Supervisor Performance Evaluation Plan Guide
Feedback Phase

Below are directions on how supervisors should provide feedback to employees using the transitional year Performance Evaluation Program form.

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

Supervisor finalizes evaluation, including meeting with employee by **April 23rd.** Supervisors are responsible for contacting each staff member to schedule a meeting to discuss their evaluation.

Step 1: Feedback Request from Employee

Once an employee has finalized their self-evaluation you will receive an email from perfmgmt@gvsu.edu indicating they have done so.

> Your direct report, ' has completed their self evaluation portion of the 2020-2021 Performance Evaluation Plan. It is now ready for your review and feedback. https://www.gvsu.edu/hro/2020-2021-performance-evaluation-plan-84.htm

Step 2: Login to the 2020-2021 PEP site
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.

Your dashboard will have all of your employees plans listed. Select '**Continue Feedback**' to begin providing feedback.

Employee Plans		
Year	**Employee**	
2020-2021		✏ Continue Feedback

Step 3: Begin Feedback Stage

*Remember to save this form frequently (**Save & Continue Editing**) to avoid it timing out and losing your work.

You will see each of the employee's goals or projects, how success was to be measured, and the staff member's input. You will provide your input on each goal listed.

Next, you will see the job responsibilities and expectations the employee indicated on their annual plan. You will see how they rated themselves on a scale of 1-5 and their support for the rating they selected during their self-assessment. You will provide your rating from 1-5 and comments for each job knowledge listed.

Next, you will see each of the 8 University Competencies. You will see the employees rating and comments. You will provide a rating and comments for each competency.

Once you reach the end you will see three options, remember to 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 you to the main Performance Evaluation Plan dashboard. Here you can **Continue Editing.**
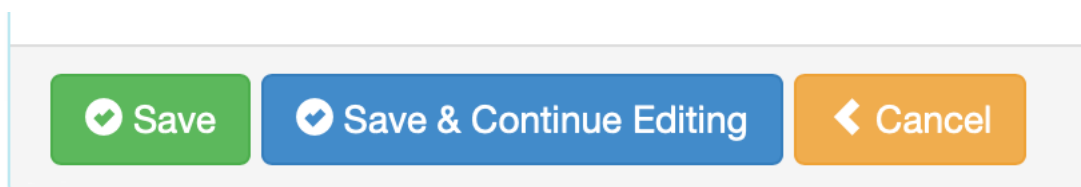
Step 4: Contact Employee

Once you have finished providing feedback, let the employee know (so they can review) . You will now also schedule a time to discuss your staff member's performance so you can finalize and submit their evaluation no later than the April 23rd due date.

You will soon receive information about how to submit the finalized form.

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