



Employee Performance Management Training

Maintenance, Grounds and Service



Agenda

Process Overview

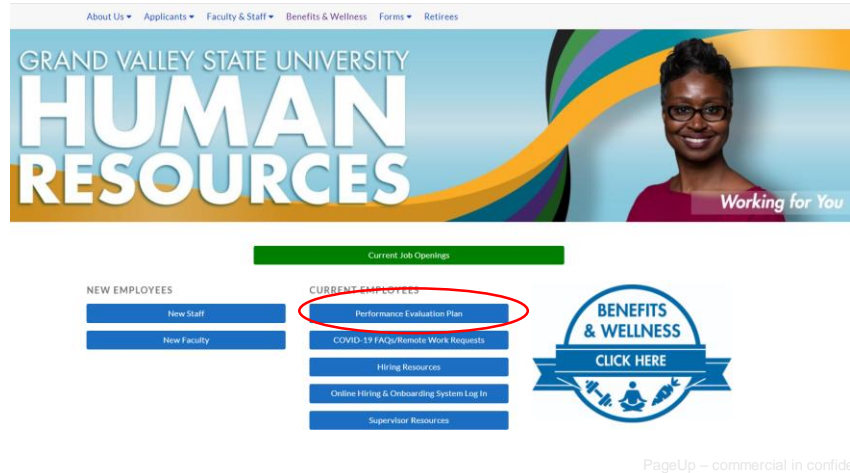
Logging into Performance Management

Navigating

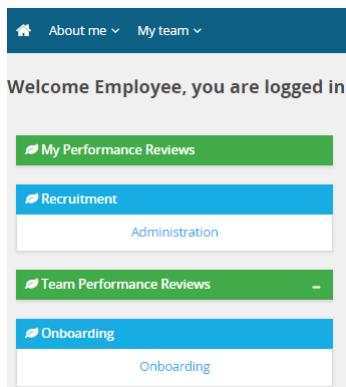
Completing your actions

How to Access the Supervisor and Employee Performance Portal

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



Welcome to GVSU Performance



- Employees will use *My Performance Review*
- Supervisors will use *My Performance Review* for your own review and *Team Performance Reviews* to locate your employees

MGS Evaluation Processes

Three Review Processes use the same steps

Custodial - Annual
 Grounds - Annual
 Service - Annual

- ✓ Step 1 - Employee Reviews Job Responsibilities
- ✓ Step 2 - Supervisor Completes Evaluation
- ✓ Step 3 - Supervisor/Employee Review Discussion
- ✓ Step 4 - Employee Acknowledges Evaluation
- ✓ Step 5 - Supervisor Reviews Final Acknowledgement
- ✓ Step 6 - Evaluation Complete

4th Review Process

Maintenance - Annual

- ✓ Step 1 - Employee Identifies Job Responsibilities
- ✓ Step 2 - Supervisor Reviews and Approves the Goals
- ✓ Step 3 - Supervisor Completes Evaluation
- ✓ Step 4 - Supervisor/Employee Review Discussion
- ✓ Step 5 - Employee Acknowledges Evaluation
- ✓ Step 6 - Supervisor Reviews Final Acknowledgement
- ✓ Step 7 - Evaluation Complete

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MGS Evaluation Processes

Employee only steps

MGS Custodial - Annual
 MGS Grounds - Annual
 MGS Service – Annual

- ✓ Step 1 - Employee Reviews Job Responsibilities
- ✓ Step 3 - Supervisor/Employee Review Discussion
- ✓ Step 4 - Employee Acknowledges Evaluation
- ✓ Step 6 - Evaluation Complete

4th Review Process

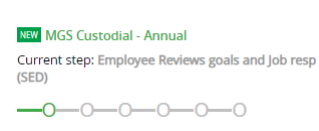
MGS Maintenance-Annual

- ✓ Step 1 - Employee Identifies Job Responsibilities
- ✓ Step 3 - Supervisor/Employee Review Discussion
- ✓ Step 5 - Employee Acknowledges Evaluation
- ✓ Step 7 - Evaluation Complete

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Step 1 – Employee Reviews Job Responsibilities

- The employee will receive an email notification
- They will log in – their review will have a green New button
- Click on the Title



Welcome Employee, you are logged in

My Performance Reviews

NEW MGS Grounds - Annual

Current step: Employee Reviews goals and Job resp (SED)



Recruitment

Administration

Team Performance Reviews

Onboarding

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Starting a New Evaluation Form and the Sections

Employee Performance - MGS Grounds - Annual

Start > Job Knowledge and Responsibilities > University Competencies > Professional Development > Overall Rating > Next steps

Actions ▾

Welcome to the 2022 Annual Review Process

The first step of this appraisal process is for you to review the goals and job responsibilities for the coming period. Click on the Next steps section above to see a summary of your entries, then logout.

Your deadline to finalize goals for the coming period is **22 Jul 2021**.

 GRAND VALLEY STATE UNIVERSITY

Next →

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Section 1 - Job Knowledge and Responsibilities

Review the Job Knowledge and Responsibilities

Job Knowledge and Responsibilities ✔ Saved Actions ▾

Employee Instructions:

Please review the Job knowledge and Responsibilities that are included on your review.

Click "Next" to move on to the next step.

Supervisor Instructions:

Please review the job knowledge and responsibilities submitted by your employee and discuss any necessary changes as needed. If you would like to move an employee back one step in the process, visit the [Performance Management Toolkit](#) for instructions.

🔒 Landscape maintenance skills - identify plants, prune as needed, annual flower plantings.

🔒 Perform minor and preventative maintenance on assigned grounds equipment.

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Section 2 - University Competencies

Review the Competencies that they will be rated on

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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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)

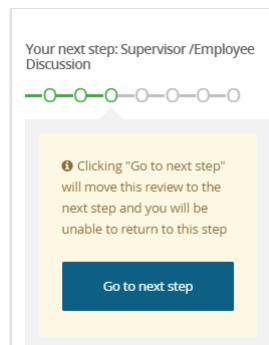
- Includes new employees who are still learning specific skills or key job responsibilities. Not a reflection on the employee's skills, but simply a product of time in the position.
- Needs to gain proficiency in certain skills, knowledge, processes, speed, and/or job standards due to new process.
- 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 3 – Supervisor/Employee Review Discussion

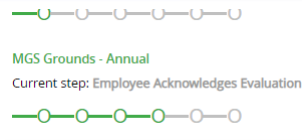
At this step, the employee and supervisor will meet to review the combined comments and the review.



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

Step 4 – 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**.



Final comments

Employee Performance

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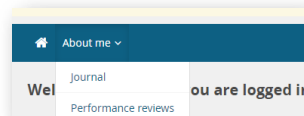
Step 6 – Evaluation Complete

How to View a Completed Review

Employee View

Log Into the Performance Portal

Go to About Me–Performance Reviews

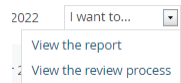


Change Status to **Complete** or **All** and search

Status:

Status:

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





Let's go look at the site

Thank You