Employee Performance Management Training

Executive/Administrative/Professional
Non-Teaching Faculty
Security Staff Evaluation

Agenda

Process Overview

Logging into Performance Management

Navigating

Completing your actions

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How to Access the Supervisor and Employee Performance Portal

Direct link: https://grandvalleysu.pageuppeople.com/
Human Resources website: www.gvsu.edu/hro

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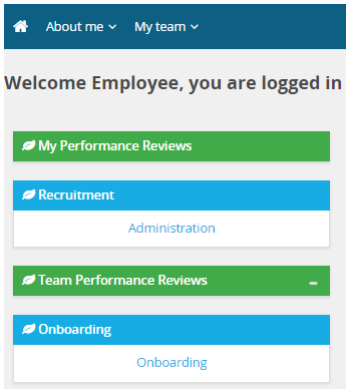
Welcome to GVSU Performance



- Employees will click on *My Performance Review* to locate their review

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Admin Prof, Non-Teaching Fac, Sec Staff Evaluation Process Steps

- ✓ **Step 1 - Employee Identifies Goals and Job Responsibilities**
- ✓ **Step 2 - Supervisor Reviews/Approves Goals**
- ✓ **Step 3 - Evaluation Period**
- ✓ **Step 4 - Mid Year Check-In**
- ✓ **Step 5 - Evaluation Period**
- ✓ **Step 6 - Employee Completes Self Evaluation**
- ✓ **Step 7 - Supervisor Completes Evaluation**
- ✓ **Step 8 - Supervisor/Employee Review Discussion**
- ✓ **Step 9 - Employee Acknowledges Evaluation**
- ✓ **Step 10 - Supervisor Reviews Final Acknowledgement**
- ✓ **Step 11 - Evaluation Complete**

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Admin Prof, Non-Teaching Fac, Sec Staff Evaluation Process Steps

Employee only steps

- ✓ **Step 1 - Employee Identifies Goals and Job Responsibilities**
- ✓ **Step 3 - Evaluation Period**
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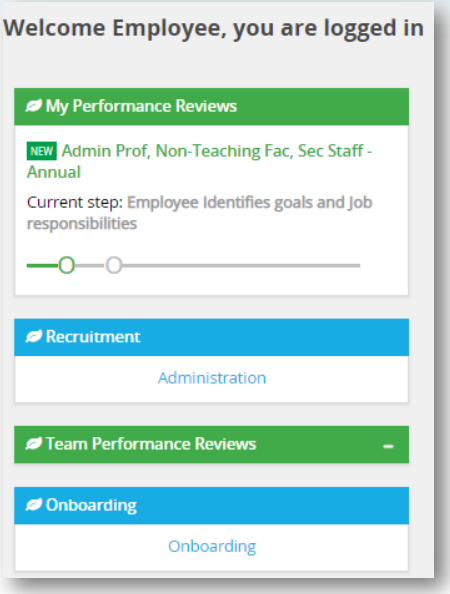
Step 1 – Employee Identifies Goals and Job Responsibilities

- The employee will receive an email notification
- They will log in – their review will have green New Button
- Click on the Title (Admin Prof)



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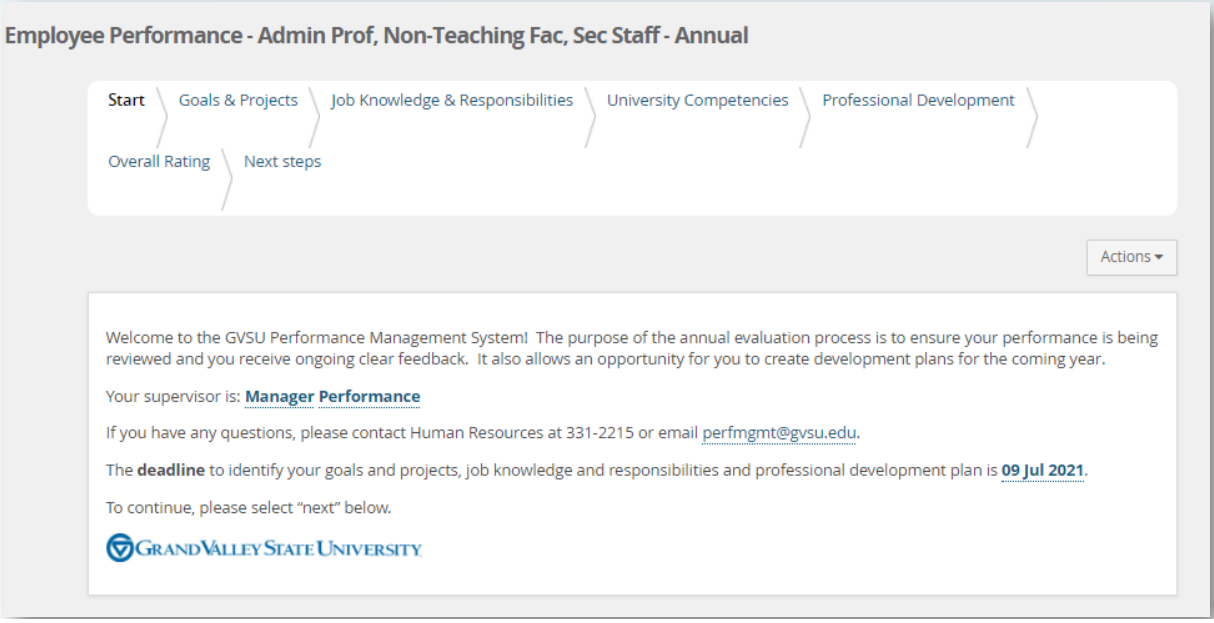
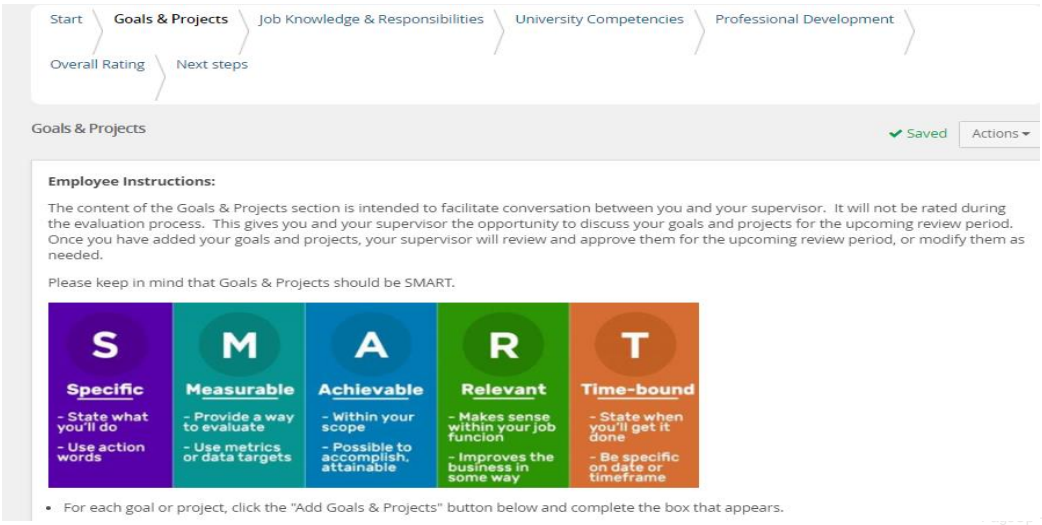
Starting a New Evaluation Form and the Sections



Section 1 – Goals and Projects

Employees will enter their goals and projects



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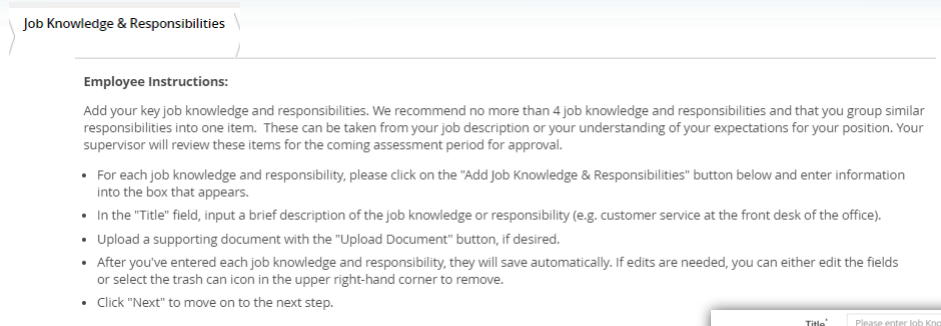
Section 2 - Job Knowledge and Responsibilities



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Section 3 - University Competencies

University Competencies

Employee Instructions:

You will be evaluated annually on your alignment with each of the university competencies listed below. University competencies are set at an institutional level. Review the university competencies to understand the criteria on which you will be evaluated. During your self-assessment, rate and comment on each competency.

For MGS employees there will not be a self evaluation component for the university competencies.

Supervisor Instructions:

University competencies are set at an institutional level. Review the university competencies with your employee so they understand the criteria on which you will evaluate them. During the assessment of your employee, rate and comment on each competency. If you would like to move an employee back one step in the process or review rating scale descriptions, visit the Performance Management Toolkit for instructions.

Click on the Go To Next Step button to move to the next step.

Quality of work

Description/Measure

- generate quality work at appropriate quantity levels, meeting timelines, including accuracy, thoroughness, effectiveness and dependability
- make appropriate decisions considering potential impacts
- manage work with appropriate planning, interaction with faculty/staff, students and other customers, and focus on quality
- demonstrate accountability and a drive for results

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Section 4 – Professional Development

Professional Development

Professional Development

Saved

Employee Instructions:

The content of the Professional Development section is intended to facilitate conversation between you and your supervisor. It will no
during the evaluation process. This gives you and your supervisor the opportunity to discuss your development and career goals.

- For each development area, please click on the "Add Professional Development" button below and complete the box that appears.
- In the "Title" field, input a brief description of the development area (e.g. become more succinct in my communications or improve m
Microsoft Office skills)
- In the "Description/Measure" field, input additional details (e.g. by when, how you will know you're successful, etc.).
- Upload a supporting document with the "Upload document" button, if desired.
- After you've entered each item, they will save automatically. If you later need to edit the item, simply update the text in any of your development areas and they will save automatically or you can select the trash can icon in the upper right-hand corner to remove.
- Click "Next" to move on to the next step.

Add Professional Development

New Professional Development

Professional Development from previous review

Title*

Please enter Professional Development title here ...

Description/Measure

Source

Enter your professional development items here.

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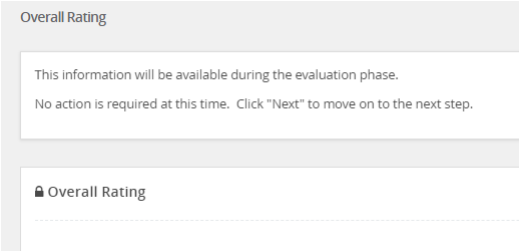
Section 5 – Overall Rating

In the early part of the process no action will be required here, this will only be available during the rating period.



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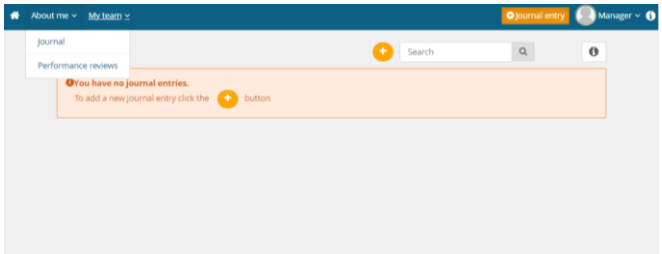
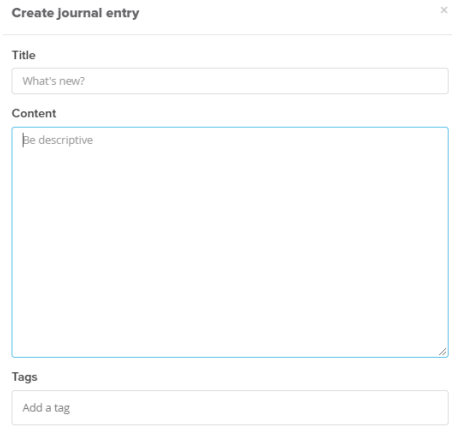
Steps 3 and 5 – Evaluation Period

There are two periods between steps in the review process where there is no required entry in the system. These periods are set up so your employee can work on meeting their goals. During these periods, both the supervisor and the employee can log in at any time and add Journal entries.

These steps will move automatically after 75 days for the 1st one and 23 days for the 2nd one. You will receive system notifications when action is required.





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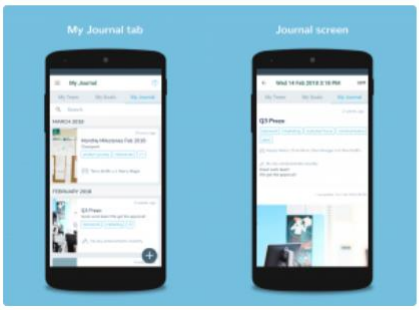
Steps 3 and 5 – Evaluation period

Supervisors and the Employees can also use the Everyday Performance app to log Journal entries.

Journal your performance

Observe and capture everyday successes in words (and photos), record conversations and keep track of your progress. Journal is available in desktop and mobile app.



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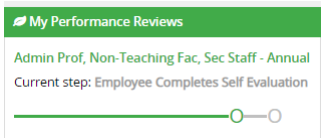
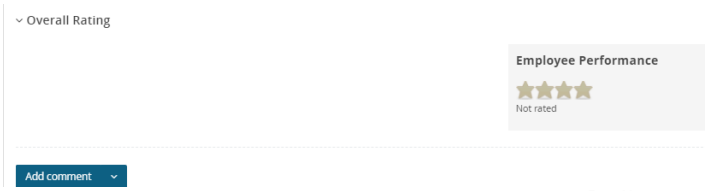
Step 6 – Employee Completes Self Evaluation

The employee will receive an email notification – they will log in

- Go to My performance review
- Click on the **Title**
- They will be able add comments to all areas
- They will be asked to rate the Job Knowledge & Responsibilities, University Competencies, and their Overall Rating





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New Rating Scales

Exceeding (E)

- Includes individuals who significantly and consistently exceed expectations and role requirements. Exceeds goals set for the year.
- Demonstrates exceptional depth and breadth of role knowledge.
- Demonstrates exemplary conduct for other supervisors/staff members to emulate; highly regarded by others within the University community.
- Exceeds customer's expectations on a consistent basis.

Succeeding (S)

- Includes individuals who consistently meet and occasionally exceed expectations and role requirements.
- Meets goals set for the year.
- Possesses sufficient depth and breadth of role knowledge.
- Exhibits professional interactions with peers, customers, managers, and/or students.
- Provides accurate and timely assistance to peers, customers, managers, and/or students on a consistent basis.

Developing (D)

- Includes new employees who are still learning specific skills or key job responsibilities. Not a reflection on the employee's skills, but simply a product of time in the position.
- Needs to gain proficiency in certain skills, knowledge, processes, speed, and/or job standards due to new process.
- Makes a visible effort to improve. Requires support/direction, however, performance demonstrates the ability to meet expectations.
- Makes a conscious effort to demonstrate professional interactions with peers, customers, managers, and/or students.
- Demonstrates a willingness to learn from mistakes in order to adapt conduct effectively.

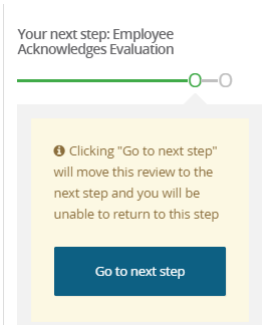
Needs Improvement (NI)

- Demonstrates inconsistent required role knowledge and does not fully perform all requirements and duties.
- Meets the minimal standards for quantity or quality; often misses deadlines, work is regularly incomplete.
- Takes little to no initiative, even with prompting.
- Requires more than the expected level of supervision due to lower quality work required to complete role successfully.
- Demonstrates inconsistent and/or unprofessional interactions with peers, customers, managers, and/or students.

Step 8 – Supervisor/Employee Review Discussion

At this step, the employee and supervisor will meet to review the combined comments and the review.

Once complete, the employee will have the opportunity to acknowledge their review.



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Step 9 – Employee Acknowledges Review

- The employee will receive an email notification
- They will log in
- Go to My Performance Review
- Click on the Title
- Employees can review the evaluation and add their final comments on the Next Step tab

Fully review your assessment, add any additional comments on the last page under Final Comments in your form and click on the Go To Next Step button to finalize.

If you have questions please contact Human Resources at 331-2215 or email perfmgmt@gvsu.edu.

Your **deadline** to complete this task is **02 Feb 2022**.

GRAND VALLEY STATE UNIVERSITY

Final comments

Employee Performance

B I U Source

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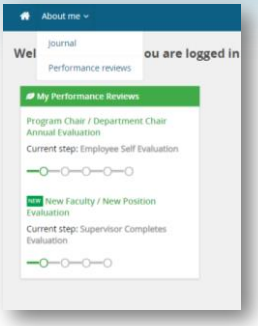
Step 11 – Evaluation Complete

How to View a Completed Review

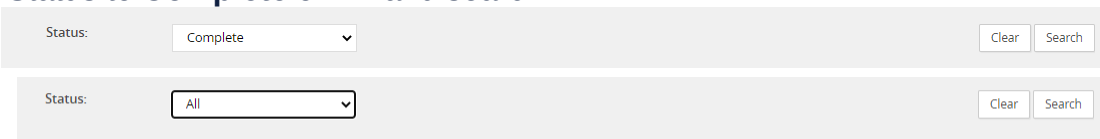


Employee View

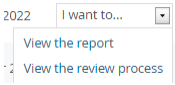
Log Into the Performance Portal

Go to About Me – Performance Reviews

Change Status to **Complete** or **All** and search



Find your Review and click on **View Report**



Let's go look at the site

Thank You