

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

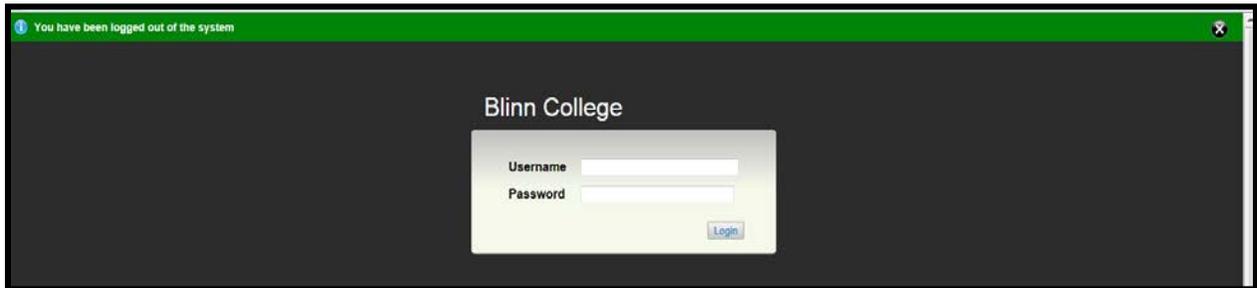
Orange – Position Management

Green – Employee Portal

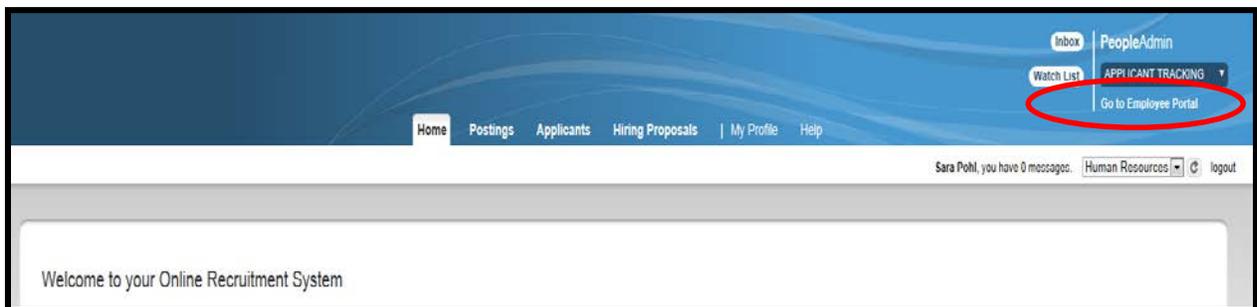
Logging In

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

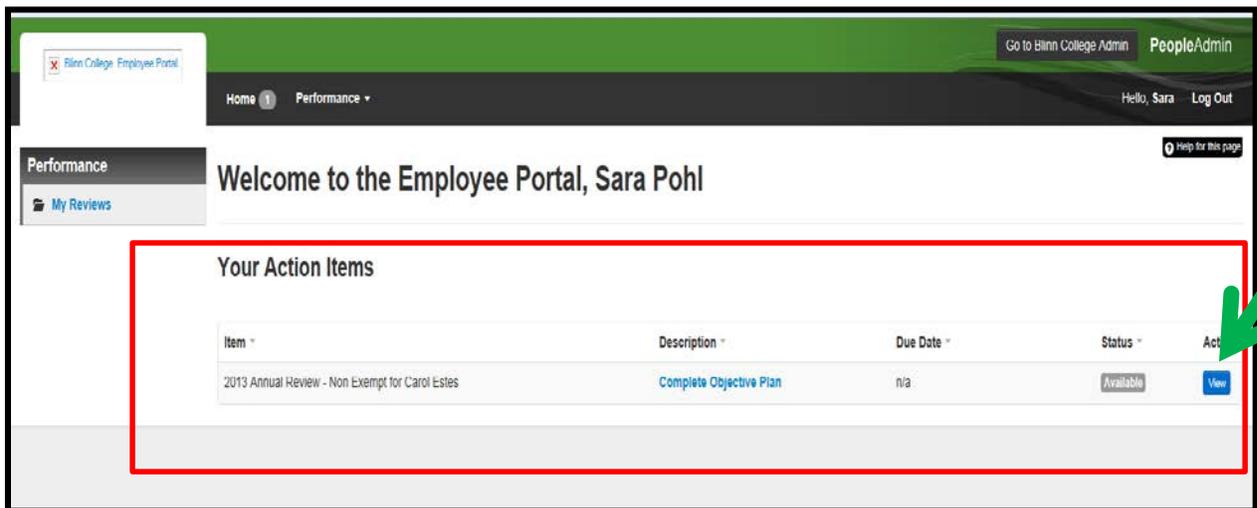
Log in with your network username and password. If you do not remember these credentials, you may contact the help desk at extension 4357.



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.



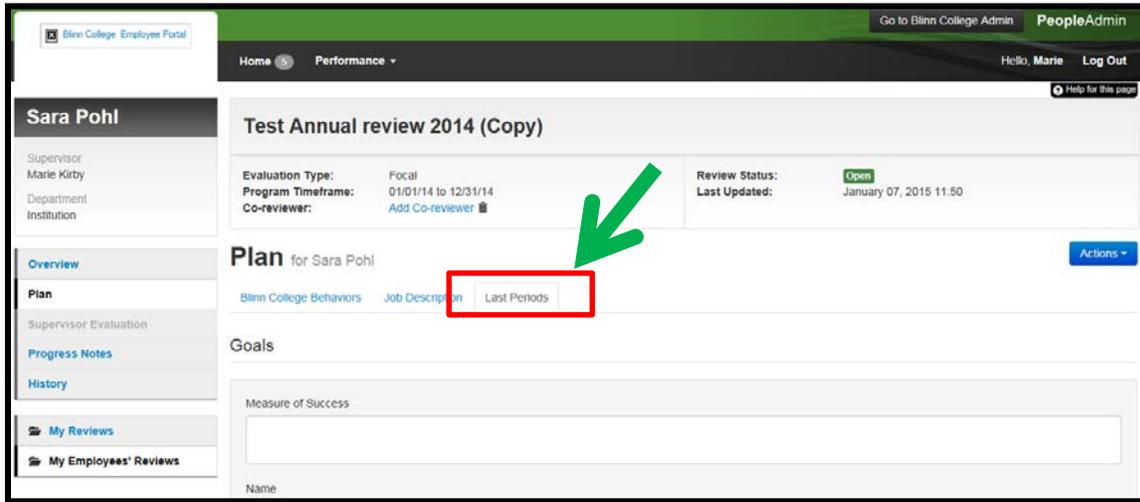
The Plan

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.)

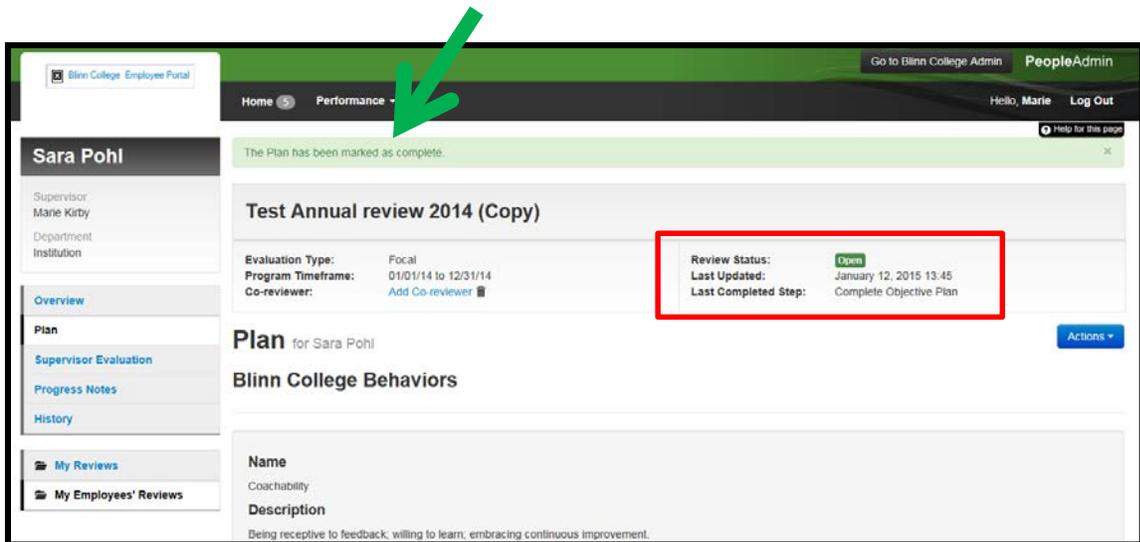
The Plan (continued)

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 be 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.



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.

The screenshot displays the PeopleAdmin interface for a supervisor's evaluation. The top navigation bar includes "Go to Blinn College Admin" and "PeopleAdmin". The user is logged in as "Marie Kirby" with a "Log Out" option. The main content area shows a notification: "The Plan has been marked as complete." Below this, the title "Test Annual review 2014 (Copy)" is displayed. A summary table provides details: Evaluation Type: Focal; Program Timeframe: 01/01/14 to 12/31/14; Co-reviewer: Add Co-reviewer; Review Status: Open; Last Updated: January 12, 2015 13:45; Last Completed Step: Complete Objective Plan. The main section is titled "Plan for Sara Pohl" and "Blinn College Behaviors". A table with columns "Name" and "Description" is visible, with "Coachability" listed under "Name". On the left sidebar, the "Supervisor Evaluation" tab is highlighted with a red box. Other tabs include "Overview", "Plan", "Progress Notes", "History", "My Reviews", and "My Employees' Reviews".

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.

- 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.

Blinn College Behaviors

Name:
Coachability

Description:
Being receptive to feedback; willing to learn; embracing continuous improvement.

Rating

0 1 2 3 4 5 6 7

* Comments

Name:
Collegiality

Description:
Being helpful, respectful, approachable, and team oriented; building strong working relationships and a positive work environment.

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.

Last Period Goals

Goals:
Sara will attend the May 2014 PeopleAdmin conference, and train the HR team within 30 days of attendance.

Measure of Success:

Rating

0 1 2 3 4 5 6 7

Comments

Rating

0 1 2 3 4 5 6 7

Comments

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.

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 quarterly evaluation.

* Future Goal

Measure of Success

Remove Entry?

Add Entry

Save Draft Complete

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.

The screenshot shows the 'Attachments' tab in a web application. At the top, there are navigation tabs: 'Blinn College Behaviors', 'Performance Objectives', 'Developmental Objectives', and 'Attachments'. Below the tabs, there is a form with the following fields: '* Name' (text input), 'Description' (text area), and 'File' (file input with a 'Browse...' button). A 'New Attachment' button is located to the right of the 'Name' field. At the bottom of the form, there is an 'Upload file' button.

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

The screenshot shows the 'Attachments' tab with a table displaying one document. The table has columns for Name, Description, File Type, Size, and Delete. The document listed is 'Appraisal' with a size of 223 KB and a delete icon.

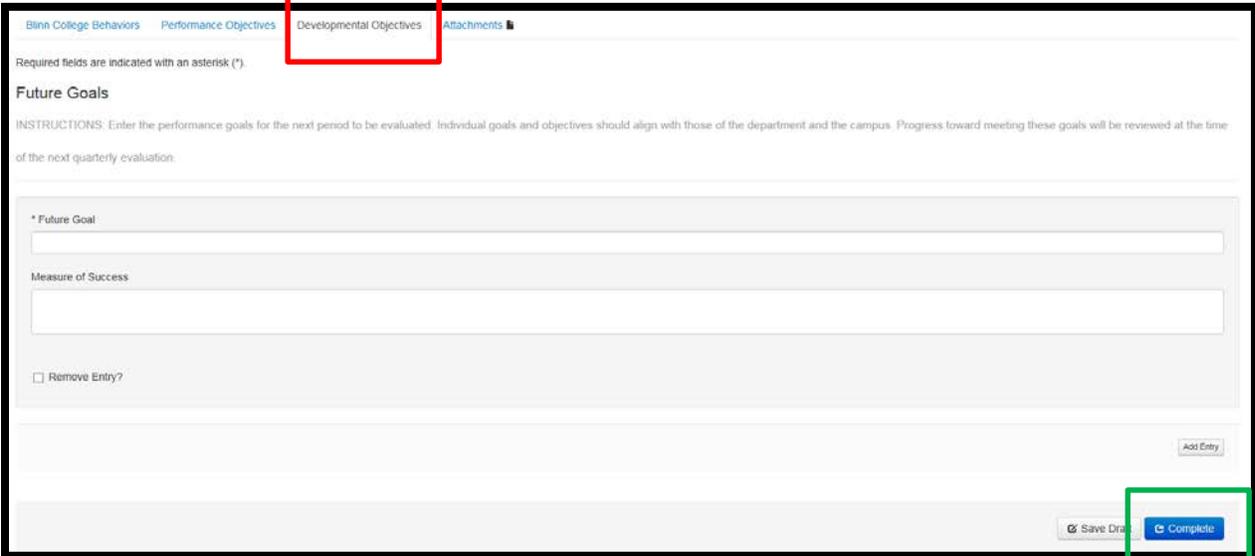
Name	Description	File Type	Size	Delete
Appraisal		application/vnd.openxmlformats-officedocument.wordprocessingml.document	223 KB	

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.

Supervisors Evaluation Final Step

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

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



The screenshot displays a web interface for supervisor evaluations. At the top, there are four tabs: "Blinn College Behaviors", "Performance Objectives", "Developmental Objectives", and "Attachments". The "Developmental Objectives" tab is highlighted with a red rectangular box. Below the tabs, a note states "Required fields are indicated with an asterisk (*)". The main section is titled "Future Goals" and includes instructions: "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 quarterly evaluation." Below the instructions is a form with a text input field labeled "* Future Goal", a text input field labeled "Measure of Success", and a checkbox labeled "Remove Entry?". At the bottom right of the form, there is an "Add Entry" button. At the very bottom of the page, there are two buttons: "Save Draft" and "Complete". The "Complete" button is highlighted with a green rectangular box.

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