

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 <u>Goals and Performance Evaluation Process for USS and Unclassified</u> <u>Administrative & Professional Employees</u> for an overview of the performance evaluation process and information on setting goals and types of goals.





Navigator Product Management Imagement			iel About Me		1
Product Management Wy Taam My Dashboard Payables Goads Goads Goads In Invoices Goads Goads Goads Goads General Accounting Dashboard If Performance Worklist Worklist Besources Foundations Goads Performance Worklist Image: PSU Pay Performance Image: Performance Image: Poly Payabel Cose Image: Performance Image: PSU Pay Performance Image: Performance Image: Performance Image: Performance Image: PSU Pay Performance Image: Performance Image: Performance Image: Performance Image: PSU Pay Performance Image: Performance Image: Performance Image: Performance Image: Poly Pay Performance Image: Performance Image: Performance Image: Performance Image: Poly Pay Performance Image: Performance Image: Performance Image: Performance Image: Poly Pay Performance Image: Performance Image: Performance Image: Performance Image: Poly Pay Performance Image: Performance Image: Performance Image: Performance Image: Poly Pay Performance Image: Performance		Navigator			
Image: Search of the second secon		Product Management	My Team	🟢 My Dashboard	
Payables Image: Construction of the second of the seco		💡 Ideas	🌇 My Team	Tools	
Image: Second Secon		Payables	📫 Team Talent	🧞 Set Preferences	
General Accounting Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Accounting Dashboard Image: Second Account		Invoices	Boals	🛃 Download Desktop Integration	
Image: Several Accounting Dashboard How to We Image: Several Reporting Center PSU Pay Periods and Pay Check. PSU Pay Periods and Pay Check. Statist and Cualifications Image: Several Several Information Image: Several Information Payroll Image: Several Information Image: Several Information Image: Several Inform		General Accounting	Performance	🖞 Worklist	
About Me Green Development Career Planning PSU Resources CUSHR Training Resources CUSHR Training Resources CUSHIR Training		🔃 General Accounting Dashboard	Talent Review		
Financial Reporting Center PSU Pay Periods and Pay Check. CUSP HT Training Resources COUST Finance & Procurement Transport Payroll Control Directory Cost Cost Cost Cost Payroll Cost Payroll Cost Cost Cost Payroll Cost Cost </td <td></td> <td>Journals</td> <td>About Me</td> <td></td> <td></td>		Journals	About Me		
Financial Reporting Center PSU Resources PSU Pay Periods and Pay Check. C GUS Hance & Procurement Tra Payroll C Accounting Distribution Directory S Social C Getting Started Your "My Evaluations" page will open. This page will display all your performa evaluations that have been completed or will need to be completed. My Evaluations T Inter Payroll C Getting Started My Evaluations This page will display all your performa evaluations that have been completed or will need to be completed.		📧 Period Close	T Career Development		
PSU Resources Point Profermance CUSH RT training Resources Personal Information Pryvoll Personal Accounting Distribution W Account Directory Social Cetting Started Personal Your "My Evaluations" page will open. This page will display all your performance evaluations that have been completed or will need to be completed.		Financial Reporting Center	Career Planning		
Image: Substance of the second se		PSU Resources	Berformanaa		
Image: Source as Decoursement Transpace Image: Source as Decoursement Transpace Image: Payroll Image: Expenses Image: Accounting Distribution Image: Im		🛗 PSU Pay Periods and Pay Check	Skills and Qualifications		
Image: Solution Image: Solution		c GUS HR Training Resources	Personal Information		
Payroll Expenses My Account Directory Image: Social Image: Social Image: Social Im		🗊 GUS Finance & Procurement Tra	Time		
Image: Accounting Distribution Image: My Account Directory Image: Social Image: Social Image: Social		Payroll	Expenses		
Directory		- Accounting Distribution	My Account		
Social © Getting Started Your "My Evaluations" page will open. This page will display all your performa evaluations that have been completed or will need to be completed. My Evaluations I grave the second se			Directory		
Social Cetting Started Your "My Evaluations" page will open. This page will display all your performa evaluations that have been completed or will need to be completed. My Evaluations My Evaluations The main free to the completed or will need to be completed.			La Directory		
✓ Getting Started Your "My Evaluations" page will open. This page will display all your performa evaluations that have been completed or will need to be completed. Image: Started Image: Started Image: Started Image: Started					
Your "My Evaluations" page will open. This page will display all your performa evaluations that have been completed or will need to be completed.			E Getting Started		
Your "My Evaluations" page will open. This page will display all your performate evaluations that have been completed or will need to be completed.			r Getting Started		
Your "My Evaluations" page will open. This page will display all your performate evaluations that have been completed or will need to be completed.					
Your "My Evaluations" page will open. This page will display all your performa evaluations that have been completed or will need to be completed.					
evaluations that have been completed or will need to be completed.		Your "My Evaluations" p	age will open. Thi	s page will display all you	r performa
Wy Evaluations V Filer Auster Constr Auster Constr Mager fairing Excels Equations My Real Lack Points Final Freedaat	6	evaluations that have been	n completed or will	need to be completed.	
My Evaluations Filer Austern Dream Austern Dream My Evaluations My Evaluations My Reclass My Reclass My Reclass My Reclass					
My Evaluations Filer Austant Densor Austrant Densor A					
My Evaluations Filter Austern Director Margar Raing Excess Equivalence Margar Raing Excess Equivalence Points Final FreeDace	ſ		— My Evaluatio	ns	
Australia Transf Tear 2018 Marager Raing: Exaces Expensions My Rest East Postor Final Feedback		My Evaluations			
Assistant Christian Assistant Christian Process Front Precision Process Front Precision Process Front Precision		ing i Filter			
y Manager Kaling: Esseen Expension My Next Esse Pointe Final Feedback		Assistant Director	Fiscal Year 2018		
			Manager Rating: Exceeds Expectations	My flext Task; Provide Final Feedback	



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 a	vailable, you will need to select the appropriate review to complete.
	1	
	Fiscal Year 201 Manager Rating	My Tasks Left: 1 Expectations My Most Tasks
		Provide Final Feedback
		Hiscal Year 2018 Manager Rating: Exceeds Excectations
		My Next Task:
		Provide Final Feedback
6	The Perfor	mance Document page will open. The document will open to the Worker
0.	Final Feed	back section. Click on the arrow for each section to open the contents of
	each sectio	m.
	Goals	Worker Final Feedback
		Violuer Comments
	Performance Factors	
		»
	Overall Summary	
		> Note: Guomiting the review process does not imply agreement with the contant of the review. It only indicates the employee's awareness of the information contained herein.
	Worker Final Feedback	
		·
	1	



1. Goals – lists any goals for the review period for the employee Image: Lyandance Factors	Please note the Performance Doc	cument has four sections.
Goals O / 2 Ratings Entered O / 2 Comments Entered O / 2 Comments Entered Test Goal for Line Manager Approval C. Performance Factors	1. Goals – lists any goals for	the review period for the employee
3. Overall Summary Overall Summary U 4. Worker Final Feedback	 Goals – lists any goals for I Goals I / 2 Ratings Entered I / 2 Comments Entered I / 2 / 2 Comments Entered I / 2 / 2 / 2 / 2 / 2 / 2 / 2 / 2 / 2 /	the review period for the employee



7.	Click on the arrow in the Goals section to view a list of goals.		
	Goals Sort By Name Show All Comments Mass Assigned Goal for All Employees Test Goal for Line Manager Approval Performance Factors		
	Click on the goal name to view goal details. Goals Sort By Name Show All Comments Add Mass Assigned Goal for All Employees Test Goal for Line Manager Approval		
8. Click on the arrow in the Performance Factors box to view the rating and for the performance factors.			
	Goals Manager Goals Performance factors DUTES, RESPONSIBILITES & COMPETENCIES: Evaluate the employee's understanding of the purpose of the position and performance of the essential duties and responsibilities. Assess the employee's competencies (Rnowledge, skills and abilities) required by the position. Performance Factors Exceeds Expectations: Volume of work is above average; work is routinely completed prior to deadlines. Overall Summary Exceeds Expectations: Volume of work is above average; work is routinely completed prior to deadlines Overall Summary Exceeds Expectations: Volume of work is above average; work is routinely completed prior to deadlines		



9.	Click on the arrow in the Overall Summary box to view the overall rating and comments.			
	Goals • Overall Summary Overall Rating and Comments Manager Exceeds Expectations Manager Comments Test Comments Performance Factors Performance Factors			
	Overall Summary Exceeds Expediations			
10.	Click on the arrow in "Worker Final Feedback" to add comments.			
	Enter Worker Comments.			



	Click the box – Note: Submitting the review process does not imply agreement with the content of the review. If only indicates the employee's awareness of the information contained herein.
	You will not have a "Submit" button until you check the box.
11	Click "Submit" in the upper right-hand corner
	Image: Second



12.	You will return to the "My Evaluations" page. In the gray box, the status will be changed to "Complete – Date Completed XX/XX/XXX"		
	Fiscal Year 2018 Manager Rating: Exceeds Expectations	Complete Date Completed 2/8/18	My Tasks Left: 0 Date Completed 2/8/18
13.	You have completed the Perf	formance Evaluation	•