

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.

Create a Performance Review for Your Staff

1. **Log-on to WaveNet.**
  - a. Under the "Employee Services" section, click the "Employee Performance" link.
2. **Click "Start a new assessment."**
3. **Search for employee name and ensure the employee, supervisor, and department manager names are correct under the "Approval Flow."**
4. **Indicate the fiscal year for the review period and select assessment type, annual or interim.**
5. **Determine if you would like to launch a new assessment or create the assessment from a previously created template.**
6. **Under the "Choose Assessment" drop down menu, select Custom Assessment Upload.**
7. **Click "Create Assessment" to launch the performance assessment.**

Complete the Custom Assessment Upload

1. **Upload the document that serves as the performance assessment (such as a PDF of a letter to the employee or an alternate review).**
  - a. Navigate to "Attachment" at the bottom of the screen and click "Add."
  - b. Please note: you can only upload one document.
  - c. Select the document you wish to upload and click "Open." A banner will appear confirming your attachment has been uploaded.
    - i. You can review the downloaded document by clicking on "Download."
    - ii. If you need to replace or delete the attachment, click the drop down to the right of "Download" and it will allow you to delete or replace the document. You can then upload a new document.
  - d. Click "Save Changes."

- 2. Select an overall performance rating for the employee.**
  - a. The overall rating for the employee is mandatory to complete.
  - b. Comments and goals on the assessment are optional and do not need to be completed.
- 3. Click “Submit assessment for department manager's review” on the last page of the assessment.**
  - a. Please ensure the assessment is complete prior to clicking the submit button, as you will not be able to return to the assessment prior to your supervisor reviewing the assessment.
  - b. By clicking the “Submit assessment for department manager's review” button, the assessment will be sent to your supervisor for review.
- 4. Department manager reviews assessment.**
  - a. You and your supervisor will be sent an automatic e-mail confirming that the assessment was successfully sent to your supervisor.

## Finalize and Share the Assessment with Your Staff

- 1. Finalize the assessment.**
  - a. Upon your supervisor’s review, the employee’s assessment will be returned to you. You will receive an automatic e-mail once your supervisor has completed the assessment.
  - b. You are able to see any final comments your supervisor made, and have the opportunity to make final changes to your ratings and comments, if any.
- 2. Share the assessment with your employee.**
  - a. Schedule a time to meet with your employee to review the assessment.
  - b. You have the ability to determine the appropriate time to share the assessment with your employee. It will only be shared once you click “Submit the assessment for employee's review” on the last page of the assessment (after your supervisor has approved the assessment).
  - c. You will not be able to return to the assessment once “Submit the assessment for employee's review” has been clicked.
- 3. Complete the review process.**
  - a. Once your employee reviews and acknowledges the assessment by clicking the “Submit your assessment” button, the assessment is submitted to Human Resources and the process is complete.
  - b. You and the employee will receive an e-mail once the assessment is complete.
  - c. The employee’s acknowledgment does not indicate agreement or disagreement with the assessment.

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

*Thank you for providing your team members with valuable feedback and strengthening Pepperdine University.*