

Performance Evaluation

Reviewing supervisors guide to acknowledging performance evaluation

General Information

Steps to completing the evaluation:

1. Complete the Plan

Enter last periods goals

2. Complete the Supervisors Evaluation

Rate Job Success Factors

Rate last periods goals

Enter future goals

Attachments - optional

3. Employee Acknowledgement, Review, Feedback

Review rating on job success factors

Review rating on last periods goals

Review future goals

4. Reviewing Officer Acknowledgement

Reminder – each module has it's own top tool bar color.

Blue – Applicant Tracking

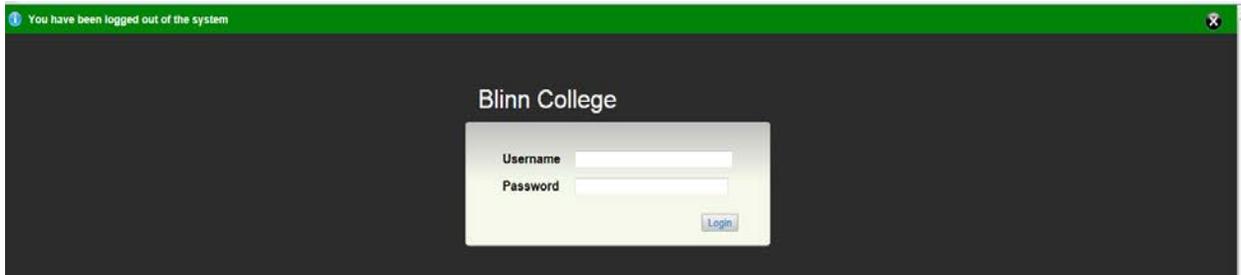
Orange – Position Management

Green – Employee Portal

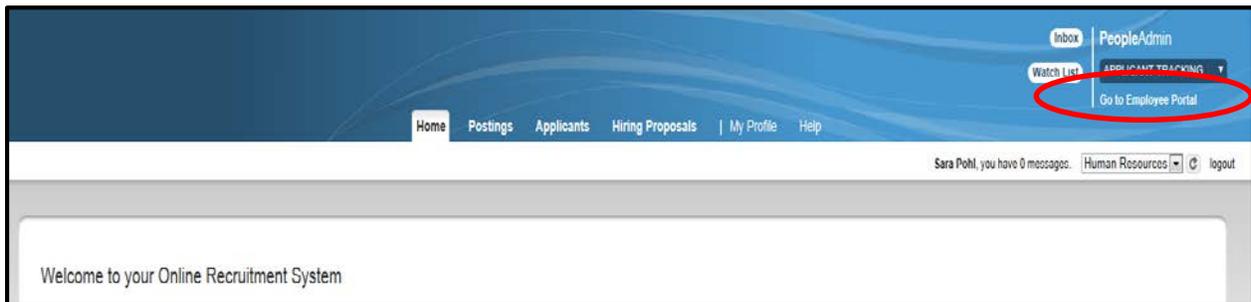
Logging In

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

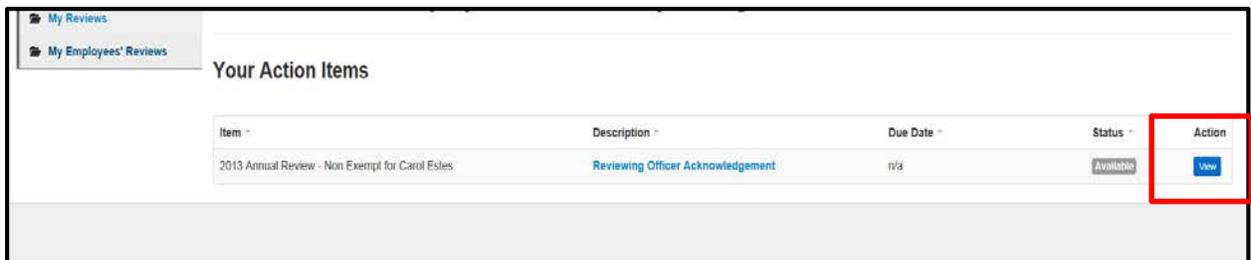
Log in with your network username and password. If you do not remember these credentials, you may contact the help desk at extension 4357.



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



Once on the employee portal, you will see under the description “Reviewing Officer Acknowledgement”, click on the view tab to the right.



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

Carol Estes
Supervisor: Marie Kirby

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

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 - by clicking the **acknowledge** button, you are stating that you have reviewed this appraisal. If you wish to leave comments you may do so in the **comment** box.

Comment

Dispute Acknowledge