

# 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 pencil icon and then the trash can symbol.

**4. Can I change the wording on any of the rating items?**

Yes. Next to the rating, click "Edit Item" and change the wording in the "Title" box.

**5. Can I add a rating item?**

Yes. Under the "Actions" drop-down menu (on the right side of the screen underneath the ratings tab), click "Switch to Edit." Then, click the "Add" button at the bottom of the screen. Click "Switch to Rate" when you are finished.

**6. Do ratings for a section round up for the overall score?**

The ratings round to the nearest interval when calculating the overall score.

**7. How do I see what the final assessment will look like?**

While you are completing the assessment, under the "Actions" drop-down menu (on the right side of the screen underneath the ratings tab), click "Report."

### 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, select "Performance Reviews" under the "My Team" tab in the performance module. Search by employee name and select "All" under the Status drop-down menu. This will show you assessments that are current, complete, and archived.

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## SUPERVISOR INSTRUCTIONS: JOURNALING AND ACCESSING COMPLETED ASSESSMENTS

### Access Your Staff's Completed Assessments

1. Under the “My Team” tab in the performance module, select “Performance Reviews.”
2. Search for the assessment you want.
  - a. Type the “Employee First Name” and/or “Employee Last Name.”
  - b. Under the “Status” drop down menu, select “All.”
  - c. Click “Search.”
3. 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 creating or acknowledging the 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 the 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.*