What's Covered: This document provides basic instruction completing your employee’s Annual Review in PeopleSoft.

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Completing the Assessment Phase using PeopleSoft

During the Assessment phase, employees, managers, and other potential references complete assessments of an individual’s performance relative to the stated goals and competencies. Afterward, employees and managers discuss the results and employees an overall performance rating.

Please follow your local school/unit’s timeframes for the phases of the performance management process.

Note: Completing the PeopleSoft Annual Review documents should not replace face-to-face meetings with your employees.

Workflow Guidelines for the Assessment Phase

Note: You must mark your employee’s goals Complete before starting the assessment process. If you are using the checkpoint, complete the checkpoint and finalize the employee’s goals before starting the assessment process. Goals must be finalized in order to being the Manager’s Evaluation. Review the checkpoint process.

1. You may need to enter your employee’s overall rating early, using the Preliminary Ratings page. Review the Enter Preliminary Ratings job aid for more information.
2. Confirm goals are complete and if using checkpoint, that checkpoint is complete and goals are finalized
3. Your employee recommends reviewers, such as peers, clients, additional supervisors, and direct reports (managers only) to provide feedback on the employee’s performance.
4. You select the final reviewers and submit the requests. All feedback can only be viewed by you.
5. Your employee enters comments in the Employee Evaluation.
6. You enter comments and an overall rating in the Manager Evaluation, and share it with the employee. Before sharing the employee’s evaluation, confirm with your local HR department if they require a review of your document prior to sharing it or discussing it with the employee.
7. You and the employee meet to discuss the Manager’s Document.
8. Your employee may add in additional comments to the Manager Evaluation, then Acknowledges the evaluation.
9. The document is marked complete and becomes historical.
Navigating to the Annual Review Summary Documents

Access your employees’ performance documents from the **Team Performance** tile on the PeopleSoft home page:

The **Performance** page defaults to the **Current Documents** page. Click anywhere on the row of the employee’s open document you want to access. To confirm which document you want to access, review the **Document Type**, **Document Status**, and **Period Begin/Period End**.

*Note: if the status is either “Set Goals,” you have not yet marked the employee’s goals as complete. If your department uses the checkpoint process and the status is “Track Progress – Checkpoint,” this means that you have not yet completed the checkpoint. You cannot submit reviewer requests or begin Manager Evaluation until either the goals are finalized and/or the Finalize Goals process is completed.*
Once in the document, use the left-side **Steps and Tasks** Work Center to orient where you are in the process. The Manager Evaluation can begin after you have finalized the employee’s goals (if applicable) and submitted the review requests. As the employee and reviewers complete their evaluations, all comments and ratings will display in the Manager Evaluation, but only you will have access to reviewer evaluation information. When ready, click **Share w/ Employee** for the employee to review the document.

Buttons in the top-right of the screen allow you to **Save** your progress, render the document to PDF (Print), email the manager listed on the document (Notify), and export to Word (Export).

**Finalize Goals (Checkpoint Only)**

If the document uses the checkpoint, you must “finalize” your employee’s goals before requesting reviewer feedback:

1. Review and make any final edits to the employee’s goals, competencies, and summary feedback. Your employee may also continue to make edits.
2. Finalize the goals in either of two ways:

<table>
<thead>
<tr>
<th>Finalize without Employee Review</th>
<th>Finalize with Employee Review</th>
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| • On the top right of the page, click **Complete**, then **Confirm**. The document will be finalized. | • On the top right of the page, click **Share with Employee**, then **Confirm**. The employee will be notified to review.  
• The employee can review and edit goals, and include comments. The employee clicks **Share with Manager**.  
• Access the document and click **Complete**, then **Confirm**. |
Request Reviewer Feedback

1. From the document, click **Select Reviewers**, then **Add Reviewers**.
2. Review the reviewers your employee already suggested. You can submit these reviewers, or click ▼ to remove.
3. Click the add button ✪ associated with a reviewer type to search for and select reviewers from any of the following:
   a. Direct Reports
   b. Peers/Colleagues
   c. Additional Direct Manager
   d. Faculty Feedback
4. Click **Submit Reviewers** in the top-right of the page, then click **Confirm**.

Tracking and Reviewing Feedback Requests

To track whether reviewers have accepted, declined, or not yet taken action on a request, click **Track Reviewers** under Select Reviewers on the left.
You can also view the progress of the evaluations by clicking **View** under Read Reviews. To review an individual evaluation, click the name of the participant with the status of Completed.

**Enter Comments and Overall Rating in the Manager Evaluation**

The document will open up defaulted to the Manager’s Evaluation as long as the goals and complete and if applicable, the checkpoint is completed and goals are finalized.

**Goals and Competencies Tabs**
1. Review the employee’s goals on the Goals tab competencies on the Competencies tab.

**Feedback tab**
1. In **Feedback from Peers/Colleagues**, click Expand to review the detail of each question and any participant feedback.
2. Enter a summary of the reviewer feedback, making sure to help maintain confidentiality so the employee cannot identify the person(s) who provided the feedback.
3. (managers only)
**Feedback from Direct Reports – Part I:**
Click Expand to view all of the questions from the Manager’s Effectiveness Evaluation.

4. Click Participant Ratings to review the ratings each direct report provided for each question.

5. Review the overall rating provided by your employee’s direct reports and any overall feedback.

6. Enter a summary of the reviewer feedback, making sure to help maintain confidentiality so the employee cannot identify the person(s) who provided the feedback.

7. (managers only)
**Feedback from Direct Reports – Part II:**
Click Expand to review the feedback your employee’s direct reports provided.

8. Enter a summary of the reviewer feedback, making sure to help maintain confidentiality so the employee cannot identify the person(s) who provided the feedback.
Summary tab

1. Review all ratings and comments provided by the employee and any additional direct manager or faculty reviews. (The employee only provides comments.)

2. Provide an overall rating and enter your summary comments about the employee’s performance for the year.

   If the checkpoint was used, any summary comments you wrote during Checkpoint and Finalize goals will also display, and can be edited or deleted.

Add Attachments (optional)

You can add an attachment to the review. The attachment can be marked as either viewable to the employee and manager or just the manager.

1. At the bottom of any section of the Manager Evaluation, click Add Attachment.

2. Click Choose File, select the file, then click Upload.

3. Once the attachment is added, enter a title description, and indicate if both the manager and employee can view the attachment or just the manager.

Share the Document with the Employee

You may choose to meet with your employee either before or after sharing the document.

1. Once your evaluation is ready for the employee to review, click Share w/ Employee, located on the top-right of the page.

2. Click Confirm. The employee receives a notification that includes a direct link to the document.

3. Print the evaluation using the “Print” icon to render it to PDF. Note: leave at the default selection “Don’t Include Participant Feedback.”
Meet with the Employee
Meeting with the employee may occur either before or after the Manager’s Evaluation has been shared. This is a crucial step in the annual evaluation process.

Acknowledge the Document

**Acknowledging** the document, similar to electronically signing it, is the next step for the employee. The employee can also enter comments at this stage. PeopleSoft will send automatic e-mail notifications to the employees requesting them to acknowledge that they have reviewed the document and met with their managers. Once the document is acknowledged, it becomes complete and moves to historical documents.

If necessary, you can also acknowledge the document on behalf of the employee:

1. Click **Override Acknowledgement** in the top-right of the page.
2. Select either “Employee not Available” or “Employee Refused,” then click **Confirm**.

Viewing a Completed Document

After the **Annual Review** is complete, it can be accessed from the **Historical Documents** page from the **Team Performance** tile.

Frequently-Asked Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>What happens to my employee’s document after the <strong>Annual Review</strong> process is complete?</td>
<td>The evaluation is stored in the employee’s <strong>Historical Documents</strong> page and the manager’s <strong>Historical Documents</strong> page. You and your employee can view the documents, but cannot edit them.</td>
</tr>
<tr>
<td>What happens if my employee will not or cannot acknowledge the evaluation?</td>
<td>If your employee will not or cannot acknowledge, you override the acknowledgement.</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
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<tr>
<td>Can I share my evaluation with my employee before I click “Share With Employee?”</td>
<td>Yes, you can discuss the document with the employee before clicking the “Share” button. See your manager or HR contact for more information.</td>
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<tr>
<td>Can I use a printed copy of the evaluation, rather than looking at a computer screen?</td>
<td>Yes. Click Print in the top-right of the page and the evaluation will be rendered to PDF. Make sure to leave the default selection of “Don’t Include Participant Feedback.”</td>
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<tr>
<td>Is there any way to see when an employee acknowledged a document?</td>
<td>Yes. You can expand the Audit History at the bottom of the document to see the name and time/date of several actions associated with the document, including: Created by; Last Modified by; Acknowledged by; Completed by; Transferred From; and Transferred to.</td>
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Appendix - Rating Definitions

This appendix presents rating definitions for Overall Ratings and Direct Report Ratings.

Overall Ratings

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<tr>
<th>Performance Rating</th>
<th>Definition</th>
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<tbody>
<tr>
<td>5- Leading Performance</td>
<td>Contributions have tremendous and consistently positive impact and value to the department and/or the organization. May be unique, often one-time achievements that measurably improve progress towards organizational goals. Easily recognized as a top performer compared to peers. Viewed as an excellent resource for providing training, guidance, and support to others. Demonstrates high level capabilities and proactively takes on higher levels of responsibility.</td>
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<tr>
<td>4- Strong Performance</td>
<td>Consistently demonstrates high level of performance. Consistently works toward overall objectives of the department and/or organization. Viewed as a role model in position. Demonstrates high levels of effort, effectiveness and judgment with limited or no supervision.</td>
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<tr>
<td>3- Solid Performance</td>
<td>Consistently demonstrates effective performance. Performance is reflective of a fully qualified and experienced individual in this position. Viewed as someone who gets the job done and effectively prioritizes work. Contributes to the overall objectives of the department and/or the organization. Achieves valuable accomplishments in several critical areas of the job.</td>
</tr>
<tr>
<td>2- Building Performance</td>
<td>Working towards gaining proficiency. Demonstrates satisfactory performance inconsistently. Achieves some but not all goals and is acquiring necessary knowledge and skills. For new employees: this rating can be used when an employee is still coming up to speed with their job duties as appropriate, based on their tenure in the position.</td>
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**ePerformance: Annual Review (managers)**

<table>
<thead>
<tr>
<th>Performance Rating</th>
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<tbody>
<tr>
<td>1- Not meeting expectations</td>
<td>The quality of performance is inadequate and shows little or no improvement. Knowledge, skills and abilities have not been demonstrated at appropriate levels.</td>
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**Direct Reports**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Definition</th>
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<tbody>
<tr>
<td>1 - Needs Improvement</td>
<td>Needs to improve capability in this area.</td>
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<tr>
<td>2 - Effective</td>
<td>Consistently demonstrates capability in this area.</td>
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<tr>
<td>3 – Highly Effective / Strength</td>
<td>Demonstrates high level capability in this area</td>
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