

Self-Service – Employee Functions

HSC Annual Performance Evaluation Quick Reference Guide

PERFORMANCE EVALUATION PERIOD AND DEADLINES

2013 Evaluation Period June 3 – September 30

HSC Institutional Evaluation Deadline September 30

* Departments may set optional deadlines for completion prior to the 9/30 institutional deadline.



Who should receive an annual staff performance evaluation?

- ▶ Any benefits eligible staff member (.5 FTE and above), who began employment on or before March 1, 2013.

HOW TO LOG IN TO THE EVALUATION CENTER

1	Go to the HSC Intranet Home Page
2	Select the Learning Solutions link under the Benefits/EIS heading in the left column.
3	Log into EIS using your EUID and password.
4	Select UNTS HSC Staff Evaluations from the menu on the left.
5	Select the Employee – Evaluation Center option in the upper left corner.
6	On the Staff Evaluation Self Service tab, select the correct Self-Evaluation or Final Evaluation option, depending on the step you are completing.

Verify that the correct supervisor is listed in the upper left corner of your evaluation prior to entering any data.

For questions or assistance contact the HSC Campus HR team:

Email: HRS.HumanResourcesOffice@untsystem.edu

817.735.2690

Employee's Role

Step 1: Preparation

- ▶ Collaborate with your supervisor to establish performance goals and objectives that will be reviewed on the self and final evaluations.

Step 2: Self-Evaluation

- ▶ Complete the online Self-Evaluation form in the EIS Annual Staff Evaluation system.

Step 3: Review Meeting

- ▶ Actively participate in the discussion of your performance; including goals, expectations and objectives for next year.
- ▶ Ask questions and voice concerns.
- ▶ Collaborate with your supervisor to set effective performance goals for next year.

Step 4: Post-Review Meeting

- ▶ Acknowledge that your review was held by electronically signing your Final Evaluation.
- ▶ Document comments and any disagreements in the Post-Review Meeting comments box under the Employee Comments tab.

**Signing your evaluation does not indicate agreement. It only acknowledges your receipt of the evaluation.*

An employee may file a rebuttal to their performance review by memorandum within 15 days from the date of the Review Meeting. The rebuttal should be addressed to the supervisor and a copy sent to the Campus HR team by the employee. A copy of the rebuttal will be filed in the employee's personnel file, but will not impact the review.

HOW TO VIEW YOUR EVALUATION HISTORY

- 1 Log in to the evaluation system.
- 2 On the Staff Evaluation Self Service tab, select the correct Self-Evaluation (Supervisory or Non-Supervisory).
- 3 This opens your Self-Evaluation.
- 3 Under the evaluation heading (at the top of the screen), click on the "View Final Evaluation History" link in blue near the bottom left of the heading.

The evaluation history will open in a new window. It can take up to 10 minutes for this window to populate depending on the number of prior evaluations in the system for the selected employee.

PRINTING EVALUATIONS

Only supervisors have the option to print both the Self-Evaluation and Final Evaluation. If you would like a copy of your final or self- evaluation, please request a print version from your supervisor.

HOW TO SIGN YOUR FINAL EVALUATION

When you sign your Final Evaluation, the evaluation is "locked" and only the signature process is available. Any changes after employee signature will require HR approval.

- 1 Log in to the evaluation system.
- 2 On the Staff Evaluation Self Service tab, select the correct Final Evaluation (Supervisory or Non-Supervisory) option.
- 3 Go to the Employee Signature tab.
- 4 Select "YES" and enter the date in the date field.
- 5 Click the SAVE button.

A message will pop-up indicating the evaluation has been successfully signed.

FREQUENTLY ASKED QUESTIONS

Q: Can I change my Performance Goals that carried over from last year?

A: Yes, Performance Goals can be edited by typing over them, or deleted by using the "-" button in the upper right corner of the performance goal text field. The "+" button will add additional text fields if needed.

Each year, the evaluation system automatically imports the goals found in the "Next Year's Performance Goals" section on the prior year's Final Evaluation. If you do not have an evaluation history in the system, all fields will be blank.

Q: This is my first evaluation and my form is blank. What do I enter for goals?

A: You should discuss Performance Goals with your supervisor prior to starting your Self-Evaluation. Together, collaborate to establish goals & objectives that will be evaluated on the Self and Final Evaluations.

Q: Can I still log in and see my evaluation after I sign it?

A: Yes, Final Evaluations are always available in the system. The current year is active until the next evaluation period, at which point it is moved to your Evaluation History.

Your Self-Evaluation is available until the start of the next evaluation period. At that point, a new Self-Evaluation is generated in the system, and the prior year's Self-Evaluation is no longer available. A history of past Self-Evaluations is not maintained in the system.