Performance Evaluation

Supervisor's guide to completing employee performance evaluation

General Information

Steps to completing the evaluation:

1. Complete the Plan

       Review last periods goals

       Review Job Description

2. Complete the Supervisors Evaluation

       Rate Job Success Factors

       Rate last period's 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

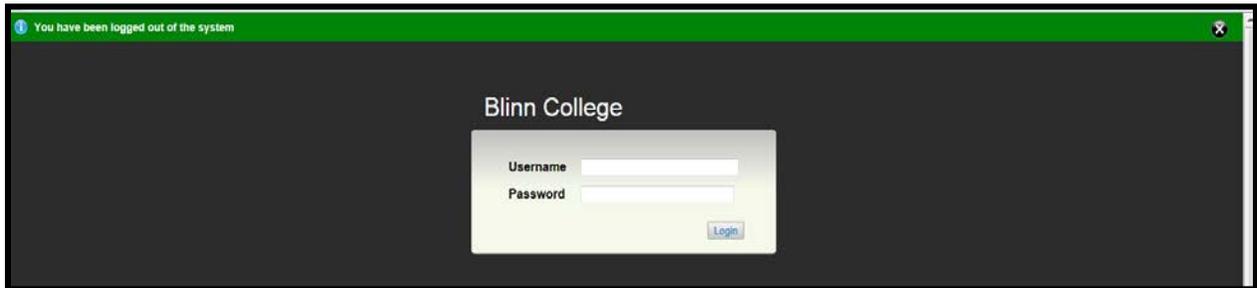Reminder – each module has its own top tool bar color.

Blue – Applicant Tracking
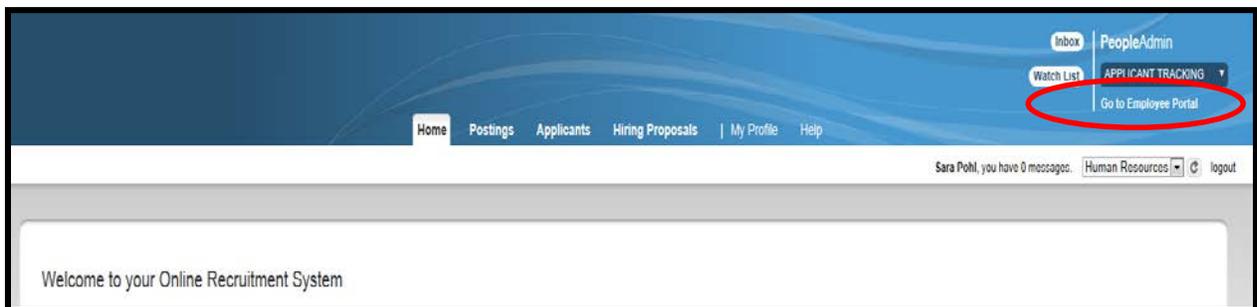
Orange – Position Management

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**

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

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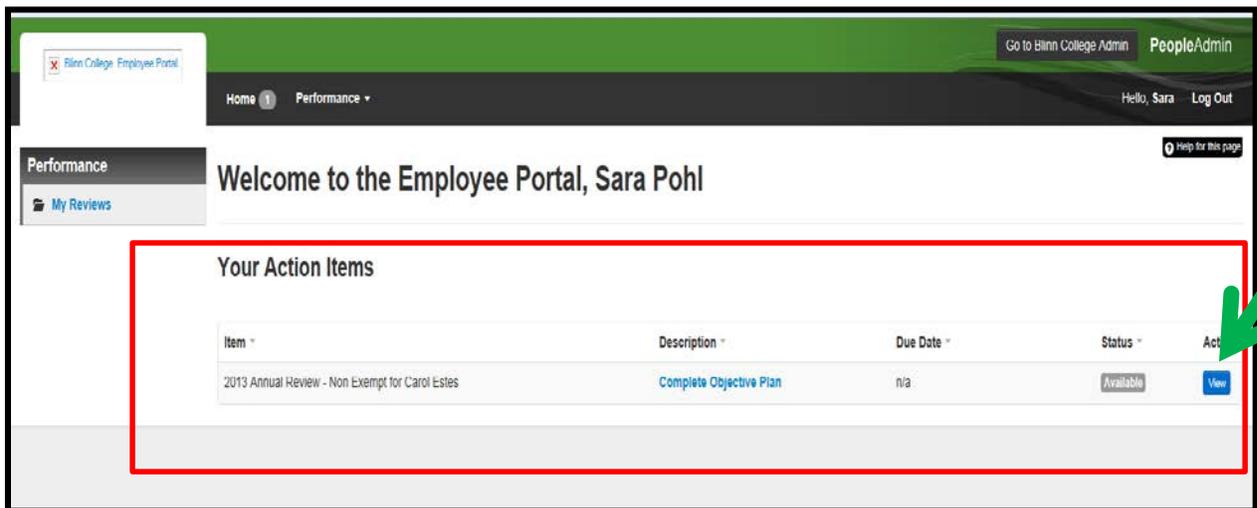
The Plan

Here you will see the Job Success Factors. This section is **"view only"** at this step. It is here for you to review and start thinking about the employees performance and to let you know what factors are being utilized to rate the employee. Please review the job success factors prior to going forward.

Next click on the **Job Description** . (Double check to make sure it is correct.)

The Plan (continued)

Your employee's future goals from their previous evaluation should have rolled to last period goals. If they did not have an evaluation last year, this should be empty.
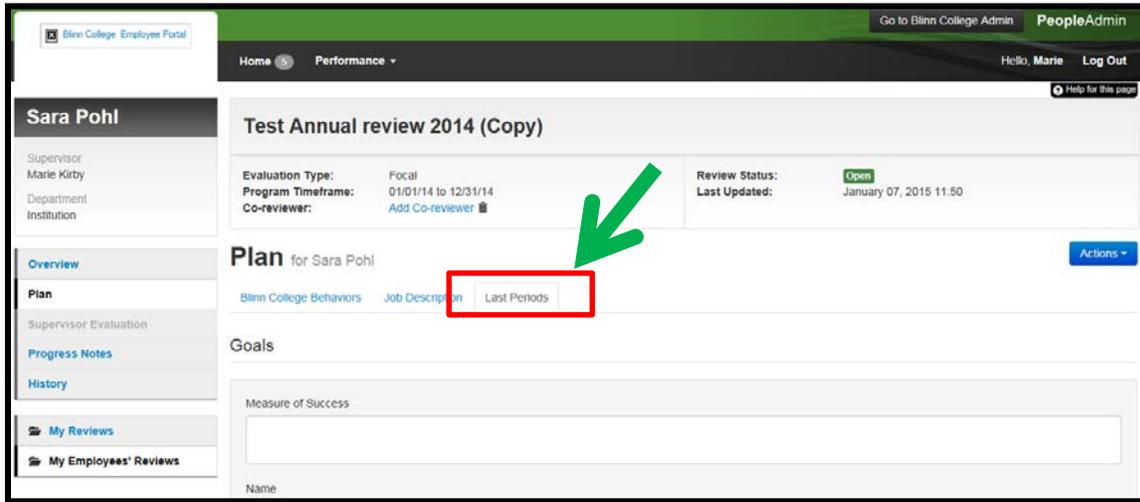
Once you have reviewed the Job Description and Last Period Goals, click the complete button.

Once you have clicked the complete button you will asked if you are sure you want to complete, then you will see the following screen, letting you know you have **completed the plan**. You will also see the information for the last step completed, and the next step.

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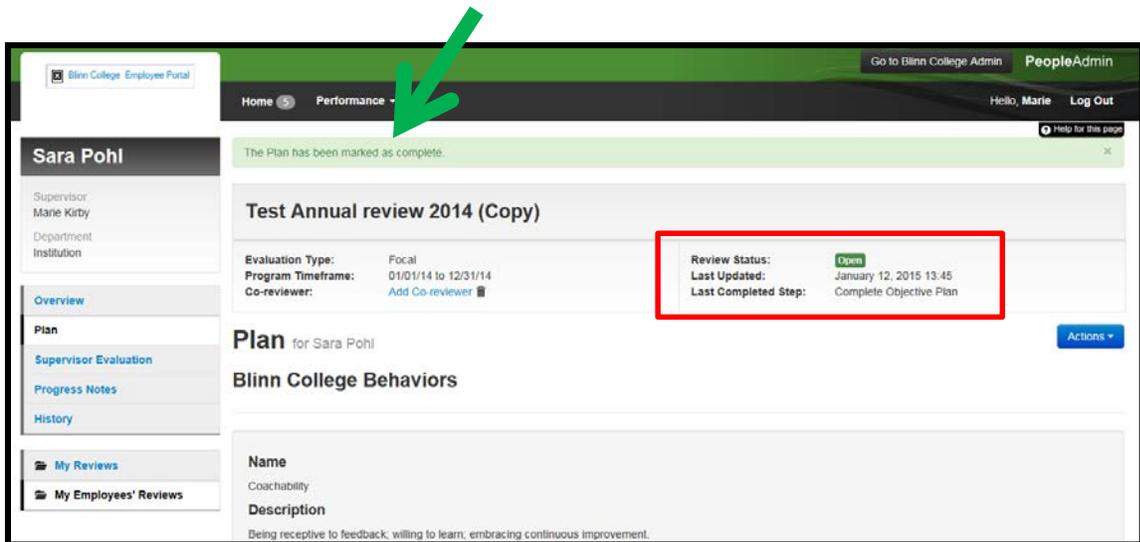
Supervisors Evaluation

In this section you will have four tabs:

> Job Success Factors –rate the employee's performance, and add comments

> Performance Objectives – rate the employee on last period's goals

> Developmental Objectives– enter future goals for the employee

> Attachments – optional

To complete the next step, look to the left hand tool bar and you will see the **Supervisors Evaluation tab**. Click this tab.

Supervisors Evaluation
Tab: Job Success Factors

Document evaluations by providing comments on performance which briefly describe the accomplishments and justify the level of evaluation. For each defined element of job performance, select the appropriate appraisal rating on the scale. The appraisal of each element of job performance should be followed by comments explaining the rating and recommending specific areas of improvement or development if necessary.

Ratings:

1 = Unsatisfactory
- Did not meet expectations.
- Did not accomplish many individual objectives or demonstrate many Blinn College behaviors.
- Made little or no contribution to the department/College.
- Must improve in many ways to keep current position.

Guidelines: Very few staff members at the College should receive this rating; manager must begin corrective action

2 = Needs Improvement
- Did not meet expectations to some extent.
- Did not accomplish some individual objectives or demonstrate some Blinn College behaviors.
- Made limited contributions to the department/College.
- Must improve to perform effectively in current position.

Guidelines: Very few staff members at the College should receive this rating; manager should consider corrective action.

3 = Moderately Effective
- Met expectations.

4 = Effective
- Accomplished individual objectives and demonstrated Blinn College behaviors in a consistent manner.
- Appropriately challenged in current position.

5 = Highly Effective
- Made substantial contributions to the department/College.

Guidelines: Most staff members at the College should receive one of these ratings. For example, newer employees who have performed well but are still learning their jobs may be "Moderately Effective," proven performers may be "Effective," and even stronger performers may be "Highly Effective."

6 = Outstanding
- Exceeded expectations.

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- Accomplished individual objectives and demonstrated Blinn College behaviors in a remarkable manner.
- Made noteworthy contributions to the department/College— beyond what was planned.
- Ready for more independence in current position.

Guidelines: Few staff members of the College should receive this rating; it is reserved for those who can be easily recognized for performing above and beyond the call of duty.

7 = Role Model
- Exceeded expectations to a great extent.
- Accomplished individual objectives and demonstrated Blinn College behaviors in an exemplary manner.
- Made distinguished contributions to the department/College – well beyond what was planned.
- May be ready for a more challenging position or additional responsibility in current position.

Guidelines: Very few staff members at the College should receive this rating; it is reserved for those who have earned the right to be called truly distinguished performers.
_____

Under each job success factor use the rating above to rate the employee on their performance over the last year, then enter a comment. You may rate them on quarterly scale. (Ex: 3.25, 3.50, 3.75, 4 etc.) Continue through each job success factor until you reach the bottom of the page. At this point, you can save your work or continue to the next page.

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Supervisors Evaluation
Tab: Performance Objectives

Ratings:

1 - No progress
2 - Below Expectations
3 - Some Progress
4 - Significant Progress
5 - Met Goal
6 - Exceeded Goal
7 - Exceptional Achievement

The last period goals on the Plan section will roll over for you to rate the employee on these goals. For each last period goal, choose the appropriate rating and enter a comment. When done, either click the save draft button or the next button at the bottom of the page.

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Supervisors Evaluation
Tab: Developmental Objectives

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.

Enter the **future goal** in the field provided and how you will measure the success of this goal in the **measure of success** field. Click the **add entry** button if you have more than one entry to enter. Otherwise click the **save draft** button.

Supervisors Evaluation
Tab: Attachments

This section is optional for supervisors. If you have supporting documentation as to why you rated a job success factor, you can upload it here.

Attachments

Blinn College Behaviors	Performance Objectives	Developmental Objectives	Attachments

* Name [   ]   New Attachment

Description [   ]

File [   ] [Browse...]

[Upload file]

If you attach a document, it will appear as below, and gives you the option to attach more than one document, if needed.

Attachments

Blinn College Behaviors	Performance Objectives	Developmental Objectives	Attachments

New Attachment

Name	Description	File Type	Size	Delete
Appraisal		application/vnd.openxmlformats-officedocument.wordprocessingml.document	223 KB	🗑

Once you have completed your employee's appraisal, print out the evaluation. Schedule a time to sit down and go over the appraisal before you hit complete. This will allow for you to make changes if you need to.

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Supervisors Evaluation
Final Step

Click back on the Developmental Objectives tab, and if you are <u>completely finished</u> with this employee's evaluation and <u>do not</u> need to make any future additions or edits, click the **complete** button.

NOTE: once you click the complete button, you <u>will not</u> be able to make any changes to supervisor's evaluation section (this includes the job success factors, last period goals or future goals.)

After you hit complete, the employee will then log into the system to review and acknowledge the evaluation.

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