

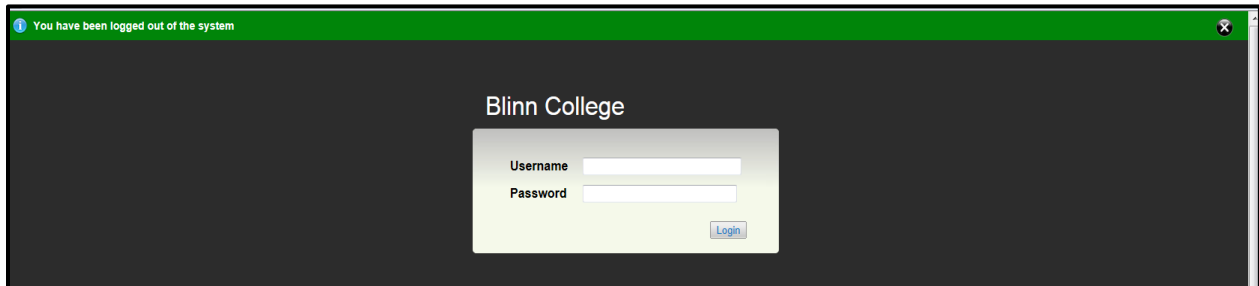
Performance Evaluation

Employee Guide to Completing Employee Self Evaluation and
Acknowledging Evaluation

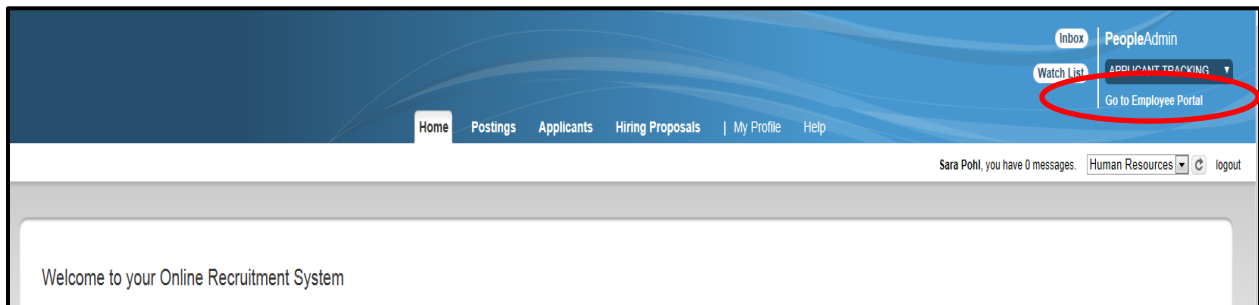
Logging In

Hiring Managers Log in: <https://employment.blinn.edu/hr/sessions/new>

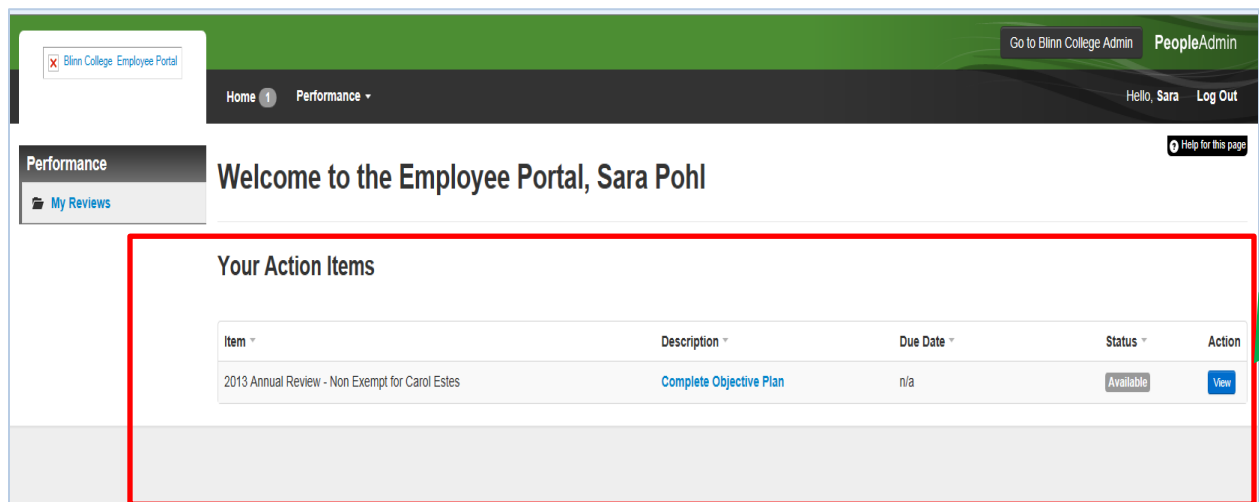
Log in with your network username and password. If you do not remember these credentials, you may contact the help desk at extension 4357.



On the right hand side click on **Go to Employee Portal**

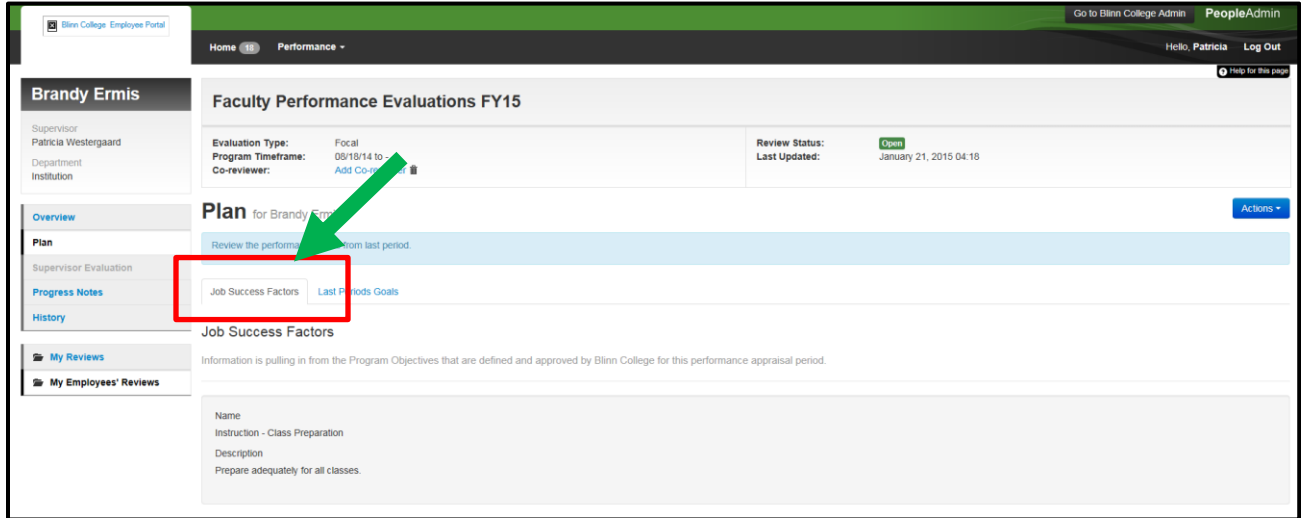


Under Your Action Items, you will see the Annual Reviews assigned to you. Click on the Blue wording "Complete Self Appraisal" under the title Description, or you can click the blue **view** button.

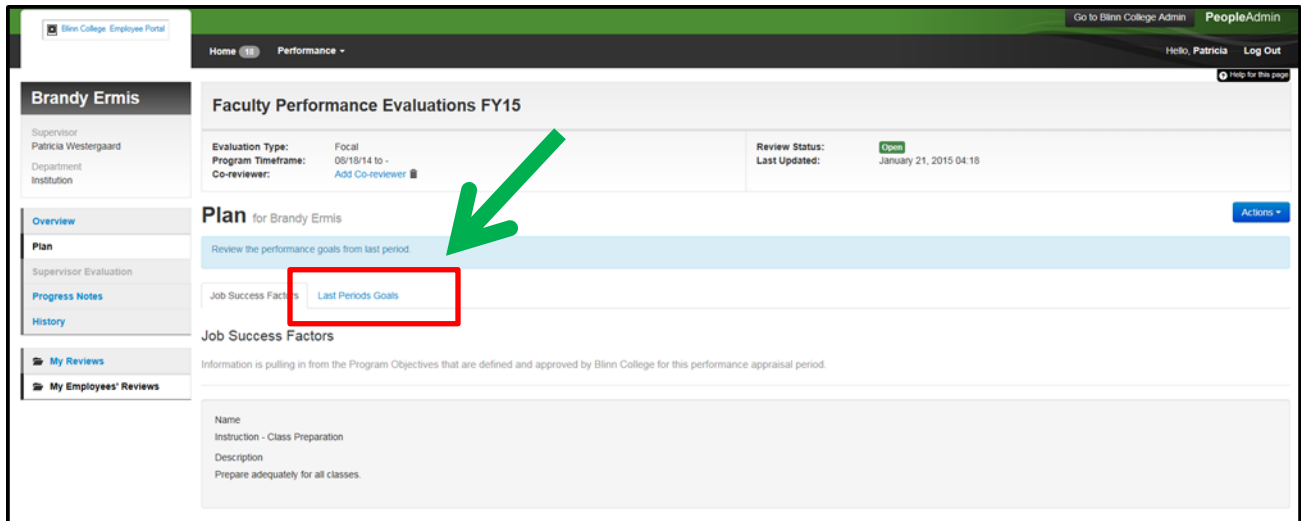


The Plan

Here you will see the Job Success Factors. This section is **“view only”** at this step. It is here for you to review the factors to evaluate you. Please review the job success factors prior to going forward.



Next click on the **Last Periods Goals**.



If you received an evaluation from the previous year, your goals should be present. This section is **“view only”** at this step. Once you have reviewed, click **complete**.



Self-Evaluation- Last Period's Goals

Discuss your progress toward the goals you set for the past academic year. Some examples of goals include learning or trying new teaching strategies, pursuing advanced coursework or professional development activities of any kind. Please include in the discussion service to the College and the division. In addition describe work that has contributed to your professional growth, even if you have submitted the same information to the Center for Teaching and Learning for this year's professional development credit.

Please make note of any modifications to the goal.

Last Period's Goals | Future Goals | Service | Professional Development | Attachments

Discuss your progress toward the goals you set for the past academic year. Some examples of goals include learning or trying new teaching strategies, pursuing advanced coursework or professional development activities of any kind. Please include in the discussion service to the College and the division. In addition describe work that has contributed to your professional growth, even if you have submitted the same information to the Center for Teaching and Learning for this year's professional development credit.

Required fields are indicated with an asterisk (*).

Goals and Self-Improvement

Name of Goal:
Attend a conference: either TCCTA (where I attend architecture related classroom knowledge), BPAE or architecture lunch and learns at a local firm.

Measure of Success:
One or more conferences attended in the fiscal year.

* Progress of Goal

Click **Save Draft**.

* Progress of Goal

Save Draft | next >

Next click on the **Future Goals**.

[Last Period's Goals](#)
[Future Goals](#)
[Service](#)
[Professional Development](#)
[Attachments](#)

Enter the performance goals for the next period to be evaluated. Individual goals and objectives should align with those of the department/division and the College. Progress toward meeting these goals will be reviewed at the time of the next evaluation.

Future Goals

Future Goal

Measure of Success

Remove Entry?

Self-Evaluation- Future Goals

Enter the goal under the **Future Goal**. Under the **Measure of Success**, enter how you plan to complete the goal. A goal should be specific, measurable, achievable, results-focused, and time-bound. Click the **add entry** button if you have more than one entry to enter. Once you have entered the last goal, click the **save draft** button to save your work.

Enter the performance goals for the next period to be evaluated. Individual goals and objectives should align with those of the department/division and the College. Progress toward meeting these goals will be reviewed at the time of the next evaluation.

Future Goals

Future Goal

Measure of Success

Remove Entry?

Here is an example.

Enter the performance goals for the next period to be evaluated. Individual goals and objectives should align with those of the department/division and the College. Progress toward meeting these goals will be reviewed at the time of the next evaluation.

Future Goals

Future Goal
Class Discussion

Measure of Success
Increase class discussion by 10 minutes in all of my classes by the end of the year May 2017

Remove Entry?

Add Entry

Save Draft Next >

Below I clicked the add entry button, you will see a new blank fields for the next goal. Enter the next goal. Click the add entry button if you have another goal to enter. If you are done entering last period's goals, click the **save draft** button to save your work. If you click the add entry button by mistake and do not have another goal to enter, click on the **remove entry** box and click the **save draft** button.

Enter the performance goals for the next period to be evaluated. Individual goals and objectives should align with those of the department/division and the College. Progress toward meeting these goals will be reviewed at the time of the next evaluation.

Future Goals

Future Goal
Class Discussion

Measure of Success
Increase class discussion by 10 minutes in all of my classes by the end of the year May 2017

Remove Entry?

Future Goal

Measure of Success

Remove Entry?

Add Entry

Save Draft Next >

Save Draft before preceding any further!!!

Once you have completed entering future goals, click the **Next** button or click the **Service**.

[Last Period's Goals](#)
[Future Goals](#)
Service
[Professional Development](#)
[Attachments](#)

Enter the performance goals for the next period to be evaluated. Individual goals and objectives should align with those of the department/division and the College. Progress toward meeting these goals will be reviewed at the time of the next evaluation.

Future Goals

Future Goal

Measure of Success

Remove Entry?

Self-Evaluation- Committee Service

Please attach the Service Summary Report under the **"Attachments"** tab

[Last Period's Goals](#)
[Future Goals](#)
[Service](#)
[Professional Development](#)
Attachments

Please attach the Service Summary Report under the "Attachments" tab

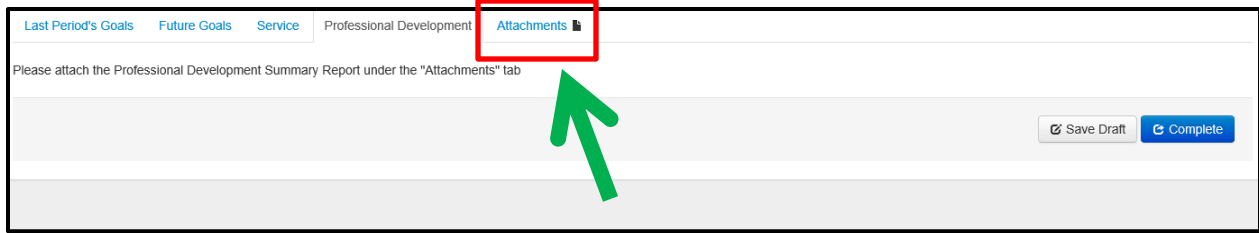
Once you have completed entering future goals, click the **Next** button or click the **Professional Development**.

[Last Period's Goals](#)
[Future Goals](#)
[Service](#)
Professional Development
[Attachments](#)

Please attach the Service Summary Report under the "Attachments" tab

Self-Evaluation- Professional Development

Please attach the Professional Development Summary Report under the **"Attachments"** tab



Self-Evaluation- Attachments

Enter your **Attachment Name** in the blank field. Add in the **Description** and then click the **Browse** to upload a file from your computer. Once the file has downloaded then click **Upload File**.

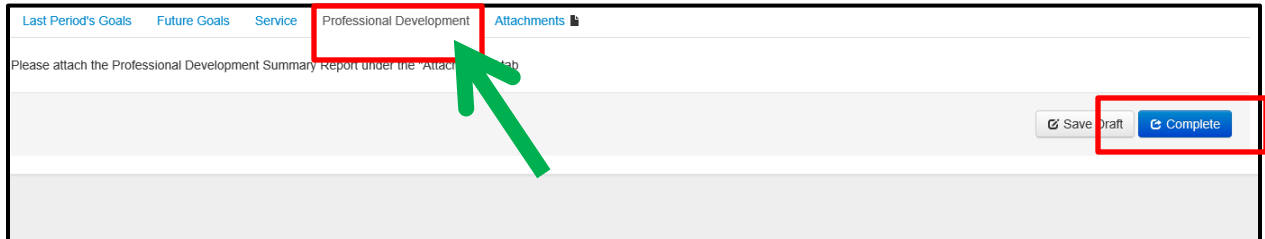
Here is an example:

Below I clicked the upload file, you will see a confirmation of attachment. To upload more click **New Attachment**. To delete an attachment select the **trash can** next to the document.

Name	Description	File Type	Size	Actions
Professional Development	2015-2016 Professional Development Certificates	application/pdf	50.7 KB	<div style="display: flex; justify-content: space-between; align-items: center;"> New Attachment 🗑️ </div>

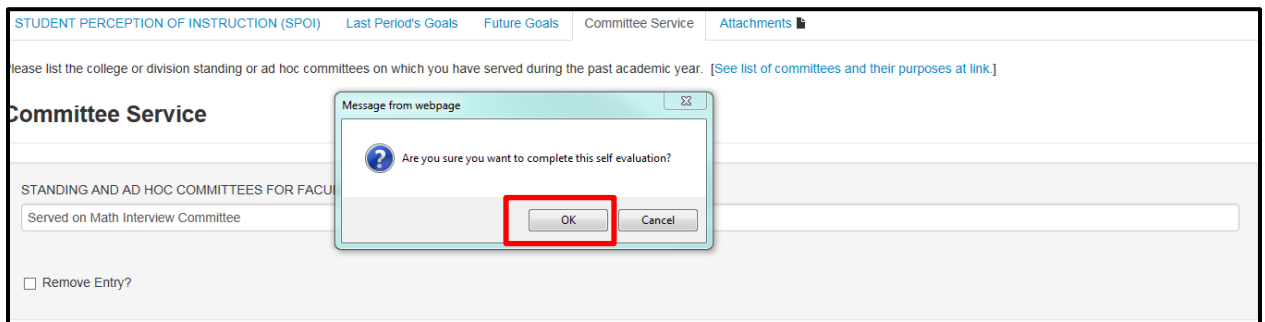
Self-Evaluation- Attachments (continued)

Once you have completed your Self Evaluation in its entirety, you will go back to the **Professional Development** tab and hit the **complete** button in either the action tab or at the bottom of the page.

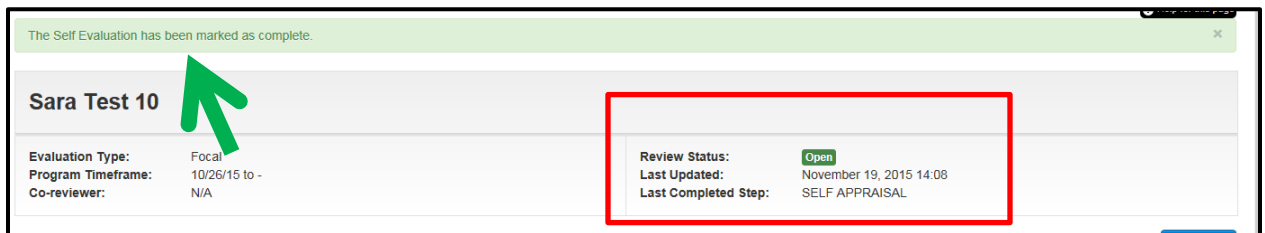


Self-Evaluation- Submission

Once you have clicked the complete button you will be asked if you are sure you want to complete, click **okay**.



You will then see the following screen, letting you know you have **completed your Self Evaluation**. You will also see the information for the last step completed and what the next step is.

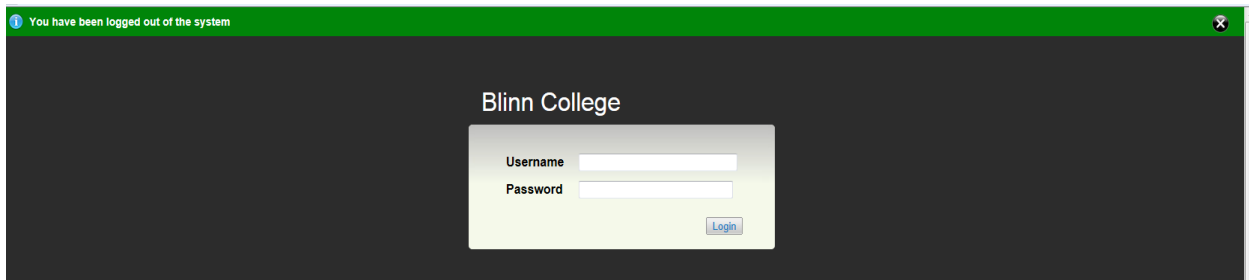


Once this is complete, your supervisor will then log into the system to complete your evaluation.

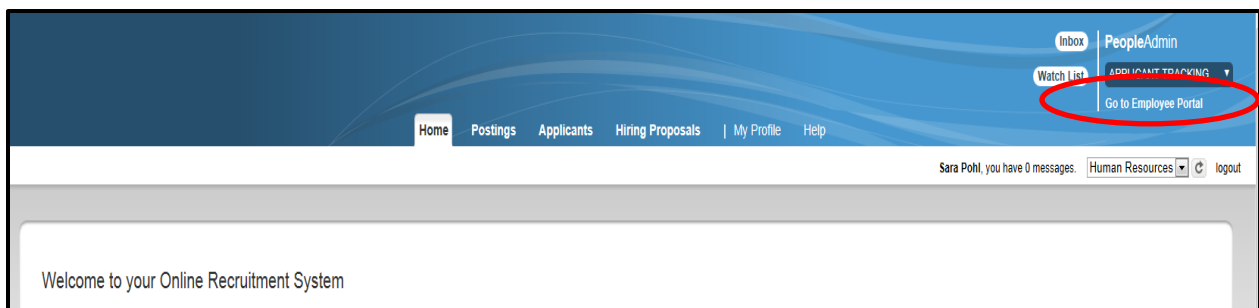
Acknowledging Evaluation

Your supervisor should have already met with you to go over your annual performance review. Once you have had this meeting, you need to log into the annual review portal to acknowledge your review.

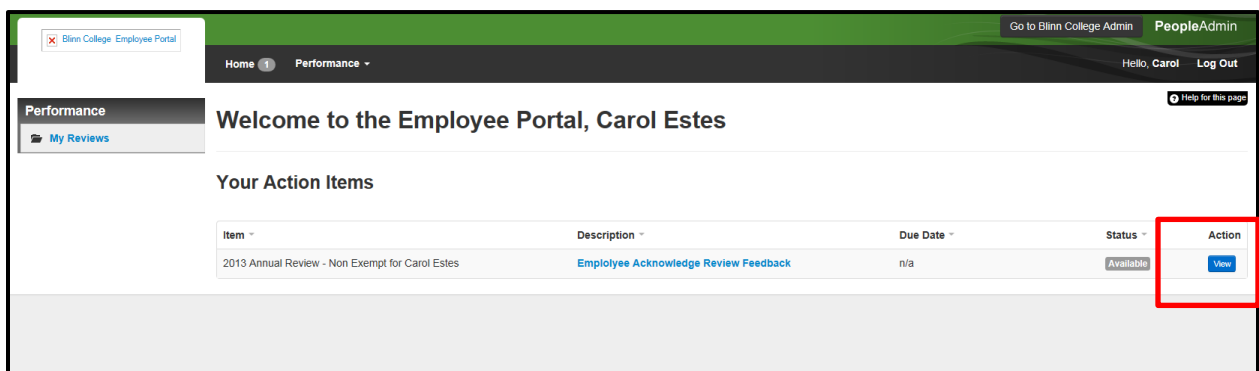
Log in with your network username and password. If you do not remember these credentials, you may contact the help desk at extension 4357.



On the right hand side click on **Go to Employee Portal**



Once on the employee portal, you will see under the description "Acknowledge Review Feedback", click on the view tab to the right.



You will be able to review your ratings on each of the established job success factors. If you scroll to the bottom, you will see your rating on your last periods goals and be able to review your future goals.

Carol Estes 2013 Annual Review - Non Exempt Overall Rating: Level 4 (EE) Exceeds Expectation

Supervisor: Marie Kirby

Evaluation Type: Focal
Program Timeframe: 05/01/13 to -
Co-reviewer: Sara Pohl

Review Status: **Open**
Last Updated: November 19, 2013 12:34
Last Completed Step: Complete Supervisor Evaluation
Next Step: Employee Acknowledge Review Feedback

Supervisor Evaluation for Carol Estes

Your manager should have already reviewed this feedback with you. Please ensure that the document adequately reflects your understanding of their feedback. If you feel otherwise, feel free to enter comments into this task and dispute the evaluation. HR will take up the matter with you.

Job Success Factors

Name:
QUALITY OF WORK

Description:
Strives for effective, efficient, high quality performance in self and department, delivers accurate and timely results; responds to and takes initiative to enact ongoing improvements; expresses desire for growth, development, and learning, motivated and self-starter

Rating
Level 3 (ME) Meets Expectation

Comments
comment here

Last periods goals and your rating

To develop, implement and update procedures for the departmental handbook.

Measure of Success:
Successfully implement and the department is utilizing the handbook.

Rating
Level 3 (ME) Meets Expectation

Comments
Handbook was developed and implement on time and is working well for the department.

Future goals

Future Goals

INSTRUCTIONS: Enter the performance goals for the next period to be evaluated. Individual goals and objectives should align with those of the department and the campus. Progress toward meeting these goals will be reviewed at the time of the next evaluation.

Future Goal
Assist in preparing for the upcoming SACS reaffirmation visit.

Measure of Success
Provide information and meet deadlines.

Acknowledge -If you wish to leave feedback on your evaluation you can include it in the **comment** section box. By clicking the **acknowledge** button, you are stating that your supervisor has met with you and has gone over this review. If you wish to leave a comment, you must do so **before** you hit acknowledge.

If you do not agree with the review you can click the **dispute** button. **If you dispute your evaluation, you must leave a comment.**

Comment

[Dispute](#) [Acknowledge](#)