Supervisor Guide for Electronic Appraisal
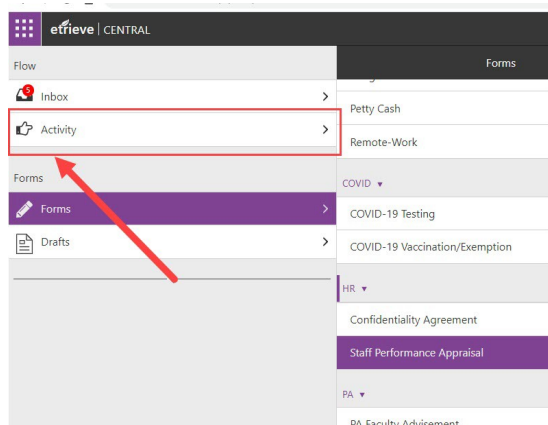
1.) The supervisor sends the staff member(s) an email requesting that self-appraisal be completed. The Staff Performance Appraisal form in eDocs has been updated to include the self-appraisal for staff with faculty rank. The appropriate prompts will be displayed when the "yes" radio button is selected.

The supervisor further instructs the staff member(s) to complete, save (PDF format) and email as attachment(s) back to supervisor.

2.) The supervisor opens eDocs and selects "Staff Performance Appraisal" from Forms.
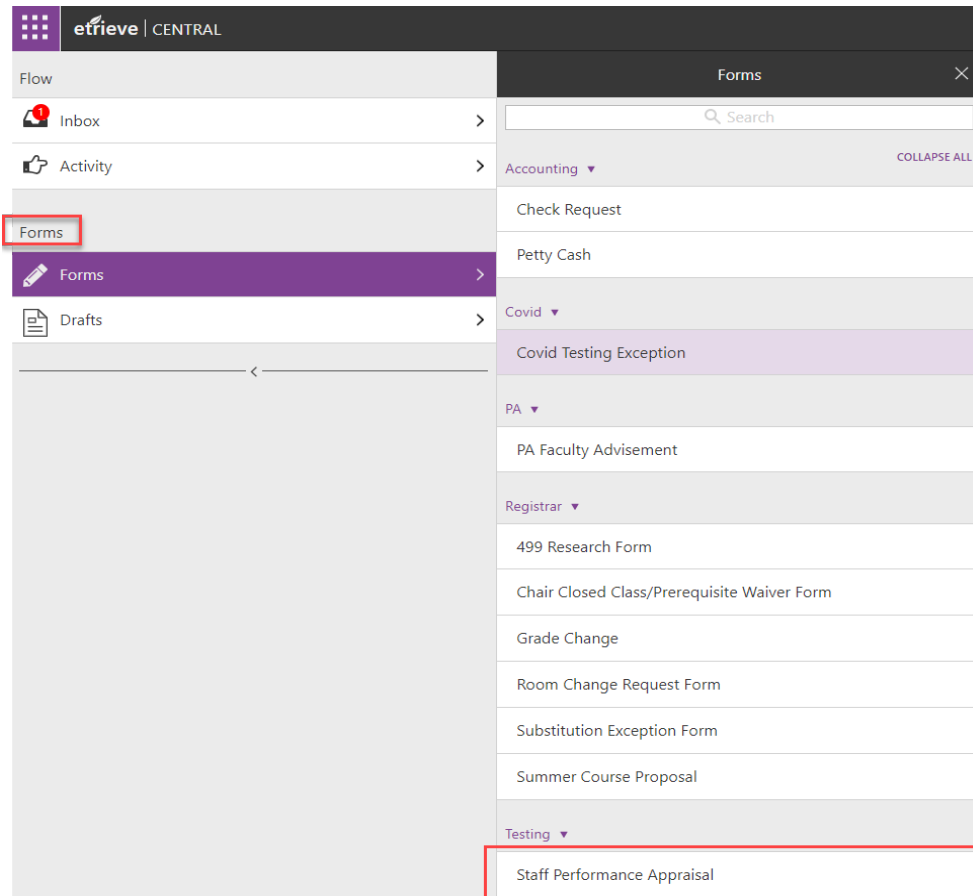
*Please note that a supervisor can access the appraisals for prior years (starting with 2020) by clicking on "Activity" on their landing page.

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3.) The eDoc "Staff Performance Appraisal" will load.

4.) On the form, the Origination Date will automatically populate (and adjust if saved and opened another day before submitting)

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NOTE: If an appraisal is started and closed before clicking submit, the appraisal has automatically been saved in Drafts.

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The draft appraisal is there but not readily identified in the drafts folder.
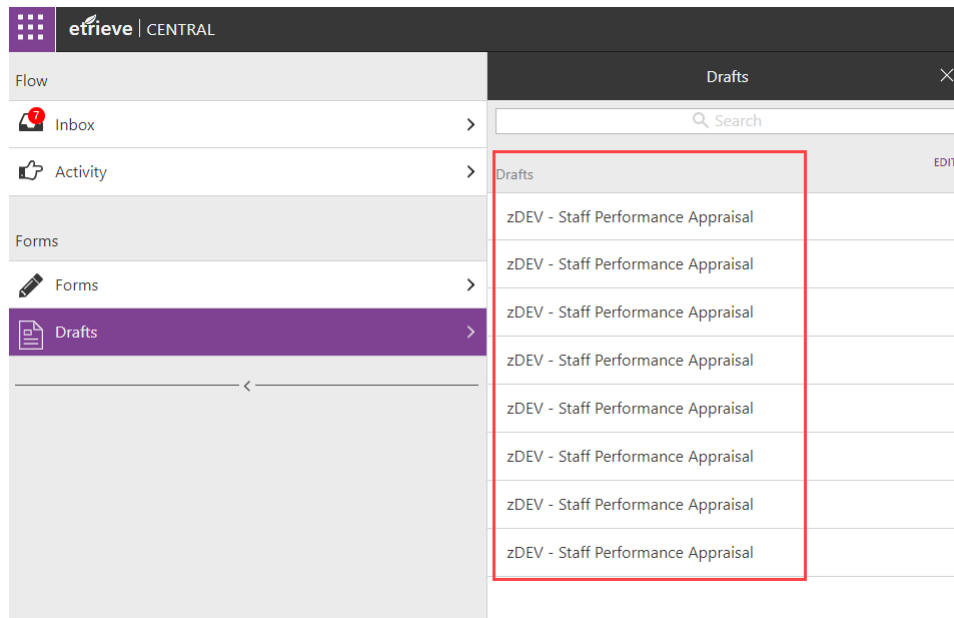
In order to display, you will need to click on each draft Staff Performance Appraisal to load the appraisal in the view panel so that you can see the name of the employee on the selected appraisal.
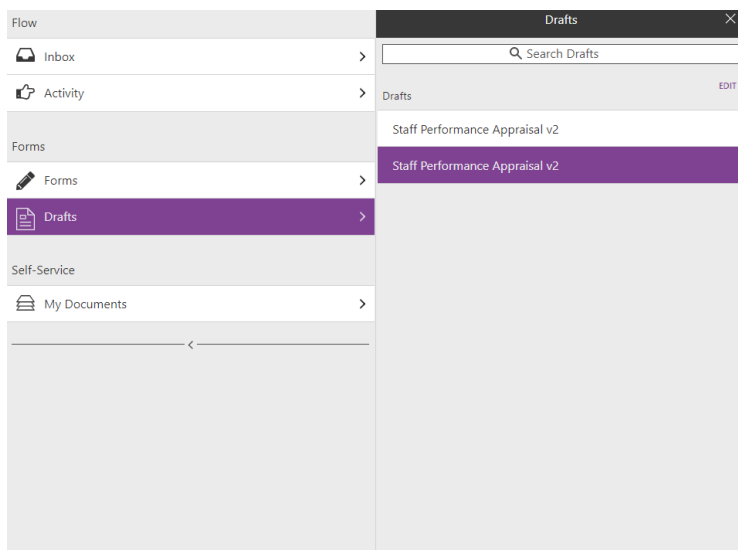
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5.) The Appraisal Period Begin Date and Appraisal Period End Date will default to the appraisal calendar year, but may be edited if necessary, to correctly reflect the appraisal period.

Appraisal Period Begin Date **Appraisal Period End Date**

| MM/DD/YYYY | MM/DD/YYYY |

6.) In the "Staff Member's Name" field, the supervisor will type the employee's name which will begin to appear based on Colleague data. They will then type in the employee's Title.

Staff Member's Name   **Title**

Search by typing staff member's name or University ID.

Supervisor Name   **Supervisor Title**

T.J. Bowie

Is this Position Staff w/Faculty Rank?

○ Yes   ◉ No

Is this Staff Member in a supervisory role?

○ Yes   ◉ No

7.) The Supervisor Name will auto populate, however you will need to type in your title.

Staff Member's Name   **Title**

Search by typing staff member's name or University ID.

Supervisor Name   **Supervisor Title**

T.J. Bowie

Is this Position Staff w/Faculty Rank?

○ Yes   ◉ No

Is this Staff Member in a supervisory role?

○ Yes   ◉ No

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8.) Select the appropriate radio button for "Is this Position Staff w/Faculty Rank?"

If yes, appropriate prompts will appear further down the form to be used for the annual self-assessment. All text panes will resize to accommodate any volume of text. Staff with faculty rank may type directly into the text box or copy and paste text from another document.

Annual Self-Assessment

Prior to the meeting scheduled to discuss the performance appraisal with the supervisor, each Staff member with Faculty Rank and Administrator with Faculty Rank should formalize and submit to their supervisor an annual self-evaluation, commenting on the criteria listed below as appropriate.

I. Each Support Staff member with Faculty Rank and Administrator with Faculty Rank summarizes the activities and accomplishments of the prior calendar year. Each criterion for evaluation should be addressed, although one criterion is not given priority over another criterion. The list of indicators under a criterion is not intended to be a set of requirements, nor is the list exhaustive.

Activities and Accomplishments

Activities and accomplishments within the boundaries of his/her job description, including any changes to assigned duties.

Contributions to the Life of the University

Contributions to the university community reflect a commitment to the university and its mission and a willingness to be responsible for the life of the university. Activities that follow are sample indicators of involvement that may apply to support staff:

9.) Select the appropriate radio button for "Is this Staff Member in a supervisory role?"

Staff Member's Name   **Title**

Brad Barnhardt - 2164190

Supervisor Name   **Supervisor Title**

Brad Barnhardt

Is this Position Staff w/Faculty Rank?

○ Yes   ○ No

Is this Staff Member in a supervisory role?

○ Yes   ○ No

If yes, the supervisory attributes on which one would be rated will be revealed lower in the form, allowing review.

10.) In the field below Supervisor's Signature, start typing your name and select from the auto-populated options. This is required for the workflow. Start typing next level approvers and select from the auto-populated options, as necessary.

Supervisor's Name

Search by typing staff member's name.

Select next level Reviewer/Approver (optional) 1

Search by typing staff member's name.

Select next level Reviewer/Approver (optional) 2

Search by typing staff member's name.

Select next level Reviewer/Approver (optional) 3

Search by typing staff member's name.

Reviewing Dean's Name or Additional Approver (if appropriate)

Search by typing staff member's name.

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The only other required name in this list, at this point, is the Vice President/Provost/President.

Vice President/Provost/President

Select an approving VP/Provost

11.) The Supervisor Use Only check box will be used ONLY for individuals who are unable to access and/ or complete the appraisal electronically. When a supervisor clicks to add a check in the checkbox, a manual (paper) appraisal must be completed and signed by the employee, scanned to PDF format and then attached to the electronic appraisal using the "Attachments" button. These steps should be taken afterthe appraisal discussion has occurred. By putting a check in the box and attaching the paper appraisal, you can route the appraisal for approval using the approval workflows. The only other additional field required is the overall rating.

Supervisor Use Only if the employee being rated is unable to complete the electronic form

☐ By checking this box, I, **T.J. Bowie**, acknowledge the electronic submission of the signed copy of the appraisal attached below.

12.) Most appraisals will be able to be completed online in eDocs. To proceed, the supervisor should attach the self-appraisal using the Attachments button.
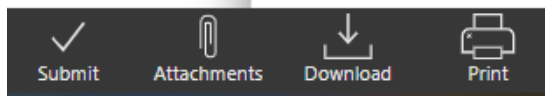
13.) Once appraisal form is completed, the supervisor will click the "Submit" button and electronic workflow will route the appraisal to the employee. The employee will receive an email notification with a link to the appraisal.
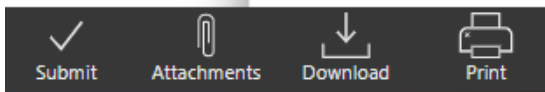
The appraisal meeting between supervisor and employee will occur. The employee will "Acknowledge" the appraisal which initiates the workflow back to the supervisor. The supervisor will then populate the name for the next approval level in the chain of command. For some supervisors that will be neither a VP nor the Provost, that is why the field **"Select next level Reviewer/Approver (optional)"** has been included. Populating this field will initiate workflow to the person designated. Once that person reviews and acknowledges, the appraisal will flow to the VP/Provost/President.

Supervisor's Signature

Select next level Reviewer/Approver (optional)

Reviewing Dean's Signature or Additional Signature (if appropriate)

Vice President/Provost

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The Ratings and Comments sections for each competency are very similar to what has been used in the past. Select a rating from the drop down for each competency and input comments as appropriate.

Competencies

Complete this section to assess the staff member's competencies as they relate to the current position. Comment area available at the bottom of this form.

Job Knowledge

Demonstrates functional expertise as it relates to the job. Strives for excellence. Asks relevant questions when uncertain. Shares information and knowledge with others.

Rating

Consistency Exceeds Expectations
Often Exceeds Expectations
Meets Expectations
Needs Improvement
Deficient
NA | Not Applicable

Technical

Proficient in methods, techniques, and equipment necessary to accomplish work.

Rating

Comments

Accomplishments

List specific accomplishments and progress since the last review. (Text box will expand as needed)

14.) In the Goals section, Goal/Responsibility #1 and Goal/Responsibility #2 are required fields to complete/submit the form, with each respective Goal/Responsibility being optional.

Goals

Identify individual and/or departmental goals for the next twelve months (to be completed by the supervisor and person being evaluated). The goals should include specific professional development opportunities, competencies that need to be developed or improved, and job-related performance enhancement. The actual number of goals is to be decided by the supervisor and staff member.

Please note that goals for all supervisors for the period January 2020 through December 2020 should include the answer to the following question: What goals do you have to develop to foster a more inclusive climate, enhance understanding of differences in the workplace or learn about people or traditions that are unfamiliar to you?

Goal/Responsibility #1

Goal/Responsibility #2

Goal/Responsibility #3

Goal/Responsibility #4

Goal/Responsibility #5

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15.) Select an Overall Rating (required) form the dropdown and make appropriate comments in the textbox Supervisor Comments. The Staff Member's Comments textbox will allow the employee to make comments when they review and acknowledge.

Overall Rating

Please select an Overall Rating

Consistently Exceeds
Often Exceeds
Meets Expectations
Needs Improvement
Deficient
Not Applicable

Acknowledgement

I have reviewed my performance appraisal and have had an opportunity to discuss it with my supervisor. My signature does not necessarily indicate that I agree with all aspects of my performance appraisal. I understand that I may comment on the appraisal on this form or submit additional comments within the next five working days to the Office of Human Resources.

Overall Rating

Please select an Overall Rating

Supervisor Comments

Staff Member's Comments

Acknowledgement

I have reviewed my performance appraisal and have had an opportunity to discuss it with my supervisor. My signature does not necessarily indicate that I agree with all aspects of my performance appraisal. I understand that I may comment on the appraisal on this form or submit additional comments within the next five working days to the Office of Human Resources.

Supervisor Guide for Electronic Appraisal