



VIRTUAL EMPLOYEE PERFORMANCE EVALUATIONS

FOR A STAFF MEMBER BEING REVIEWED:

1 PREPARATION



- Visit our [Performance Development Program](#) site and open/download the Alternate ePDP Form.
- Login to your [ePDP System](#).

2 ANNUAL PLANNING, SELF ASSESSMENT



- If you previously inputted Annual Planning information into the ePDP system, then transfer: Job Responsibilities, Goals Achievement, and Prof. Development.
- Assign ratings into the document, using the drop-down menus.
- Enter any additional comments, save the file, and send to your supervisor.
 - Send this document at least 24 hours in advance of your meeting.

3 DISCUSSION



- Your supervisor will fill out their portion, and reach out to schedule a virtual meeting time, where you will discuss your evaluation in-depth.
 - After this discussion, your supervisor will send you a final version of your performance review, where you may add any final comments.
- Send the final version of the document back to your supervisor, who will send it to: perfmgmt@gvsu.edu.



VIRTUAL EMPLOYEE PERFORMANCE EVALUATIONS

FOR A SUPERVISOR REVIEWING A STAFF MEMBER:

1 STAFF ASSESSMENT

- Once receiving the staff member's completed self-assessment, review/comment on the form, assign ratings (using the drop-down), and select an overall performance rating.

2 MEETING VIRTUALLY



- **Set a time with the staff member to virtually meet and discuss their evaluation.**
 - Human Resources **STRONGLY** suggests hosting a video-conference, instead of a phone call.
 - This conversation needs to be distinct and independent of other meetings, such as a weekly one-on-one.

3 FINALIZING REVIEW



- After your meeting with the staff member, send them a final version of their review, where they can add final comments and send it back to you.
- When you receive the final version of the document, electronically “sign” it at the bottom (under validation).
 - Send this to perfmgmt@gvsu.edu.
 - CC the reviewed staff member.