



## Overview/Description

This document provides step-by-step instructions on how to navigate to where the **Participant Completes Evaluation** on the Performance Process page. This page is used for **Nominated Participants** to provide Job Performance feedback on the Employee. It is recommended to create overall goals for the employee prior to completing an annual assessment document.

## Prerequisite(s)

Nominate Participants

## Instructions

### 1. Step

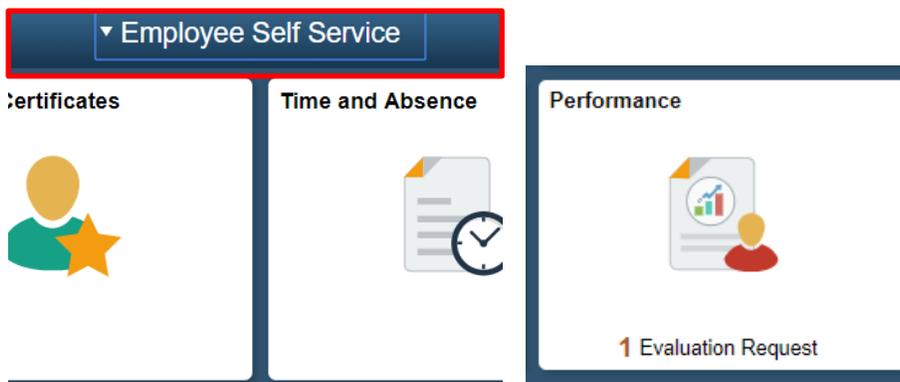
**Participant Completes Evaluation** of Employee for Other Evaluation Page

#### 1.1. Sub step

Once nominated, the **Nominated Participant** can log in under **Employee Self Service** and click on the **Performance** tile that shows the number of Evaluation Requests.

## Navigation

Navigator > Self Service > Performance Management > My Performance Documents > Current Documents



- a. **Nominated Participants** will have the Pending Evaluation Requests listed in **Evaluation of Others** page

Name	Document Type	Document Status	Period Begin / Period End
Lindsey Seipel	USG Annual Review for Staff	Not Started	01/01/2019 11/30/2019



- b. The **Nominated Participant** can choose to either **Accept** or **Decline** the **Pending Evaluation Request** by checking the box next to the Employee's Name and selecting **Accept** or **Decline**.

The screenshot shows the 'Employee Self Service' interface for 'Christy Todd'. Under the 'Evaluations of Others' section, there is a 'Pending Evaluation Requests' table. The table has columns for 'Name', 'Document Type', and 'Due Date'. A row for 'Lindsey Seipel' is shown with 'USG Annual Review for Staff' as the document type and '10/31/2019' as the due date. Below the table are 'Accept' and 'Decline' buttons. A red arrow points to the 'Accept' button.

Name	Document Type	Due Date
<input type="checkbox"/> Lindsey Seipel	USG Annual Review for Staff	10/31/2019

- c. Once Nominated Participant has accepted, ratings on the **Employee's Goals**, **Performance Factors**, **USG Core Values**, **Institutional Values**, and an **Overall Summary** are given.

The screenshot shows the same 'Employee Self Service' interface. In the 'Pending Evaluation Requests' table, the checkbox next to 'Lindsey Seipel' is now checked, indicating the request has been accepted. The 'Accept' and 'Decline' buttons are still present below the table.

Name	Document Type	Due Date
<input checked="" type="checkbox"/> Lindsey Seipel	USG Annual Review for Staff	10/31/2019

- d. All of the section tabs have a percentage weight to evaluate the Employee. **Performance Factors**, **USG Core Values**, and **Institutional Values** tabs are predefined and can be expanded or collapsed. **Goals** tab is the only tab where items can be added. The **Overall Summary** tab only allows a rating along with comments. **Nominated Participant** does not need to complete all sections of the evaluation.



< Performance Other Evaluation

USG Annual Review for Staff

Other Evaluation

Lindsey Seipel



Job Title	Employee Relations Manager	Manager	Amy Phillips
Document Type	USG Annual Review for Staff	Period	01/01/2019 - 11/30/2019
Template	KSU Annual Review for Staff	Document ID	1219
Status	Evaluation in Progress	Due Date	10/31/2019
Reviewer	Christy Todd	Role	Other

Employee Data

Employee ID	0352681
Department	1060416 HRS-Human Resources
Location	430 Kennesaw State University

Calculate All Ratings



Goals | Performance Factors | USG Core Values | Institutional Values | Overall Summary

Section 1 - Goals

Audit History

Created By	Amy Phillips	07/31/2019 3:21:57PM
Last Modified By	Christy Todd	08/07/2019 9:49:06AM



**< Performance**

USG Annual Review for Staff  
Other Evaluation

Department 1000410      HRS-Human Resources  
Location 430      Kennesaw State University

Calculate All Ratings

Goals | Performance Factors | USG Core Values | Institutional Values | Overall Summary

Section 2 - Performance Factors

Expand | Collapse

**Communication**

Description : The extent to which employee is proficient and professional in oral and written communication. This includes listening, understanding, remembering, and following oral or written instructions; asking for clarification when necessary and providing information to others in a clear, complete and concise manner.

Rating 3 - Successful      3.00

Comments

Created By: Template      07/31/2019 3:21PM

**Customer Service**

Description : The extent to which the employee provides a customer friendly environment and superior service to our clients, patients, coworkers, supervisors, subordinates, faculty and students. The employee resolves customer needs with confirmed satisfaction, responsiveness, and outcomes.

Rating 4 - Superior      4.00

Comments

Created By: Template      07/31/2019 3:21PM

**Initiative**

Description : The extent to which employee is a self-starter, shares new ideas for doing things, and is willing to assume additional duties when necessary. Displays positive attitude and willingness to improve both personally and professionally in a constantly changing environment.

Rating 2 - Emerging      2.00

- e. Once the evaluation has been completed and all comments saved, the **Nominated Participant** clicks on complete and confirms.

**< Performance**      Other Evaluation

USG Annual Review for Staff

Other Evaluation

Lindsay Seipel

Job Title: Employee Relations Manager      Manager: Amy Philips  
Document Type: USG Annual Review for Staff      Period: 01/01/2019 - 11/30/2019  
Template: KSU Annual Review for Staff      Document ID: 1219  
Status: Evaluation in Progress      Due Date: 10/31/2019  
Reviewer: Chrissy Todd      Role: Other

Employee Data

Employee ID: 0302081  
Department: 1000410      HRS-Human Resources  
Location: 430      Kennesaw State University

Calculate All Ratings

Goals | Performance Factors | USG Core Values | Institutional Values | Overall Summary

Section 5 - Overall Summary

Rating 3 - Successful      3.00

Comments

THE EMPLOYEE HAS GREAT CUSTOMER SERVICE SKILLS AND A WILLINGNESS TO LEARN

Audit History

Created By: Amy Philips      07/31/2019 3:21:57PM  
Last Modified By: Chrissy Todd      08/07/2019 9:49:05AM

Save      Complete



### Complete Evaluation ✕

If you have no further changes to make to this document select confirm to complete this evaluation.

Confirm

Cancel