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 Performance Evaluation Process for an overview of the performance evaluation process and information on setting goals and types of goals.

Step	Action
1.	Log on to GUS Cloud. It will open the Me springboard. Select **Performance**.
2.	Your "My Evaluations" page will open. If more than one review period is available, you will need to select the appropriate review period from the drop down at the top of the page.
3.	In the gray box next, click on **Provide Final Feedback** under "My Next Task" to review the performance evaluation and add comments.
4.	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. 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
5.	Click on the arrow in "Worker Final Feedback" to add comments.
6.	Enter Worker Comments.

7.	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. By clicking on this box, I verify that I am _____.* You will not have a "Submit" button until you check the box.
8.	Click **Submit** You will get a Warning message. Click **Yes** to continue. Click **No** to go back and edit comments. You will get a confirmation message. Click **OK**
9.	You will return to the "My Evaluations" page. In the gray box, the status will be changed to "Complete – Date Completed XX/XX/XXX"
10.	You have completed the Performance Evaluation.