

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 Performance" link.
2. **Click "Start a new assessment."**
3. **Search for employee name and ensure the employee, supervisor, and department manger names are correct under the "Approval Flow."**
 - a. Please note, "Department Manager" refers to the Supervisor's immediate superior.
4. **Indicate the fiscal year for the review period and select the 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 the Standard University Assessment form.**
7. **Click "Create Assessment" to launch the performance assessment.**

Complete the Standard University 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 by clicking "Add" underneath the comments section on any page.**
 - a. Please note, you can only upload one attachment.

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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 completing, 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 under the "Overall Comments and Goals" tab, the assessment will be sent to your supervisor for review.
- c. You will not be able to edit the assessment once you have clicked that button.

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 reviewed and approved 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.