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: 0006: Business Office - Human Resources
Classification Title: HR Representative
Working Title: HR Representative
Position #: 09044
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

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
Active Evaluations

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

- Click on “Edit” at the top of the 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”

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

- Repeat this process for each goal
- When finished, click on "Continue to Next Page"
Set Future Employee Development Goals

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

- Enter required comments regarding goal and the action plan
- Click on "Save Changes"
Repeat this process for each goal the employee has entered.

When finished, click on "Continue to Next 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
- Enter required comments regarding goal/achievement
- Click on "Save Changes"

- Repeat this process for each goal
- When finished, click on "Continue to Next Page"
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

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.

- Enter required comments regarding goal and the action plan
- Click on "Save Changes"
Repeat this process for each goal the employee has entered
Click on "Continue to Next Page"

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

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
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](image)  
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](image)  
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)
When finished, click on "Continue to Next Page"

Performance Improvement Objectives

- To be used only for factors that you rate as “Needs Improvement” or “Unsatisfactory”
- Click on "Add New Entry"
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”

Repeat process to add additional job factors

When finished, click on “Continue to Next Page”
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."

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**

<table>
<thead>
<tr>
<th>Evaluation Details</th>
<th>Employee Development Goals</th>
<th>Set Future Employee Development Goals</th>
<th>Organizational Goals</th>
<th>Set Future Organizational Goals</th>
<th>Performance Improvement Objectives (Supervisor Only)</th>
<th>Rating for Organizational Goal Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Overall Rating Score Key**

<table>
<thead>
<tr>
<th>Overall Alpha Score</th>
<th>Overall Numeric Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>3.51 - 4.00</td>
</tr>
<tr>
<td>M/E</td>
<td>2.51 - 3.50</td>
</tr>
<tr>
<td>M</td>
<td>1.51 - 2.50</td>
</tr>
<tr>
<td>R</td>
<td>0.76 - 1.50</td>
</tr>
<tr>
<td>U</td>
<td>0.00 - 0.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tab</th>
<th>Weight</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Factors</td>
<td>100%</td>
<td>2.83</td>
</tr>
<tr>
<td>Rating for Organizational Goal Achievement</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Overall Score: **2.83**

Overall

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

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

**View/Edit Annual Performance Evaluation**

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<th>Weight</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Factors</td>
<td>75%</td>
<td>2.72</td>
</tr>
<tr>
<td>Rating for Organizational Goal Achievement</td>
<td>25%</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Overall Score: **2.70**

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”
Notes/History

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

View Annual Performance Evaluation Summary

- Select “Conference Pending (Edits Allowed)”
- Then click on Continue
Then click on Confirm

- 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.
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).”

To send to evaluation to Employee Certification (No Edits Allowed)

log in and click on “Active Evaluations”
Click on “View” beneath the appropriate evaluation

Select “Employee Certification (No Edits Allowed)”

Then click on “Continue”
• 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

Performance Evaluation at the status of: Supervisor/HM Certification (No Edits Allowed)

Employee Name: Elizabeth McCutcheon
Department: 0006: Business Office - Human Resources
Classification Title: HR Representative
Working Title: HR Representative
Position #: 0000161
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.

4. 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
To certify your employee’s evaluation:

- Log in and click on “Active Evaluations”

- Click on “View” beneath the appropriate evaluation
Click on “Edit” at the top of the page

Click on the “Certification” tab
- 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:

- **Save**
- **Submit to HR**

[Printer-Friendly Version]

- Select “Submit to HR”
- Then click on “Continue”
• 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
Evaluation Completed email notification

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 #: 0000450  
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-Requires Follow Up email notification

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