

Performance Evaluations

EMPLOYEE TRAINING

Deadlines



Step	Availability Opens	Deadline
Supervisor Creates Plan	February 1, 2019	February 28, 2019
Employee Completes Self Evaluation*	February 1, 2019	March 31, 2019
Supervisor Completes Employee's Evaluation*	February 1, 2019	April 30, 2019
Reviewing Officer Approves Evaluation*	February 1, 2019	May 11, 2019
Evaluation Review Meeting* (Between Supervisor & Employee)	February 1, 2019	May 31, 2019
Employee Acknowledges Evaluation*	February 1, 2019	May 31, 2019

* Previous step(s) must be completed before this step is available/accessible

Evaluation Process Steps Overview

1. Supervisor Creates the Employee's Plan (Supervisor)
 - Plan's purpose is to review and verify employee's listed job duties
2. **Employee Completes Self Evaluation (Employee)**
 - **Provide feedback to supervisor about job performance**
 - **Review goals/expectations/accomplishments**
3. Create Supervisor Evaluation (Supervisor)
 - Rated on core competencies and job duties
 - Goals are established

Evaluation Process Steps Overview

4. Reviewing Officer Approves Supervisor Evaluation (Reviewing Officer)
5. Direct Supervisor Acknowledges Employee Meeting (Supervisor)
 - Supervisor schedules a face to face meeting with each employee to discuss their evaluation
 - After the meeting, supervisor acknowledges the meeting has taken place
6. **Employee Acknowledges Evaluation (Employee)**
 - **Employee verifies they have reviewed their evaluation**
 - **Enter comments before acknowledgement**

Step 2: Completing the Self-Evaluation

Self-Evaluations will not be available to the employee until the Plan is completed by the supervisor.

- After the supervisor completes the Plan, an automatic system notification will be sent to your TTU email (within 24 hours) letting you know you have an item to complete.

Self-Evaluations are **required** from each employee during our annual evaluation process for 2018-2019.

Self-Evaluations are a great way to comment on your performance, list any accomplishments you have made throughout the year, and attach any supplemental documentation (awards, positive feedback, etc..) to enhance your evaluation.

2. Completing the Self-Evaluation

Login here: <https://jobs.tntech.edu/hr/sessions/new>

Enter your username
and password



Tennessee Technological University

Your username is the beginning of your TTU email address. Ex: jdoe@tntech.edu - Username: jdoe. If you do not know your password, click on the "Request a password reset" link, type in your username and click the Request Password Reset button to generate the password reset email.

Username

Password

Forgot your password? [Request a password reset](#)



Forgot your password?
Click "Request a password reset"
and enter only your username.
A password reset link will then
be emailed to your TTU email.

2. Completing the Self-Evaluation

Once you login, make sure your Current Group is “Employee”



If your Current Group is anything other than “Employee”, click the arrow and select Employee

*If you do not have a Current Group option please skip this step.

2. Completing the Self-Evaluation

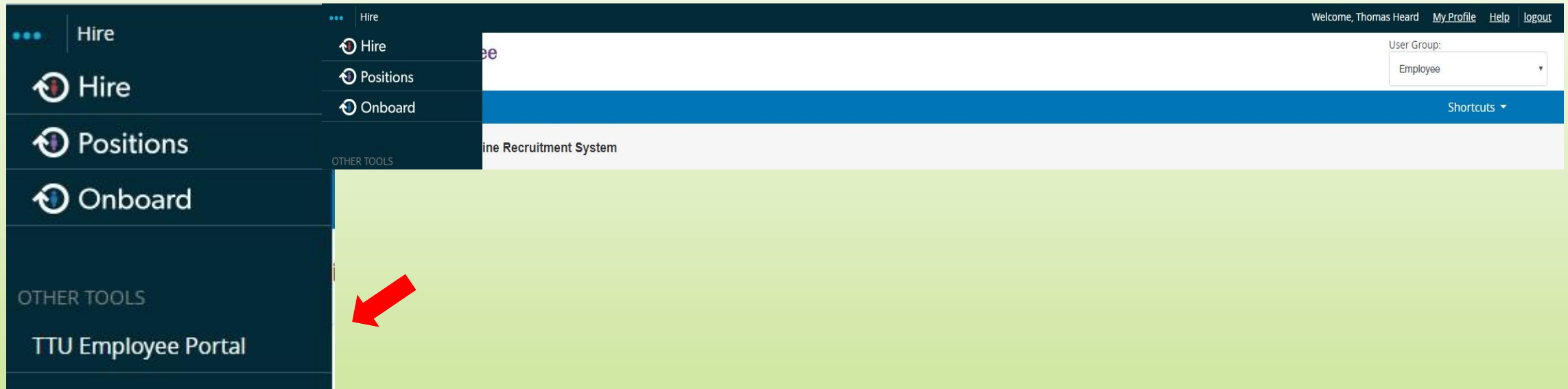
After selecting Employee, PeopleAdmin should automatically update and show you the confirmation below:

 You are now viewing the system as a member of the Employee group



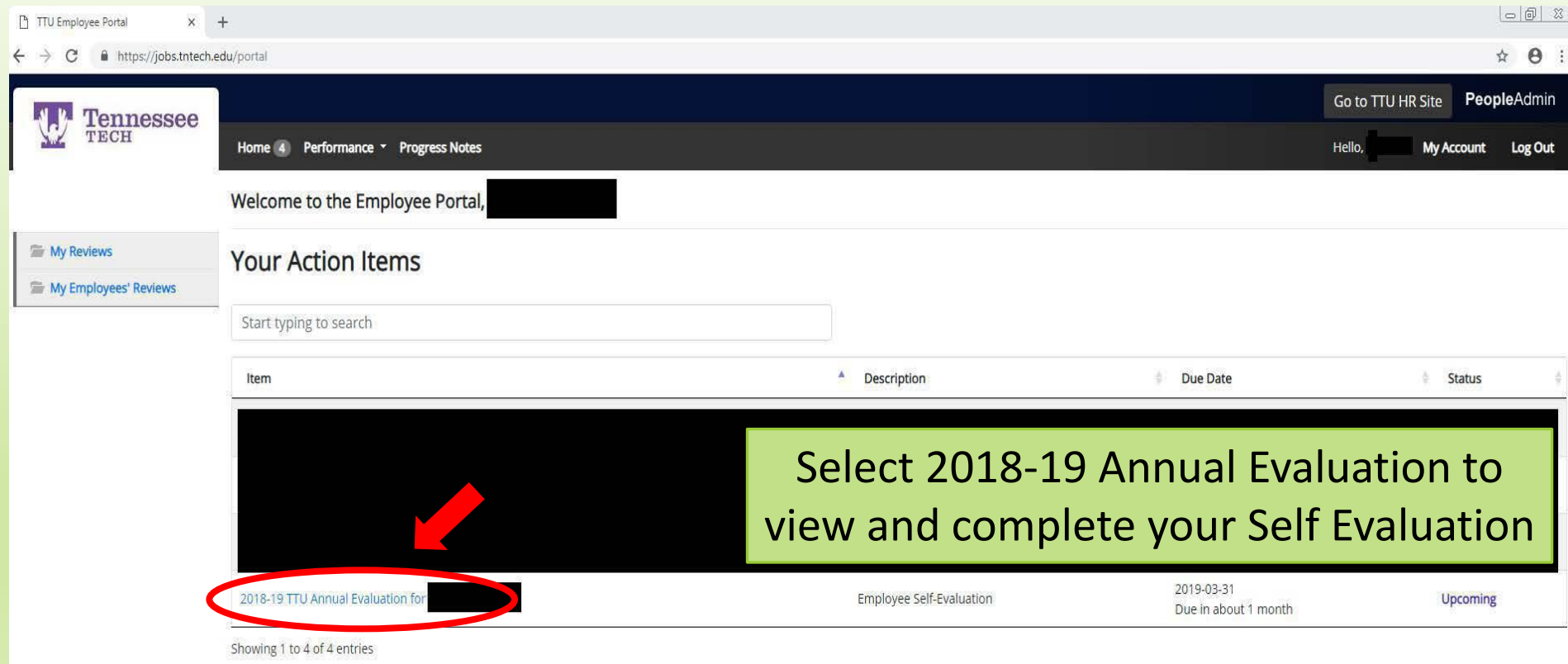
2. Completing the Self-Evaluation

Select “Go to TTU Employee Portal”



2. Completing the Self-Evaluation

After navigating to the TTU Employee Portal, Employee Self-Evaluation should be listed as an option in Your Action Items as shown below:



The screenshot shows the TTU Employee Portal interface. The top navigation bar includes the Tennessee Tech logo, a breadcrumb trail (Home > Performance > Progress Notes), and user links (Hello, [redacted], My Account, Log Out). The main content area is titled 'Your Action Items' and features a search bar. Below the search bar is a table with columns: Item, Description, Due Date, and Status. The table contains one entry: '2018-19 TTU Annual Evaluation for [redacted]'. This entry is circled in red, and a red arrow points to it. A green callout box with black text says 'Select 2018-19 Annual Evaluation to view and complete your Self Evaluation'. The table also shows the description 'Employee Self-Evaluation', the due date '2019-03-31 Due in about 1 month', and the status 'Upcoming'. At the bottom, it says 'Showing 1 to 4 of 4 entries'.

Item	Description	Due Date	Status
2018-19 TTU Annual Evaluation for [redacted]	Employee Self-Evaluation	2019-03-31 Due in about 1 month	Upcoming

2. Completing the Self-Evaluation

Read through the Introduction and click Next to proceed.

The screenshot shows the 'Self Evaluation' page in the PeopleAdmin system. The top navigation bar includes 'Go to TTU HR Site', 'PeopleAdmin', 'Home 1', 'Performance', 'Hello, [redacted]', 'My Account', and 'Log Out'. The main content area is titled 'Self Evaluation' and contains a blue box with instructions: 'It is now time to complete your annual self-evaluation. As you evaluate your own performance, please reflect on how actual performance compares with what is expected of you. As you review the details below, provide a self-assessment rating and comment on each element as you see appropriate.' Below this, there are tabs for 'Introduction', 'Core Competencies', 'Job Duties', 'Employee Goals', 'Overall Comments', and 'Attachments 0'. The 'Introduction' tab is currently selected and circled in red. The text under the 'Introduction' tab states: 'The self-evaluation is a mandatory part of the annual performance evaluation process. The purpose of the Self-Evaluation is to have the employee provide an honest reflection of their performance throughout the fiscal year. An honest self-assessment will help facilitate a conversation between your supervisor and you and is intended to help: Increase understanding of expectations, Align employee performance with organizational goals, Uncover unknown strengths, career aspirations, potential job career path changes.' At the bottom right, there are two buttons: 'Save Draft' and 'Next >'. A red arrow points to the 'Next >' button. On the right side of the page, there is a sidebar with the title '2017-18 TTU Annual Evaluation' and the following information: 'Review Status: Open', 'Evaluation Type: Focal', 'Program Timeframe: 07/01/17 to 12/31/17', 'Last Updated:', and 'Last Completed Step: Supervisor Creates Plan'.

2. Completing the Self-Evaluation

You will now be able to rate yourself on your core competencies:

Self Evaluation

Actions ▾

It is now time to complete your annual self-evaluation. As you evaluate your own performance, please reflect on how actual performance compares with what is expected of you.

As you review the details below, provide a self-assessment rating and comment on each element as you see appropriate.

[Introduction](#) **[Core Competencies](#)** [Job Duties](#) [Employee Goals](#) [Overall Comments](#) [Attachments](#) 0

Core competencies are those objectives by which everyone in the organization is measured. These core competencies allow Tennessee Tech University to drive organizational goals, enforce cultural and behavioral attitudes, and set the entire organization on the same path toward success. [Check spelling](#)

The following ratings will be used to evaluate employee performance:

Exceeds Expectations: Performance and results achieved **consistently exceed** the standards and expectations for the position.

Meets Expectations: Performance and results achieved **typically meet** the standards and expectations for the position.

Needs Improvement: Performance and results achieved **sometimes fail to meet** the standards and expectations for the position.

Unsatisfactory: Performance and results achieved **seldom meet** the standards and expectations for the position.

Core Competencies

2017-18 TTU Annual Evaluation

Review Status: Open

Evaluation Type: Focal

Program Timeframe: 07/01/17 to 12/31/17

Last Updated:

Last Completed Step: Supervisor Creates Plan

Core Competencies

- ❖ **Academic Excellence** – The ability to foster collaboration, exemplify integrity, and inspire creativity and realized potential for the entire campus community.
- ❖ **Student Success** – The ability to empower students to realize their potential, craft individualized experiences, and discover their passions.
- ❖ **Community Engagement**– The ability to communicate with community members and organizations to advance positive societal and economic change
- ❖ **Supportive Environment** – Being committed to a diverse and welcoming community and providing a campus size and atmosphere that fosters personal attention and fit
- ❖ **Meaningful Innovation** – Purposefully innovative in all that you do.
- ❖ **Value Creation** – The ability to provide a high return on investment from our state, tuition, and donor resources and foster productive, responsible, and caring contributors to society

Ratings

Exceeds Expectations: performance consistently exceeds the standards and expectations for the position. *This rating should only be used if someone goes above and beyond normal expectations.*

Meets Expectations: performance typically meets the standards and expectations for the position. *Performing your job duties as assigned is meeting the expectations of your position.*

Needs Improvement: performance sometimes fails to meet the standards and expectations for the positions. *Sometimes failing to meet the standards of your position means you may need improvement.*

Unsatisfactory: performance seldom meets the standards and expectations for the position. *Unsatisfactory performance is acknowledged by being on a Performance Improvement Plan or in the process of being on a PIP.*

2. Completing the Self-Evaluation

Core Competencies

Core Competency:

Academic Excellence

Rating

- Meets Expectations ▼
- Please select
- Unsatisfactory
- Needs Improvement
- Meets Expectations
- Exceeds Expectations



Select the rating from
the drop down menu:

2. Completing the Self-Evaluation

Core Competencies

Core Competency:

Academic Excellence

Rating

Meets Expectations ▼

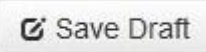

Comments

The employee works to improve I-9 processes which allows students to be placed in work assignment quickly and efficiently |

Enter a comment to
justify your rating choice:





2. Completing the Self-Evaluation

- After selecting a rating and entering a comment for each core competency, select the Save Draft button () in order to save your progress.
- Use the Next button () at the bottom of the core competencies section to proceed to the Job Duties section of your Self-Evaluation.

You will rate yourself on each job duty as you did for the core competencies.

Please remember to add a descriptive comment to justify your rating for each.

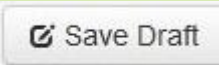
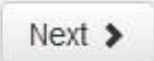
- After selecting a rating and entering a comment for each job duty, select the Save Draft button () in order to save your progress.
- Use the Next button () at the bottom of the job duties section to proceed to the Employee Goals section of your Self-Evaluation.

2. Completing the Self-Evaluation

Employee Goals:

This section should include any goals entered by your Supervisor during last year's evaluation process.

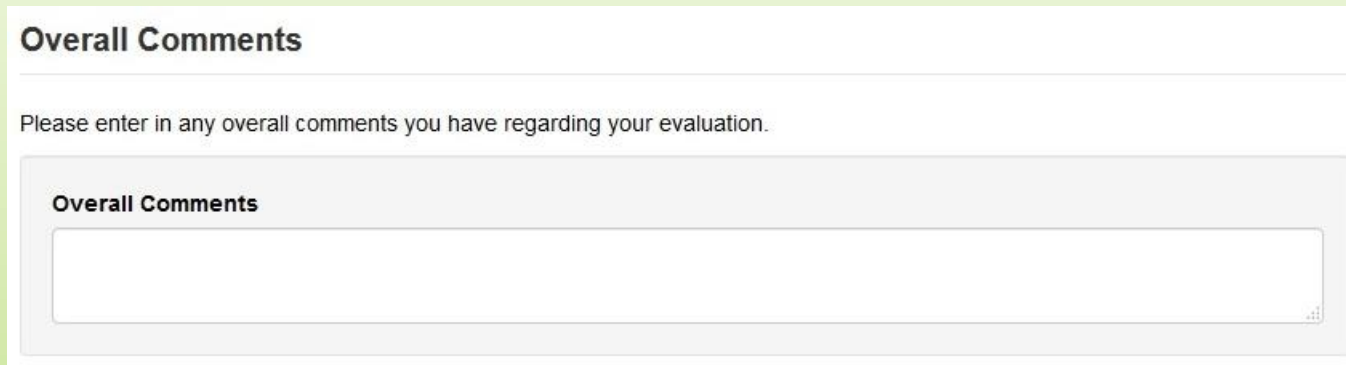
- If no goals exist, please use the Next button to skip this section.
- If goals are listed, please comment on your accomplishments relating to the goal stated.

- ▶ After entering a comment for each Goal, select the Save Draft button () in order to save your progress.
- ▶ Use the Next button () to proceed to the Comments section of your Self-Evaluation.


2. Completing the Self-Evaluation

Overall Comments:

Use this section to enter any overall comments you have regarding your Self-Evaluation.



The screenshot shows a web form titled "Overall Comments". Below the title is a text prompt: "Please enter in any overall comments you have regarding your evaluation." Underneath this is a light gray box containing the label "Overall Comments" and a large, empty white text area for input. A small icon is visible in the bottom right corner of the text area.

- ▶ After entering your comments, select the Save Draft button ( Save Draft) in order to save your progress.

2. Completing the Self-Evaluation

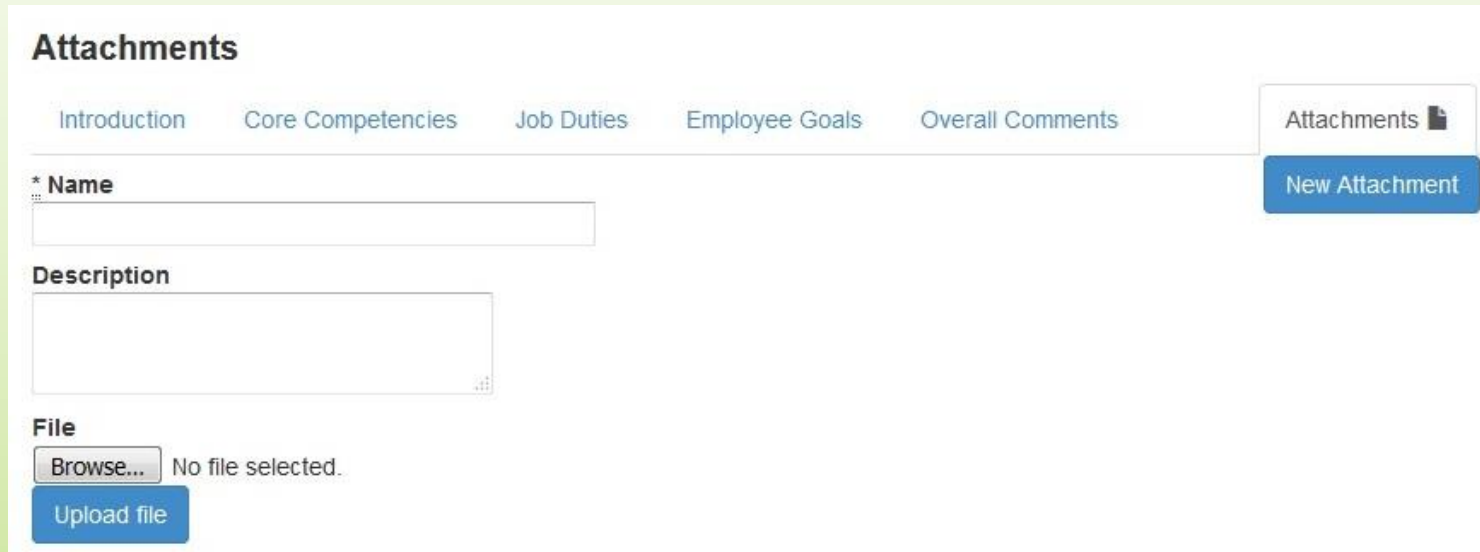
You can add attachments to the evaluation by selecting the Attachments tab

OR

You can click Complete and Select OK in the confirmation screen to complete the Self-Evaluation

Some examples of acceptable attachments are any of the following that were attained during the review period: awards, letters of achievement, positive feedback, training certifications, or other performance related items. Items can also be forwarded to your supervisor so they can attach them to your supervisor evaluation.

2. Completing the Self-Evaluation



The screenshot shows the 'Attachments' section of a self-evaluation form. At the top, there is a horizontal navigation bar with tabs: 'Introduction', 'Core Competencies', 'Job Duties', 'Employee Goals', 'Overall Comments', and 'Attachments'. The 'Attachments' tab is currently selected and highlighted. Below the navigation bar, there is a form with three main sections: 'Name', 'Description', and 'File'. The 'Name' section has a text input field with a red asterisk indicating it is required. The 'Description' section has a larger text area. The 'File' section includes a 'Browse...' button, the text 'No file selected.', and an 'Upload file' button. To the right of the form, there is a vertical sidebar with a button labeled 'New Attachment' and a tab labeled 'Attachments' with a document icon.

Attachments

Introduction Core Competencies Job Duties Employee Goals Overall Comments Attachments

* Name

Description

File

Browse... No file selected.

Upload file

New Attachment

- After you have attached everything desired, select the Overall Comments tab
- Select Complete and OK in the confirmation screen to complete your Self-Evaluation

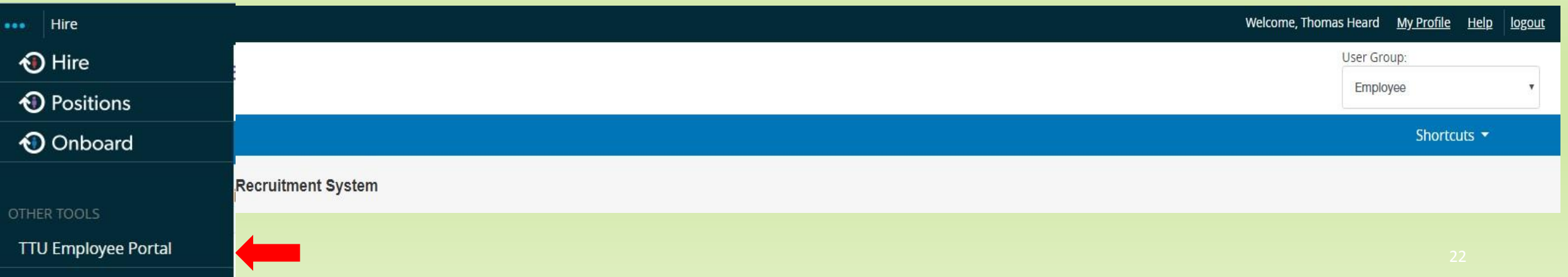
Step 6: Acknowledging the Supervisor Evaluation

Once you have met with your supervisor and reviewed your evaluation, you will receive an email letting you know you have an Action Item to complete

- Click on the link in the email to go to the PeopleAdmin login screen

If you need assistance logging in, refer back to the beginning of this presentation for instructions.

- After logging in, select Go To TTU Employee Portal as shown here:



Step 6: Acknowledging the Supervisor Evaluation

The screenshot shows the TTU Employee Portal interface. At the top, there's a dark blue header with 'Go to TTU HR Site' and 'PeopleAdmin'. Below that, a dark grey navigation bar contains 'Home 1', 'Performance', 'Hello, [redacted]', 'My Account', and 'Log Out'. The main content area starts with 'Welcome to the Employee Portal'. Under 'Your Action Items', there's a search bar and a table. The table has columns 'Item' and 'Action'. One item is listed: '2018-19 TTU Annual Evaluation'. This item is circled in red, and a red arrow points to it from the search bar. To the right of the table, there's a 'View' button. A green text box with black text is overlaid on the right side of the table, stating: 'After accessing the TTU Employee Portal, select 2018-19 Annual Evaluation to view and Acknowledge the Supervisor Evaluation'.

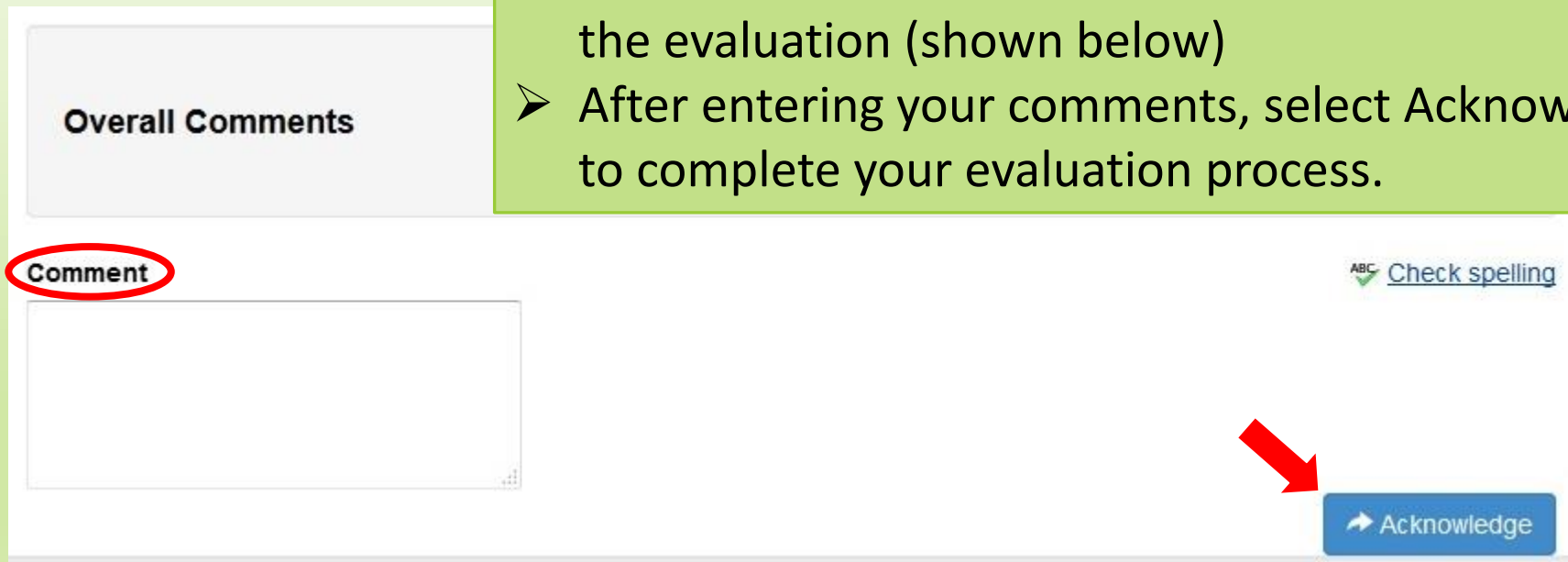
Item	Action
2018-19 TTU Annual Evaluation	View

Showing 1 to 1 of 1 entries

6: Acknowledging the Supervisor Evaluation

Scroll down your evaluation to review the ratings/comments you previously discussed with your supervisor during your meeting.

- Enter any comments you have regarding your evaluation in the Comment text box at the end of the evaluation (shown below)
- After entering your comments, select Acknowledge to complete your evaluation process.



The screenshot displays a web form for supervisor evaluation. At the top, there is a light gray box labeled 'Overall Comments'. Below this, the word 'Comment' is circled in red, indicating the text input area. A large, empty text box is provided for entering comments. In the top right corner of the form, there is a 'Check spelling' link with a small 'ABC' icon. At the bottom right, a blue button labeled 'Acknowledge' with a white arrow icon is highlighted by a red arrow, indicating the final step to complete the evaluation.

Support Information

Deadlines, Training Documents, Special Instructions:

<https://www.tntech.edu/hr/peopleadmin/performance-eval>

Email us with any additional questions: theard@tntech.edu