

# PERFORMANCE ASSESSMENTS MODULE

## EMPLOYEE INSTRUCTIONS

### Overview of the Assessment Process

1. SUPERVISOR creates and completes the review.
2. DEPARTMENT MANAGER\* reviews and approves the review.
3. SUPERVISOR finalizes and shares the review with EMPLOYEE.
4. EMPLOYEE reviews and acknowledges the review.
5. The process is COMPLETE.

\* “Department Manager” refers to the Supervisor’s immediate superior.

### Review and Comment Upon Your Assessment

1. **Log-on to WaveNet.**
  - a. Under the “Staff Resources” tab, select “Employee Hiring/Performance” from the drop-down menu.
  - b. Click the “For Employees” link.
    - i. Please note that directions for navigating the assessment module are available in the “Employee Hiring/Performance” area of WaveNet.
2. **Under the “About Me” tab, click “Performance Reviews.”**
  - a. Click the “Open Review” link next to the appropriate assessment.
3. **Review your assessment and make any desired comments.**
  - a. You may see your supervisor’s ratings and comments for each section.
  - b. You may add comments throughout the assessment, which will be placed in your Human Resources file upon completion.

### Acknowledge Receipt of Your Assessment

1. **Provide any final comments.**
  - a. You may add any final remarks in the “Final Comments” box under the “Next Steps” tab.
2. **Acknowledge receipt of your assessment.**
  - a. By clicking the “Complete” button on the last page of the assessment (under the “Next Steps” tab), the process is complete and the assessment is submitted to Human Resources.
  - b. You will not be able to return to the assessment once “Complete” has been clicked.
  - c. Your acknowledgement does not indicate agreement or disagreement with the assessment.

## Access Your Completed Assessments

1. **Log-on to WaveNet.**
  - a. Under the “Staff Resources” tab, select “Employee Hiring/Performance” from the drop-down menu.
  - b. Click the “For Employees” link.
  - c. Please note that instructional videos and directions for navigating the assessment module are available in the “Employee Hiring/Performance” area of WaveNet.
2. **Under the “About Me” tab, select “Performance Reviews.”**
3. **Search for the assessment you want.**
  - a. Under the “Status” drop down menu, select “All.”
  - b. Click “Search.”
4. **View the report.**
  - a. Identify the assessment you want to view.
  - b. Under the “I Want To...” drop-down menu, select “View the Report.”

## Journal Throughout the Review Period

1. **Add and view your journal entries in the performance module.**
  - a. Under the “About Me” drop-down in the toolbar, click “Journal.” Here you may view and add to your private journal entries.
  - b. Click the “Add Entry” link and the “Save” link to add a comment to your journal.
    - i. You may also click the “Journal Entry” button on the toolbar to add a comment to your journal.
2. **Link journals when you are finalizing or acknowledging the performance assessment.**
  - a. As you are reviewing your performance assessment, you may link any of your journal entries directly to the performance assessment in any comment box. These comments will be included on the final assessment added to your Human Resources file.
  - b. Click the “Link a journal entry” link.
    - i. Next to the journal entry you wish to add, click the “Link journal entry” link.
    - ii. Click the “Close” button.

*Thank you for your participation in the annual performance assessments process  
and your contributions to the University’s mission.*

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