

YEAR END REVIEW

EMPLOYEE TRAINING

**SHAWNEE STATE UNIVERSITY
HUMAN RESOURCES DEPARTMENT**



Introduction

- It is now time to begin the Year End (Annual) Review. Employees will start the process by completing their Self-Evaluation. In order to provide more time for self-evaluations, we have moved the due date to April 15th.
- After you have provided input to both competencies and goals, save your input by clicking “Save draft.”
- Once the employee has clicked “complete”, the supervisor will have access to both the employee’s self-evaluation and the multi-rater’s input (if applicable). She/he should then complete his/her evaluation of the employee. The supervisor will rate each competency and goal (if applicable), along with providing comments/examples under the core competencies and the goals.
- Once completed, the Second Level Supervisor will review the evaluation to insure that the system was used properly.
- Once approved by the Second Level Supervisor, the supervisor will schedule a Performance Review Discussion with the employee.

Self-Evaluation

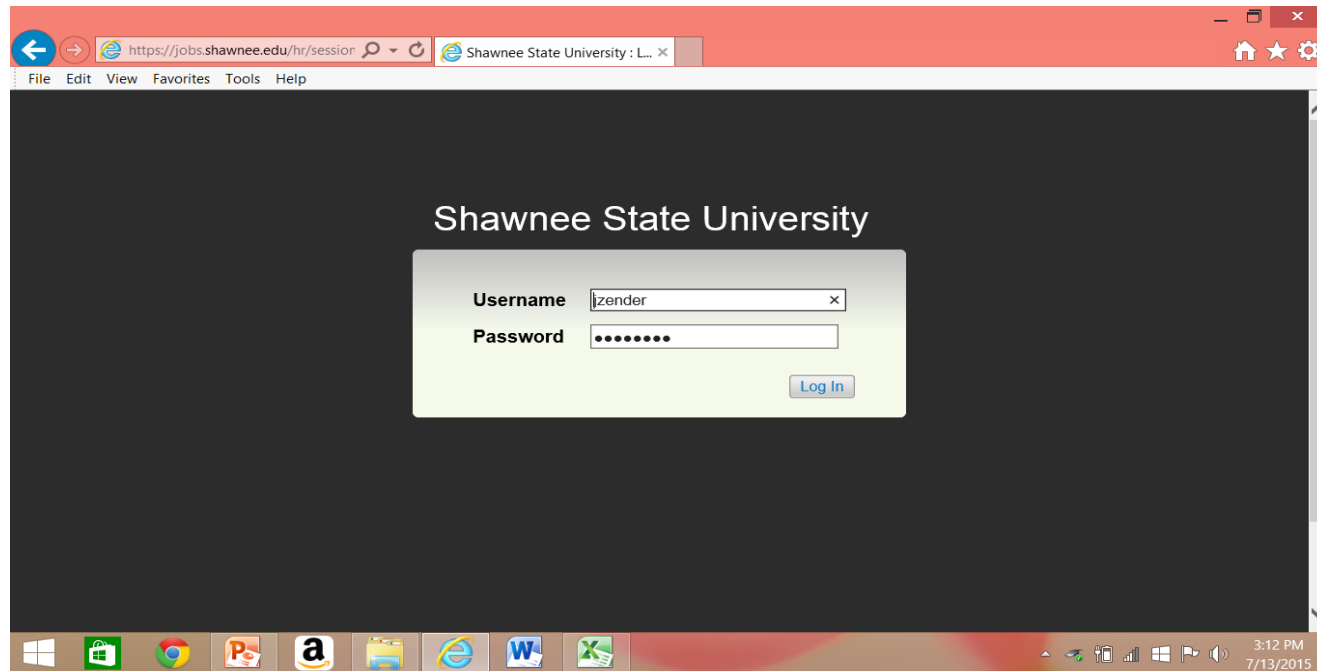
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- The self-evaluations should be completed by April 15th.
- The following slides will review the process of logging into the system, accessing the evaluation, and completing it.

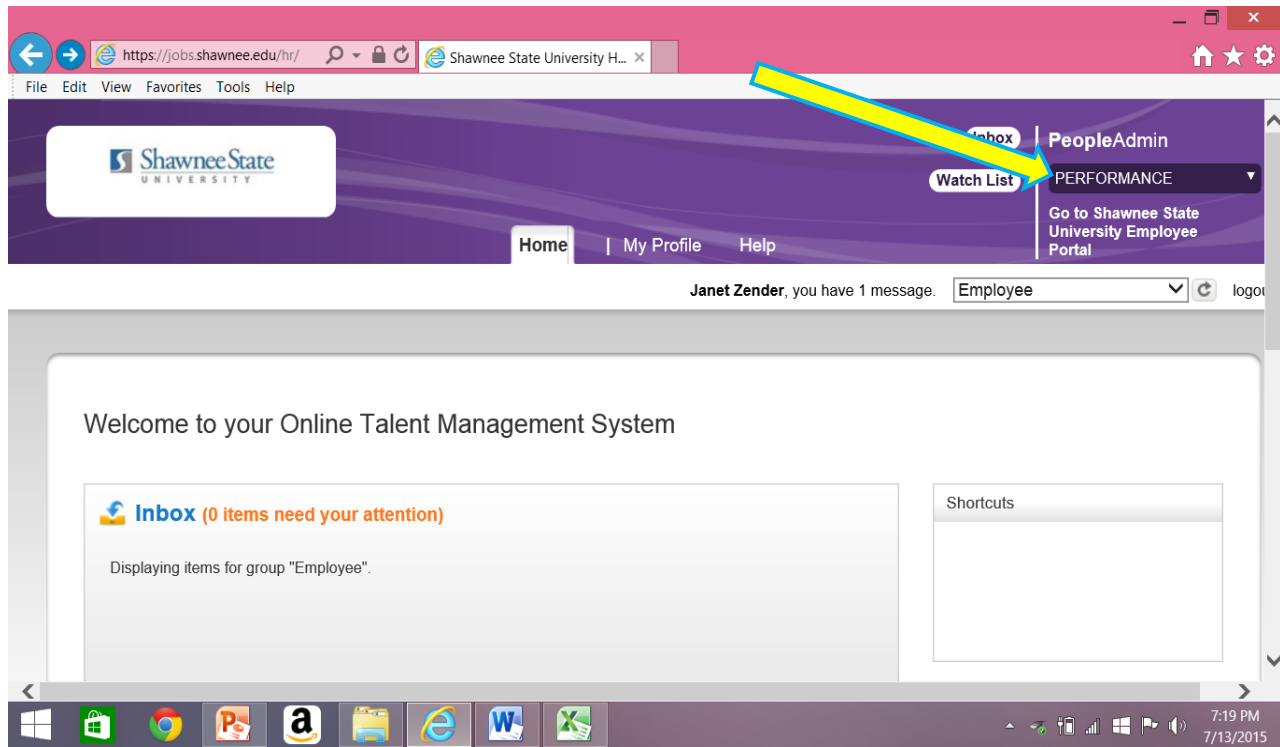
Logging in

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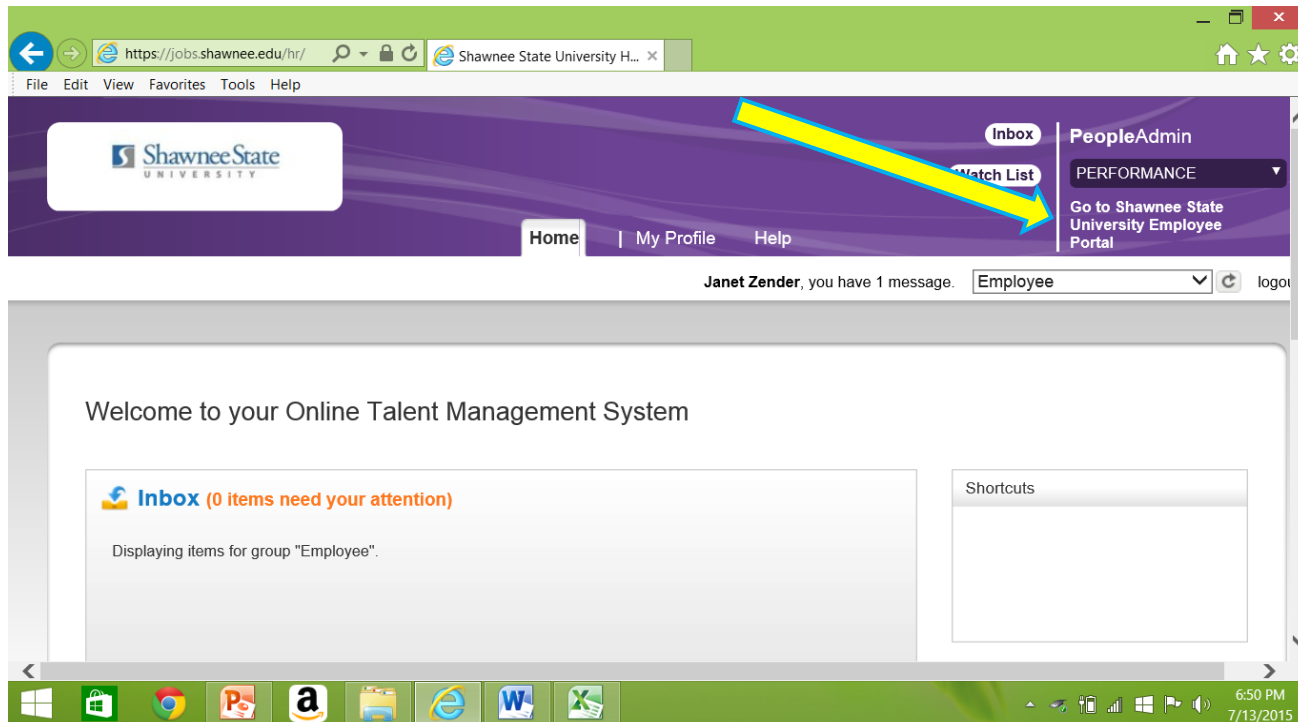
Log in to PeopleAdmin: <https://jobs.shawnee.edu/hr/> Your login should be the same as the one you use to log into your computer.



Click on the “Performance module” in the upper right corner.



To enter the Employee Portal, click “Go to Shawnee State University Employee Portal” in the Performance Module.



Click on the appropriate evaluation for the 2015-2016 program. You are now ready to enter information into the review. You also have the opportunity to attach documents if you choose.

Be sure to save your work by clicking “Save Draft” under Actions!

The screenshot shows a web browser window with the URL <https://jobs.shawnee.edu/portal>. The page is titled "Welcome to the Employee Portal, !" and features a sidebar with "Performance" and "My Reviews". The main content area is titled "Your Action Items" and contains a table with one entry. A yellow arrow points to the "Employee Self Evaluation" link in the "Description" column.

Item	Description	Due Date	Status	Action
Administrative Individual Professional 2015-2016 for Si	Employee Self Evaluation	2016-03-31 Due in 20 days	Upcoming	View

Showing 1 to 1 of 1 entries

The first tab will be “Core Competencies”, where you will see the competency listed, a definition of the competency, and then behaviors or actions that will be seen if you are applying that competency in your work.

Be sure to save your work often!

Shawnee State University

Self Evaluation for

It is now time to complete your annual self-evaluation. As you evaluate your own performance, please reflect on how actual performance compares with what is expected of you. As you review the details below, provide a self-assessment and comment on each element as you see appropriate. Remember that you may want to refer to your Progress Notes (if you kept any during the review period) by clicking on "Progress Notes" on the left side menu.

Core Competencies Goals Attachments

Core Competencies

Name:

Leadership

Description:

Using appropriate methods and flexible interpersonal styles, builds a cohesive team that meets university objectives. Focuses on the development of employees within assigned organization.

- Develops direction, structure, and plans to meet the goals of his/her organization.
- Facilitates goal accomplishment through involvement of others, encourages others to take responsibility, and modeling of commitment to accomplishment.
- Sets expectations for employees, provides coaching and feedback formally and informally and facilitates learning.
- Follows up to ensure attainment of quality, cost, and schedule commitments.
- Acknowledges contributions, demonstrates advocacy, supports disclosure for employees, and personally behaves consistently with organizational mission and policies.

Comments

4:07 PM
3/10/2016

Once you have completed the “Core Competencies”, click the second tab to access the goals. You will again enter examples. **If your supervisor did not meet with you to set goals, you will leave this section blank.**

You will NOT be evaluated on non-existent goals!

Department: Shawnee State University

Last Completed Step: Employee Acknowledges Plan

Self Evaluation for

It is now time to complete your annual self-evaluation. As you evaluate your own performance, please reflect on how actual performance compares with what is expected of you. As you review the details below, provide a self-assessment and comment on each element as you see appropriate. Remember that you may want to refer to your Progress Notes (if you kept any during the review period) by clicking on "Progress Notes" on the left side menu.

Core Competencies Goals Attachment

Goals

Name:
HR Business Partner Process (Process)

Description:
Understands and is constantly gathering internal partners' requirements and providing service level that balances resource constraints with satisfying the requirements
Proactive problem solver
Anticipates issues and heads off before they escalate

Comments

Name:
HR Policy Development and Revision (Process)

Once you have completed the self-evaluation and are ready for it to be reviewed by your supervisor, click “Complete”.

Supervisor/Employee Performance Review Discussion

- A staff development conversation

Performance Review Discussion

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- Once your supervisor has completed your year-end review and rated you on the competencies and goals (if applicable), the Second Level Supervisor will review it and either approve it or return it to your supervisor.
- Once approved, your supervisor will schedule a meeting to discuss your performance for the year and how you can grow professionally in the coming year. Make sure you know and understand your supervisor's expectations.
- Out of your meeting, your supervisor and you should be able to set SMART goals for the 2016-2017 performance year.

Questions

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- If you have questions about the system, contact Janet Zender at jzender@shawnee.edu
- If you have questions/concerns about the lack of goal plans or discussions, contact Dave Zender at dzender@shawnee.edu. (3398)
- General questions such as “who do I talk to about...?” can start with Megan Ketter at mketter@shawnee.edu (3167)