

DocuSign How-To Guide

Step 1- Initiate a Form

- Once you click the appropriate Evaluation Form, you will be directed to the “PowerForm Signer Information” page to initiate the document.
- The person initiating the form will enter the employee and supervisor name and email, then click, “Begin Signing”

PowerForm Signer Information

Thank you for participating in the Shawnee State University Performance Management Plan. Please refer to the included quick guide to assist you through the process.

Please enter your name and email to begin the signing process.

Your Role:

Employee *

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:

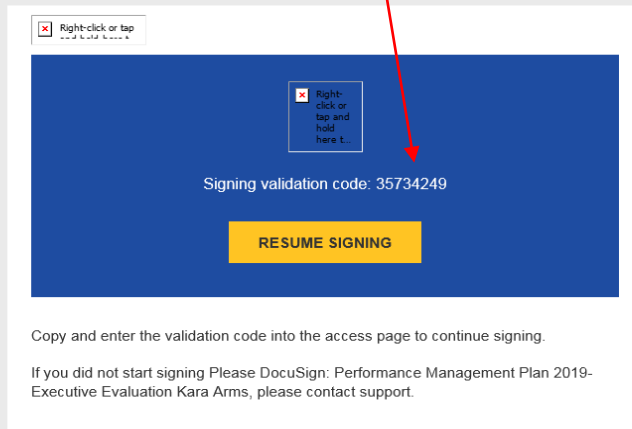
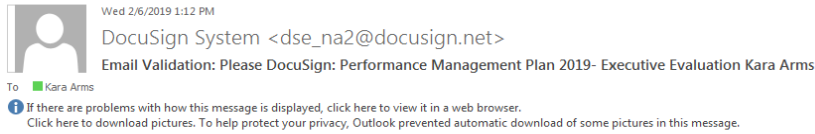
Supervisor

Name:

Email:

Step 2-Validation Code

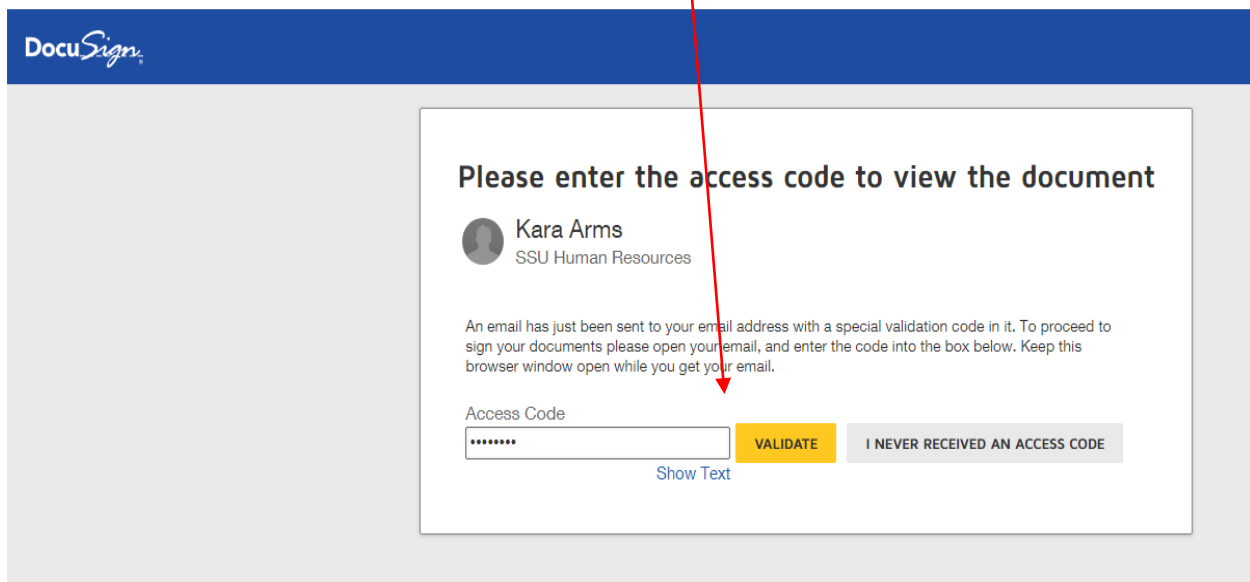
- You will receive an email with a validation code:
- Copy the validation code, then click “Resume Signing”



Do Not Share This Email
This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

About DocuSign
Sign documents electronically in just minutes. It's safe, secure, and legally binding. Whether you're

- You will be directed to the following screen:
- Enter the code, then click “Validate”



Start the DocuSign Form

- You will be directed to the following screen to begin completing the form
- To start, check the disclosure box, then click “Continue”

Please Review & Act on These Documents

Kara Arms
SSU Human Resources

DocuSign

Please read the [Electronic Record and Signature Disclosure](#)

I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾

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**QUICK GUIDE to Performance Management
for Executives, Administrators & ATSS**

Performance Management is an ongoing, continuous process of communicating and clarifying job responsibilities, priorities and performance expectations in order to ensure mutual understanding between supervisor(s) and employee(s). It is a philosophy which values and encourages employee development through a style of management which provides frequent feedback and fosters teamwork.

- Emphasizes COMMUNICATION
- Focuses on adding value to the university by promoting improved job performance and encouraging skill development

Performance Management involves defining results and performance metrics, documenting, evaluating and discussing performance with each employee. The Performance Review will be based on the agreed upon goals between the supervisor and the employee along with the competencies included for the position.

The Performance Management Lifecycle contains three key phases: the Planning (or Goal-Setting) Phase, Ongoing Coaching & Feedback Phase, and Evaluation/Review Phase.

GOAL-SETTING: (due February 28, 2019)

The Goal-Setting Phase occurs at the beginning of a review period or any time performance expectations change (ex. job change, supervisor change). This beginning phase should take place through a conversation between an employee and his/her supervisor.

To ensure maximum understanding between an employee and his/her supervisor, the goals should be written with the following criteria in mind.

**For additional information on how to complete DocuSign forms, please click on the following video link.

[DOCUSIGN HOW TO VIDEO](#)