#1 Employee Completes Self Evaluation

- Logs in with Employee user type
- Under Evaluation heading, clicks “begin new performance evaluation.”
- Clicks “Start Action,” “Search,” then “Start Action.”
- GOALS TABS: Clicks “edit” beneath the goal to enter achievement and actual completion dates. Then clicks “Save Changes.”
- Repeats this process for each goal that has been entered.
- SET FUTURE GOALS TABS: Clicks “add new entry” to add additional goals for next year. Then clicks “add entry.”
- Completes each tab as applicable, clicking “continue to next page” to proceed through each of the tabs.
- Once the summary page is reached, selects “Submit to Supervisor/HM.” Clicks “continue” then “confirm.”

#2: Supervisor/HM Review Pending

Supervisor will receive e-mail notification when evaluation reaches this status: logs in with Supv/HM user type
- Under Evaluation Heading, clicks “active evaluations.”
- Clicks “view” under appropriate position title then “edit.”
- Completes each tab as applicable, clicking “continue to next page” to proceed through each of the tabs.
- GOALS TABS: Clicks “edit” to comment on goals already entered by employee; also, may click “add entry” to add additional goals if desired.
- JOB FACTOR TAB: After completing Job Factors tab, clicks “CALCULATE” in order for system to auto-calculate employee’s rating.
- RATING FOR ORG GOAL ACHIEVEMENT TAB: If employee is NON-CLASSIFIED or FEAP, completes this tab (once rating is assigned, clicks “CALCULATE” to factor in this additional rating score).
- Clicks “continue to next page” until reaching the summary page, then sends to “Conference Pending (Edits Allowed).” Clicks “continue” then “confirm.”

#3: Conference Pending - EDITS ALLOWED

Employee and Supv/HM will receive e-mail notifications when evaluation reaches this status. If edits are desired by employee and/or supervisor, the employee must complete his/her edits first.

SUPERVISOR/HM:
- *NOTE: After conference has been completed and all changes (if any) are finished, supervisor will complete the following steps:*

  - Under evaluation heading, clicks “active evaluations.”
  - Clicks “view” (scrolls down to review); if no supervisory edits are needed, selects radio button for “Employee Certification (No Edits Allowed),” then clicks “continue, confirm.” If edits are needed, clicks “edit” and then makes desired changes.
  - Clicks “continue to next page” until reaching the summary page.
  - Selects “Employee Certification (No Edits Allowed).” Clicks “continue” then “confirm.”

#4: Employee Certification - NO EDITS ALLOWED

Employee will receive e-mail notification; logs in with Employee user type
- Under evaluation heading, clicks on “Active Evaluations”
- Clicks “view” beneath the position title then “edit”
- Clicks on the Certification tab: completes fields on this tab.
- Clicks “continue to next page” until reaching the summary page; selects “Submit to Supervisor/HM Certification (No Edits Allowed),” Clicks “continue” then “confirm.”

#5: Supervisor Certification - NO EDITS ALLOWED

Supervisor will receive e-mail notification; logs in with Supervisor/HM user type
- Under Evaluation heading, clicks on “Active Evaluations”
- Clicks “view” beneath the position title
- Clicks the “edit” link above the evaluation status bar
- Clicks “continue to next page” until reaching the Certification tab: completes fields on this tab.
- Clicks on the summary page; selects “Submit to HR.” Clicks “continue” then “confirm.”

---

**ANNUAL PERFORMANCE EVALUATION - QUICK GUIDE**

(for more detailed instructions, please refer to evaluation instructions)

Log on at: www.fairmontstatejobs.com/hr

---

**员工认证**

员工认证

超级用户认证

重要

员工认证

员工完成自我评估

超级用户完成评估

在 HM 认证

在 HM 认证

所有更改都必须在.getStatusCode() 处进行

年度绩效评估

不允许编辑

允许编辑

然后发送到 HR

这将给双方提供机会，以便超级用户和员工首先进行编辑，然后超级用户进行评估。

#1 员工完成自我评估

- 登录为员工用户类型
- 在评估页面，点击“开始新性能评估。”
- 点击“开始操作”，“搜索”，然后“开始操作。”
- 目标表格：点击“编辑”以填写目标，然后完成日期和实际完成日期。然后点击“保存更改。”
- 重复此过程以填写已设置的目标。
- 将来目标表格：点击“添加新条目”以添加额外的目标。然后点击“添加条目。”
- 逐个填充每个表格，点击“继续到下一个页面”以逐个浏览每个表格。
- 一旦到达总结页面，选择“提交给超级用户/HM。”然后点击“继续”然后“确认。”

#2：超级用户/HM 审核待定

超级用户将收到电子邮件通知，当评估达到此状态时；登录为 Supv/HM 用户类型
- 在评估页面，点击“活动评估。”
- 在适当的位置标题下点击“查看”，然后“编辑。”
- 逐个填充每个表格，点击“继续到下一个页面”以逐个浏览每个表格。
- 目标表格：点击“编辑”以在已设置的目标上发表评论。也可点击“添加条目”以添加额外的目标，如果需要的话。
- 工作因素表格：完成工作因素表格后，点击“计算”以按系统自动计算员工的评分。
- 组织目标达成率表格：如果员工是非分类或 FEAP 员工，则完成此表格（一旦评分被分配，点击“计算”以将此额外的评分加到此额外的评分中）。
- 点击“继续到下一个页面”直到到达总结页面，然后发送到“待定（允许编辑）。”然后点击“继续”然后“确认。”

#3：会议进行中 - 允许编辑

员工和 Supv/HM 将收到电子邮件通知，当评估达到此状态时。如果员工和/或超级用户需要编辑，请在员工用户类型登录。

超级用户/HM：
- *注意：会后完成所有更改（如果有的话），超级用户将完成以下步骤：*

  - 在评估页面，点击“活动评估。”
  - 点击“查看”（滚动到页面查看）；如果没有超级用户的编辑，则选择按钮为“员工认证（不允许编辑）”，然后点击“继续，确认。”如果需要编辑，则点击“编辑”并制作所需更改。
  - 点击“继续到下一个页面”直到到达总结页面。
  - 选择“员工认证（不允许编辑）。”然后点击“继续”然后“确认。”

#4：员工认证 - 不允许编辑

员工将收到电子邮件通知；登录为员工用户类型
- 在评估页面，点击“活动评估”
- 点击“查看”下拉到位置标题，然后“编辑”
- 点击认证页面：在该页面完成字段。
- 点击“继续到下一个页面”直到到达总结页面；选择“提交给超级用户/HM 认证（不允许编辑）。”然后点击“继续”然后“确认。”

#5：超级用户认证 - 不允许编辑

超级用户将收到电子邮件通知；登录为超级用户/HM 用户类型
- 在评估页面，点击“活动评估”
- 点击“查看”位置标题下
- 点击“编辑”链接上方的评估状态栏
- 点击“继续到下一个页面”直到到达认证页面；在该页面完成字段。
- 点击总结页面，选择“提交到 HR。”然后点击“继续”然后“确认。”

---

**年度绩效评估 - 快速指南**

（请参阅更详细的通知，有关评估通知的请参阅评估通知）

登录：www.fairmontstatejobs.com/hr

---
HR Review

HR completes review and changes status to either:

- **EVALUATION COMPLETED**
- **EVALUATION COMPLETED-REQUIRES FOLLOW UP**
- **SEND TO NEXT LEVEL SUPERVISOR**

(OFFLY if overall evaluation score falls in the range of “Needs Improvement” or “Unsatisfactory”)

---

**EVALUATION COMPLETED**

ALL USERS:

1. Completed evaluation may be viewed by various users by clicking the “historical evaluations” link found under the evaluations header.
2. Click “view summary” beneath the position title

---

**#6**

Sr Level HM Certification (No Edits Allowed)
OR
Cabinet/Provost Certification (No Edits Allowed)
OR
President Certification (No Edits Allowed)

---

**#6: Sr Level HM or Cabinet/Provost or President Certification**

1. Under Evaluation heading, clicks “Active Evaluations.”
2. Clicks “view” beneath the position title
3. Clicks “edit” link above the evaluation status bar
4. Clicks “continue to next page” until reaching the Certification tab.
5. Enters review date and comments (if desired)
6. Clicks “continue to next page” until getting to the View Performance Summary page; selects “Performance Evaluation Certified by Management,” then “continue” and “confirm.”

---

HR Review

HR will change the status to appropriate completed status and then start action on the “follow up” evaluation on the designated date of follow up.

---

**EVALUATION COMPLETED**

ALL USERS:

1. Completed evaluation may be viewed by various users by clicking the “historical evaluations” link found under the evaluations header.
2. Click “view summary” beneath the position title