

Job Aid



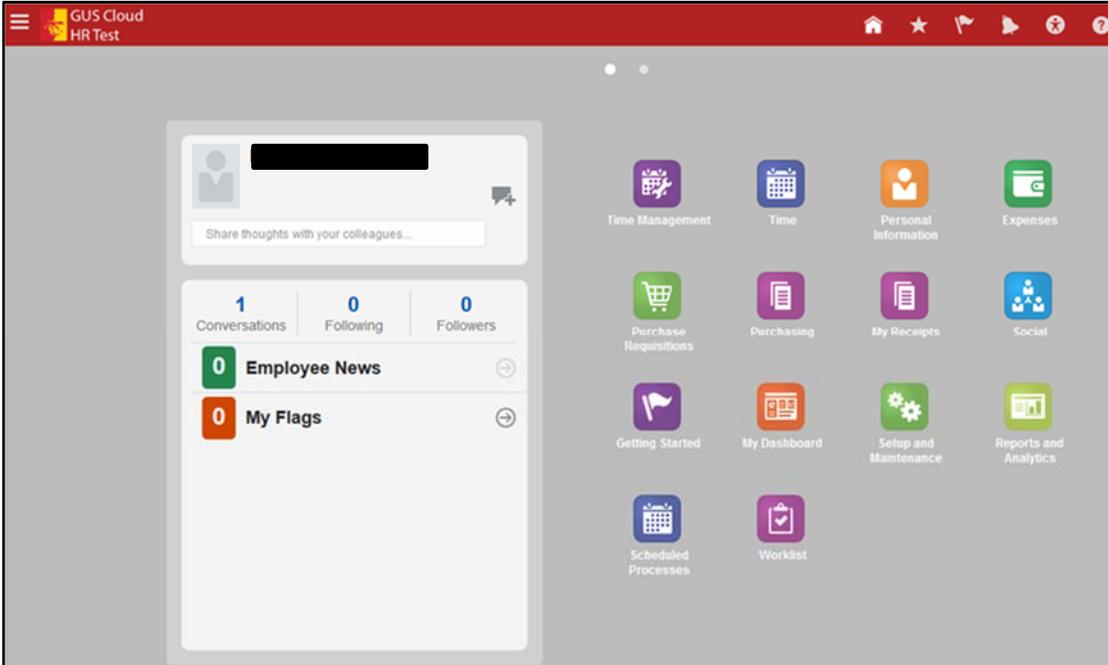
Goals and Performance Evaluation Process for USS and Unclassified Administrative & Professional Employees – Performance Document – Employee

This Job Aid walks employees through the process of reviewing and adding comments for the Goals and Performance Evaluation Process.

Audience: USS Employees with benefits that are required to have an annual or probationary performance evaluation.
Unclassified Administrative & Professional Employees with benefits in non-instructional positions that are required to have an annual performance evaluation.

NOTE: Faculty do not use this process

HRS Web Resources: See [Goals and Performance Evaluation Process for USS and Unclassified Administrative & Professional Employees](#) for an overview of the performance evaluation process and information on setting goals and types of goals.

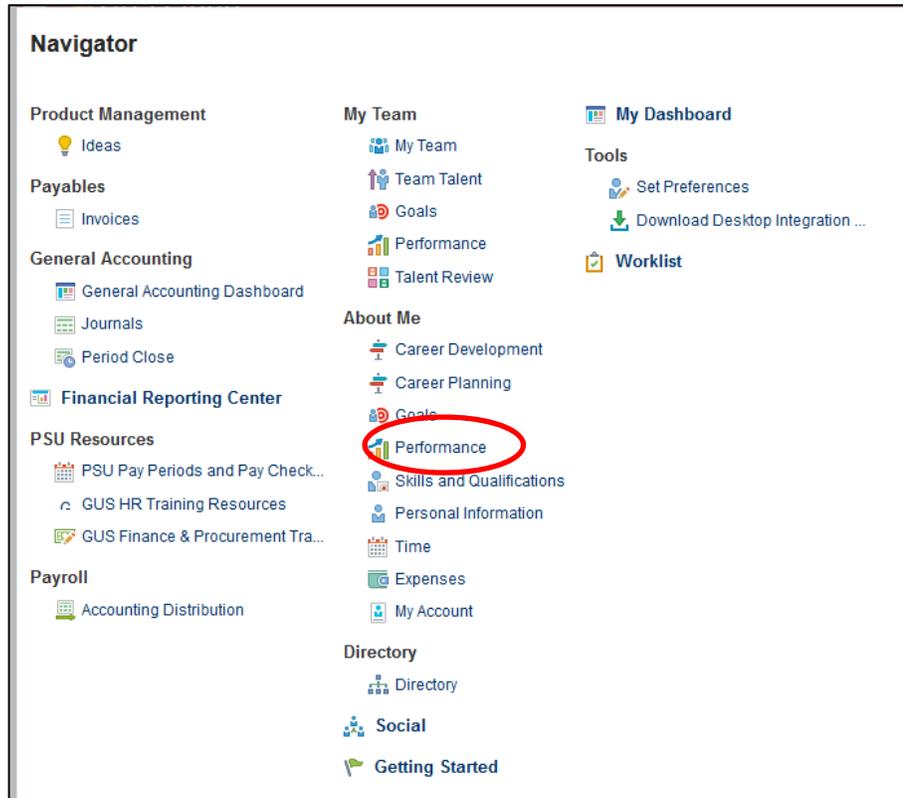
Step	Action
1.	Logon to GUS Cloud. 
2.	On the GUS Cloud springboard, select the Navigator icon. 

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3. Select “Performance” under “About Me”



4. Your “My Evaluations” page will open. This page will display all your performance evaluations that have been completed or will need to be completed.

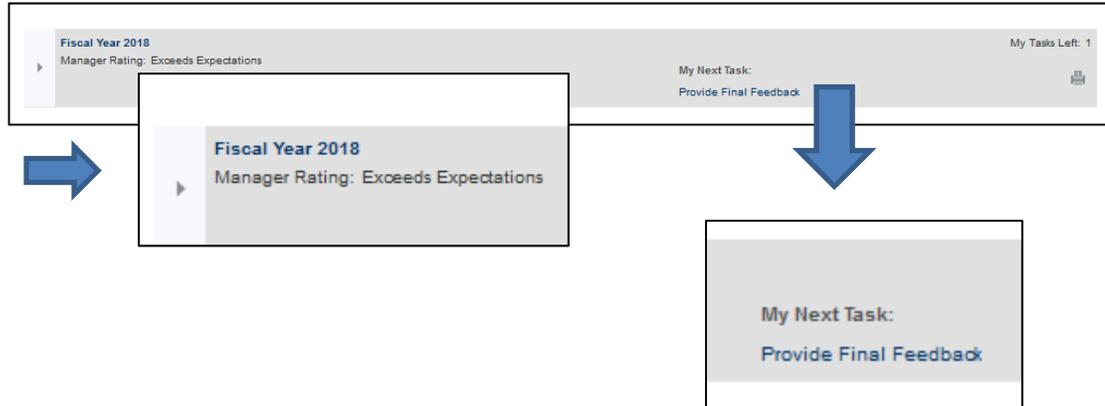


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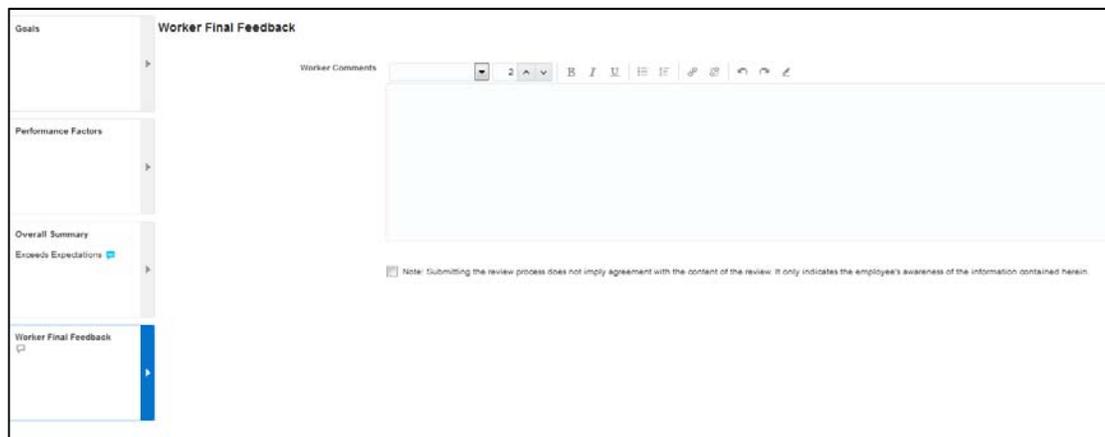


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5. In the gray box next, click on “Provide Final Feedback” under “My Next Task” to review the performance evaluation and add comments. If more than one review period is available, you will need to select the appropriate review to complete.



6. The Performance Document page will open. The document will open to the Worker Final Feedback section. Click on the arrow for each section to open the contents of each section.



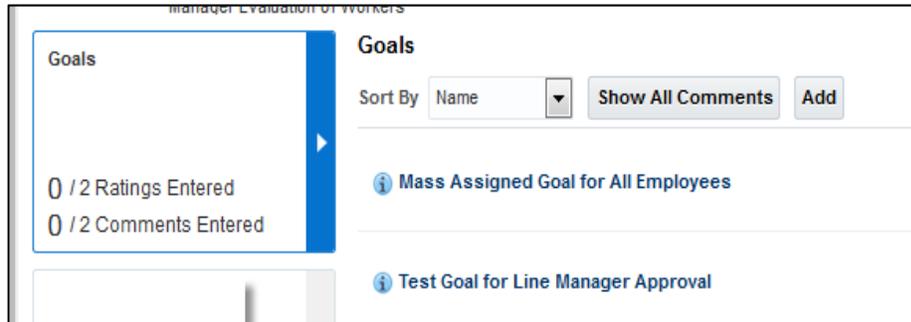
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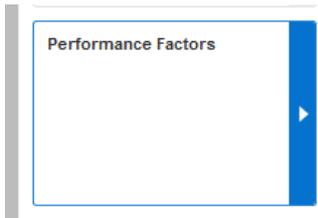
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Please note the Performance Document has four sections.

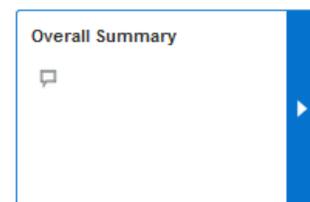
1. Goals – lists any goals for the review period for the employee



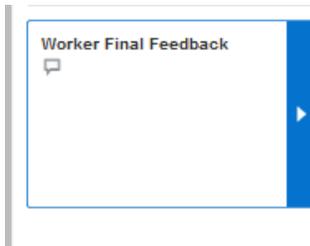
2. Performance Factors



3. Overall Summary



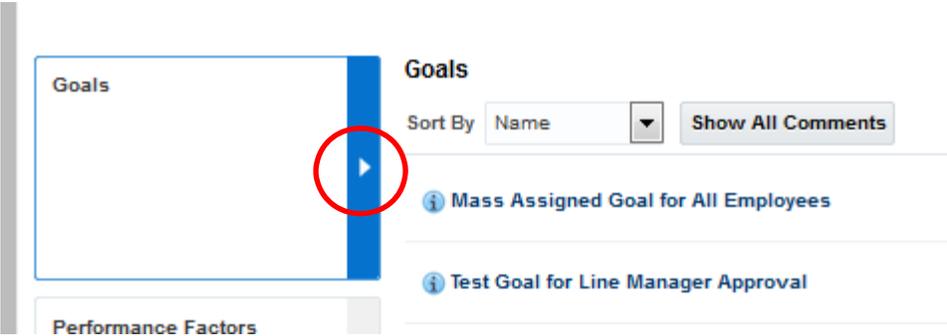
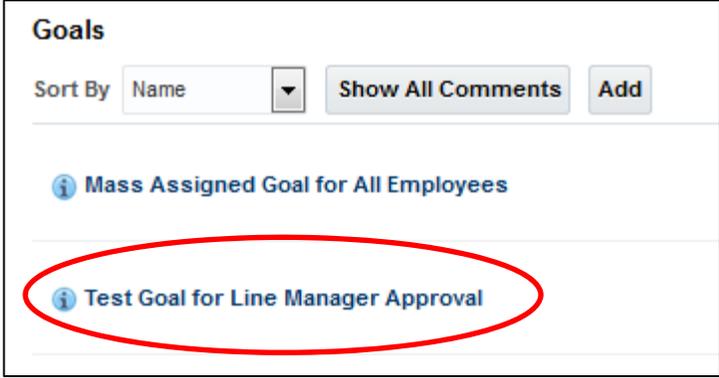
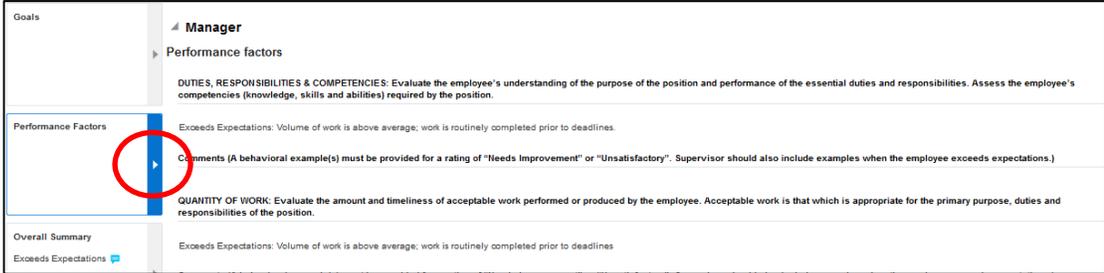
4. Worker Final Feedback



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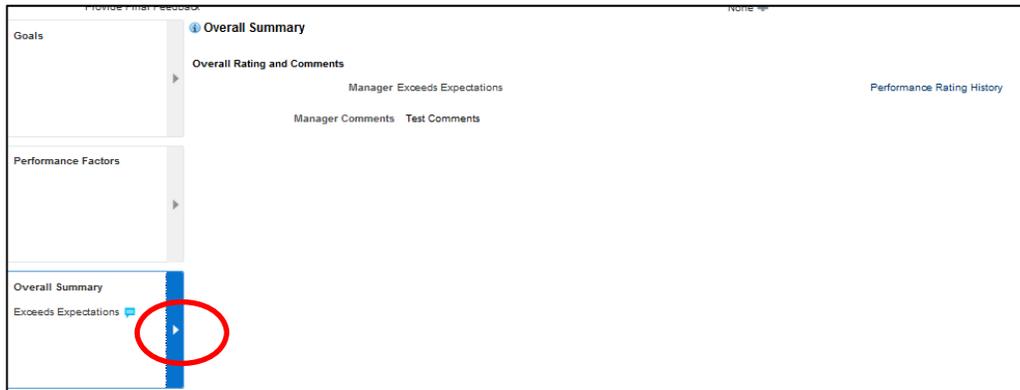
<p>7.</p>	<p>Click on the arrow in the Goals section to view a list of goals.</p>  <p>Click on the goal name to view goal details.</p> 
<p>8.</p>	<p>Click on the arrow in the Performance Factors box to view the rating and comments for the performance factors.</p> 

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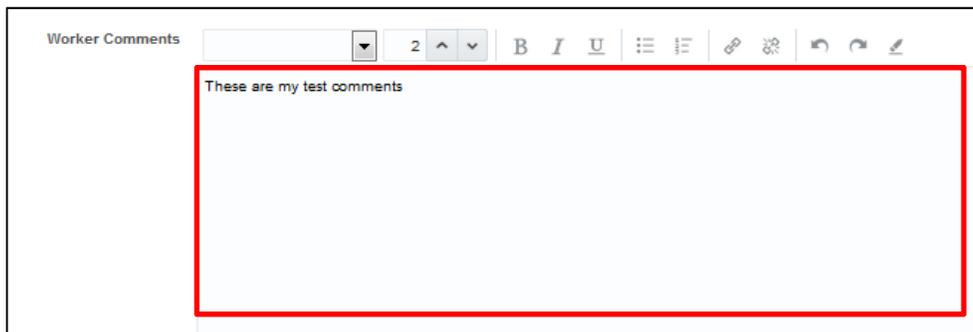
9. Click on the arrow in the Overall Summary box to view the overall rating and comments.



10. Click on the arrow in “Worker Final Feedback” to add comments.



Enter Worker Comments.



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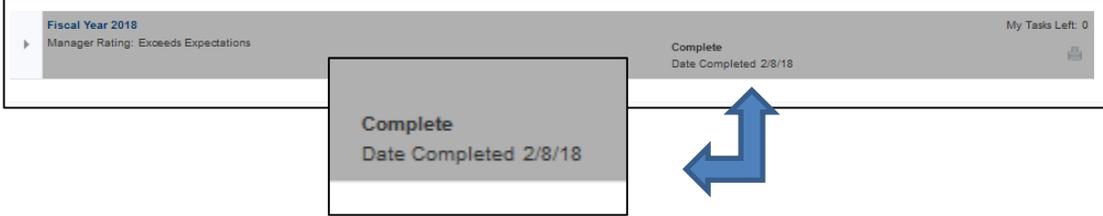


	<p>Click the box – <i>Note: Submitting the review process does not imply agreement with the content of the review. It only indicates the employee’s awareness of the information contained herein.</i></p> <div data-bbox="324 546 1412 588" style="border: 1px solid red; padding: 5px;"><input type="checkbox"/> Note: Submitting the review process does not imply agreement with the content of the review. It only indicates the employee's awareness of the information contained herein.</div> <p>You will not have a “Submit” button until you check the box.</p> <div data-bbox="324 703 1412 766" style="border: 1px solid black; padding: 5px;"><input checked="" type="checkbox"/> Note: Submitting the review process does not imply agreement with the content of the review. It only indicates the employee's awareness of the information contained herein.</div>
11	<p>Click “Submit” in the upper right-hand corner</p> <div data-bbox="324 913 1421 1123"></div> <p>You will get a Warning message. Click “Yes” to continue. Click “No’ to go back and edit comments.</p> <div data-bbox="324 1270 1274 1491"></div> <p>You will get a confirmation message. Click “OK”</p> <div data-bbox="324 1606 722 1837"></div>

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12.	<p>You will return to the “My Evaluations” page. In the gray box, the status will be changed to “Complete – Date Completed XX/XX/XXX”</p> 
13.	You have completed the Performance Evaluation.