

PAPERS PERFORMANCE EVALUATION PROCESS

Quick Guide for Supervisors

At least two weeks prior to completing the evaluation, provide the employee with the opportunity to give you a written self-evaluation.

Once you receive the employee's self-evaluation, go to jobs.odu.edu/hr, and click on **Begin New Performance Evaluation**.

Enter the Employee's name or position number and Click on **Search**.

Select "**Start Action**" under the **Role Title of the position**.

Complete the information on each Tab in the Evaluation using the **Continue to Next Page** button to navigate through the form.

A rating and comments are required for **each** Core Responsibility, Special Assignment, and University/Departmental Competency as well as the Overall Rating and comments.

A description of the accomplishments of the Professional Development Goals are also **required**.

Supplemental documents **MUST** be attached for **Overall Ratings** of Extraordinary Contributor or Below Contributor.

Comments on the **Supervisor/Reviewer/HR Tab** at the beginning of the evaluation are not viewable by the employee and are meant to be a communication tool between the Supervisor, Reviewer, and Human Resources staff as the evaluation moves through the process.

Comments entered on Overall Rating/Comments Tab are viewable by the Reviewer, Supervisor, Employee and Human Resources staff.

If you need to save the evaluation before you have completed the process, Click on **Save without Submitting**. You can return to the evaluation by clicking on **Pending Evaluations**.

When you have completed the evaluation and attached the supporting documents, Click on **Submit Evaluation to Reviewer**.

When the Reviewer approves the evaluation and returns it to you, send it to the employee by clicking on **Submit Evaluation to Employee and call or e-mail the employee to schedule a meeting to discuss the evaluation**.

The employee sends the evaluation back to you after the meeting.

If you agreed to make some revisions, you will forward the evaluation back to the Reviewer after making those revisions and the steps above will repeat.

If no revisions were requested by the employee, send the evaluation to Human Resources.