

### Overview of the Assessment Process

1. SUPERVISOR creates and completes the assessment.
2. DEPARTMENT MANAGER (the 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 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 "Organizational Chart."**
  - a. Under the appropriate employee, click "Create a performance review."
- 3. Under the "Review Assessment" drop down menu, select the Standard University Assessment form.**
  - a. The *Standard University Assessment* form is identical to the current assessment on the HR website, complete with sections, ratings, and comments.
- 4. Ensure the Employee, Supervisor, and Department Manager names are correct.**
  - a. Please select your immediate supervisor for the Department Manager. "Department Manager" refers to the Supervisor's immediate superior.
- 5. Click "Save" to launch the performance assessment.**

### Complete the University Sponsored Assessment

- 1. Select the appropriate ratings for each item.**
  - a. Ratings are mandatory to complete the assessment, while comments and goals are not.
- 2. Upload an attachment (such as a supplemental assessment form), if you wish.**
  1. Under the tab of your choice, click the "Actions" drop-down menu on the right.
    - i. Select "Switch to Edit."
    - ii. Click "Upload Document" in the "Overall Performance Evaluation" box.
    - iii. Click "Select File" and choose a document from your computer.
    - iv. Click the "Actions" drop-down menu on the right, and select "Switch to Rate."

(continued from the front)

**3. Click “Complete” on the last page of the assessment.**

- a. Please ensure the assessment is complete prior to completing, as you will not be able to return to the assessment prior to your supervisor reviewing the assessment.
- b. By clicking the “Complete” button under the “Next Steps” tab, the assessment will be sent to your supervisor for review.
- a. You will not be able to return to the assessment once “Complete” has been clicked.

**4. Notify your supervisor to review the assessment.**

- a. You will be sent an automatic e-mail confirming that the assessment was successfully sent to your supervisor (by you clicking “Complete” on the “Next Steps” tab).
- a. Please notify your supervisor that he/she may review and comment upon the assessment (in the “Employee Hiring/Performance” area of WaveNet) by clicking “Complete” on the last page of the assessment. Any comments made by your supervisor will be viewable on the assessment by you and the Employee.

## 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 limited to those on the “Next Steps” tab.
- c. You 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 “Complete” 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 “Complete” has been clicked.

**3. Complete the review process.**

- a. Once your employee reviews and acknowledges the assessment by clicking the “Complete” button, the assessment process is complete and assessment submitted to Human Resources.
- b. The employee’s acknowledgement does not indicate agreement or disagreement with the assessment.