

### 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 "Staff Resources" tab, select "Employee Hiring/Performance" from the drop-down menu.
  - 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 Custom Assessment Upload.**
  - a. The *Custom Assessment Upload* form allows you to upload your own typed document to serve as the assessment, with one overall rating to select.
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 Written Narrative Assessment

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. Under the *Assessment* tab, 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 file from your computer.
    - iv. Click the "Actions" drop-down menu on the right, and select "Switch to Rate."

- 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 “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.
  - c. 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).
  - b. 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). Once you click complete, the employee will receive an e-mail stating the assessment is ready for review.
  - 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.

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

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