


Staff Evaluation "Signature Process"

Once the employee has completed their "Self-Evaluation" and the Supervisor has completed the "Employees Evaluation" (two separate documents) – Supervisors will conduct the "Performance Evaluation Meeting."

After the "Performance Evaluation Meeting" is completed the signature process begins:

Step 1) Supervisor will enter the "Performance Evaluation Meeting" date.

Employee Comments	Meeting DT/Signature/Comments	Status History
Eval Year: 2009		
Non-Supervisory Evaluation		
Employee ID: 10726487	Staff Eval, Non-Supervisor 1	Position ID: 00003412 Assistant Professor
Supervisor ID: 10726502	Staff Eval, Supervisor 1	Current Status: COMPLETE
	to: preinfel@hsc.unt.edu	Department: Internal Medicine
		Evaluation Rating Evaluation Instruction Application Help
View Employee Self-Evaluation		

Section VII -- Performance Evaluation Signatures

Scroll to the bottom to save the evaluation

- After the Performance meeting the supervisor will update the evaluation including the meeting's date.
- Both the supervisor and employee will sign the completed performance evaluation and set-up a follow-up feedback session (HRS recommends a 6-month feedback and review session (supervisors are encouraged to meet more often as needed and if time allows).

- In order to sign the evaluation the supervisor needs to provide the performance review meeting information below.

Performance Review Meeting: ☐ No ☒ Yes

**After meeting – select "Yes"
and enter "Meeting Date"**

Meeting Date 08/19/2009 




**** Be aware that once you enter the "meeting date" or press the "complete" button for your employees evaluation --- your employees do have access to review their evaluation. ****

Step 2) Employee will be the 1st individual to sign the evaluation. (**Once the employee signs the evaluation the document will be locked not allowing any additional changes. Evaluation at this point can only be re-opened by HRS (Cassandra Molavrh x5091 or Pam Reinfelds x5099). ** Employee's are able to add comments if they would like (optional). **

Section VI -- Employee Comments/Signature

Employee Signature

Step 3) Once the employee has signed the Staff Evaluation the Supervisor has access to sign the final evaluation. ** Supervisor's are able to add comments if they would like (optional). **

Employee Comments	Meeting DT/Signature/Comments	Status History
Eval Year: 2009 Employee ID: 10726487 Supervisor ID: 10726502  to: preinfel@hsc.unt.edu	Non-Supervisory Evaluation Staff Eval, Non-Supervisor 1 Staff Eval, Supervisor 1	Position ID: 00003412 Assistant Professor Current Status: SIGN-BY-EMP Department: Internal Medicine Evaluation Rating View Employee Self-Evaluation Evaluation Instruction Application Help

Section VII -- Performance Evaluation Signatures

Scroll to the bottom to save the evaluation

- After the Performance meeting the supervisor will update the evaluation including the meeting's date.
- Both the supervisor and employee will sign the completed performance evaluation and set-up a follow-up feedback session (HRS recommends a 6-month feedback and review session (supervisors are encouraged to meet more often as needed and if time allows).
- In order to sign the evaluation the supervisor needs to provide the performance review meeting information below.

Performance Review Meeting: ☐ No ☒ Yes

Meeting Date 08/19/2009



** Be aware that once you enter the "meeting date" or press the "complete" button for your employees evaluation --- your employees do have access to review their evaluation. **

- The supervisor will not be able to sign until the employee electronically signs the evaluation. The department head will be able to sign the evaluation after the supervisor close it. To close the evaluation click on the 'Close/Ready for Dept Head Signature' button

Supervisor Signature: ☐ No ☒ Yes

Signature Date

08/24/2009

Close/Ready for Dept Head Signature

Closing Date:



After closing the evaluation or after the employee signs it you will not be able to update it.

***** Supervisor will select "Yes" and enter the date. Select the "Close/Ready for Dept head Signature" and once grayed out – the Supervisor has completed the signature process. At this point the final evaluation moves to Department Head for final approval before going to HRS. *****

- The supervisor will not be able to sign until the employee electronically signs the evaluation. The department head will be able to sign the evaluation after the supervisor close it. To close the evaluation click on the 'Close/Ready for Dept Head Signature' button

Supervisor Signature: ☐ No ☒ Yes

Signature Date

08/24/2009

Close/Ready for Dept Head Signature

Closing Date: 08/24/2009



After closing the evaluation or after the employee signs it you will not be able to update it.

Step 4) Once the Supervisor has signed the final evaluation it moves forward to the Department Head for final approval before the evaluation reaches HRS. *** Do not print hard copies for HRS --- electronic evaluations are now received through EIS for final review and filing in HRS ***

Evaluation Signature

Eval Year 2009
 Dept Head ID 10726516 Staff Eval, Supervisor 15
 Supervisor ID
 Search

View Evaluations: ☐ Signed ☒ Ready for signature ☐ All

The Electronic signature check box is gray out until the supervisor signs the evaluation.

Staff Performance Evaluation								
	Evaluation Type	Employee ID		Electronic Signature	Status	Reason	Date signed	Evaluator
View Evaluation	Non-Supervisory	10726487	Staff Eval, Non-Supervisor	<input type="checkbox"/>	CLOSE-BY-SUP	READY-DH-S		Staff Eval, Supervisor 1

Save

Evaluation Signature

Eval Year 2009
 Dept Head ID 10726516 Staff Eval, Supervisor 15
 Supervisor ID
 Search

View Evaluations: ☐ Signed ☒ Ready for signature ☐ All

The Electronic signature check box is gray out until the supervisor signs the evaluation.

Staff Performance Evaluation								
	Evaluation Type	Employee ID		Electronic Signature	Status	Reason	Date signed	Evaluator
View Evaluation	Non-Supervisory	10726487	Staff Eval, Non-Supervisor	<input checked="" type="checkbox"/>	SIGN-BY-HEAD	COMPLETE	08/24/2009	Staff Eval, Supervisor 1

Save

Evaluation Signature

Eval Year 2009
 Dept Head ID 10726516 Staff Eval, Supervisor 15
 Supervisor ID
 Search

View Evaluations: ☐ Signed ☒ Ready for signature ☐ All

The Electronic signature check box is gray out until the supervisor signs the evaluation.

Staff Performance Evaluation								
	Evaluation Type	Employee ID		Electronic Signature	Status	Reason	Date signed	Evaluator
View Evaluation	Non-Supervisory	10726487	Staff Eval, Non-Supervisor	<input checked="" type="checkbox"/>	SIGN-BY-HEAD	COMPLETE	08/24/2009	Staff Eval, Supervisor 1

Save

*** Once the Department Head receives the final evaluations (which can be viewed by selecting the "Blue Link "View Evaluation" on the left side) the approval process includes checking the final evaluations and pressing the save button. Once the save button has been pressed the "Electronic Signature" will gray out and the final evaluation is now in HRS ready for final filing. ---