

# Manager – Evaluation Process

The evaluation process consists of rating competencies, providing feedback for each criteria, and an overall summary when evaluating the employee's performance.



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.

Current Documents					2 rows
Name / Job Title	Document Type	Document Status	Period Begin / Period End	Next Due Date	
Jorge Lopez Program Coordinator/ Manager	UTEP Performance Evaluation	Evaluation in Progress	01/11 12/31	03/30	>
John Smith Post Doctoral	UTEP Performance Evaluation	Define Criteria	01/11 12/31	03/31	>

**Performance Process**  
**Steps and Tasks**  
Jorge Lopez  
UTEP Performance Evaluation  
01/11 - 12/31  
Overview  
Goal Setting  
Due Date 03/31  
Review Self Evaluation  
Due Date 12/31

**UTEP Performance Evaluation**  
**Manager Evaluation - Update and Submit**  
Jorge Lopez  
Actions  
Job Title Program Coordinator/ Manager  
Document Type UTEP Performance Evaluation  
Template Clone\_Staff Evaluation  
Status Evaluation in Progress  
Manager Luis Perez  
Period 01/11 - 12/31  
Document ID 3750  
Due Date 03/30

4. Verify employee information.
5. Under the "Goal Setting" tab, click **Expand** to make adjustments.
6. Use the comment box displayed under each goal to enter comments.

If employee completed the self evaluation, you will see their comments displayed in the box below.

**Goal Setting** | Quality of Work | Productivity | Reliability | Teamwork | Strengths/Challenges | Overall

**Section 1 - UTEP Goal Setting and Development Planning**  
At the beginning of each year, managers provided 3-5 goals for employees aligned with University vision/mission. Provide comments on the employee's progress towards achieving these goals.  
**Expand** | Collapse  
**1. Contribute novel Ideas and Strategies**  
**Description** : Continue to take initiative in providing input, and developing novel strategies and ideas for the center.  
**Measurement** : Assessment of whether or not employee contributed original and creative ideas to the work of the center.  
Due Date :  
**Manager Comments**  
Employee contributed this information throughout the year.  
**Employee Comments**  
I completed this goal and contributed to the development of the center in the past year.

# Manager – Evaluation Process

The screenshot shows the 'Quality of Work' tab selected in the 'Manager – Evaluation Process' form. The form is divided into several sections: 'Goal Setting', 'Quality of Work', 'Productivity', 'Reliability', 'Teamwork', 'Strengths/Challenges', 'Overall Summary', and 'Employee Comments'. The 'Quality of Work' section is highlighted with a red box and contains a description of the criterion. Below the description is a rating scale from 1 to 5, with '4. Exceeds Expectations' selected. The 'Knowledge' competency is expanded, showing a description and a rating of 4.00. A list of other competencies (Responsiveness, Accountability, Customer Services, Accuracy, Commitment, Safety) is shown on the left, with a red bracket and callout 10 indicating they should be rated. The 'UTEP Performance Criteria - Quality of Work Summary' section shows the 'Manager Rating' as 4.00 and a 'Comments' box with the text 'Employee's quality of work exceeds expectations.' The 'Employee Rating' is also 4.00. The 'Employee Comments' box contains the text 'My quality of work has been above average, I have exceeded expectations in my job.'

7. Select the **Quality of Work** tab.

8. Click **Expand** to see all competencies.

9. Rate the employee on each competency.

The rating scale goes from:  
1=Unsatisfactory to 5= Exceptional

10. Rate the remaining competencies. If the employee completed the self evaluation you will see the rating under Manager Rating.

11. Then, use the **calculator** icon to calculate the average rating for this criteria.

12. Enter **comments**.

If employee completed the self evaluation, you will see their comments displayed in the box below.

13. Repeat steps 8-12 for the following tabs:  
a. **Productivity**  
b. **Reliability**  
c. **Teamwork**

# Manager- Evaluation Process

14

Goal Setting   Quality of Work   Productivity   Reliability   Teamwork   **Strengths/Challenges**   Overall Summary   Employee Comments

▼ Section 6 - UTEP Performance Strengths and Challenges

Section 6 identifies employee's **STRENGTH** and **CHALLENGES** during the evaluation process.

15

Expand   Collapse

▼ What are the employee's strengths?

Manager Comments

Employee manages their time well and provides great customer service.

16

► What aspects of the work performance need to be improved?

14. Select the **Strengths/Challenges** tab.

15. Click on **Expand**.

16. **Add comments** for each inquiry under Strengths and Challenges.

17. Select the **Overall Summary** tab.

18. Use the **calculator** icon to calculate to the overall average rating.

19. **Add comments** to the overall summary.

If employee completed the self evaluation, you will see their comments displayed in the box below.

20. Add **Attachments**, if needed.

Goal Setting   Quality of Work   Productivity   Reliability   Teamwork   Strengths/Challenges   **Overall Summary**   Employee Comments

17

▼ Section 7 - Overall Summary

Manager Rating   4. Exceeds Expectations   4.00

18

Comments

Overall the employee has shown great initiative and is very reliable.

19

Employee Rating   4. Exceeds Expectations

Employee Comments

My overall performance meets job expectations, I have also taken additional tasks outside of regular job duties.

**Attachments**

No Attachments have been added to this document

20

+ Add Attachment

# Manager- Evaluation Process

UTEP Performance Evaluation

Manager Evaluation - Update and Submit

Jorge Lopez

Actions

Job Title Program Coordinator/ Manager Manager Luis Perez

Document Type UTEP Performance Evaluation Period 01/11 - 12/31

Save Submit for Approval

Print Notify

21. Select **Save** to keep your changes, you can always return to the document if you need more time and are not ready to submit.
22. Select **Complete** to submit the evaluation to the Next Level Supervisor.  
*If you have multiple appointments continue to steps 23-24; otherwise, you have completed this process.*

## Submit for Approval

You have chosen to submit this performance evaluation for approval. To confirm that you would like to submit the evaluation for approval, select the Submit button.

Do not submit this evaluation until you have completed each section. Once you select Submit, the evaluation will be routed through the approval process to the appropriate individuals. You will then be notified by email on the approval status.

PLEASE NOTE: If you hold multiple positions, choose the position that relates to the manager role you are evaluating the employee.

The overall rating you have assigned to this employee is **4. Exceeds Expectations**.

23. Select the **Next Level Supervisor** which will be reviewing/approving the evaluation.
24. Then select **Confirm** to complete this process.

### Data

	Job Title	Department	Supervisor Name	Company
<input type="radio"/>	Professor	Biological Sciences	Emmett Brown	University of Texas, El Paso
<input checked="" type="radio"/>	Director	Ctr for Faculty Leader & Devel	Marty McFly	University of Texas, El Paso

Confirm

Cancel

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