

GVSU PERFORMANCE QUICK GUIDE FOR MGS EMPLOYEES

Overview

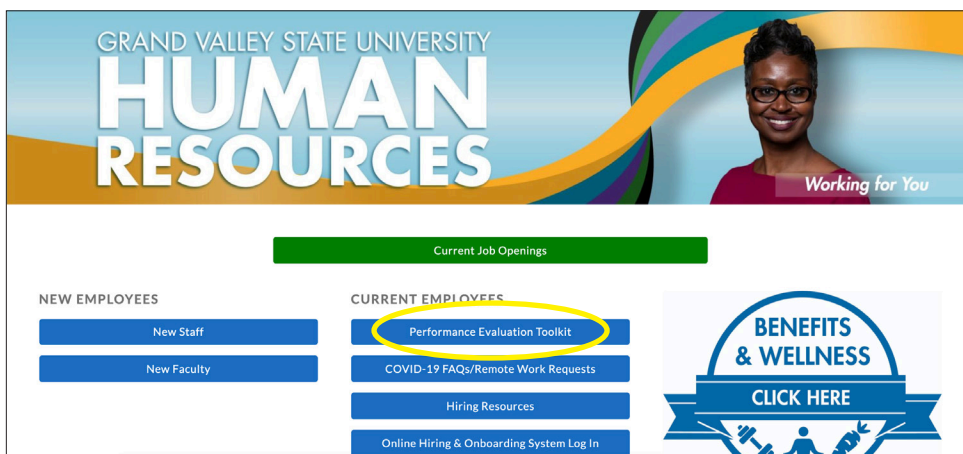
Welcome to the quick guide on how to navigate the new performance evaluation system. This guide will focus on only those areas in the evaluation that employees need to focus on and how to complete those sections. On the task list below, the areas highlighted in green on each process are **employee tasks only**.

The MGS Process

- ☑ **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 Acknowledgment
- ☑ **Step 6** - 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 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 Reviews Job Responsibilities

- Go to **My Performance Review**
- Click on the **Title**; this will open your review
- You will either identify **Goals & Projects** and **Job Knowledge & Responsibilities**, or review what has already been added
- The MGS employee evaluation contains four sections; this may vary depending on the process

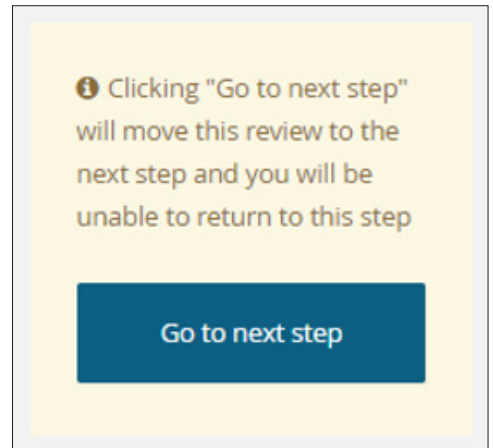
Example of MGS Employees Annual (4 sections)

The screenshot shows a web interface titled "Employee Performance - MGS Grounds - Annual". At the top, there is a horizontal navigation bar with six tabs: "Start", "Job Knowledge and Responsibilities", "University Competencies", "Professional Development", "Overall Rating", and "Next steps". The "Start" tab is currently selected. Below the navigation bar is a main content area with a white background. It contains the following text: "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.", and "Your deadline to finalize goals for the coming period is **22 Jul 2021**". Below this text is the Grand Valley State University logo. In the bottom right corner of the main content area, there is a "Next" button with a right-pointing arrow. In the top right corner of the interface, there is an "Actions" dropdown menu.

The **Start** page will provide you important information regarding your evaluation (*please read*), then click **Next** at the bottom of the page so you can move through each tab.

The tabs will vary depending on which the annual review you receive. Please follow the instructions on each tab.

The last tab, **Next Steps**, will provide you with a summary. When you are ready, you will click **Go to next step** to move the evaluation on in the process.



✔ **Step 2** - Supervisor Completes Evaluation

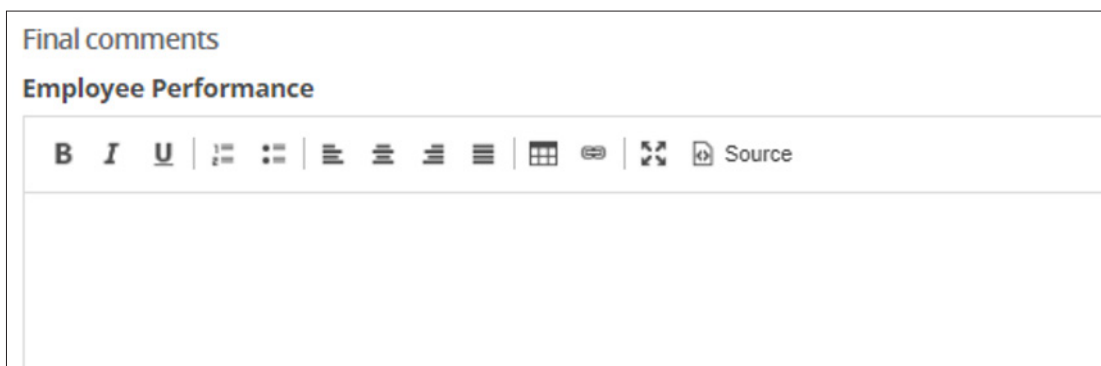
✔ **Step 3** - Supervisor/Employee Review Discussion

Your supervisor will schedule a time to meet with you and discuss the ratings assigned to the various review categories.

✔ **Step 4** - Employee Acknowledges Evaluation

Here, you will be able to review your ratings and comments made by your supervisor on each item.

On the **Next steps tab**, you will be able to scroll down to the bottom of the page and add any final comments you might have (this is optional).



Once you have finished reviewing your evaluation, you will click **Go to next step**. This will complete all of your employee tasks.

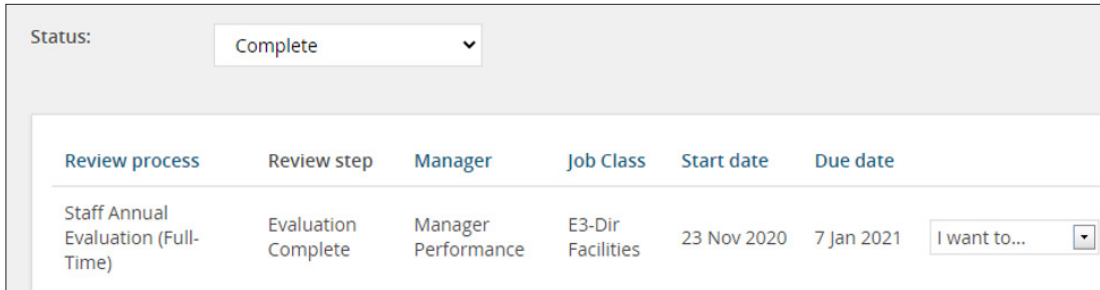
✔ **Step 5** - Supervisor Reviews Final Acknowledgment

✔ **Step 6** - Evaluation Complete

***Note:** To view completed reviews, login to the performance portal and click on **About me**.



Click on **Performance evaluations**, then change the **Status** to **Complete** and click **Search**.



Click on **I want to** 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.