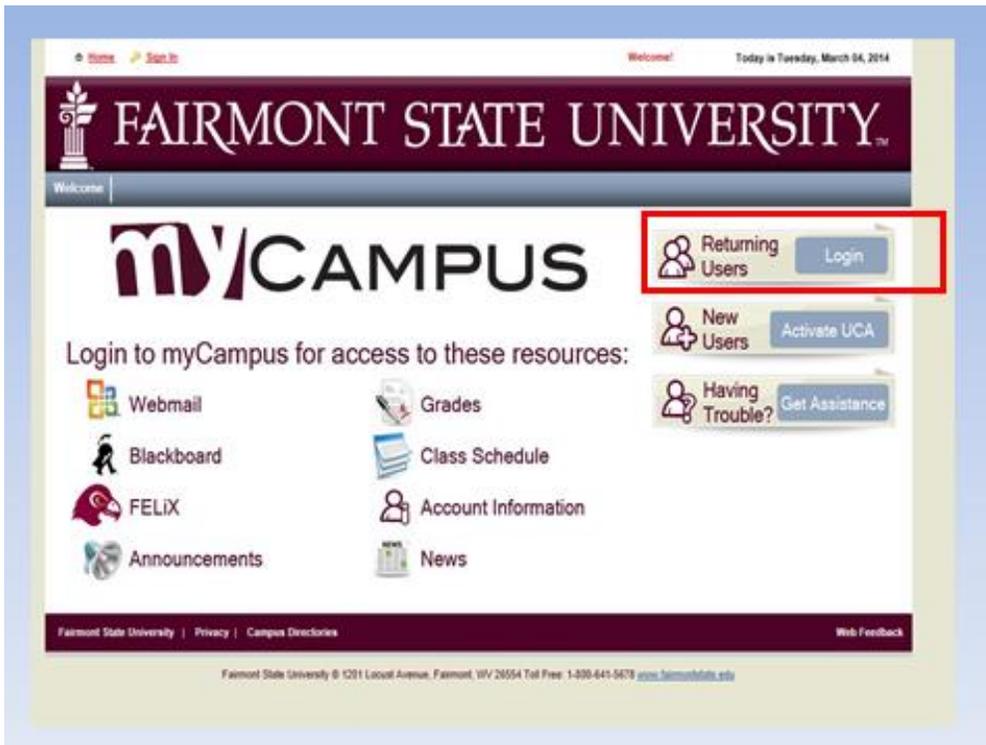
Supervisor/HM Review

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

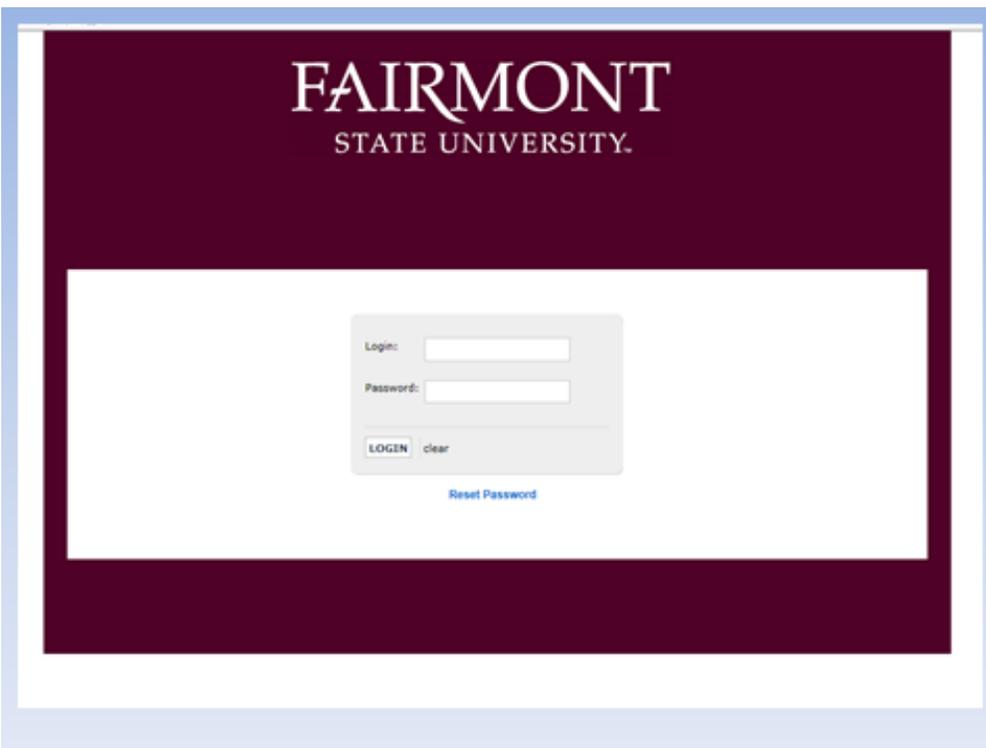
The screenshot shows the Fairmont State University homepage. At the top, there are several news items and a video player. Below this is a section for 'Academic Programs' with three sub-sections: 'Attain' (Public Health), 'Learn' (Teacher Education), and 'Prepare' (Psychology). At the bottom of the page, there is a navigation menu with the following items: 'Apply' (Students, Faculty & Staff, Alumni, Parents & Families), 'Admissions' (Academics, Campus Life, Athletics, About), 'Ask Us' (Campus Directories, Maps & Directions), and 'MyCampus' (Campus Events, Emergency Guide, Give Now). The 'MyCampus' link is highlighted with a red box. The footer contains the university's name, address, phone numbers, and social media icons.

From the FSU Homepage

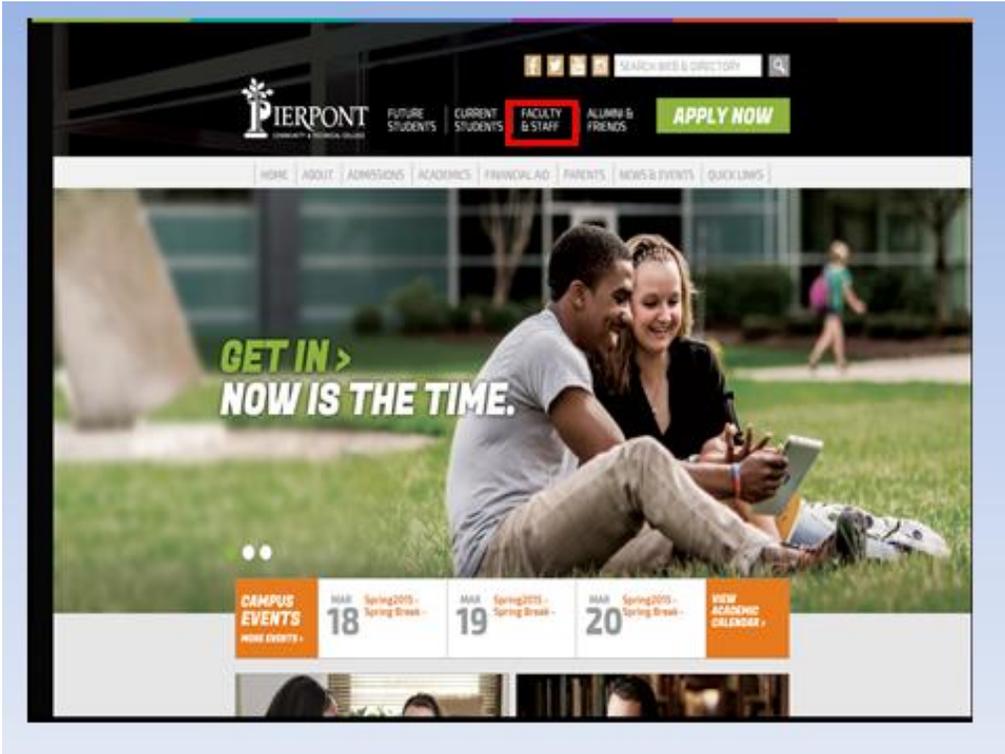
- Click on MyCampus



- Click on Login

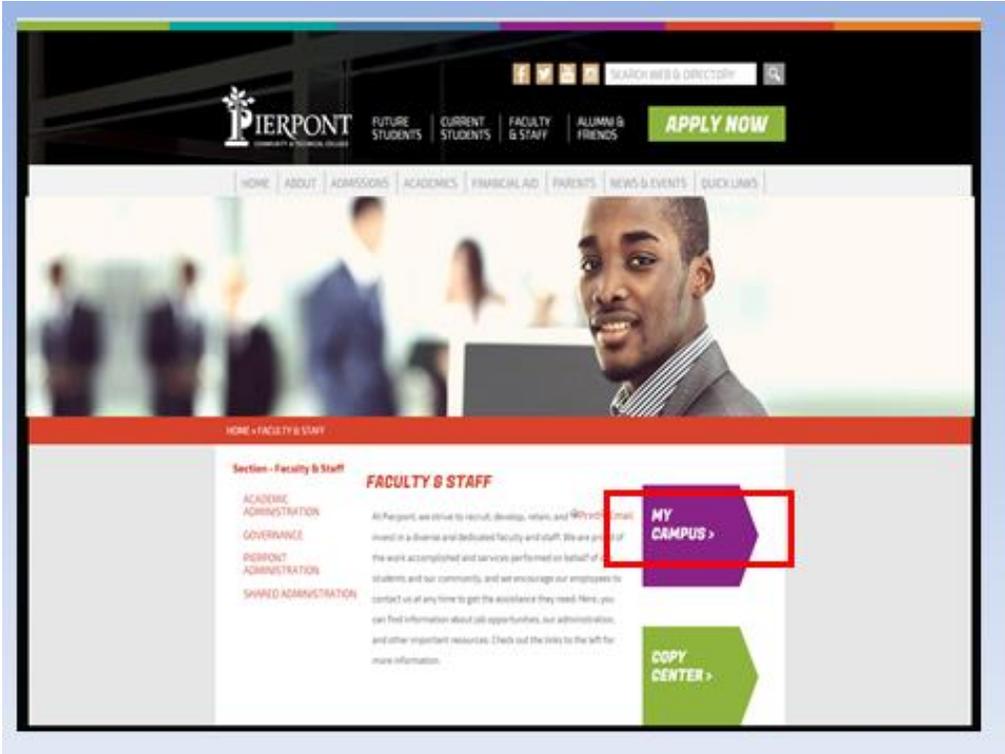


- Log in with your current UCA and password.
- If you cannot remember username/password, contact the Teaching & Learning Commons

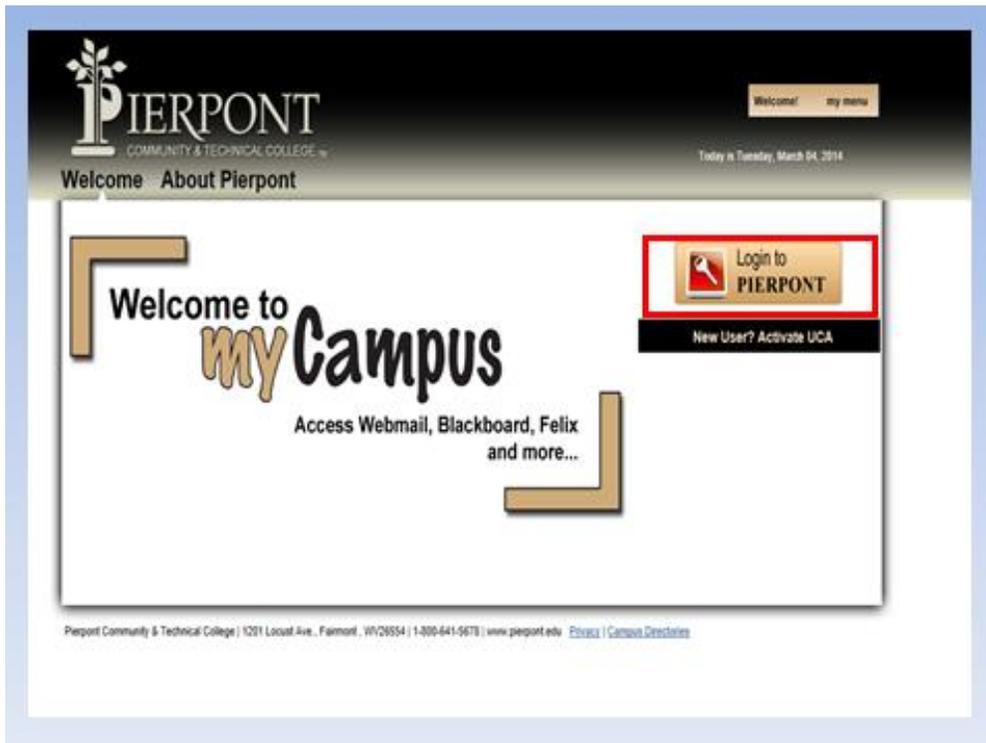


From the Pierpont C&TC Homepage

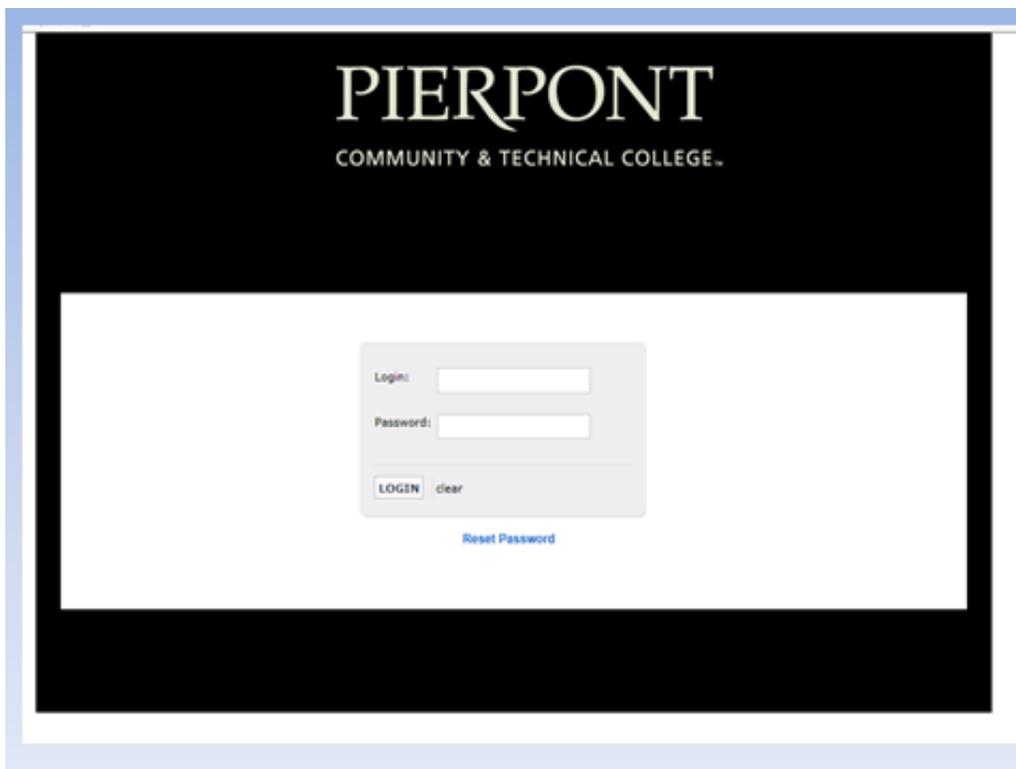
- Click on Faculty & Staff



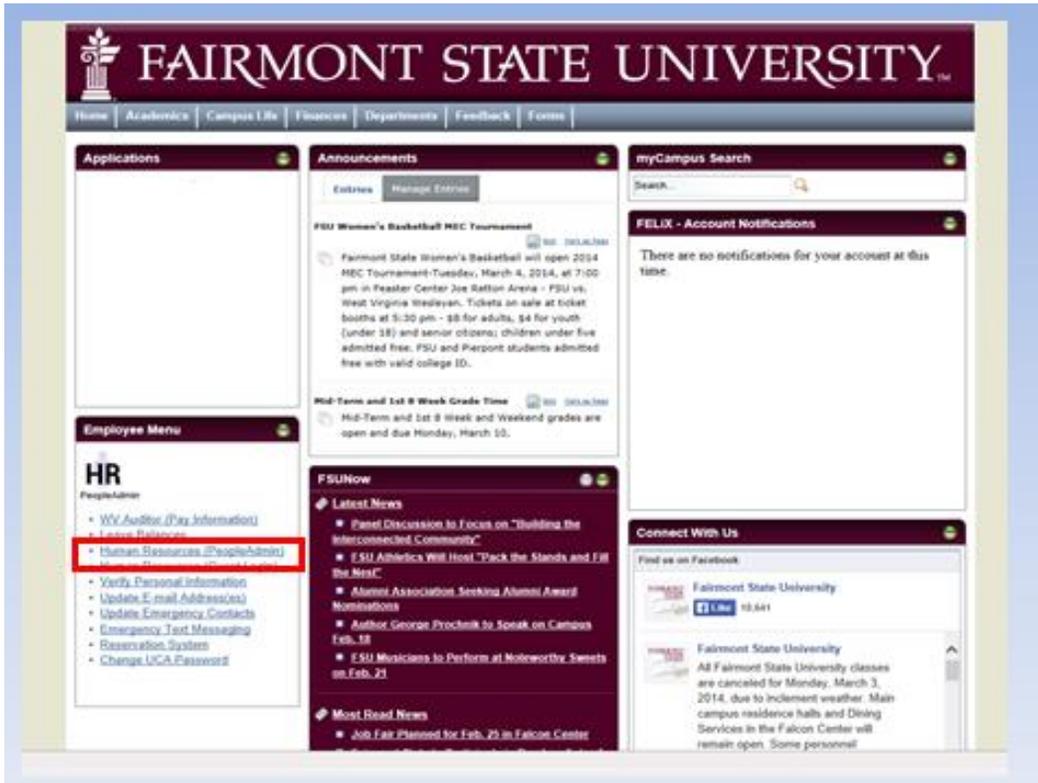
- Click on MyCampus



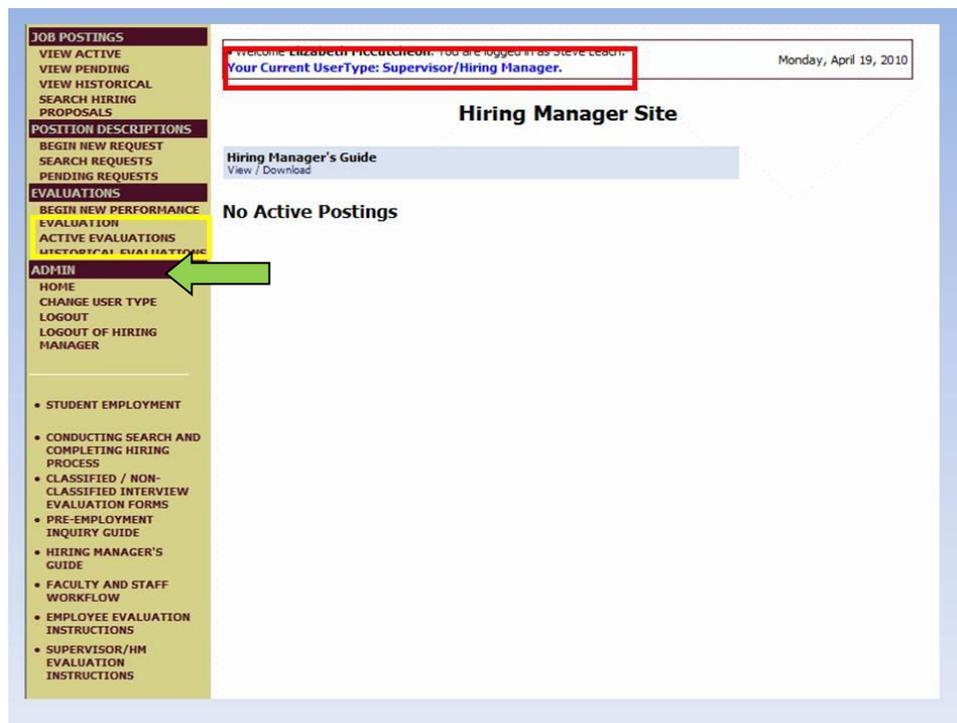
- Click on Login to Pierpont



- 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



- 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 Evaluations

16 Records

Title	Employee 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 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	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 View View Summary	Elizabeth	McCutcheon	08-19-2009	Annual Performance Evaluation	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)

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
CONTINUE TO NEXT PAGE >>									
Supervisors: Evaluation Cycle Begin Date = July 1 Evaluation Cycle End Date = Date which you complete the evaluation									
<small>*Required information is denoted with an asterisk.</small>									
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:	07-01-2009		MM/DD/YYYY <- MM-DD-YYYY						
* Evaluation Cycle End Date:	05-13-2010		MM/DD/YYYY <- MM-DD-YYYY						
Department, College, or School:	006: Business Office - Human Resources								
Immediate Supervisor /Hiring Manager:	Leach, Steve								
Responsible Sr. Level Hiring Manager:									
Employee:	McCutcheon, Elizabeth								
<small>*Required information is denoted with an asterisk.</small>									
CONTINUE TO NEXT PAGE >>									

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"

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
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									
2 Records									
Goal/Objective:	Achievement:	Projected Completion Date:	Actual Completion Date:	Supervisor Comments:					
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.	Employee's achievement	06-30-2010	06-30-2010						
View Edit									
Receive state training to become certified in Class and Comp in order to review/determine reclassifications on Position Descriptions.		06-30-2010							
View Edit									
ADD NEW ENTRY									
<< RETURN TO PREVIOUS									
CONTINUE TO NEXT PAGE >>									
SAVE AND STAY ON THIS PAGE									

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

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 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:	<div style="border: 1px solid gray; padding: 5px; min-height: 80px;"> Enter your comments here </div>

SAVE CHANGES

CANCEL

- 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	Performance Improvement Objectives (Supervisor Only)	Rating for Organizational Goal Achievement	Overall	Notes/History
<p>This section is for ALL employees only!</p> <p>Employees: Click Edit beneath the Goal/Objective column to enter achievement and actual completion date, then click "Save Changes."</p> <p>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.</p> <p>When you are finished adding your entries, you may go to the next page by clicking "Continue to Next Page."</p> <p>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.</p>									
Existing Entries									
2 Records									
Goal/Objective:	Achievement:	Projected Completion Date:	Actual Completion Date:	Supervisor Comments:					
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. <small>View Edit</small>	Employee's achievement	06-30-2010	06-30-2010	Your comments will appear here					
Receive state training to become certified in Class and Comp in order to review/determine reclassifications on Position Descriptions. <small>View Edit</small>		06-30-2010							
<p>ADD NEW ENTRY</p> <p><< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >></p> <p>SAVE AND STAY ON THIS PAGE</p>									

- Repeat this process for each goal
- When finished, 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	Overall	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:
Learn to create spreadsheets using excel View Edit	Attend training session when available	06-30-2011	

ADD NEW ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

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 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.

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

CANCEL

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

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	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:
Learn to create spreadsheets using excel View Edit	Attend training session when available	06-30-2011	Your comments will appear here

ADD NEW ENTRY

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>
SAVE AND STAY ON THIS PAGE

- Repeat this process for each goal the employee has entered
- When finished, 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	Overall	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 c current handbook View Edit	achievement	05-05-2010	06-30-2010	

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 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

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:	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:	<div style="border: 1px solid gray; padding: 5px; min-height: 80px;"> Enter your comments here </div>

SAVE CHANGES

CANCEL

- 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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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	06-30-2010	Your comments will appear here

ADD NEW ENTRY

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

SAVE AND STAY ON THIS PAGE

CANCEL

- Repeat this process for each goal
- When finished, 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	Overall	Notes/History
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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:
future org goal View Edit	action plan	06-30-2011	

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

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.

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

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

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	Notes/History
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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:
future org goal View Edit	action plan	06-30-2011	Your comments will appear here

- Repeat this process for each goal the employee has entered
- 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	Overall	Notes/History
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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.

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.

Employee	M/E = Consistently meets and at times	Supervisor Rating:
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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.

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.

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.

Employee Rating:	M/E = Consistently meets and at times exceeds performance expectations.	* Supervisor 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:		* Supervisor Comments:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">Enter comment here</div>

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

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:	No Response	Supervisor 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:		Supervisor Comments:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">Enter comment here</div>

- 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

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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<< 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.

Employee Rating:	M = Consistently meets performance expectations.	Supervisor Rating:	<input type="radio"/> E = Exceptional performance; consistently exceeds performance expectations. (Comments required below) <input checked="" 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)
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- Once all necessary factors have been rated, click on "Calculate" button

If you rated only the first twelve factors, the job factors score will look like this:

Job Factors Score: 2.83

⚠ WARNING: All items ARE NOT yet rated.

If you rated all eighteen factors, the job factors score will look like this:

Job Factors Score: 2.72

✓ All items are rated

- 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 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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<< 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.

Employee Rating: M = Consistently meets 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)

- When finished, 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	Overall	Notes/History
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****NOTE TO SUPERVISORS: Only use this tab for factors you have rated as "Needs Improvement" or "Unsatisfactory." If there are no factors with either of these ratings, leave this section blank and click on "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

CANCEL

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 asterisk.

* **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 -> MM-DD-YYYY

* **Follow Up Evaluation Date:** 07-01-2010 MM/DD/YYYY -> MM-DD-YYYY

ADD ENTRY **CANCEL**

****NOTE: A Follow Up Evaluation will need to be completed 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								
<p>✓ The entry has been added.</p> <p>**NOTE TO SUPERVISORS: Only use this tab for factors you have rated as "Needs Improvement" or "Unsatisfactory." If there are no factors with either of these ratings, leave this section blank and click on "Continue to Next Page."</p> <p>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.</p> <p>Existing Entries</p> <p>1 Record</p> <table border="1"> <thead> <tr> <th>Job Factor:</th> <th>Action Plan:</th> <th>Projected Completion Date:</th> <th>Follow Up Evaluation Date:</th> </tr> </thead> <tbody> <tr> <td>job factor View Edit</td> <td>action plan</td> <td>08-01-2010</td> <td>08-01-2010</td> </tr> </tbody> </table> <p>ADD NEW ENTRY RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >> SAVE AND STAY ON THIS PAGE</p>										Job Factor:	Action Plan:	Projected Completion Date:	Follow Up Evaluation Date:	job factor View Edit	action plan	08-01-2010	08-01-2010
Job Factor:	Action Plan:	Projected Completion Date:	Follow Up Evaluation Date:														
job factor View Edit	action plan	08-01-2010	08-01-2010														

- Repeat process to add additional job factors
- 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	Performance Improvement Objectives (Supervisor Only)	Rating for Organizational Goal Achievement	Overall	Notes/History
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<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

This section is for NON-CLASSIFIED and FEAP Employees Only!
Supervisors, please enter the overall rating score for the Organizational Goals, Objectives, and Plan below.

CALCULATE Rating for Organizational Goal Achievement Score: --

*Required information is denoted with an asterisk.

Overall Rating

Overall Rating for Organizational Goals, Objectives, and Plan:

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

Comments: Enter comment after selecting appropriate rating

*Required information is denoted with an asterisk.

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."

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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<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

This section is for NON-CLASSIFIED and FEAP Employees Only!
Supervisors, please enter the overall rating score for the Organizational Goals, Objectives, and Plan below.

CALCULATE Rating for Organizational Goal Achievement Score: **3.00**
✓ All items are rated

*Required information is denoted with an asterisk.

Overall Rating

Overall Rating for Organizational Goals, Objectives, and Plan:

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

Comments:

*Required information is denoted with an asterisk.

- 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	Set Future Organizational Goals	Job Factors	Performance Improvement Objectives (Supervisor Only)	Rating for Organizational Goal Achievement	Overall	Notes/History
--------------------	----------------------------	---------------------------------------	----------------------	---------------------------------	-------------	--	--	---------	---------------

Overall Rating Score Key

Overall Alpha Score	Overall Numeric Score
E = Exceptional performance; consistently exceeds performance expectations	3.51 - 4.00
M/E = Consistently meets and at times exceeds performance expectations.	2.51 - 3.50
M = Consistently meets performance expectations	1.51 - 2.50
NI = Needs Improvement	0.76 - 1.50
U = Unsatisfactory	0.00 - 0.75

Tab	Weight	Score
Job Factors	100%	2.83
Rating for Organizational Goal Achievement	--	--

Overall Score: **2.83**

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Overall

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

For Non-Classified Staff/FEAP, Overall tab will look like this:

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	Notes/History
--------------------	----------------------------	---------------------------------------	----------------------	---------------------------------	-------------	--	--	---------	---------------

Overall Rating Score Key

Overall Alpha Score	Overall Numeric Score
E = Exceptional performance; consistently exceeds performance expectations	3.51 - 4.00
M/E = Consistently meets and at times exceeds performance expectations.	2.51 - 3.50
M = Consistently meets performance expectations	1.51 - 2.50
NI = Needs Improvement	0.76 - 1.50
U = Unsatisfactory	0.00 - 0.75

Tab	Weight	Score
Job Factors	75%	2.72
Rating for Organizational Goal Achievement	25%	3.00

Overall Score: **2.79**

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

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	Overall	Notes/History
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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
04-05-2010 5:59 PM	Elizabeth McCutcheon
NOTE: test	
04-05-2010 5:59 PM	Elizabeth McCutcheon
<i>Supervisor/HM Review Pending</i>	

Add Notes

Notes:

Notes are NOT required here

&
 &
 &

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
 Conference Pending (Edits Allowed)

Evaluation Details

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

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

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 on 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 **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 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 **Supervisor/HM** will send to "Employee Certification (No Edits Allowed)."

WELCOME Elizabeth McCutcheon. You are logged in as Steve Leach.
Your Current UserType: Supervisor/Hiring Manager. Monday, April 19, 2010

Hiring Manager Site

[Hiring Manager's Guide](#)
View / Download

No Active Postings

ACTIVE EVALUATIONS

ADMIN

- HOME
- CHANGE USER TYPE
- LOGOUT
- LOGOUT OF HIRING MANAGER

• 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

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

View Active Evaluations

Active Evaluations

16 Records

Title	Employee 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 Representative View View Summary	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 View View Summary	Elizabeth	McCutcheon	08-19-2009	Annual Performance Evaluation	HR Review Pending

- 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

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

Performance Evaluation at the status of: Supervisor/HM 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 a "Supervisor/Hiring Manager."

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 Supervisor/Hiring Manager, follow these steps to change your user type

Under the Admin heading, click on the "Change User Type" link
Choose "Supervisor/Hiring Manager"
Then click on "Change Group"

2. Under the Evaluation heading, click on the "Active Evaluations" link.
3. Click on "View" beneath the position title.
3. Click on the blue Edit link above the Evaluation Status bar.
5. Click on the "Certification" tab, you will need to enter the following information:
Was the Conference was held? Yes/No
Conference Date:
Immediate Supervisor Comments:
When finished, click on "Continue to Next Page."
6. The notes/history page shows the flow and history of this evaluation.
Click on "Continue to Next Page."
7. This will take you to the "View Summary" screen and will allow you to review the Evaluation in one window.
8. Click on "Submit to HR" and then "Continue" and then "Confirm."

Thank you,
Human Resources

Supervisor/HM Certification (No Edits Allowed) email notification

[JOB POSTINGS](#)
[VIEW ACTIVE](#)
[VIEW PENDING](#)
[VIEW HISTORICAL](#)
[SEARCH HIRING PROPOSALS](#)
[POSITION DESCRIPTIONS](#)
[BEGIN NEW REQUEST](#)
[SEARCH REQUESTS](#)
[PENDING REQUESTS](#)
[EVALUATIONS](#)
[BEGIN NEW PERFORMANCE EVALUATION](#)
[ACTIVE EVALUATIONS](#)
[HISTORICAL EVALUATIONS](#)
[ADMIN](#)
[HOME](#)
[CHANGE USER TYPE](#)
[LOGOUT](#)
[LOGOUT OF HIRING MANAGER](#)

• Welcome **Elizabeth McCutcheon**. You are logged in as Steve Leach.
 Your Current UserType: **Supervisor/Hiring Manager**.
 Monday, April 19, 2010

Hiring Manager Site

[Hiring Manager's Guide](#)
[View / Download](#)

No Active Postings

- 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

To certify your employee's evaluation:

- Log in and click on "Active Evaluations"

Active Evaluations					
4 Records					
<input type="checkbox"/> Title	<input type="checkbox"/> Employee First Name	<input type="checkbox"/> Employee Last Name	<input type="checkbox"/> Last Action Date	<input type="checkbox"/> Type of Evaluation	<input type="checkbox"/> Status
Non-Classified <input type="checkbox"/> 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 Performance Evaluation Summary

To change the status of this action, choose from the 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

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 the "Certification" tab

Immediate 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 Summary

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

Edit  Printer-Friendly Version

Evaluation Status

Save

Submit to HR

- 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 www.fairmontstatejobs.com/hr 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"