GEORGIA SOUTHERN UNIVERSITY
INSTRUCTIONS FOR SUPERVISORS
Introduction

2017 Performance Evaluations for Georgia Southern Staff

Greetings Georgia Southern Employees,

As you know, Georgia Southern requires annual performance evaluations for all staff annually. Beginning on Thursday April 27, the 2017 GS Staff performance evaluations will go live. Each supervisor will evaluate every direct report staff member. Evaluations will reflect the employee’s performance and development for the time period of January 1, 2016 – December 31, 2016.

Supervisors should strive to complete the performance evaluations by June 30, 2017.

Instructions to log into the PeopleAdmin Performance Management Portal can be found in the following pages. Further, additional information and an evaluation workflow map have been included.

Employee evaluations provide an opportunity for you to provide one-on-one dialogue on the performance and direction of the employee’s performance. This is an opportunity coach, set expectations, as well as learn and discuss your employees personal development plan. Who are they, where do they want to go in their career.

Let’s strive for 100% completion of performance evaluations during this time period.

If you have any questions, or would like to schedule time for us to discuss the process, please let me know.

Thank You,

Greg Wurth

Organizational Development Manager
Georgia Southern University

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Evaluation Period

This evaluation period will cover work between the period of

**January 1, 2016 – December 31, 2016.**

Work and development done outside of that time period will not be considered during this evaluation.

Competencies

Each employee will be evaluated on specific job competencies. However, **employees who supervise benefited staff should be evaluated on additional competencies.** If a competency does not apply to an employee’s job description, please select the **NOT APPLICABLE** rating.

<table>
<thead>
<tr>
<th>All Employees should be evaluated on the following competencies.</th>
<th>Additional Competencies for employees who supervise benefited staff.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adherence to University Policy</td>
<td>Leadership</td>
</tr>
<tr>
<td>Job Knowledge</td>
<td>Planning &amp; Organization</td>
</tr>
<tr>
<td>Quality of Work</td>
<td>Decision Making</td>
</tr>
<tr>
<td>Cooperativeness</td>
<td>Accountability</td>
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<tr>
<td>Dependability</td>
<td>Application of Policies &amp; Procedures</td>
</tr>
<tr>
<td>Interpersonal/Communication Skills</td>
<td>Workplace Safety Leadership</td>
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<tr>
<td>Workplace Safety</td>
<td>Drive for Results/Resource Management</td>
</tr>
<tr>
<td></td>
<td>Vision/Direction Setting</td>
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</tbody>
</table>

Rating Criteria

- **Exceeds:** This rating is only to be used for those who have gone above and beyond.
- **Satisfactory:** This rating is for those who have done their job well and as expected.
- **Needs Improvement:** This rating is for those who have an area of minor weakness that needs to be addressed. This could be a simple fix.
- **Unsatisfactory:** This is a major area of emphasis that will need a large amount of attention moving forward. If this rating is chosen, please schedule timely follow up action.
- **Not Applicable:** This is not a “middle of the road” rating. Only use this rating if the competency area absolutely does not apply to the employee.
Evaluation Process

1. Evaluation Manager logs into system and Acknowledges Plan.

Are you requiring the employee to do a self evaluation?

Yes

Evaluation Managers notifies employee to begin self evaluation in the system.

No

Evaluation Manager fills out evaluation in PeopleAdmin.

- Assigning Co-Reviewer if needed.
- Rating employee on competencies.
- Supplying examples of behaviors to support rating.
- Attaching documentation if needed.

Employee logs into system, adds comments, and acknowledges evaluation.

Evaluation Manager meets one-on-one with the employee to go over evaluation.

GSU doesn’t require employee self-evaluations
Directions

Performance evaluations are to be completed by managers and acknowledged by employees using our PeopleAdmin system.

STEP 1: To begin evaluations on your subordinate/s please go to https://employment.georgiasouthern.edu/hr/sessions/new. Log into this page using your My.GeorgiaSouthern username and password.

STEP 2: Once you are in PeopleAdmin, click on the Go to Performance Management Portal link.

STEP 3: As a manager, when you enter the Performance Management Portal, you will see a list of Your Action Items. This list will be for both your personal evaluations and your subordinates’ evaluations. You will click on the blue link next to the employee’s name to create the performance plan. The first step of the performance management process is Supervisor Creates the Performance Plan and Acknowledges the Plan.

Click the CREATE PLAN link next to the employee’s name.

-At this point if you are in an “Acting” or “Interim” role and do not see all of your direct reports, please contact Greg Wurth at 8-7120 or email gwurth@georgiasouthern.edu.
Step 4: Click the Plan Icon

Once you click the PLAN ICON, the system will give you the option to look at the essential duties and responsibilities tab, program tab, and employee goal tab. Here you can view the employee's job description, review the evaluation competencies, and set additional goals for next year. BELOW: the Program Level Competencies tab is selected.

NEXT: Once you have reviewed the evaluation competencies and set new goals, click the blue ACTIONS button in the top right hand corner and select COMPLETE. This will activate the evaluation.
Directions Continued

STEP 5: SUPERVISOR EVALUATION & ADDING A CO-REVIEWER
Select EMPLOYEE EVALUATION from the menu on the left.

THIS WILL BE THE LAST OPPORTUNITY TO ADD A CO REVIEWER
Click the Add Co-Reviewer link to begin adding. Since this is optional, if you do not need to add a co-reviewer, please skip to step #7.

-A co-reviewer is another manager/supervisor you need to provide access to a particular evaluation. The co-reviewer will have the ability to view, edit, and complete the evaluation in the same manner as the original, designated evaluation manager.

STEP 6: In the Select Co-Reviewer box, begin searching for the users you wish to add by using the search bar. You can search by first or last name. Select the name of your choice and then click Save.

STEP 6: Once you click Save, the name/s should appear in the Co-Reviewer area.

Continue Next Page...
Directions Continued

*HR does not mandate self evaluations. However, if it is departmental policy for these to be done, it is at this point you will notify the employee access has been granted and it is time for them complete it.*

STEP 7: This screen will immediately be shown. To begin the evaluation of the employee, click on the **Supervisor Evaluation** icon.

Understanding the TABS in the SUPERVISOR EVALUATION

- **Essential Duties & Responsibility Tab**
  Should populate the employee’s job description when allocated in the system.

- **Program Level Competencies Tab**
  Allows manager to rate employee on 13 organizational competencies. NOTE: THESE ARE REQUAID, use N/A Rating when not applicable.

- **Training Tab**
  Outline all of the training that has been completed by the employee during the year.

- **Employee Goals Tab**
  Outline Goals for the upcoming year.

- **Attachment Tab**
  Upload attachments and documents supporting the ratings.

STEP 8: To begin rating your employee, click on **Program Level Competencies** tab. *(At this time, do not worry about the Essential Duties and Responsibilities tab.)*
Directions Continued

STEP 10: For each area of evaluation, you will be given a Description of Competency just above the Rating drop down followed by an area for you to provide comments and performance examples.

Please choose your ratings wisely.

The following are in order from best to worst:

- **Exceeds**: This rating is only to be used for those who have gone above and beyond.
- **Satisfactory**: This rating is for those who have done their job well and as expected.
- **Needs Improvement**: This rating is for those who have an area of minor weakness that needs to be addressed. This could be a simple fix.
- **Unsatisfactory**: This is a major area of emphasis that will need a large amount of attention moving forward. If this rating is chosen, please schedule timely follow up action.

*Only choose Not Applicable if that area does not pertain to the employee. This is not a “middle of the road” rating.

**Please be sure to provide performance examples in each of the comment areas below your ratings.

STEP 11: At any point, you can save your work and come back to it by selecting Save Draft in either of two places. You can select the blue Actions button and then click Save Draft. The other option is to select Save Draft at the bottom of the page.

By saving your draft, your progress will be saved and remain editable for the other Co-Reviewer/s.
Directions Continued

**STEP 12:** Please make sure you do not click on Complete until you are absolutely sure both you and the Co-Reviewer have added all pertinent information in each of the information tabs. Make sure you have added all training the employee has completed as well as their goals for the upcoming year. If you would like to add an attachment for additional documentation, you can do so by selecting the Attachments TAB.

**STEP 13:** Once you are sure all information is included, ratings are correct and reasons provided, you may select **Complete.** You will be given the option to Complete the evaluation on the Employee Goals tab. If want to add an attachment, be sure to go to the Attachment tab and do so before Completing the evaluation.

- Once the evaluation has been marked Complete by the evaluation manager, it is visible for the employee. You will mark the evaluation Complete at either of the same two places as you could save your draft.
- Please keep in mind, the employee’s self evaluation is not mandatory. Therefore, it is up to you as the manager to schedule your evaluation meeting before or immediately after selecting **Complete.**
- If you select Complete and then see the red message area shown below, please go back to the Program Level Competencies tab and make sure all competency areas have been rated. If it shows this message multiple times, multiple areas have been missed. In the example below, two competency rating areas have been missed.

**OPTIONAL STEP 14:** To pull up completed evaluations, please click on **My Employee’s Reviews** located to the left side of the screen.
Additional Resources

• Performance Evaluation FAQ
• GS Performance Evaluation Website
  • Includes videos
  • Additional training documentation
  • The rating scale
  • Additional process information

People Admin Login:
https://employment.georgiasouthern.edu/hr/sessions/new
(Use your GSU username and password to login)

If you have any additional questions, please contact Greg Wurth at g wurth@georgiasouthern.edu or call 8-7120.