

# PERFORMANCE ASSESSMENTS MODULE

## DEPARTMENT MANAGER INSTRUCTIONS

### Overview of the Assessment Process

1. SUPERVISOR creates and completes the assessment.
2. DEPARTMENT MANAGER\* (supervisor's superior) reviews and approves the assessment.
3. SUPERVISOR finalizes and shares the assessment with EMPLOYEE.
4. EMPLOYEE reviews and acknowledges the assessment.
5. The assessment process is COMPLETE.

### Review and Approve a Staff's Assessment

1. **Log-on to WaveNet.**
  - a. Under the "Employee Services" section, click the "Employee Hiring/Performance" link.
  - b. Click the "For Supervisors" link.
  - c. Please note that directions for navigating the assessment module are available in the "Employee Hiring/Performance" area of WaveNet.
2. **Under the "My Team" tab, click "Performance Reviews."**
  - a. Click the "Open Review" link next to the appropriate assessment.
3. **Review the assessment.**
  - a. You may see the direct supervisor's ratings and comments for all sections of the *University Standard Assessment*, as well as the uploaded document for the *Custom Assessment Upload*.
4. **Provide any final comments.**
  - a. If you wish to comment, you may do so only in the "Final Comments" box under the "Next Steps" tab (last page of the assessment).
  - b. You are unable to save comments or goals apart from the "Final Comments" box under the "Next Steps" tab.
  - c. Your comments will be visible on the final performance assessment.
5. **Click "Complete" to indicate a review of the assessment.**
  - a. Under the "Next Steps" tab, click the "Complete" button to send the assessment back to the supervisor.
  - b. You will not be able to return to the assessment once "Complete" has been clicked.
  - c. The supervisor will have the opportunity to make any final changes to the assessment prior to sharing it with the employee.

## Review Your Staff's Completed Assessments

- 1. Log-on to WaveNet.**
  - a. Under the "Employee Services" section, click the "Employee Hiring/Performance" link.
  - b. Click the "For Supervisors" link.
  - c. Please note that instructional videos and directions for navigating the assessment module are available in the "Employee Hiring/Performance" area of WaveNet.
- 2. Under the "My Team" tab, select "Performance Reviews."**
- 3. Search for the assessment you want.**
  - a. Type the "Employee First Name" and/or "Employee Last Name."
  - b. Under the "Status" drop down menu, select "All."
  - c. Click "Search."
- 4. View the report.**
  - a. Identify the assessment you want to view.
  - b. Under the "I Want To..." drop-down menu, select "View the Report."

## Journal Throughout the Review Period

- 1. Add and view your journal entries in the performance module.**
  - a. Under the "About Me" drop-down in the toolbar, click "Journal." Here you may view and add to your private journal entries.
  - b. Click the "Add Entry" link and the "Save" link to add a comment to your journal.
    - i. You may also click the "Journal Entry" button on the toolbar to add a comment to your journal.
- 2. Link journals when you are finalizing or acknowledging the performance assessment.**
  - a. As you are reviewing the performance assessment, you may link any of your journal entries directly to the performance assessment in any comment box. These comments will be included on the final assessment added to the Human Resources file.
  - b. Click the "Link a journal entry" link.
    - i. Next to the journal entry you wish to add, click the "Link journal entry" link.
    - ii. Click the "Close" button.

*Thank you for your participation in the annual performance assessments process  
and your contributions to the University's mission.*

*For questions and additional information, please contact Human Resources.*