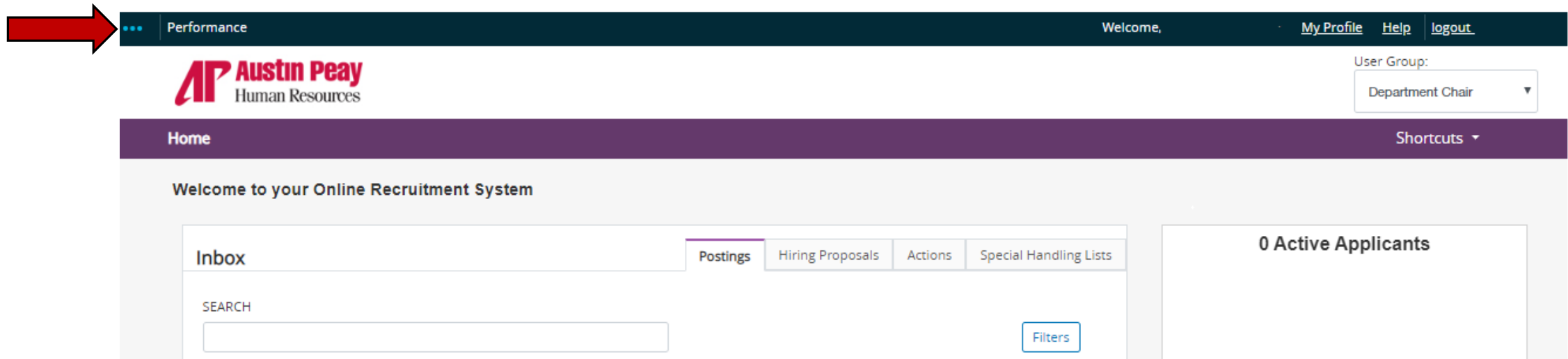


Supervisor/Manager Evaluation Instructions

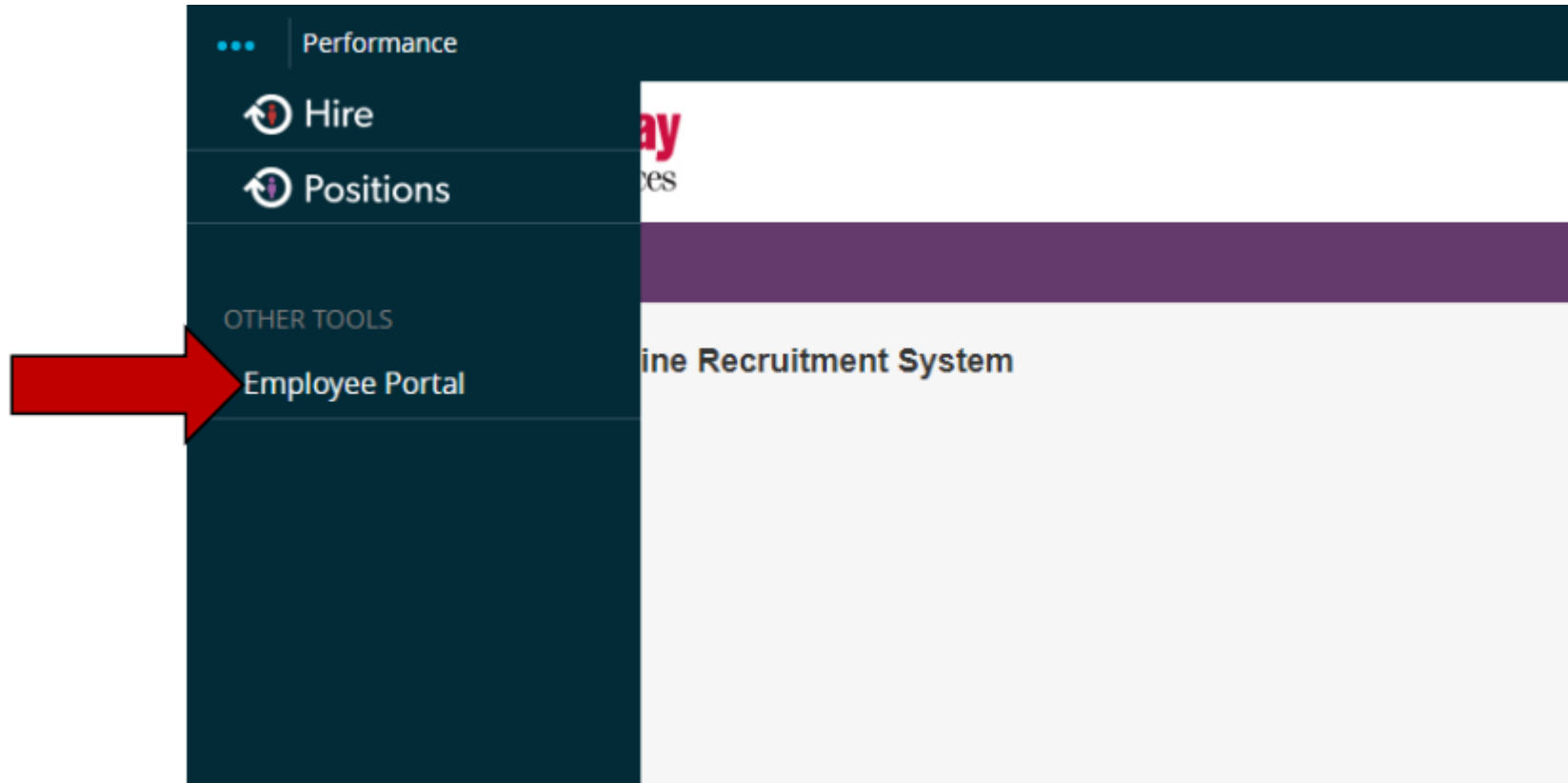
OFFICE OF HUMAN RESOURCES

Log into PeopleAdmin and click on the menu button (three blue dots)



The screenshot shows the PeopleAdmin interface. A red arrow points to the menu button (three blue dots) in the top left corner of the dark blue navigation bar. The navigation bar contains the text "Performance" and "Welcome," along with links for "My Profile", "Help", and "logout". Below the navigation bar is the Austin Peay Human Resources logo and a "User Group:" dropdown menu set to "Department Chair". A purple bar below the logo contains the text "Home" and "Shortcuts". The main content area is titled "Welcome to your Online Recruitment System" and features a tabbed interface with "Inbox" selected. The "Inbox" tab shows a search bar and a "Filters" button. Other tabs include "Postings", "Hiring Proposals", "Actions", and "Special Handling Lists". To the right of the main content area, a box displays "0 Active Applicants".

Select “Employee Portal”



Select the evaluation

Home **1** Performance ▾ Progress Notes

Hello, Test2 My Account Log Out

Welcome to the Employee Portal, [View Profile](#)

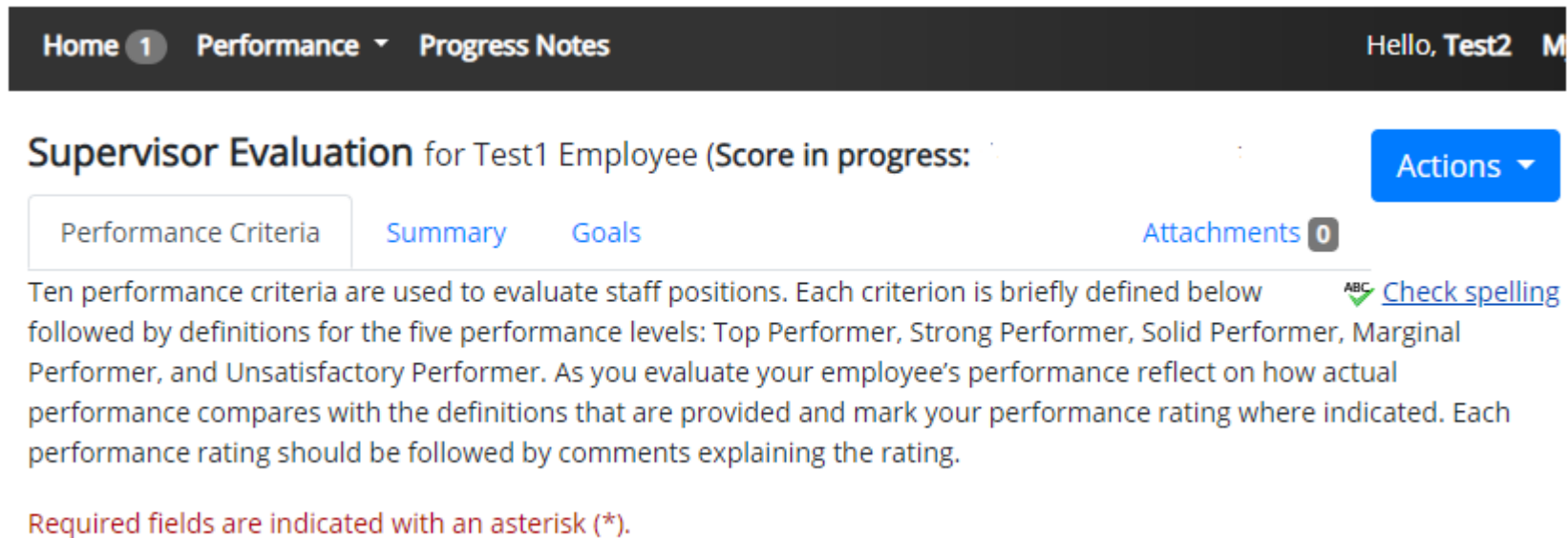
Your Action Items

Item	Description	Due Date	Status
2018 Performance Evaluation	Supervisor Evaluation	n/a	Available

Showing 1 to 1 of 1 entries



Review the “Performance Criteria”



The screenshot shows a web application interface for 'Supervisor Evaluation' for 'Test1 Employee'. The top navigation bar includes 'Home 1', 'Performance', and 'Progress Notes'. The user is logged in as 'Hello, Test2'. The main heading is 'Supervisor Evaluation for Test1 Employee (Score in progress: ...)'. Below the heading are tabs for 'Performance Criteria', 'Summary', and 'Goals', and an 'Attachments 0' link. A blue 'Actions' button is visible. A red arrow points to the 'Performance Criteria' tab. The main content area contains a paragraph explaining that ten performance criteria are used to evaluate staff positions, followed by definitions for five performance levels: Top Performer, Strong Performer, Solid Performer, Marginal Performer, and Unsatisfactory Performer. A 'Check spelling' link is also present. A note at the bottom states that required fields are indicated with an asterisk (*).

Home 1 Performance Progress Notes Hello, Test2 M

Supervisor Evaluation for Test1 Employee (Score in progress: ...)

Performance Criteria Summary Goals Attachments 0 Actions

Ten performance criteria are used to evaluate staff positions. Each criterion is briefly defined below [Check spelling](#) followed by definitions for the five performance levels: Top Performer, Strong Performer, Solid Performer, Marginal Performer, and Unsatisfactory Performer. As you evaluate your employee's performance reflect on how actual performance compares with the definitions that are provided and mark your performance rating where indicated. Each performance rating should be followed by comments explaining the rating.

Required fields are indicated with an asterisk (*).

Enter “Rating and Comments”

Criteria:

QUALITY OF WORK

Performance Standard

Completes work in a timely manner, attends to details, and pursues quality in accomplishing tasks.

Weight:

15%

* Rating

Top Performer ▼

* Comments

Sally sought out and attended conferences and LinkedIn Learning webinars to learn best practices and new techniques. She did a great job presenting this information to our team during October



Select “Save Draft or Next”

* Rating

Solid Performer ▾

* Comments

Sally manages her time well and makes a significant contribution to our department.

[Save Draft](#) [Next >](#)




Enter Comments in the “Summary”

Home 1 Performance ▾ Progress Notes Hello, Test2 My

Supervisor Evaluation for Test1 Employee (Score in progress: Strong Performer) Actions ▾

[Performance Criteria](#) **Summary** [Goals](#) Attachments 0

Required fields are indicated with an asterisk (*).  [Check spelling](#)

Supervisor Evaluation Summary

Use this section to provide overall comments regarding your employee's performance for this evaluation cycle.

*** Supervisor's Comments Regarding Evaluation**

This year Sally made valuable contributions to the department. She was instrumental in completing our projects for the year, including our capital campaign. In addition, I was able to rely

Remove Entry?

Add Entry [Save Draft](#) [Next >](#)

Enter “Current Goals” (if applicable)

Supervisor Evaluation for Test1 Employee (Score in progress: Strong Performer)

Actions ▾

Performance Criteria

Summary

Goals

Attachments 0

Required fields are indicated with an asterisk (*).

 [Check spelling](#)

Current Goals

Please review any goals set for this performance evaluation cycle and comment on the progress made.

Current Goals

Achieve 5% growth in annual giving pledges – This year we achieved 10% growth.

Remove Entry?



Enter “Future Goals”

Future Goals

Please enter at least 3 goals for the employee for the upcoming year. To add a goal, select the "Add Entry" button at the bottom of the section.

*** Goal**

Complete an average of 5 work orders a day.

Remove Entry?

Add Entry

Save Draft **Complete**



Confirm evaluation. Evaluation will route to the Reviewing Officer for review

