#### **A Guide for Managers- Complete Evaluation**

<u>2022 Employee Evaluation</u>- The evaluation process consists of rating competencies, providing feedback for each criterion, and an overall summary when evaluating the employee's performance.

- Managers may proceed with the 2022 evaluation while the self-evaluation is being completed.
- Evaluate the 2022 goals- review and evaluate if goals were met for this period.
- Rate Competencies-ensure that each competency is reviewed thoroughly, and ratings are assigned appropriately (see below).
- Provide an overall summary under each criteria.
- Identify employee's strengths and weaknesses.
- Provide an overall summary for the evaluation.
- Submit the employee evaluation. Once submitted, it will route to the Next Level Supervisor for review and approval.
- Manager should monitor the evaluation during this time to ensure that workflow is not delayed.
- Next Level Supervisor Approves/Disapproves evaluation. If disapproved, managers may reopen and update as needed.

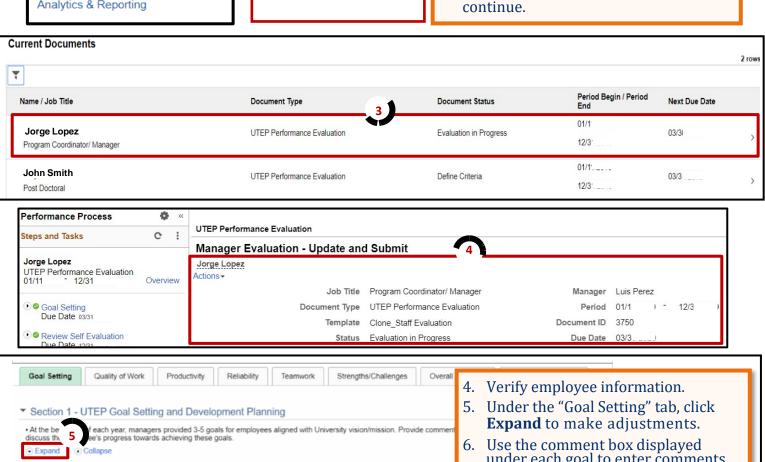
#### **Proficiencies**

Rating	Numeric Rating	Description
Unsatisfactory	1.00	Performance was below expectations in all essential
		areas of responsibility, and/or reasonable progress
		toward critical goals was not made.
Needs Improvement	2.00	Performance did not consistently meet expectations.
		Performance failed to meet expectations in one or
		more essential areas of responsibility, and/or one or
		more of the most critical goals were not met.
Meets Expectations	3.00	Performance consistently met expectations in all
		essential areas of responsibility, and the quality of
		work overall was very good. The most critical annual
		goals were met.
Exceed Expectations	4.00	Performance consistently exceeded expectations in
		all essential areas of responsibility, and the quality of
		work overall was excellent. Annual goals were met.
Exceptional	5.00	Performance far exceeded expectations due to
		exceptionally high quality of work performed in all
		areas of responsibility resulting in an overall quality of
		work that was superior, or the employee made an
		exceptional or unique contribution in support of unit,
		department, or university objectives.

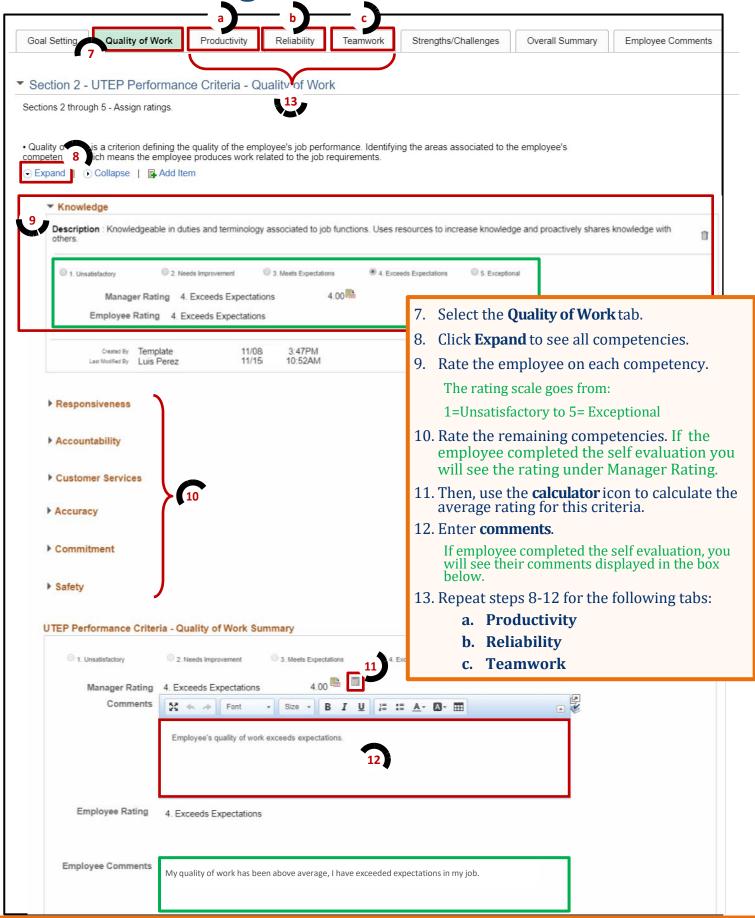


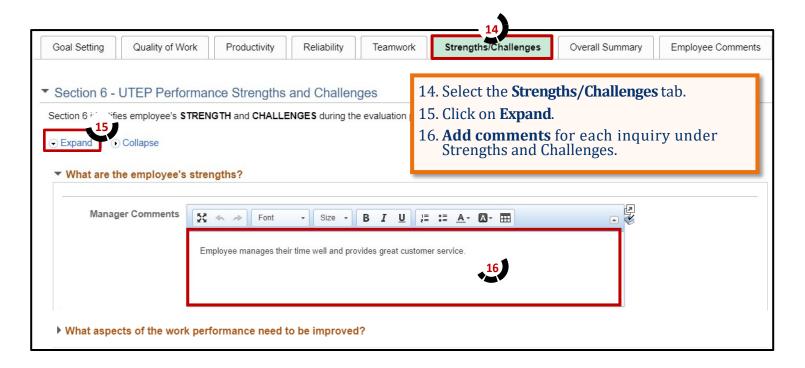


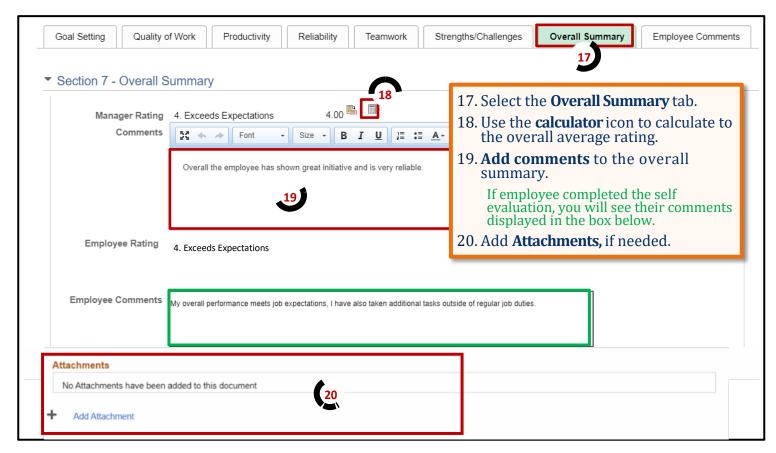
- 1. From the PeopleSoft homepage, select the **Manager Self Service** option from the dropdown.
- 2. Select the **Team Performance** tile.
- 3. A list of available **Current documents** will appear. Select an employee to continue.

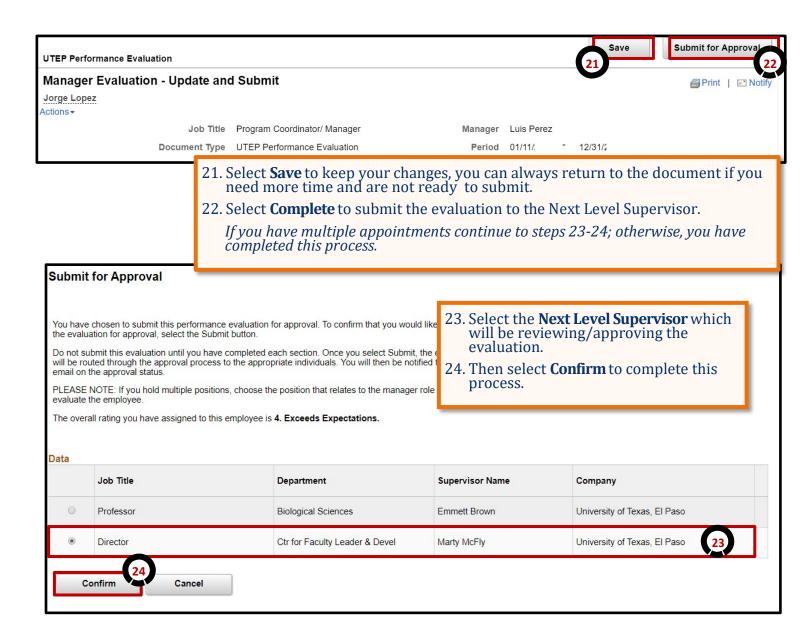


under each goal to enter comments. ▼ 1. Contribute novel Ideas and Strategies If employee completed the self evaluation, you will see their Description: Continue to take initiative in providing input, and developing novel strategies and ideas for the comments displayed in the box Measurement: Assessment of whether or not employee contributed original and creative ideas to the work or below. · Due Date **Manager Comments** 50 4 > Size + B I U ↓ □ □ □ □ □ □ Employee contributed this information throughout the year. **Employee Comments** completed this goal and contributed to the development of the center in the past year









Remember to constantly save your work, PeopleSoft will automatically time out due to inactivity and this may cause you to lose unsaved work.