

Performance Appraisal 2023
Frequently Asked Questions by Supervisors

How do I get started with the appraisal?

Supervisors will need to initiate the appraisal process. This process begins by sending an email to the staff member requesting that they complete a self-appraisal and return it by a certain date. Once the self-appraisal is complete, you will begin the electronic process through the on-line form (hyperlink to on-line form - <https://edocscentral.elon.edu/>).

Example email to send to staff member:

[Employee's Name],

An employee's end of year performance appraisal is an important component of Elon's ongoing staff performance management process. Completing a self-appraisal will allow for an enhanced understanding and insight to your performance, strengths, and areas for improvement.

Please complete a self-appraisal using the attached form and return via email to me by (insert date 2023/2024).

Where can I find the self-appraisal fillable form to send to staff members?

All related performance appraisal documents and links may be found on the Human Resources page under supervisor tools.

[Staff Self-Appraisal form Elon](#)

Self-Appraisal Staff with Faculty Rank is contained within the eDocs Staff Appraisal form.

How will I know if the staff member received the performance appraisal for review?

An audit history is constructed in eDocs to help you monitor the workflow of appraisals.

The screenshot displays the etrieve CENTRAL interface. On the left, a navigation pane shows 'Flow' with options for 'Inbox', 'Activity', 'Forms', and 'Drafts'. The main content area shows a 'Performance Appraisal | Brad Barnhardt - 2164190' document. The document is a 'Staff Performance Appraisal' form from ELON UNIVERSITY. The form includes an 'Overview' section, an 'Origination Date' field (12/1/2020), 'Appraisal Period Begin Date' (04/01/2020), and 'Appraisal Period End Date' (12/31/2020). It also has fields for 'Staff Member's Name', 'Title', and 'Supervisor Title'. A 'History' window is open, showing a list of actions: 'Submitted', 'Received', 'Approved', and 'Received' with corresponding timestamps. The 'History' window has a 'CLOSE' button and a 'Comment' field. At the bottom of the interface, there are icons for 'Acknowledge', 'History', 'Attachments', 'Locked', 'Download', and 'Print'.

The staff member will receive the following email

Fri 12/11/2020 11:50 AM
eDocs@elon.edu
Etrieve Flow Notification
Carla Ugboro

The workflow package 'Performance Appraisal | [REDACTED]' has been Approved by [REDACTED] and is available for your review.

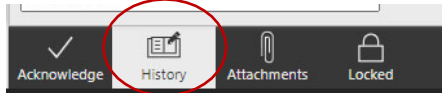
To access it, please [click here](#).

Is training available for this process?

Yes. There is a quick reference guide available here. Multiple training sessions are planned to go over the process and the website, as well as workshops for writing of supervisor appraisals and self appraisals. More details as well as sign-ups for these sessions are on the main webpage.

Can I view the status of a document?

There is a history option on the menu bar located at the bottom of the page when you select the document you would like to view. Clicking on the history link will display the history and current status of the document.



I have a staff member that disagrees with their appraisal, what do I do?

Contact Employee Relations at employeerelations@elon.edu or call the Office of Human Resources at 336-278-5560.

Who do I contact if I have a technical issue with eDocs?

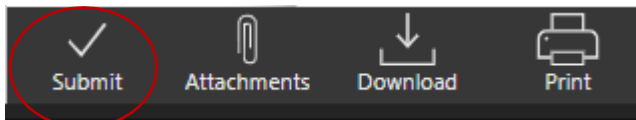
You may contact the help desk for technical issues by calling 336-278-5200.

Who do I contact if I have a question about the process?

Contact Employee Relations at employeerelations@elon.edu or call the Office of Human Resources at 336-278-5560.

How do I route for signatures once I have completed the appraisal?

Once an appraisal has been completed, select submit from the menu bar located at the bottom of the webpage, and the appraisal will be routed to the next person identified at the beginning of the form:



Supervisor's Signature

Select next level Reviewer/Approver (optional)

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

Vice President/Provost