

PERFORMANCE ASSESSMENTS MODULE

SUPERVISORS: FREQUENTLY ASKED QUESTIONS

Completing the Assessment

- 1. Are ratings and comments mandatory to complete the assessment?**
All ratings are mandatory to complete the assessment, but comments and goals are not.
- 2. Do individual section comments show on the final evaluation, or only end of section comments?**
All comments made show on the final evaluation.
- 3. Is there a *Not Applicable (NA)* rating?**
No, there is not. If there is a rating that does not apply to the employee's role, you may simply delete the item. Next to the rating, click the trash can symbol.
- 4. Can I change the wording on any of the rating items?**
Yes. You can edit the text right in the box and then click "Save Changes" at the bottom of the document.
- 5. Can I add a rating item?**
Yes. Navigate to the green "Add Assessment Item" at the bottom of any page and click "Rating." Then, type in the name of the rating item, rating, and adjust weight if needed. Click "Save Changes."
- 6. Do ratings for a section round up for the overall score?**
The ratings round to the nearest interval when calculating the overall score.

After the Assessment is Complete

- 1. How is the assessment process completed?**
The process is finished when the last step is completed – when the employee acknowledges receipt. You and the employee will receive an e-mail when the process is complete.
- 2. What if my employee disagrees with the assessment and refuses to acknowledge it?**
Human Resources will work with supervisors whose employees refuse to acknowledge the annual assessment. The assessment will still be included in the employee's Human Resources file.
- 3. Do I need to print the completed assessment and send it to Human Resources?**
No, once the assessment process is complete, there is nothing further you need to do. Human Resources will add the annual assessment to the employee's Human Resources file.
- 4. How do I view in-progress and completed assessments?**
To access in-progress and completed assessments, log into the performance module. The landing page will show you all in-progress and completed assessments.