GVSU PERFORMANCE QUICK GUIDE FOR PSS 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 PSS Process

- ☑ **Step 1** - Employee Identifies Goals and Job Responsibilities
- ☑ **Step 2** - Supervisor Reviews/Approves Goals
- ☑ **Step 3** - Employee Completes Self-Evaluation
- ☑ **Step 4** - Supervisor Completes Evaluation
- ☑ **Step 5** - Supervisor/Employee Review Discussion
- ☑ **Step 6** - Employee Acknowledges Evaluation
- ☑ **Step 7** - Supervisor Reviews Final Acknowledgment
- ☑ **Step 8** - 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.
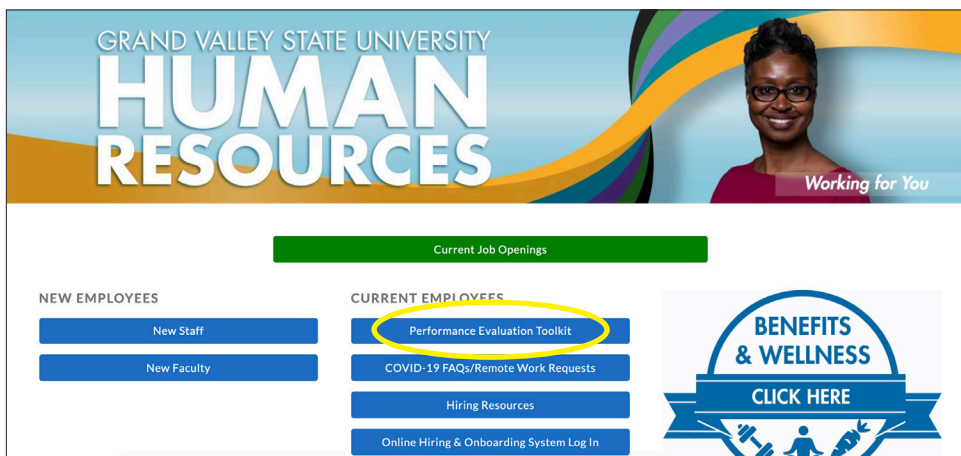
Once you have logged in, you will be brought to the Performance Portal Dashboard. There will be two areas at the top of the page: **About Me** and **My Team**. We will be focusing on two for your Performance Evaluations: **My Performance Evaluation** (employees only) and **Team Performance Evaluation** (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 Identifies Goals and 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
- Most of the evaluation contains five sections; this may vary depending on the process

Example of AP Employees Annual (5 sections)

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.
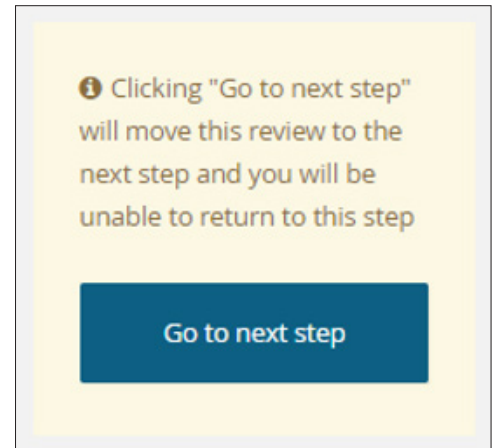

☑ **Step 2** - Supervisor Reviews/Approves Goals

☑ **Step 3** - Employee Completes Self-Evaluation

To complete a self-evaluation:
- You will receive an email when the task is ready for you to start
- Once you receive the email, login
- Go to **My Performance Review**
- Click on the **Title** to open your review
- Using the next button to move through the tabs, complete each section of the evaluation
- You will be able to add comments to each area on the review, and in some cases (ex. University Competencies), you will also be able to rate yourself
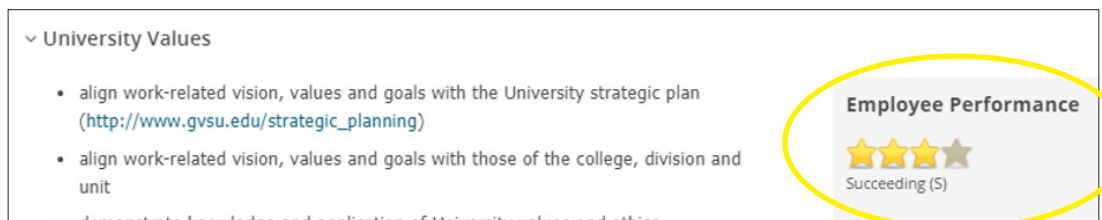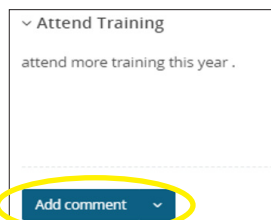
Once you have finished your self-evaluation, you will go to the **Next steps tab** and click on **Go to next step** to move it on in the process.
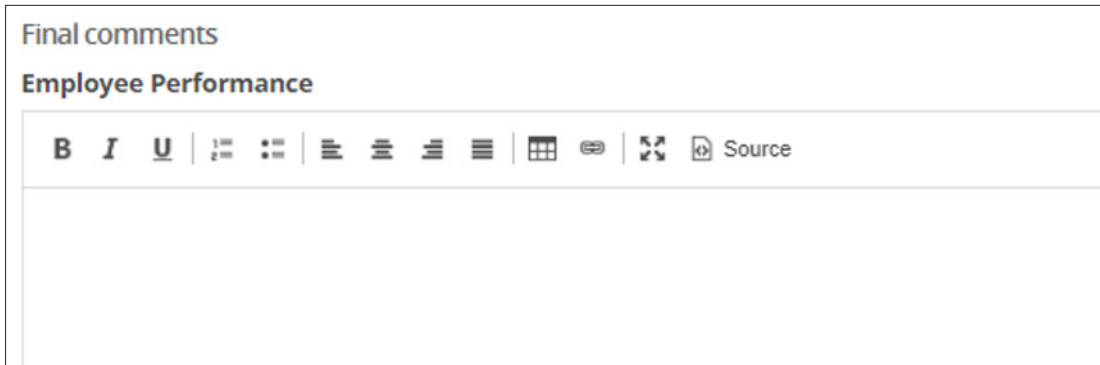
☑ **Step 4** - Supervisor Completes Evaluation

☑ **Step 5** - 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 6** - 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.

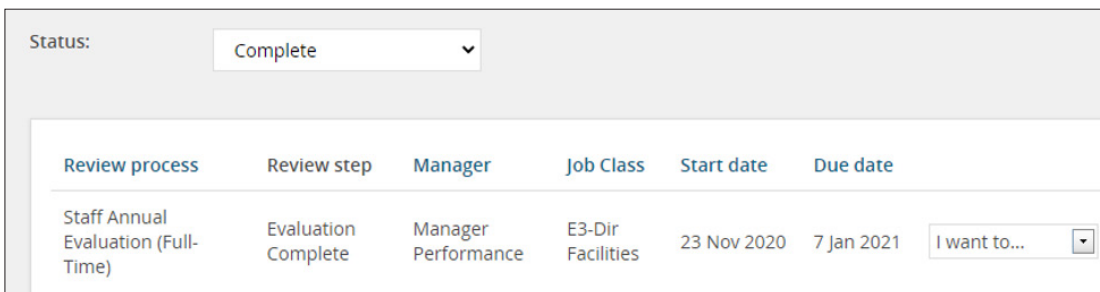## ☑ **Step 7** - Supervisor Reviews Final Acknowledgment

☑ **Step 8** - Evaluation Complete

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*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.