

Employee Performance Evaluation Plan Guide

Feedback Phase

Below are directions for phase two of the performance evaluation plan available for 2020-2021.

Step 1: Login to the [2020-2021 PEP site](https://intranet.gvsu.edu/pep/)

You can access the site by logging in with your GVSU network userID and password here:

<https://intranet.gvsu.edu/pep/>

Note: If logging in remotely, please be aware that access to the Intranet server from a personal computer/device, or from a GVSU issued mac will require use of the VPN.

Step 2: Employee Provides Personal Feedback

As of February 1st, your saved plan will be ready for your individual feedback. You will see the page below. Select '**Start Feedback**' to begin your self-evaluation.

My Plans	
Year	Supervisor
2020-2021	Start Feedback Send Feedback Request to Supervisor

Next, you will see your saved goals and how you indicated they will be measured. Here you will indicate progress made, obstacles to completion and date met. Be sure to provide feedback on all goals you had made.

2020-2021 Goals and Projects	
Goal 1	
Measurement	
Employee Feedback Indicate progress made, and obstacles to completion and date met.	Supervisor Feedback Indicate progress made, and obstacles to completion and date met.
<div></div>	<div></div>

Next, you will see your saved job responsibilities and expectations. Here you will provide a 1-5 rating and provide additional comments to explain the rating you provided. Be sure to rate and give comments on all job responsibilities and expectations you had.

Job Knowledge

Job Knowledge 1

Employee Feedback

✓ Please select an option...
1 - Unsatisfactory
2 - Requires Improvement
3 - Meets Expectations
4 - Exceeds Expectations
5 - Outstanding

Supervisor Feedback

Please select an option...

Supervisor Comments

Next, you will provide feedback on how well you aligned with University Competencies over to the 2020-2021 assessment year. Provide a 1-5 rating and additional comments to support the rating you provided. You will do this for all 8 University Competencies.

University Competencies

Your annual review in the spring 2021 will include evaluation of how you align with the following competencies.

University Values

- align work-related vision, values and goals with the University strategic plan (http://www.gvsu.edu/strategic_planning)
- align work-related vision, values and goals with those of the college, division and unit
- demonstrate knowledge and application of University values and ethics
- treat everyone with dignity and respect
- accept leadership, coaching and instructions from others
- exhibit a positive work ethic

Employee Feedback

✓ Please select an option...
1 - Unsatisfactory
2 - Requires Improvement
3 - Meets Expectations
4 - Exceeds Expectations
5 - Outstanding

Supervisor Feedback

Please select an option...

Supervisor Comments

Leadership

Leadership may be displayed in many ways such as supervising staff and/or students, serving on a task force or committee and working with others in groups.

- foster a workplace where everyone is treated with dignity and respect
- encourage open dialog and empower others
- lead others to develop their strengths and provide opportunities for development
- identify and mentor staff with potential
- know when to end debate and make a timely decision
- consider both technical and cultural fit when evaluating candidates for open positions
- provide meaningful performance appraisal, feedback and coaching
- appropriately distribute work

Employee Feedback

Please select an option...

Employee Comments

Supervisor Feedback

Please select an option...

Supervisor Comments


Save

Save & Continue Editing

Cancel

Once you reach the end you will see three options. Select **'Save'** prior to exiting the plan form. By selecting **'Save & Continue Editing'** your work will be saved and you will stay on the feedback page.

By selecting **'Save'** you will return to the main Performance Evaluation Plan page. Here you can **Continue Feedback (editing)** or **Send Feedback Request to Supervisor**.



GRAND VALLEY

STATE UNIVERSITY

Performance Evaluation Plan

You are currently using the development system.

Logout

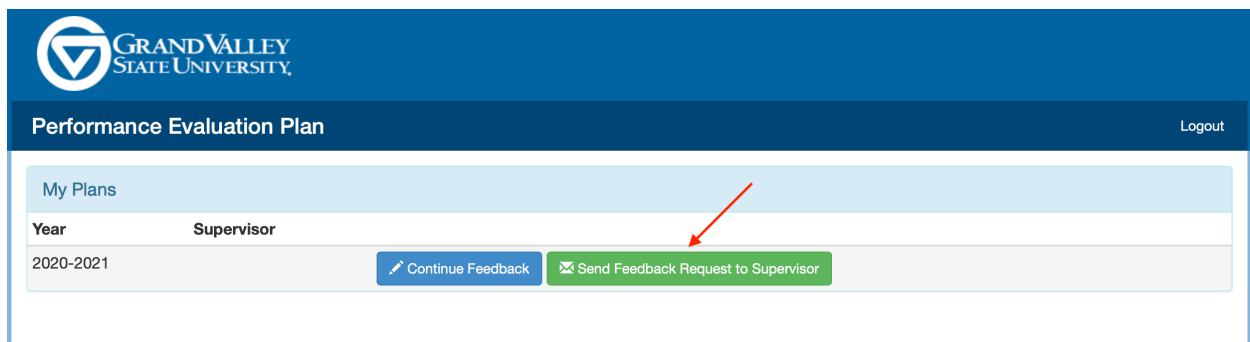
My Plans

Year	Supervisor	
2020-2021		<div>Continue Feedback</div> <div>Send Feedback Request to Supervisor</div>

Step 3: Submit Self-Evaluation to Supervisor

Once you have completely filled out your self-evaluation you must select '**Send Feedback Request to Supervisor**' to receive feedback. Review your personal feedback prior to submitting.

Employee self-evaluation should be complete by **March 19 but can be done earlier**. Supervisors can start their feedback evaluation when they receive the submitted evaluation from their employee.



My Plans	
Year	Supervisor
2020-2021	

[Continue Feedback](#) [Send Feedback Request to Supervisor](#)

Once you have selected '**Send Feedback Request to Supervisor**' this message below will pop up along the top of the page. This indicates an email has been sent to your supervisor notifying them you are ready for their feedback.

Once your supervisor has finished providing feedback, they will let you know so you can review prior to your one-on-one meeting. At this time, they will schedule a time to discuss your evaluation. Supervisor feedback and meeting will take place prior to April 23rd.

Message Sent to Supervisor

If you have any further questions about the Performance Evaluation Plan, please reach out to GV Performance Management at perfmgmt@gvsu.edu