Summary of Performance: (Check the One Category That Best Describes the Staff Member’s Overall Performance)

____ Staff member’s performance consistently exceeds established goals/expectations for the position and is clearly outstanding overall.

____ Staff member’s performance consistently meets and frequently exceeds all established goals/expectations for the position.

____ Staff member’s performance consistently meets established goals/expectations for the position.

____ Staff member’s performance meets some, but not all, established goals/expectations for the position and improvement in specific areas is required.

____ Staff member’s performance is unacceptable for the position and significant improvement is required.

Other comments:

Feedback on Accomplishing Goals for this Appraisal Period: (List identified goals and provide supporting feedback on staff member’s performance results.)

Feedback on Demonstration of Competencies Identified as Vital to Position and/or Professional Development: (List competency and give supporting feedback on how staff member demonstrated competency and ways to enhance competency, if applicable.)

Version 4 (3-6-11)
Automated Performance Appraisal System Users Guide

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This guide is designed to help staff and supervisors use the Division of Human Resources Automated Performance Appraisal System. Staff and supervisors can use this system to complete Self-Appraisal Worksheets and Performance Appraisals associated with the Performance and Staff Development Program (appraisal program for staff).

You will need your PennKey and password to access the Automated Performance Appraisal System. Your PennKey and password is your electronic signature for all documents entered in the Automated Performance Appraisal System. All documents completed in the system are considered official University documents.

All University policies and procedures governing the use of University electronic resources (e.g., Acceptable Uses of Electronic Resources) are applicable to all users of the Automated Performance Appraisal System.

If you have any questions about the system or need further assistance, contact your school or center Human Resources representative.
I. How to Access the Automated Performance Appraisal System

- Go to https://apps.hr.upenn.edu/portal
- Enter PennKey and Password (Never share your PennKey and Password with anyone; this is your electronic signature.)
- Click on Performance Appraisal Management

II. Home Page Features

Left hand column of home page:

My Self-Appraisals and Performance Appraisals: You can view your self-appraisal(s) and performance appraisal(s). As you use the application in future cycles you will be able to view more of your performance appraisals and self-appraisals that were entered in the automated system.

Appraisal History: Shows you your overall ratings from past appraisal cycles.
My Staff Appraisals: If you supervise staff you can see the appraisals you completed in the system for your direct reports.

Staff Appraisal History: Shows the overall appraisal ratings for your past and current direct reports. You can sort the history by review year and staff member name.

Other/My Activity Log: Shows the actions you have taken in the application. For example, shows current status of your self-appraisal (completed, created), status of the performance appraisals you are working on (incomplete, complete, signed, not signed).

My Self-Appraisal: You can start you self-appraisal from this page by clicking Begin Self-Appraisal Button

Once you draft or complete your self-appraisal you can view the document via this same button. It will read “Continue Self-Appraisal” if your self-appraisal is still in draft form or “View Self-Appraisal, if your self-appraisal is marked completed.
Middle of Home Page:

My Staff Performance Appraisals: If you are a supervisor, you will also see a listing of your direct reports and whether or not an appraisal is required for them. (Appraisals are not required for staff hired after September because they are either in the introductory period or recently completed their introductory period. However, if you wish you can complete an appraisal for any of your direct reports even if one is not required.)

This section will also show you whether or not your direct reports have started or completed their self-appraisal. You can view your direct reports’ completed self-appraisals by clicking on the appropriate links at this site. The Appraisal Status column shows you the status of the appraisals you will need to work on.

To start working on a performance appraisal for one of your direct reports you can click on the Start Now link under Appraisal Status by the staff member’s name.

You do not have to complete the self-appraisal or performance appraisal all at once. The application will save your work and you can return to the application at a later time to revise or complete the appraisal.

Once the draft or finalized performance appraisal is completed you can export it to PDF format.

Top of the Home Page:

Home: brings you back to the home page.
Ask A Question: If you need assistance while you are in the application, you can click on this button, type in your question and a school/center HR professional will answer you.
Logout: Hit this link to log out of the application. If there is no activity in the application after a period of time, the application will time out and you will have to re-enter the application using your PennKey and password.
III. **How to Complete A Standard Self-Appraisal Worksheet:**

- Go to [https://apps.hr.upenn.edu/portal](https://apps.hr.upenn.edu/portal)
- Login using your PennKey and Password
- Click on Performance Appraisal Management

![Image of login and performance appraisal management](image1)

- Click on Begin Self-Appraisal

![Image of self-appraisal selection](image2)

- Select Standard Self-Appraisal Worksheet
  
  **The Standard Self-Appraisal Worksheet:** You will be entering your information into the application. The application uses the same format as the Self-Appraisal Worksheet. The form can be printed after completion, if desired.
- Click Next Step
Overall Rating and Comments – Standard Self-Appraisal Worksheet

- At the top of the page you will notice that your name is filled in. There are fields that will also give you the status of your self-appraisal (e.g. started), when it was last updated and by whom.
- **Overall Rating:** You must select an overall rating (can be “no overall”) before going to the next step (only 1 rating can be selected).
- **Overall Comments:** You can enter relevant comments about your performance, contributions, etc. Supervisor will be able to see these comments. (Comments are not required.)
- You can use the spell check feature throughout the application to check the text you enter.
- Then click Next Step
- At any time in the application, if you need to go back to the previous screen, click Previous Step
Goals/Projects/Responsibilities – Standard Self-Appraisal Worksheet

- **Goals/Projects/Responsibilities**: Click Add Goal to add one of the goals, projects or responsibilities you had for the current appraisal cycle. **You must add at least 1 goal before going to the next step in the application.** You can add as many goals, projects and responsibilities as needed by clicking Add Goal.

**Goals/Projects/Responsibility**

- Type in Goal/Project/Responsibility and describe your performance results, including supporting examples.
- Click Save Goal if you want to save the information entered.
- Click Cancel if you **do not** want to save the information. If you click Cancel this will take you back to the previous screen where you can add a goal.
- Add as many goals, projects, responsibilities and results as needed.
- Once you finish entering your goals, projects, responsibilities and performance results, click Next Step.
Future Development – Standard Self-Appraisal Worksheet

Future Development: Enter what professional activities/opportunities you would like to pursue during the next appraisal cycle. **You must enter some text in order to move to the next screen in the application.** Then click Next Step.

Competencies – Standard Self-Appraisal Worksheet

- **Competencies:** You should first respond to the competencies that your supervisor identified you should work on this appraisal cycle. You can also add competencies that you would like to address. **You do not have to enter any competencies to advance to the next screen in the application.**
  - Click Add Competency to add a competency.
Competencies—Standard Self-Appraisal Worksheet

From Competency Name field, use arrow to bring up competencies

Highlight competency (one competency at a time) that you wish to comment on

In next box, describe how you demonstrated the competency and how you would like to further develop the competency. If you took any training to enhance this competency you can mention the training in this area.

Click Save Competency if you want to save your information

Click Cancel if you do not want to save your information. If you do this it will take you back to the Competencies screen where you can add a competency.
Attachments - Standard Self-Appraisal Worksheet

- **Attachments:** You can add attachments to your self-appraisal as supporting documentation. **This is not required to move to the next step in the application.** If you do not want to attach any documents, click Next Step.
- Click Add Attachment to add a document.

  - In the File to Upload field, select a document from your computer.
  - In Attachment Description field, type in a brief description of the document (e.g., Training Undertaken in FY2011) **(This is a required field.)**
  - If you selected the wrong file, click Remove and then select the correct document.
  - Click Save Attachment if you want to attach the selected document.
  - Click Cancel if you do not want to attach the selected document.
If you clicked Save Attachment but then decide that you do not want to attach the document, click Delete. This will take you back to the Attachments page.

Once you attach the correct document, click Next Step.

**Overall Rating and Comments** – Standard Self-Appraisal Worksheet

- Overall Rating and Comments: You have another chance to select an overall rating and amend or make comments. **Comments are not required. Selecting an overall rating is required.**
Finish Self-Appraisal– Standard Self-Appraisal Worksheet

- **Finish Self-Appraisal (choose one option):**
  - **Draft Self-Appraisal:** If you select this option the self-appraisal is only visible to you and you will be able to make changes to the self-appraisal at a later time. Your supervisor will not see your draft self-appraisal. **It is strongly recommended that you click this option the first time so you can review and/or modify your entries before selecting Self-Appraisal Complete. Once you click Self-Appraisal Complete you cannot make any further changes to the document.**
  - **Self-Appraisal Complete:** If you select this option the self-appraisal is complete and no more changes will be allowed. Your supervisor will be notified that the appraisal is ready to view. **Do not select this option until you are sure you have finalized your self-appraisal.**
    - Once you make your selection, click Save/Finish.
    - The application will return to the Home Page. You will notice that the button under My Self-Appraisal will read either “Continue Self-Appraisal” if you selected the Draft Self-Appraisal option or “View Self-Appraisal” if you selected the Self-Appraisal Complete option. You can continue to revise your self-appraisal at another time if you saved it in draft form.
    - Once your self-appraisal is marked completed, you can view it by returning to the home page and clicking the “View Self-Appraisal” button.
    - Click the Export button to export the self-appraisal into a PDF format. Once in PDF format the document can be printed, if desired.

Always Logout of the application when you are finishing using it. Click the Logout button at the top of the page.
**Changing Self-Appraisal Formats:** If you saved your self-appraisal in *draft form* and decide to change the type of self-appraisal you want to submit, (from standard self-appraisal to upload a custom document or vice versa), just re-enter the application and go to the Type of Self-Appraisal screen. Then select the new type of self-appraisal you wish to complete.

- You will receive the message: “Are you sure you want to change the type of appraisal? PLEASE NOTE: Existing content will be deleted if you proceed!”
- By selecting another type of self-appraisal format you will be overriding/deleting the information entered in the previous format completed.
- Once you mark your self-appraisal as complete, you cannot change the format.

**Notifications:**

- When you mark your self-appraisal complete in the system, your self-appraisal is electronically signed and your supervisor will receive an email notification that your self-appraisal can be viewed. You will not be able to make any changes to the completed document.
- You will be notified via email when your performance appraisal is ready to view.
IV. How to Upload a Custom Self-Appraisal

- In lieu of completing the Standard Self-Appraisal Worksheet, you can upload into the application a custom self-appraisal that you prepared on your computer. Use this feature for example, if your supervisor requires a self-appraisal format that is different from the standard Self-Appraisal Worksheet or if you want to do a memo or letter version of the self-appraisal.

- To upload the custom Self-Appraisal, select Upload Custom Document on the Type of Self-Appraisal page and then click Next Step.

- Even if you are uploading a custom document, you must select an overall rating. You can select “No overall.” You cannot move to the next step of the application if you do not select an overall rating.

- Click Upload Document
Upload Custom Self-Appraisal

- Under the File to Upload field, select a document from your computer.
- In Attachment Description field, type in a brief description of the document (e.g. Anne Brown Self-Appraisal). **This is a required field.**
- If you selected the wrong file, click Remove and then select the correct document.
- Click Save Attachment if you want to attach the selected document.
- Click Cancel if you do not want to attach the selected document.

- If you clicked Save Attachment but then decide that you do not want to attach the document, click Delete. This will take you back to Upload Attachments. Once you attach the correct document, click Next Step.
Finish Self-Appraisal – Custom Self-Appraisal

- Finish Self-Appraisal (choose one option):
  - Draft Self-Appraisal: If you select this option the self-appraisal is only visible to you and you will be able to make changes to the self-appraisal at a later time. Your supervisor will not see your draft self-appraisal. *It is strongly recommended that you click this option the first time so you can review and/or modify your entries before selecting Self-Appraisal Complete. Once you click Self-Appraisal Complete you cannot make any further changes to the document.*
  - Self-Appraisal Complete: If you select this option the self-appraisal is complete and no more changes will be allowed. Your supervisor will be notified that the appraisal is ready to view. *Do not select this option until you are sure you have finalized your self-appraisal.*
  - Once you make your selection, click Save/Finish Button
  - The application will return to the Home Page. You will notice that the button under My Self-Appraisal will read either “Continue Self-Appraisal” if you selected the Draft Self-Appraisal option or “View Self-Appraisal” if you selected the Self-Appraisal Complete option. You can continue to revise your self-appraisal at another time if you saved it in draft form.
  - Once your self-appraisal is marked completed, you can view it by returning to the Home page and clicking the “View Self-Appraisal” button.
  - Click the Attachments tab to see the custom Self-Appraisal you uploaded.

Always Logout of the application when you are finishing using it. Click the Logout button at the top of the page.
V. How to Complete Performance Appraisal Short Form for Your Direct Report

- Go to [https://apps.hr.upenn.edu/portal](https://apps.hr.upenn.edu/portal)
- Enter PennKey and Password (*Never share your PennKey and Password with anyone; this is your electronic signature.*)
- Click on Performance Appraisal Management
- At Home page, go to the My Staff Performance Appraisals section
- Click Start Now link under the Appraisal Status column by the staff member for whom you want to complete a Performance Appraisal.

Select the Standard Performance Appraisal option:
- **The Standard Performance Appraisal:** You will be entering information for your staff member into the application. The application uses the same format as the Performance and Staff Development Program Short Form. The form can be printed out after completion, if desired.
- Click Next Step
At the top of the next page you will notice that the name of the staff member is filled in. There are fields that will also give you the status of the performance appraisal you are working on (e.g. incomplete and No Employee Access), when it was last updated, and by whom.

- **Overall Rating:** You are not required to enter an overall rating on this page. You will have an opportunity at the end of the performance appraisal to select an overall rating and make comments. If you do select an overall rating at on this page, you will have an opportunity to change the rating at the end of the performance appraisal.

- **Other Comments:** You may (but are not required to) enter relevant comments about the staff member’s performance, contributions, etc. The staff member will be able to see these comments. If you enter comments on this screen you will have an opportunity to amend the comments at the end of the performance appraisal.

- You can use the spell check feature throughout the application to check the text you enter.

- Click Next Step.
Goals/Projects/Responsibilities for This Appraisal Cycle– Standard Performance Appraisal (Short Form)

Goals/Projects/Responsibilities for This Appraisal Cycle: Click Add Goal to add one of the goals, projects or responsibilities the staff member had for the current appraisal cycle. **You must add at least 1 goal before going to the next step in the application.** You can add as many goals, projects and responsibilities as needed by clicking Add Goal.

- Type in Goal/Project/Responsibility and describe the staff member’s performance results, including supporting examples.
- Click Save Goal if you want to save the information entered.
- Click Cancel if you **do not** want to save the information. If you click Cancel this will take you back to the previous screen where you can add a goal.
- Once you finish entering the staff member’s goals, projects, responsibilities, and performance results, click Next Step.
- At any time in the application you can use Previous Step to go back to previous screens.
Goals/Projects/Responsibilities for Next Appraisal Cycle– Standard Performance Appraisal (Short Form)

Add/Edit Performance Appraisal

Staff Member: [Name]
Status: Incomplete and No Staff Member Access
Last Updated On: 3/4/2011 7:34:45 PM
Updated By: [Name]

Goals, Projects and Responsibilities for Next Appraisal Cycle:

Describe the goals, projects and/or responsibilities that the staff member will have for the next appraisal cycle. Include proposed time frames and expected results. For staff members receiving an overall rating of “unsatisfactory or meets some but not all goals,” performance areas needing improvement should be incorporated in this section. REMEMBER TO UPDATE AND REVISE THE GOALS, PROJECTS, RESPONSIBILITIES, EXPECTED RESULTS AND TIME FRAMES IF NEEDED DURING THE APPRAISAL CYCLE. Click “Add Goal” in order to add a new goal. You may add as many goals, projects and responsibilities as you wish. You must add at least one goal for the next appraisal cycle in order to move to the next step in the application.

Click “Add Goal” in order to add the New Goal and when you are done adding goals, click “Next Step”

- If you save a goal and then decide to edit it, click Edit This Goal link. Remember to click Save Goal after editing.
- You can delete a saved goal by clicking Delete This Goal link.
- If you have professional development goals for the staff member (other than competencies), you can establish these goals in this section of the application. For example, “Continue to enhance your accounting skills by taking training courses and attending AICPA events.”
- Once you finish entering the staff member’s goals, projects, responsibilities, and expected results for the next appraisal cycle, click Next Step.
Feedback on Established Competencies for this Appraisal Cycle:

If you established competencies for the staff member to work on in the current appraisal cycle, use this section to give the staff member feedback on how she/he demonstrated these established competencies. You do not have to comment on all the competencies listed, just the competencies that you established for the staff member for the current cycle. You do not have to give feedback on any competencies to advance to the next screen in the application.

To add a competency, click Add Competency.
Feedback on Competencies for This Appraisal Cycle– Standard Performance Appraisal (Short Form)

- From Competency Name field, use arrow to bring up competencies and highlight competency (one competency at a time) that you wish to comment on.
- In next box, describe how the staff member demonstrated the competency and how she/he should further develop the competency. If the staff member took training or completed a developmental assignment, you can mention these activities in this area.
- Click Save Competency if you want to save your information.
- Click Cancel if you do not want to save your information. If you do this, the application will return to the Feedback on Established Competencies for this Appraisal Cycle screen where you can add a competency.
Feedback on Competencies for This Appraisal Cycle – Standard Performance Appraisal (Short Form)

Add/Edit Performance Appraisal
Staff Member:
Status: Incomplete and No Staff Member Access
Last Updated On: 3/4/2011 7:47:23 PM Updated By:

Feedback on Established Competencies for This Appraisal Cycle:
Give the staff member feedback on 3 – 5 key competencies that you added the staff member to work on this appraisal cycle. **YOU CAN GIVE FEEDBACK ON 3 – 5 OF THE LISTED COMPETENCIES. YOU ARE NOT REQUIRED TO COMMENT ON ALL OF THE COMPETENCIES LISTED.** Click supporting examples of how the staff member demonstrates the competency and provide feedback on how she or he needs to further develop the competency. You can give suggestions on methods to enhance the competency, such as training or work assignments. The staff member will be commenting on the competencies he or she would like to further develop in his/her Self-Appraisal Worksheet. Therefore, you should tell the staff member before he or she completes the Self-Appraisal, what competencies will be discussed in his/her Performance and Staff Development Plan.

Click the 'Add Competency' button to add each competency that you would like to comment on. A list of available competencies will be shown after clicking the ‘Add Competency’ button. You may add as many competencies as you wish, but you are not required to comment on all the listed competencies. If you did not identify competencies for the staff member for the current appraisal cycle, you do not need to complete this section. Click Next Step to proceed to the next screen.

Competencies Name:
Viking Diversity

Competency Description:
Treats all individuals fairly and respectfully, works effectively with others, regardless of their background, position, or status; ensures that opportunities are equally available to all respects different values and viewpoints.

Describe how the staff member demonstrated competency and how the staff member should further develop this competency:

- If you clicked Save Competency but then decide that you want to edit the competency, click Edit This Competency link. Be sure to save your revised competency.
- If you want to delete a saved competency, click Delete This Competency link.
- Once you have finished giving feedback on competencies for this appraisal cycle, click Next Step.

Competencies for the Next Appraisal Cycle

Add/Edit Performance Appraisal
Staff Member:
Status: Incomplete and No Staff Member Access
Last Updated On: 3/4/2011 7:47:23 PM Updated By:

Competencies for the Next Appraisal Cycle:
From the list provided, you may select 3 – 5 competencies that you want the staff member to work on in the next appraisal cycle. The competencies selected should be vital to the staff member’s success in his/her current position and/or will enhance his/her professional development. You should add suggestions on methods to enhance each selected competency, such as training or work/project assignments. Click the ‘Add Competency’ button to add each competency that you would like to establish for the next cycle. A list of available competencies will be shown after clicking the ‘Add Competency’ button. Remember you do not have to assign more than 5 competencies.

If you want to establish other professional development goals beyond competencies, you can list these professional development goals under the previous section titled, “Goals, Projects and Responsibilities for Next Appraisal Cycle.” (Click the “Previous Step” button to return to previous steps in the application.)

If you do not want to identify competencies for the staff member for the next appraisal cycle, you do not need to complete this section. Click Next Step to proceed to the next screen.

- If you wish, you can establish 3 – 5 competencies that you want the staff member to work on in the next appraisal cycle. **You do not have to establish competencies for the next appraisal cycle to advance to the next screen in the application.**
- To add a competency, click Add Competency.
Competencies for the Next Appraisal Cycle – Standard Performance Appraisal (Short Form)

- From Competency Name field, use arrow to bring up competencies.
- Highlight competency (one competency at a time) that you wish to comment on.
- In next box, describe how the staff member should enhance the competency selected. If you suggest training, undertaking a developmental assignment, or other activities, you can mention these activities in this area.
- Click Save Competency if you want to save your information.
- Click Cancel if you do not want to save your information. If you do this, the application will return to the Competencies for the Next Appraisal Cycle screen where you can add a competency.
Competencies for the Next Appraisal Cycle—Standard Performance Appraisal (Short Form)

- If you clicked Save Competency but then decide that you want to edit the competency, click Edit This Competency link. Be sure to save your revised competency.
- If you want to delete a saved competency, click Delete This Competency link.
- Once you have finished establishing competencies for the next appraisal cycle, click Next Step.

Attachments

- Attachments: You can add attachments to the performance appraisal as supporting documentation. This is not required to move to the next step in the application. If you do not want to attach any documents, click Next Step.
- Click Add Attachment to add a document.
Under the File to Upload field, select a document from your computer.

In Attachment Description field, type in a brief description of the document (e.g., Commendation Letter). **This is a required file.**

If you selected the wrong file, click Remove and then select the correct document.

Click Save Attachment if you want to attach the selected document.

Click Cancel if you do not want to attach the selected document.

If you clicked Save Attachment but then decide that you do not want to attach the document, click Delete. This will take you back to the Attachments page.

Once you attach the correct document, click Next Step.
• **Overall Rating and Other Comments**: You can amend the overall rating and comments you made earlier in the application. If you did not enter an overall rating previously you **must** enter one now. **Comments are not required. Selecting an overall rating is required.**

• **Performance will be reviewed again by**: Enter the date in (mm/dd/yyyy) format when the staff member’s performance will be formally reviewed again. If the formal review will occur by the end of the next appraisal cycle, you can enter 06/01/2012. **The performance review date is a required field.**
Finish Performance Appraisal—Standard Performance Appraisal (Short Form)

○ **Draft Performance Appraisal – Not Staff Member Accessible**: If you select this option the performance appraisal **cannot** be viewed by the staff member and you will be able to make changes to the draft appraisal at a later time. Use this option when you want to amend the appraisal before the staff member sees it. *It is highly recommended that you select this option the first time so you can review and/or modify your entries before selecting the Performance Appraisal Complete or Draft Performance Appraisal-Staff Member Accessible options. Once you click Performance Appraisal Complete you cannot make any changes to the document but you may be able to recall the document.*

○ **Draft Performance Appraisal – Staff Member Accessible**: If you select this option the draft performance appraisal **can** be viewed by the staff member and you will be able to make changes to the draft appraisal at a later time. Use this option when you are satisfied with the draft appraisal but wish to retain the ability to amend the appraisal before the staff member signs it. *This is the best option to check until you have discussed the performance appraisal with the staff member. By choosing this option, you can make amendments to the performance appraisal, if needed after the appraisal meeting.*

○ **Performance Appraisal Complete**: If you select this option the performance appraisal is complete and no more changes will be allowed. Your staff member will be notified that the appraisal is ready to view. **Do not select this option until after the appraisal meeting, in case you wish to modify the appraisal after the discussion.**

○ Once you make your selection, click Save/Finish.
The application will return to the Home Page. You will notice that the status for the staff member under the Appraisal Status column will be updated appropriately. For example, if the performance appraisal was marked Draft-Not Staff Member Accessible, the status column will read, “Incomplete – No Staff Member Access.”

You can continue to update a performance appraisal at another time if you saved it in draft form.

Recalling A Completed Performance Appraisal That Has Not been Signed by Staff

You can recall a performance appraisal that you marked complete as long as the staff member has not signed the appraisal in the automated system. Remember the performance appraisal is available to the staff member to view and sign moments after you mark it complete.

To recall, go to Home page. Click on the appropriate link under Appraisal Status for the performance appraisal you want to recall.

Go to the Ratings tab. Click Recall.

If you need to recall a performance appraisal after the staff member signs it, you need to contact your school/center HR representative.

**Changing Performance Appraisal Formats:** If you saved a performance appraisal in draft form and decide to change the type of performance appraisal you want to submit, (from Short Form to a custom document or vice versa), just re-enter the application and go to the Type of Performance Appraisal screen. Then select the new type of performance appraisal you wish to complete.
You will receive the message: “Are you sure you want to change the type of appraisal? PLEASE NOTE: Existing content will be deleted if you proceed!”

By selecting another type of appraisal, you will be overriding/deleting the information entered in the previous format selected.

**Notifications:**
- When you mark the performance appraisal complete in the system, your staff member will receive an email that his/her performance appraisal can be viewed. You will not be able to make any changes to the completed document.
- You will be notified via email when your staff member has viewed and signed the performance appraisal.
- Your staff member will have the opportunity to comment on his/her signed performance appraisal in the automated system. The comments section can hold 8000 characters. You will be notified if your staff member submitted comments.

**How Supervisor Can View Staff Member Comments:** The supervisor will receive an email notification if a direct report makes comments on his/her signed and completed performance appraisal. A supervisor can view the direct report’s comments by following the steps below:
  - Go to the Home page, My Staff Performance Appraisals section
  - Click “Complete-Signed” link under Appraisal Status column for the selected appraisal.
  - Click Signatures tab
  - View Comments

**Supervisor Notes:** After the performance appraisal is electronically signed by the staff member, the supervisor can make notes to the appraisal (e.g., updating a goal). (Notes can only be made by the supervisor after the staff member has electronically signed the appraisal.) A supervisor can add notes to a signed appraisal by following the steps below:
  - Go to the Home page, My Staff Performance Appraisals section
- Click “Complete-Signed” link under the Appraisal Status column for the selected appraisal.
- Go to Notes tab
- Click Add Note
- Type in notes and then click Save Notes.
- The staff member will be notified via email that the supervisor made notes to the appraisal.

VI. Uploading a Custom Performance Appraisal

- In lieu of completing the Standard Performance Appraisal (Short Form), you can upload into the application a custom performance appraisal that you prepared on your computer. Use this feature for example, if you want to do the performance appraisal in memo or letter format or use an alternate version of the performance appraisal.

Add/Update Performance Appraisal

Type of Performance Appraisal
Please choose the type of performance appraisal you would like to use and click "Next Step".

- **Standard Performance Appraisal**: The application will walk you through the process of completing the performance appraisal, having you enter text directly into the application. Once the application steps are completed, the standard performance appraisal short form can be printed based on what you enter.
- **Upload Custom Document**: The application will only ask for an overall rating and then allow you to upload your customized performance appraisal as an attachment. This allows you to use your own custom format such as a memo or letter.

- To upload the custom Performance Appraisal, select Upload Custom Document on the Type of Performance Appraisal page and then click Next Step.

Summary of Performance (You must select an overall rating)
Check one category that best describes the staff member's overall performance:

- Staff member's performance consistently meets or exceeds expectations for the position and is clearly outstanding overall.
- Staff member's performance consistently meets or exceeds all established guidelines or expectations for the position.
- Staff member's performance consistently meets established guidelines or expectations for the position.
- Staff member's performance meets some, but not all, established goals or expectations for the position and improvement in specific areas is required.
- Staff member's performance is unacceptable for the position and significant improvement is required.

Upload Document
You have started to add a custom attachment/file for the staff member's performance appraisal. Click the "Upload Document" button to add the custom document. You may delete an attachment that you have already uploaded by clicking the "Delete" link next to the attachment. To replace an existing attachment, simply delete the attachment and upload a new version.

- Even if you are uploading a custom document, you must select an overall rating. You cannot move to the next step of the application if you do not select an overall rating.
- Click Upload Document
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- **Upload Attachments - Custom Performance Appraisal**

  ![Image of Upload Attachments page]

  - Under the File to Upload field, select a document from your computer.
  - In Attachment Description field, type in a brief description of the document (e.g. Joe Smith Performance Appraisal). **This is a required field.**
  - If you selected the wrong file, click Remove and then select the correct document.
  - Click Save Attachment if you want to attach the selected document.
  - Click Cancel if you do not want to attach the selected document.

  ![Image of Add/Edit Performance Appraisal page]

  - If you clicked Save Attachment but then decide that you do not want to attach the document, click Delete. This will take you back to the Upload Attachments page.
  - Once you attach the correct document, click Next Step.
Finish Custom Performance Appraisal

Add/Edit Performance Appraisal
Staff Member: Smith, Joe  Status: Incomplete and No Staff Member Access
Last Updated: 05/01/11 1:13:24 PM  Updated By:

Finish Performance Appraisal
You have completed the steps necessary for the performance appraisal. You may click the "Previous Step" button to go back and make further changes to the performance appraisal. If you are done, please select how the performance appraisal should be saved and click the "Save/Finish" button.

- **Draft Performance Appraisal - Not Staff Member Accessible:** The performance appraisal will be saved as a draft and will only be visible to you. The staff member will NOT be able to access the appraisal while you continue to make changes.

- **Draft Performance Appraisal - Staff Member Accessible:** The performance appraisal will be saved as a draft and the staff member WILL be able to view it. This status allows for review and discussion of the appraisal prior to it being completed.

- **Performance Appraisal Complete:** The performance appraisal is complete. No more changes will be allowed and the staff member will be prompted to sign/acknowledge receipt.

- **Draft Performance Appraisal – Not Staff Member Accessible:** If you select this option the performance appraisal cannot be viewed by the staff member and you will be able to make changes to the draft performance appraisal at a later time. Use this option when you want to amend the appraisal before the staff member sees it. **It is highly recommended that you select this option the first time so you can review and modify your uploaded document before selecting the Performance Appraisal Complete or Draft Performance Appraisal Staff Member Accessible options.** Once you click Performance Appraisal Complete you cannot make any changes to the document but you may be able to recall the document. You can recall a performance appraisal that you marked complete as long as the staff member has not signed the appraisal in the automated system. **(see page 30 for recall instructions.)**

- **Draft Performance Appraisal – Staff Member Accessible:** If you select this option the draft performance appraisal can be viewed by the staff member and you will be able to make changes to the draft performance appraisal at a later time. Use this option when you are satisfied with the draft appraisal but wish to retain the ability to amend the appraisal before the staff member signs it. **This is the best option to check until you have discussed the performance appraisal with the staff member.** By choosing this option, you can make amendments to the performance appraisal, if needed, after the appraisal meeting.

- **Performance Appraisal Complete:** If you select this option the performance appraisal is complete and no more changes will be allowed. Your staff member will be notified that the appraisal is ready to view. **Do not select this option until after**
the appraisal meeting, in case you wish to modify the appraisal after the discussion.

- Once you make your selection, click Save/Finish.
- The application will return to the Home Page. You will notice that the appraisal status for the staff member under the Appraisal Status column will be updated appropriately. For example, if the performance appraisal was marked Draft- Not Staff Member Accessible, the status column will read, “Incomplete – No Staff Member Access.”
- You can continue to update a performance appraisal at another time if you saved it in draft form. Click on the appropriate link under Appraisal Status on the Home page.

VII. Viewing Draft or Completed Documents (from Home Page)

- You can view draft or completed self-appraisals or performance appraisals from the Home page of the application.
  - A staff member can view his/her draft self-appraisal by clicking on the “Continue Self-Appraisal” button under the My Self-Appraisal section.
  - A staff member can view his/her completed self-appraisal by clicking on the “View Self-Appraisal” button under the My Self-Appraisal section.
  - A staff member can view his/her completed or draft performance appraisal by clicking on the appropriate button under the My Performance Appraisal section.
  - A supervisor can view a direct report’s self-appraisal by going to the My Staff Performance Appraisals section of the Home page and then clicking on the link under the Self-Appraisal Status column for the selected self-appraisal.
  - A supervisor can view a direct report’s Standard Performance Appraisal Short Form or custom performance appraisal by clicking on the link under Appraisal Status for the selected appraisal. If the performance appraisal is in short form, the tabs contain the information entered in the different sections of the form. If it is a custom performance appraisal, go to the Attachments tab to view the custom document.

VIII. Signing and Making Comments to your Performance Appraisal

- You will receive an email notification when your performance appraisal is completed and ready to sign.
  - Go to the Home Page.
  - Click on View Performance Appraisal under My Performance Appraisal section.
  - Click Signatures Tab. Click Sign as Staff Member. Note: Your signature indicates that you have received your performance appraisal and does not mean that you agree with the contents of the appraisal.
At the Signatures Tab you can make comments to your performance appraisal in the Comments section. This section will hold up to 8000 characters. Your supervisors will see any comments you make in this section. **You can only make comments if you electronically sign your performance appraisal.**

**IX. Printing Self-Appraisal and/or Performance Appraisal (from Home Page)**

- You can print your self-appraisal and/or performance appraisal, if desired, from the Home Page. Support sustainability—the less you print the more trees you save!
  - To print your self-appraisal, click on the Export button under the My Self-Appraisal Section.
  - Open the document and print it (hit printer icon).
  - To print your performance appraisal, click on the Export button under My Performance Appraisal and follow the above directions.

- Supervisors can print their direct reports’ performance appraisals by doing the following:
  - Go to My Staff Performance Appraisals section.
  - Click on the appropriate link under the Appraisal Export column.
  - Open the document and print it (hit printer icon).

- Supervisors can also print their direct reports’ performance appraisals by doing the following:

  (a) If the performance appraisal is a Standard Short Form version:
    - Go to My Staff Performance Appraisals section.
    - Click on the appropriate link under the Appraisal Status column.
    - Click Export tab
    - Click Short Form
    - Open the document and print it (hit printer icon).

  (b) If the performance appraisal is a custom document:
    - Go to My Staff Performance Appraisals section.
    - Click on the appropriate link under the Appraisal Status column.
    - Click on the Attachments tab.
    - Under File Name, click on the link to the document.
    - Open the document and print.