

Performance Evaluation Plan Guide

Below are directions for the performance evaluation plan available for 2020-2021. This is a transitional year for our performance evaluation process. Due to system issues, we are no longer able to use the ePDP system for performance evaluations. If you already completed your annual planning using a different form, such as the alternative ePDP, you can continue with that format or transition the information over to this document. HR will accept any format for evaluations during this transition year if emailed to perfmgmt@gvsu.edu. We will roll out a new performance evaluation platform for 2021-2022.

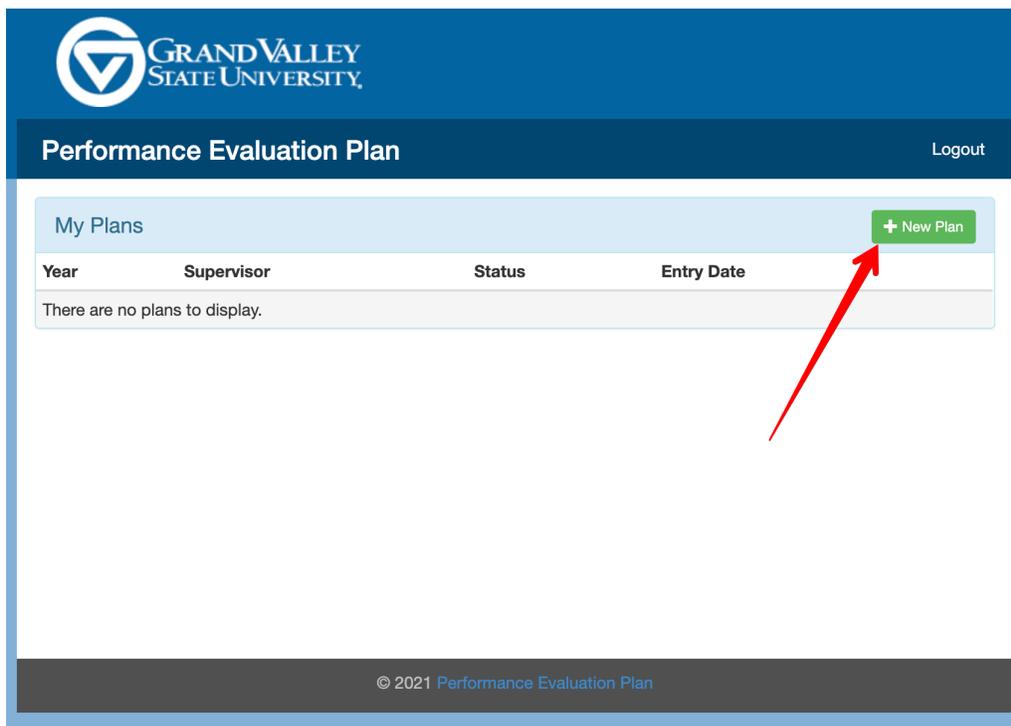
Step 1: Login to the [2020-2021 PEP site](https://intranet.gvsu.edu/pep/)

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: Create your evaluation plan

Once you have logged into the Performance Evaluation Plan select the green “New Plan” button shown below to begin your 2020-2021 Performance Evaluation Plan.



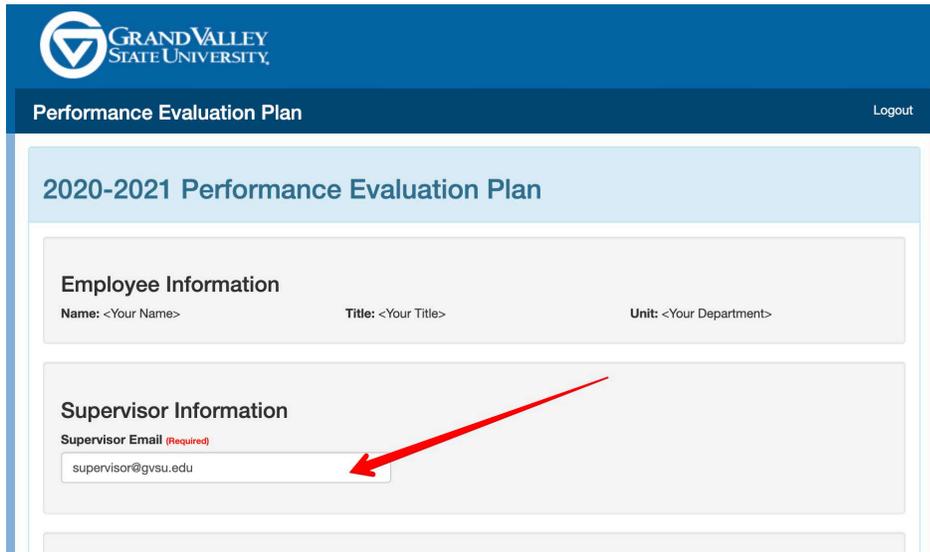
My Plans

Year	Supervisor	Status	Entry Date
There are no plans to display.			

+ New Plan

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Next, enter your direct supervisor's GVSU email. You must enter the correct email address, if unsure please confirm before proceeding to the next step.

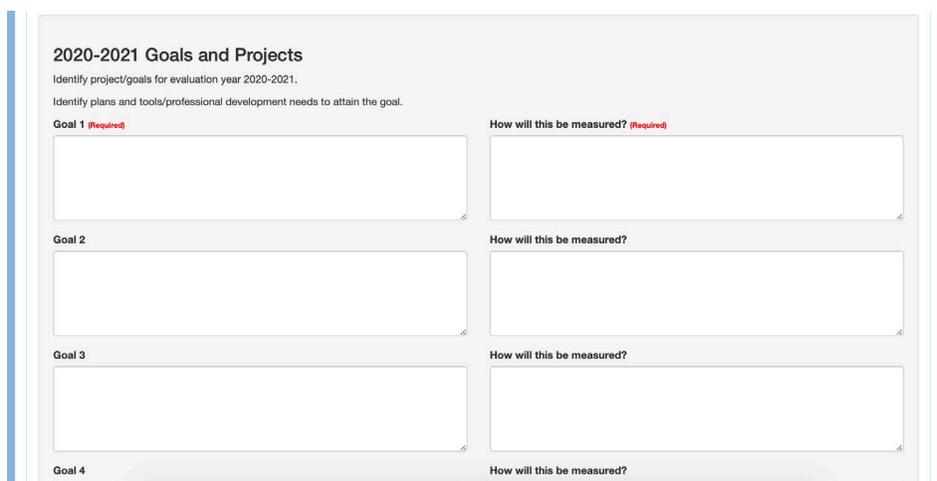


The screenshot shows the 'Performance Evaluation Plan' interface for Grand Valley State University. The page title is '2020-2021 Performance Evaluation Plan'. It features two main sections: 'Employee Information' and 'Supervisor Information'. The 'Employee Information' section includes fields for 'Name: <Your Name>', 'Title: <Your Title>', and 'Unit: <Your Department>'. The 'Supervisor Information' section includes a 'Supervisor Email (Required)' field with the placeholder text 'supervisor@gvsu.edu'. A red arrow points to this field.

Next, identify up to 5 project/goals and metrics in the fields shown below for evaluation for the 2020-2021 year. Include tools/professional development needed to attain the goal. Identify how each goal will be measured.

Goals should be based on, and linked to, the needs and direction of the department.

You can reference the former [ePDP](#) system to obtain your job duties and goals from prior years as needed for completing this form.



The screenshot shows the '2020-2021 Goals and Projects' section of the form. It includes instructions: 'Identify project/goals for evaluation year 2020-2021. Identify plans and tools/professional development needs to attain the goal.' Below the instructions is a table with four rows, each representing a goal. Each row has two columns: 'Goal' and 'How will this be measured?'. The first row is labeled 'Goal 1 (Required)' and the second column is labeled 'How will this be measured? (Required)'. The other rows are labeled 'Goal 2', 'Goal 3', and 'Goal 4'. Each cell contains a large text area for input.

Next, identify up to 4 job responsibilities and expectations.

Responsibilities can be based on what is included in your job description or determined through discussion with your supervisor.

Job Knowledge
Identify up to 4 of your top job responsibilities/duties.

Job Knowledge 1 (Required)

Job Knowledge 2

Job Knowledge 3

Job Knowledge 4

Take time to review University Competencies located at the bottom of the page as your annual review in the spring 2021 will include evaluation of how well you align with them, as in past years.

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

Intercultural Understanding and Awareness

The extent to which a staff member displays Intercultural Understanding and Awareness will depend on the staff member's role at the University.

- recognize, respect and value differing viewpoints related to ability, age, class, education-level, ethnicity, gender, gender identity, generation, language, LGBT status, national origin, rank, religion or veteran status
- work effectively with a diverse population
- provide a safe and inclusive environment
- participate in workshops, in community, seminars and other learning opportunities
- seek out experiences and participate in campus activities that provide exposure to different cultures
- develop and improve University/unit processes and policies to take into account disabilities and cultural differences to encourage inclusiveness
- build teams with people from diverse backgrounds, both staff and students

Quality of work

- 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

Customer Service

- think of students, parents, visitors, faculty and staff as customers
- demonstrate commitment to all customers through, respect, knowledge, responsiveness and courtesy
- build long-term customer relationships by anticipating, listening to, understanding, effectively communicate with and meeting or exceeding our customers' needs
- meet individual needs, paying particular attention to people from diverse cultures and those with special needs
- give timely responses to customer questions and follows-up on inquiries or problems
- take personal responsibility for providing service that is convenient prompt and efficient

Initiative

- need little direction
- meet or exceed deadlines and avoid procrastinating
- take the lead on getting work accomplished and go the extra mile for results
- successfully manage multiple assignments
- demonstrate tolerance for ambiguity
- exhibit risk taking when appropriate
- lead, encourage and accept change where appropriate
- learn and share new information; generate new ideas
- use good reasoning and trust their own judgment
- model good attendance and punctuality

Communication

- speak and write clearly, concisely, with good grammar and use of appropriate language
- listen to what others are saying, ask pertinent questions; pay attention to verbal and non-verbal communication
- have awareness of their own communication style, verbal and non-verbal
- display poise and effectiveness when meeting with and presenting to others

Interpersonal Effectiveness

- consider input of faculty/staff, students, and other customers to understand needs in making decisions; help others meet their needs
- seek to understand ideas of others; look for mutual solutions
- exhibit tact and diplomacy

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

Save Cancel

Do remember to select **save** prior to exiting the plan form.

Employees may view and edit their saved plan at any time. Edits can be made until supervisor begins their feedback process.

GRAND VALLEY STATE UNIVERSITY

Performance Evaluation Plan Logout

Plan Successfully Added!

My Plans

Year	Supervisor	Status	Entry Date
2020-2021		Awaiting Review	01/07/2021

View/Edit

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Beginning February 1st employees will be able to submit their official Performance Evaluation Plan to their supervisor to begin the feedback phase.

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