

The following Performance Evaluation at the status of Chair/Supervisor Review Pending

1. Log in to the [Performance Management System](#) as Chair/Supervisor.

****NOTE:** If you have more than one user type, look at the top of the screen to see which user type is active. If it does not say Chair/Supervisor, follow these steps to change your user type.

- Under the ADMIN heading, click on the “Change User Type” link
 - Choose Chair/Supervisor
 - Then click on “Change Group”
2. Under the EVALUATIONS heading, click on the “Active Evaluations” link. Scroll down to “Search Active Evaluations”. Select “Check All” or the appropriate status and click “Search”.
 3. To select the evaluation for your review, Click on “View/Edit” beneath the position title.
 4. Click the “Edit” button.
 5. Review each tab and navigate by clicking on “Continue to Next Page”.
 6. You can save your work and return to the Performance Evaluation by clicking “SAVE AND STAY ON THIS PAGE” at any time.
 7. The first tab is “Documents”. Human Resources has attached the most recent Position Information Questionnaire (PIQ) for this position. The Chair/Supervisor may attach additional documents such as org charts, warnings, performance improvement plans, certificates of completion, etc.
 8. Click on “Continue to Next Page”.
 9. The second tab is “Evaluation Details”. Make sure that Other Users Who Need Access to this Evaluation is correct and listed in the column on the right. If not, select the appropriate users and move their name to the column on the right. Verify that the Evaluation Type, Evaluation Begin Date and Evaluation End Date are correct.
 - Annual Support Staff evaluations begin April 1 and end March 31 of the following year.
 - Annual EAP evaluations begin May 1 and end April 30 of the following year.
 10. Click on “Continue to Next Page”.
 11. The third tab is “2008 Goals, Objectives and Plan”. This tab is optional so click on “Continue to Next Page” if you and your employee are not completing this section. If you and your employee are completing this section you may do the following actions:
 - To view the employee’s “Goals/Objective”, click on “View”. (No edits allowed)
 - Comments may be added to the “Supervisor’s Comments for Goal/Objective” by clicking on “Edit” and “Save Changes”.
 - To add a goal, click “Add New Entry”. When finished, click “Save Changes” and then “Continue to Next Page”.

12. The fourth tab is “Job Factors”. For the list of rating definitions click on the link “Please click here for a list of rating definitions” located above the first job factor. The Chair/Supervisor must rate the employee in each job factor category. Select “Not Applicable” (N/A) if a factor does not apply. Note: N/A’s are not used to calculate the overall score.
 - Supervisor and employee comments are **required** for “Outstanding Performance”, “Performance Needs Improvement” and “Unsatisfactory Performance”. Supervisor comments are recommended for “Very Good Performance” and “Good Performance”.
 - When complete, click the “Calculate” button and the employee’s overall performance score will display.
 - When you have completed this section, click “Continue to Next Page”.
13. The fifth tab is “FUTURE Goals, Objectives and Plan” (three to six goals are recommended ex: departmental attendance guidelines, training, etc.). You may do the following actions:
 - To view the employee’s “Goals/Objective”, click on “View”. (No edits allowed)
 - Comments may be added to the “Supervisor’s Comments for Goal/Objective” by clicking on “Edit” and “Save Changes”.
 - To add a goal(s), click “Add New Entry”. When finished, click “Save Changes” and then “Continue to Next Page”.
14. The sixth tab is “Rating Worksheet”. Select the “Overall Performance Rating” from the drop down box that corresponds with the employee’s overall performance score.
15. Enter the “Conference Date” (supervisor and employee meetings are **required**) and make any comments related the employee’s performance in the space provided. When you have completed this section, click “Continue to Next Page”.
16. You may select from the following actions:
 - “Save” – If additional time is needed to complete the performance evaluation.
 - “Submit to Employee for Review” (Use only if employee needs to make additions/corrections) – Once additions/corrections are made by the employee the evaluation will be returned for your review.
 - “Submit to Initial Review Complete” – After the employee/supervisor conference, change the evaluation status to “Initial Review Complete”.
17. Click “Confirm” to finalize your submission. A green check mark should appear indicating that the evaluation has been successfully submitted.
18. Select the evaluation with the status of “Initial Review Complete”, click “View/Edit” and change the evaluation status to “Submit to Dean/Administrator Review”.

If you have questions, please contact Human Resources at extension 4114.

Thank you,
Human Resources