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 MGS employees. On the task list below, the areas highlighted in green on each process are supervisor 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 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 Reviews Job Responsibilities**
  
  Your employee will begin the process by either Identifying Goals and Projects, Job Responsibilities, or reviewing what has already been added. The MGS employee evaluation contains four sections: 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 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 3 - 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 4 - 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.

- **Step 5 - 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 6 - 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.