

GVSU PERFORMANCE QUICK GUIDE FOR AP SUPERVISORS

Overview

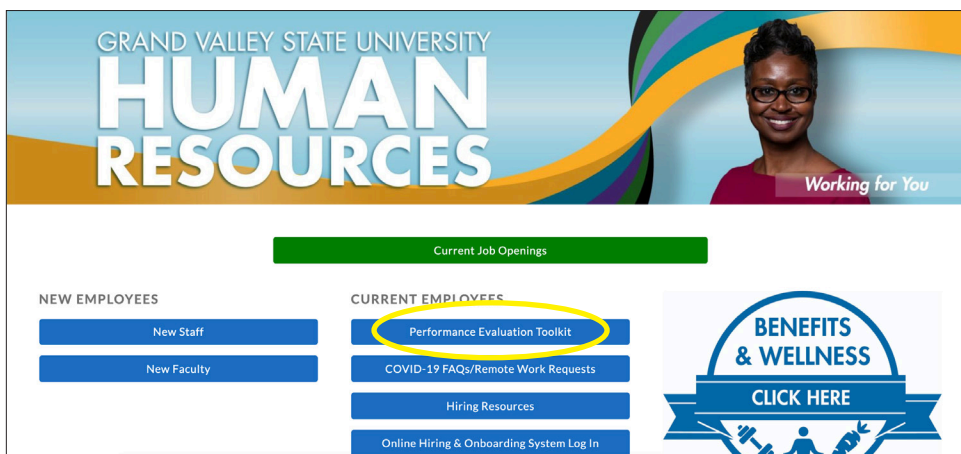
Welcome to the quick guide on how to navigate the new performance evaluation system. This guide will focus on how to complete the **performance evaluation for AP employees**. On the task list below, the areas highlighted in green on each process are **supervisor tasks only**.

The AP Process

- ☑ **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 Acknowledgment
- ☑ **Step 11** - Evaluation Complete

How to Access the Performance Portal

Visit the GVSU Human Resources website (gvsu.edu/hro) and click "Performance Evaluation Plan" (grandvalleysu.pageuppeople.com). You will login using your single sign-on credentials.



Once you have logged in, you will be brought to the Supervisors Performance Portal Dashboard. There will be two areas at the top of the page: **About Me** and **My Team**. We will be focusing on two for your Performance Evaluations: **My Performance Evaluation** (employees only) and **Team Performance Evaluation** (supervisors only).

The **About Me** area contains specific information for employees. You will see your Journal and Your Performance Review here.

The **My Team** area contains specific information for supervisors. This includes Your Organizational Chart, Team Details, and Your Teams Performance Evaluations.

The two widgets, **My Performance** and **Team Performance**, are links to access the various evaluations requiring your attention.

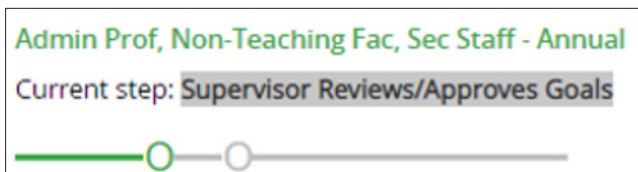
✔ **Step 1** - Employee Identifies Goals and Job Responsibilities

Your employee will begin the process by either Identifying Goals and Projects, Job Responsibilities, or reviewing what has already been added. The evaluation typically contains five sections: Goals and Projects, Job Knowledge & Responsibilities, University Competencies, Professional Development and Overall Rating. However, this may vary depending on the process.

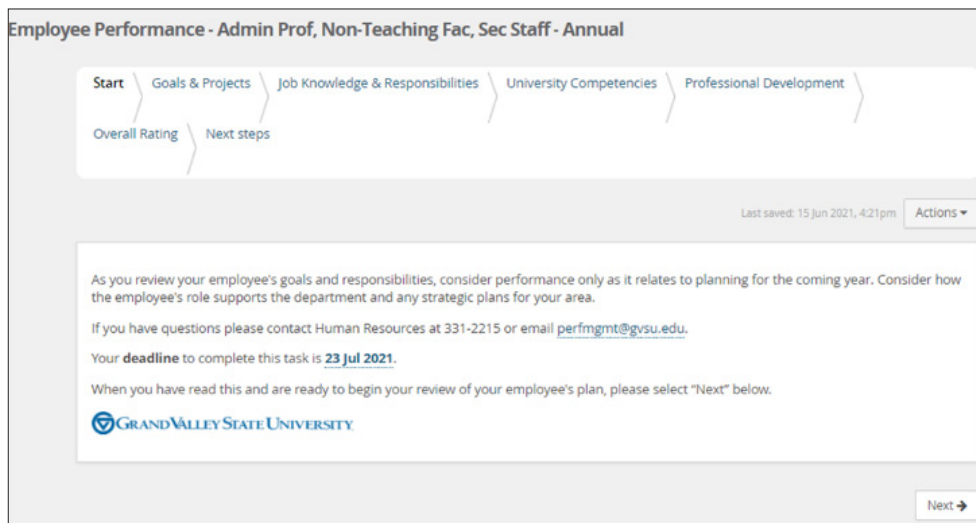
Once your employee has completed everything, you will receive an email notifying you that it is time to **Review/Approve Goals** or **Complete** their evaluation.

✔ **Step 2** - Supervisor Reviews/Approves Goals

As described above, you will now login and click on a review for your specific employee.



You will then come to the evaluation and all the section types:

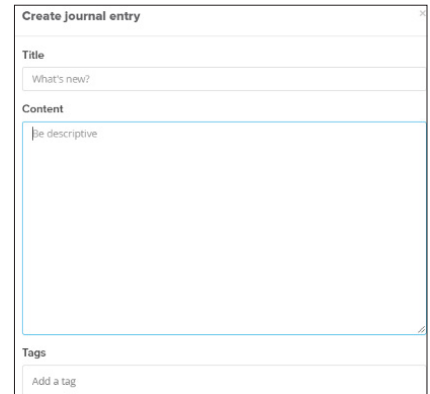
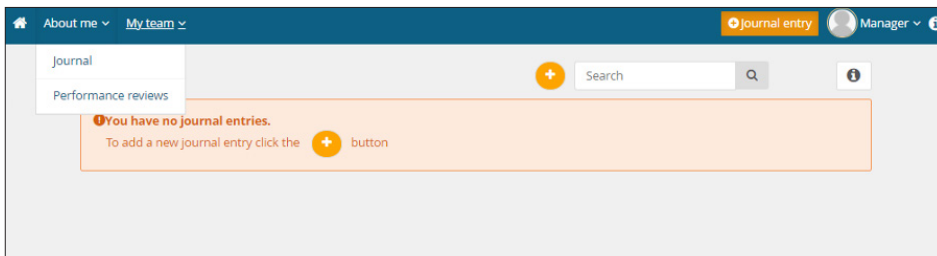


By using the **Next** button at the bottom of the page, you can move through each tab:

- **Tab 1** - Goals & Projects: You can review/edit the employees and/or add new ones.
- **Tab 2** - Job Knowledge & Responsibilities: You can review/edit the employees and/or add new ones.
- **Tab 3** - University Competencies: Review the items the employee will be rated on.
- **Tab 4** - Professional Development: You can review/edit the employees and/or add new ones.
- **Tab 5** - Overall Rating: No action needed here until the evaluation phase of the process.
- **Next Step** - This will advance the review to the next step in the process.

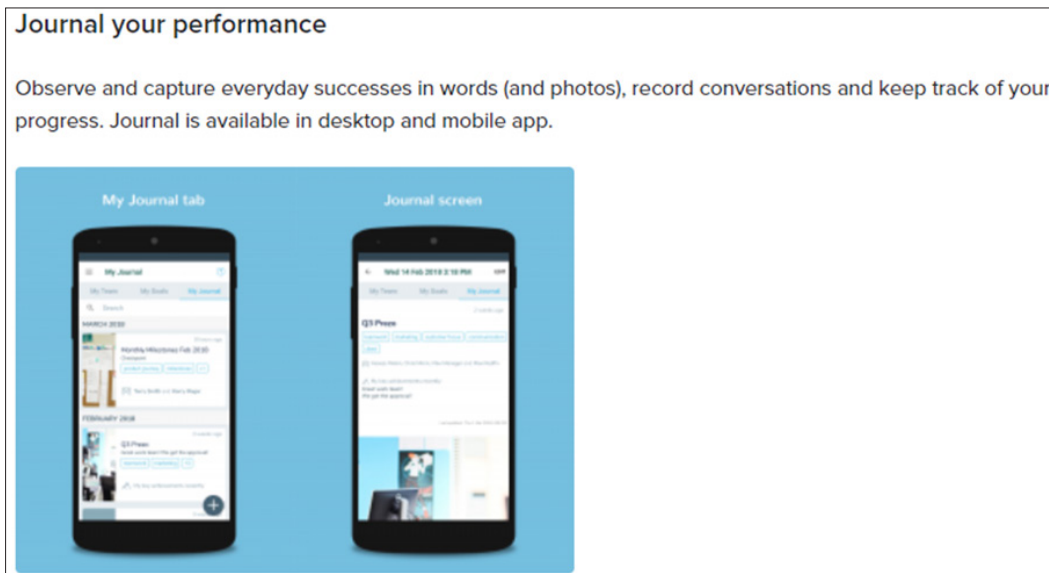
✔ Steps 3 & 5 - Evaluation Periods

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 login 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.

Also, during this period both employees and supervisors can use the **Everyday Performance App**.



✔ Step 4 - Mid Year Check-In

This step is owned by the supervisor. The supervisor will be able to add comments to any areas that have had information added by either the employee or the supervisor.

✔ Step 5 - See Steps 3 & 5 on page 3

✔ Step 6 - Employee Completes Self-Evaluation

The employee will be asked to rate the Job Knowledge & Responsibilities, University Competencies, and provide their Overall Rating.

Note: You will notice that our rating scale has changed. Please refer to the [Performance Evaluation Rating Scale](#) document for detailed descriptions of each rating.

✔ Step 7 - Supervisor Completes Evaluation

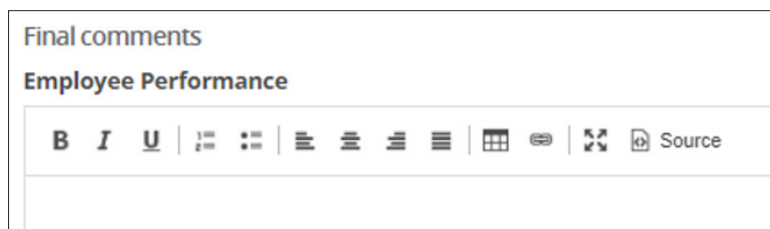
- You will rate Job Knowledge & Responsibilities, University Competencies, and provide an Overall Rating.
- You will be able add comments to every area.
- You will be required to add a Manager Final comment before moving on to the next step.

✔ Step 8 - Supervisor/Employee Review Discussion

At this step, you will meet with the employee to review the combined comments and the review. If you would like to print out the review, go to **Actions** (upper right side) and click **Print**. Once you complete this step, the employee will have the opportunity to acknowledge their review.

✔ Step 9 - Employee Acknowledges Evaluation

The employee will be able to review every section, but will not be able to change anything. On the final page of the review (**Next Steps**), they will be able to leave a final comment.



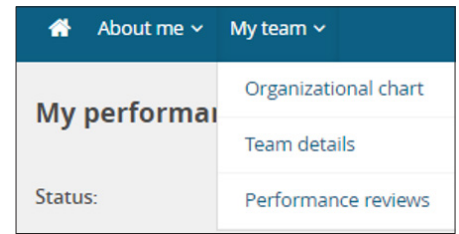
The screenshot shows a text editor interface. At the top, it says "Final comments" in blue. Below that, the text "Employee Performance" is displayed. A rich text toolbar is visible, containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, link, unlink, and a "Source" button. The text area below the toolbar is currently empty.

✔ Step 10 - Supervisor Reviews Final Acknowledgment

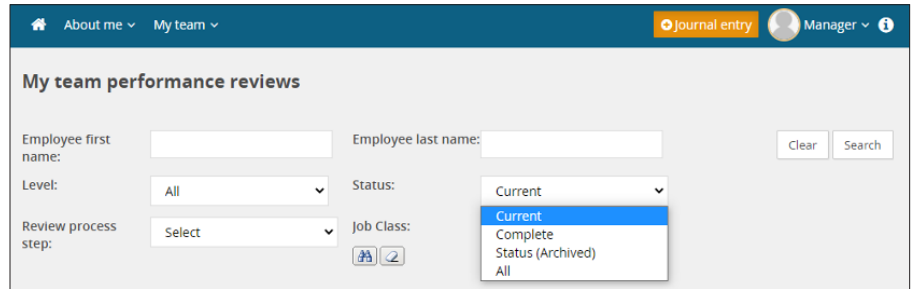
This step allows the you to view any final comments the employee has made; you cannot edit, but you can review and add to your final comments.

✔ Step 11 - Evaluation Complete

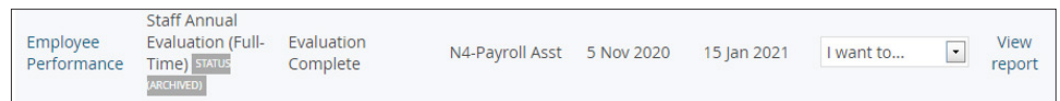
***Note:** To view completed reviews, login to the performance portal and click on **My Team > Performance reviews**.



Change the **Status** to **Complete** or **All** and click **Search**.



Locate your employee and select **View the Report**. You will be able to print and/or save to PDF if you would like, but it is not necessary as you will always have access to the evaluation online, as long as the employee reports to you.



****Note:** If for some reason you acquire a new employee or there is some kind of supervisor change, as the supervisor, you are able to accept a review from a different supervisor or leave the review with the existing supervisor to finish.

The new manager for an employee will now see an action alert for the employee, allowing them to take ownership for the employee's performance review. The action alert will be displayed when one of the above cases is detected, as follows:

- On My Team > Organizational Chart
- On My Team > Performance Reviews
- On Dashboard > Team Performance Reviews

The notification contains a link that guides the manager to the My Team performance reviews page. The Supervisor will click on **Action Review**, then be presented with this message. You can choose to accept the evaluation or leave it with the existing supervisor.

