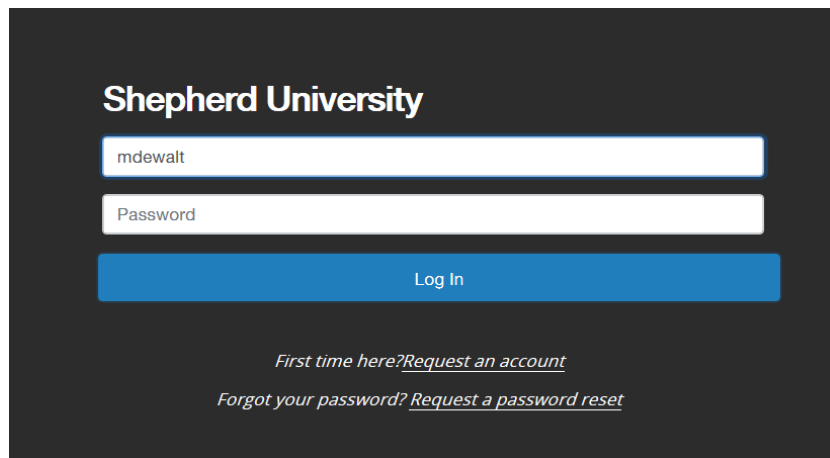


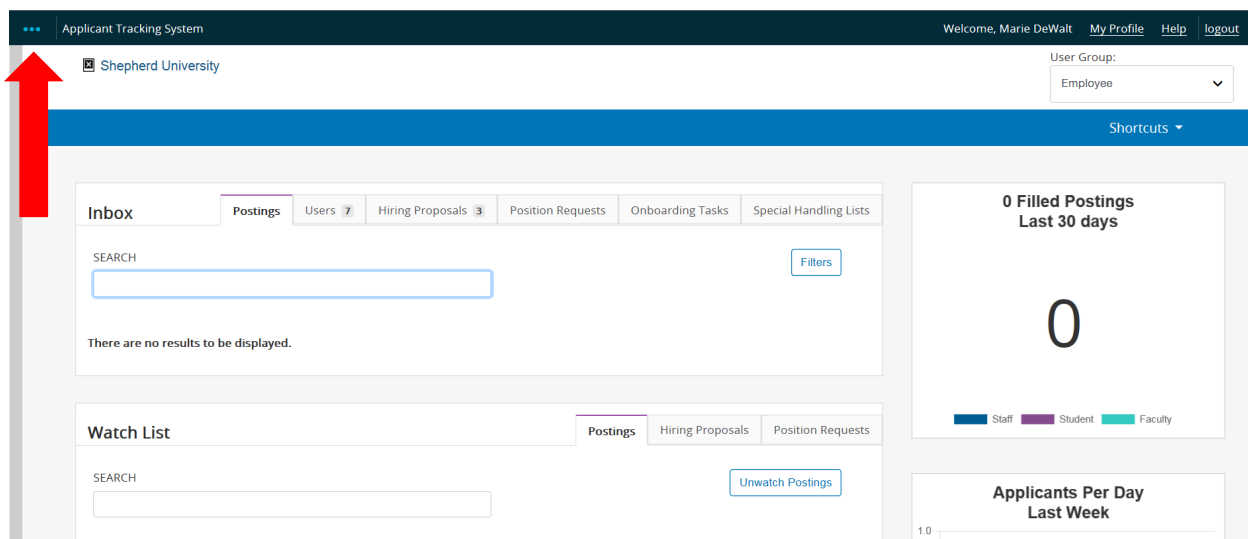
Performance Evaluation Instructions for Supervisors

To begin a new performance evaluation for your employee, log in to the HR System (PeopleAdmin 7) at <https://jobs-shepherd.peopleadmin.com/hr>. All employees already have an account set up in the system. If you do not know your username, please reach out to someone in HR and this information will be sent to you. Please do not click on “Request an Account”. For your initial log in, the username and password are the same. You will then be prompted to change your password. Your new password must be a minimum of 6 characters.

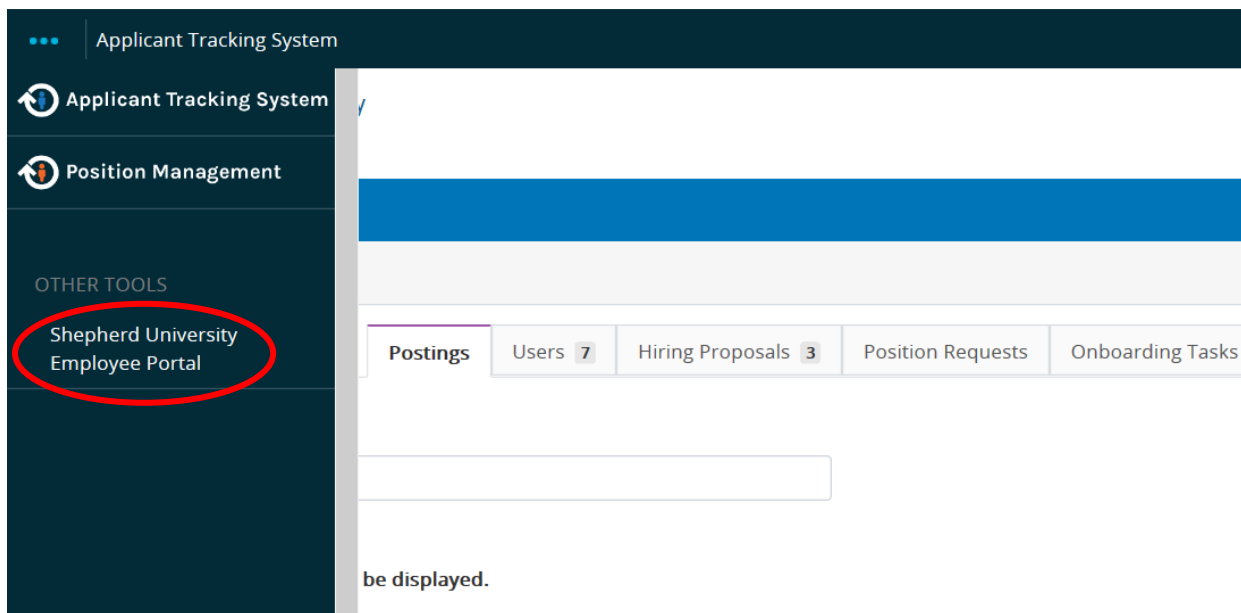


The login page for Shepherd University has a dark background. At the top, it says "Shepherd University" in white. Below that are two white input fields: the first contains the username "mdewalt" and the second is labeled "Password". A blue "Log In" button is centered below the fields. At the bottom, there are two links in italics: "First time here? [Request an account](#)" and "Forgot your password? [Request a password reset](#)".

Once logged in, click on the three dots in the top left corner, then click on “Shepherd University Employee Portal”.

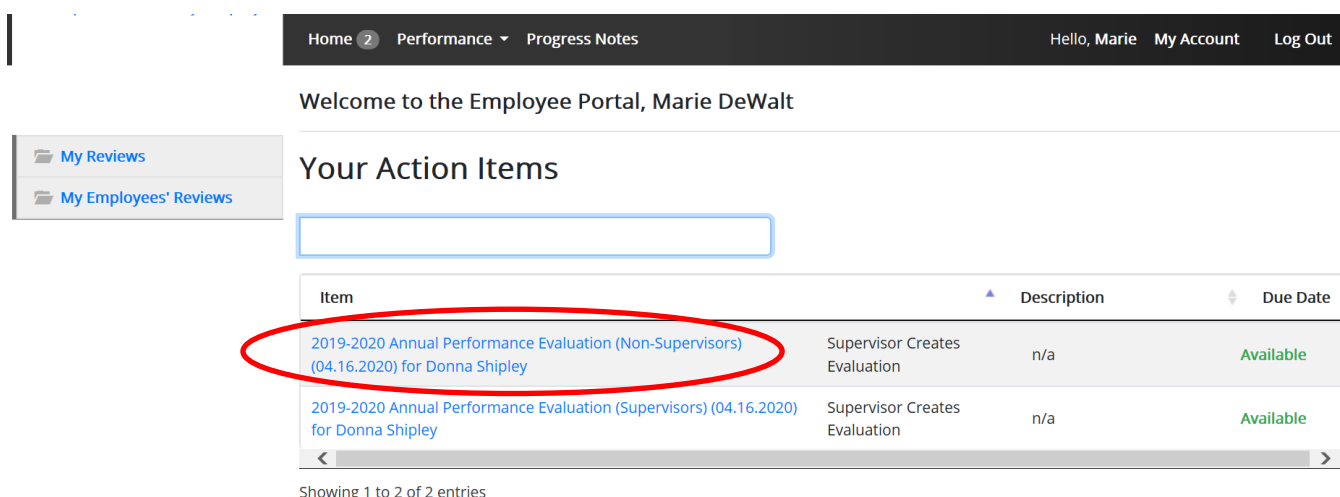


The dashboard for the Applicant Tracking System shows a top navigation bar with "Applicant Tracking System" on the left and "Welcome, Marie DeWalt", "My Profile", "Help", and "logout" on the right. Below this is a blue header with the Shepherd University logo and a "Shortcuts" dropdown. The main content area has tabs for "Inbox", "Postings", "Users" (7), "Hiring Proposals" (3), "Position Requests", "Onboarding Tasks", and "Special Handling Lists". The "Inbox" tab is active, showing a search bar and a message "There are no results to be displayed." Below the inbox is a "Watch List" section with similar search and "Unwatch Postings" options. On the right, there are two summary cards: "0 Filled Postings Last 30 days" with a large "0" and a legend for Staff, Student, and Faculty; and "Applicants Per Day Last Week" with a line graph showing a value of 1.0.



*If you do not see Shepherd University Employee Portal, please contact HR.

All action items for your employees will be listed here. Please note, there are two types of performance evaluations – one for “Supervisors” and one for “Non-Supervisors”. Click on the employee’s performance evaluation you want to start.



Supervisors can review the status of all their employee performance evaluations at anytime using the “Reviews Dashboard” by clicking on “My Employees’ Reviews” on the left.

Shepherd University Employee Portal

Home 4 Performance Progress Notes Hello, Marie

Reviews Dashboard

Reset Program: None Employee Name Group by: Program Advance

All Reviews 3 Not Started 0 In Process 3 Complete 0 Overdue 3 Disputed 0

Last Name	First Name	Anniversary Date	Progress	Program
2023 - Annual Evaluation (Non-supervisor) 3				
Cifala	Dana	2008-07-31	2/7	2023 - Annual Evaluation (Non-supervisor)
Branch	Marsha	2016-09-17	0/7	2023 - Annual Evaluation (Non-supervisor)
Gill	Tammy	2015-01-05	0/7	2023 - Annual Evaluation (Non-supervisor)

Previous 1 Next

Once the employee’s performance evaluation is open, you will see the seven steps of the performance evaluation process listed. Click on step one: “Supervisor Creates Evaluation”.

Shepherd UNIVERSITY

Go to Shepherd University HR Site PeopleAdmin

Home 2 Performance Progress Notes Hello, Donna My Account Log Out

Marsha Branch

Supervisor: Donna Shipley
Position Description: HR Assistant
Department: Human Resources

Overview

Plan

Supervisor Evaluation

Self Evaluation

History

My Reviews

My Employees' Reviews

Task	Task Owner	Date Opened	Date Completed	Due Date
1 Supervisor Creates Evaluation	Donna Shipley Supervisor	2022-05-16		
2 Self Evaluation	Marsha Branch			
3 Supervisor Evaluation	Donna Shipley Supervisor			
4 Review Meeting	Donna Shipley Supervisor			
5 Second Level Supervisor Approves Evaluation	Marie DeWalt Reviewing Officer			
6 Employee Acknowledges Evaluation	Marsha Branch			
7 HR Final Approval	Dana Cifala			2022-06-30

2022 Annual Evaluation (Non-Supervisors)

Review Status: Open

Evaluation Type: Annual

Program Timeframe: 05/15/21 to 05/14/22

Last Updated: May 17, 2022 07:12

Co-reviewer: Add Co-reviewer

You will then see three tabs – “Job Duties”, “Standard Evaluation Competencies” and “Prior Year’s Goals”. Please review the information on each tab by clicking on the respective tab label. You can also advance through each tab by clicking on the blue “Save & Continue” button at the bottom of each tab.

If there are changes needed on the “Job Duties” tab, please e-mail the changes to Donna Shipley (dshipley@shepherd.edu) in Human Resources. *Please keep in mind that any changes that need to be made to the job description will not be evident during the current evaluation cycle.*

[Home](#) [Performance](#) [Progress Notes](#)

Plan for Marsha Branch [Actions](#)

Please review the job description details listed below for your employee. If changes are needed, please contact Human Resources. To initiate your employee's annual performance evaluation, please review each tab – Job Duties, Standard Evaluation Competencies and Goals. Click the blue “Save & Continue” button or click on each tab in the evaluation. When finished, click the “Complete” button.

[Job Duties](#) [Standard Evaluation Competencies](#) [Prior Year's Goals](#)

Job Duties [Check spelling](#)

Refresh Job Duties from

Description of Job Duty
Check PeopleAdmin for hiring proposals, modifications, and separations which are used to perform actions in wvOASIS.
Create positions in wvOASIS via the POSM (PSMT) for full-time faculty and staff, part-time and casual staff. This includes entering the department, unit, position number, effective date, short description (job title) from Job Title List provided by wvOASIS, long description (the working title listed in PeopleAdmin), assignment type (permanent or temporary), table driven pay, time class, title (job title code provided by wvOASIS), sub-title (which determines leave accrual), annual position salary from hiring proposal, base pay type (depending on whether the position is faculty, staff, part-time/casual), work location, NCCI, SOC, position status (used when creating a new position or inactivating a position), Civil Service Status, pay class (salaried, hourly, spread pay, etc.), payroll number (bi-weekly), position action (code used to show why the PSMT is being created or changed), position action reason (some position actions require a reason for the action), Accounting Source (whether the position uses the entered accounting values or is an LDPR), Fund Accounting (includes the Fund, Sub-Fund, Department, Unit, Appropriation, Object, and Sub-Object) which comes from the Fund and Org in PeopleAdmin and is then converted to what is required by wvOASIS using the Crosswalk provided by Finance, and a comment as to the reason for the PSMT.

When you have finished reviewing each tab, click on the blue “Complete” button on the “Prior Year’s Goals” tab.

Prior Year's Goals [Check spelling](#)

Prior Year's Goals

1. Enter working titles for faculty in the database by November 2021.
2. Complete CUPA-HR survey by January 2022 deadline.
3. Calculating months/years of service for employees and entering the information in the database by November 2021.

☐ Remove Entry?

Add Entry

Save Draft Complete

You will get a pop up message that says, “Are you sure you want to complete this plan?” Click “OK”.

jobs-shepherd.peopleadmin.com says

Are you sure you want to complete this plan?

OK Cancel

When the plan is marked complete, you will see a green bar across the top of the page. The performance evaluation has now been sent to the employee reporting to you to complete the second step in the process, their self-evaluation.

The Plan has been marked as complete.

Plan for Donna Shipley Actions

Job Duties

Description of Job Duty

Miscellaneous support: Assist with general HR duties and serve as advisor to Director of HR, utilizing HR expertise. Provide Human Resources office coverage as needed. Serve on campus-wide committees and perform other duties as assigned by supervisor. Attend conferences, seminars and training sessions in order to remain current on software applications and on federal, state and other regulations.

Description of Job Duty

Responsible for various leave functions including managing the computer leave system, communicating with employees and supervisors about leave policies and technology, coordinating leave events related to FMLA, catastrophic leave, etc., and providing instructions and training.

2019-2020 Annual Performance Evaluation (Non-Supervisors) (04.16.2020)

Review Status: **Open**

Evaluation Type: Annual

Program Timeframe: 05/14/20 to 05/14/21

Last Updated: April 17, 2020 21:39

Last Completed Step: Supervisor Creates Evaluation

Co-reviewer: [Add Co-reviewer](#)

Once your employee completes their self-evaluation, you will receive an e-mail notification. The supervisor can now complete the third step of the process, the “Supervisor Evaluation”. Click on the respective action item to open it.

Home 2 Performance Progress Notes 1
Hello, Marie My Account Log Out

Welcome to the Employee Portal, Marie DeWalt

Your Action Items

Item	Description	Due Date	Status
2019-2020 Annual Performance Evaluation (Non-Supervisors) (04.16.2020) for Donna Shipley	Supervisor Evaluation	n/a	Available
2019-2020 Annual Performance Evaluation (Supervisors) (04.16.2020) for Donna Shipley	Supervisor Creates Evaluation	n/a	Available

Showing 1 to 2 of 2 entries

Once the performance evaluation has been opened, click on the third step of the process - “Supervisor Evaluation”.

Home 4 Performance Progress Notes					
	Task	Task Owner	Date Opened	Date Completed	Due Date
1	Supervisor Creates Evaluation	Tammy Gill Supervisor	2023-04-05	2023-05-15	
2	Self Evaluation	Tammy Gill		2023-05-15	
3	Supervisor Evaluation	Marie DeWalt Supervisor			
4	Second Level Supervisor Approves Evaluation	Alan Perdue Reviewing Officer			
5	Review Meeting	Marie DeWalt Supervisor			
6	Employee Acknowledges Evaluation	Dana Cifala			
7	HR Final Approval	Dana Cifala			2023-04-24

You will see six tabs – “Job Duties”, “Standard Evaluation Competencies”, “Goals”, “Overall Comments”, “Future Goals”, and “Performance Improvement Plan”. Please review the information on each tab by clicking on the respective tab. You can also advance through each tab by clicking on the blue “Save & Continue” button at the bottom of each tab.

Supervisor Evaluation for Donna Shipley Actions ▾

Sample step instructions

Job Duties

Standard Evaluation Competencies

Goals

Overall Comments

Future Goals

Performance Improvement Plan

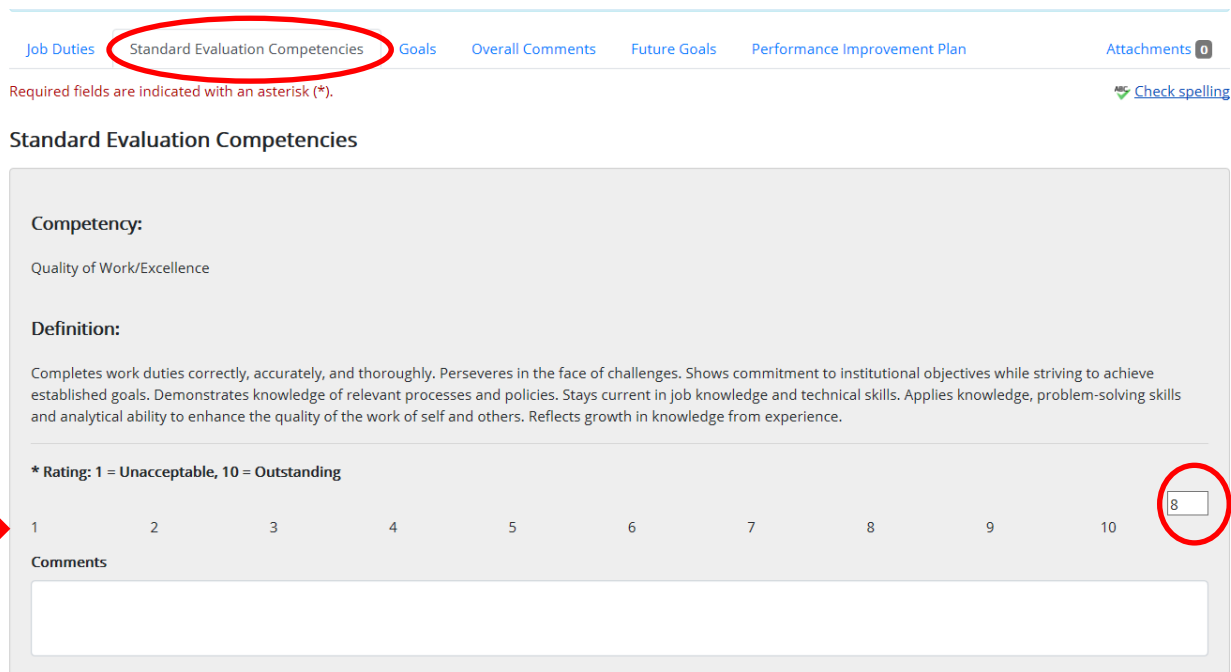
Attachments 0 Check spelling

Job Duties

Description of Job Duty:
Miscellaneous support: Assist with general HR duties and serve as advisor to Director of HR, utilizing HR expertise. Provide Human Resources office coverage as needed. Serve on campus-wide committees and perform other duties as assigned by supervisor. Attend conferences, seminars and training sessions in order to remain current on software applications and on federal, state and other regulations.

Description of Job Duty:
Responsible for various leave functions including managing the computer leave system, communicating with employees and supervisors about leave policies and technology, coordinating leave events related to FMLA, catastrophic leave, etc., and providing instructions and training.

Supervisors should first review the employee’s self-evaluation before completing the supervisor evaluation. Next, click on the “Standard Evaluation Competencies” tab and assign a rating of 1 – 10 for each standard evaluation competency by selecting a number on the rating scale or by typing a number in the box on the right. Ratings must be assigned for each evaluation competency and overall comments must be entered. Please note, a justification must be entered in the respective comments section for all ratings of 1 - 3 or 8 - 10. A rating of 1 – 3 on any competency requires the supervisor to create a Performance Improvement Plan (PIP). Please remember to click “Save Draft” often while working on the performance evaluation.



Job Duties **Standard Evaluation Competencies** Goals Overall Comments Future Goals Performance Improvement Plan Attachments 0

Required fields are indicated with an asterisk (*). [Check spelling](#)

Standard Evaluation Competencies

Competency:
Quality of Work/Excellence

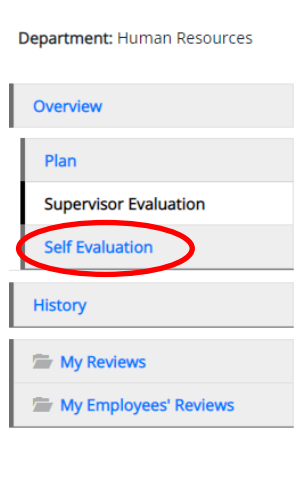
Definition:
Completes work duties correctly, accurately, and thoroughly. Perseveres in the face of challenges. Shows commitment to institutional objectives while striving to achieve established goals. Demonstrates knowledge of relevant processes and policies. Stays current in job knowledge and technical skills. Applies knowledge, problem-solving skills and analytical ability to enhance the quality of the work of self and others. Reflects growth in knowledge from experience.

* Rating: 1 = Unacceptable, 10 = Outstanding

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Comments

To view the employee’s self-evaluation, click on “Self Evaluation” link on left side of screen.



Department: Human Resources

- Overview
- Plan
- Supervisor Evaluation
- Self Evaluation**
- History
- My Reviews
- My Employees' Reviews

Assign a rating of 1 – 10 for the completion of all prior year goals by selecting a number on the rating scale or by typing a number in the box on the right. Please note, a justification must be entered in the respective comments section for all ratings of 1 - 3 or 8 - 10. Otherwise, overall goal comments are optional.

Supervisor Evaluation for Donna Shipley

Actions ▾

Sample step instructions

[Job Duties](#)

[Standard Evaluation Competencies](#)

[Goals](#)

[Overall Comments](#)

[Future Goals](#)

[Performance Improvement Plan](#)

[Attachments](#) 0

Required fields are indicated with an asterisk (*).

 [Check spelling](#)

Goals

Goal:

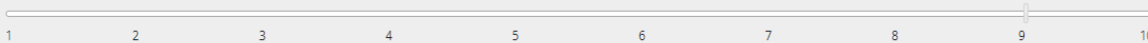
Conduct Kronos training sessions for all new employees within 60 days of their respective start date.

Goal:

By May 2020, develop PeopleAdmin instruction manual for SelectSuite 7.


Completion of Goals

* Overall Goal Rating: 1 = Poor Completion, 10 = Outstanding Completion



Overall Goal Comments

☐ Remove Entry?

 Save Draft

Save & Continue

Supervisors are required to enter “Overall Comments” on the performance evaluation.

The Supervisor Evaluation has been saved!

Supervisor Evaluation for Donna Shipley

Actions ▾

Sample step instructions

Job Duties Standard Evaluation Competencies Goals Overall Comments Future Goals Performance Improvement Plan Attachments 0

Required fields are indicated with an asterisk (*). [Check spelling](#)

Overall Comments

* Overall Comments

I appreciate all of your hard work this year.

Save Draft Save & Continue

Supervisors must enter a minimum of three goals for an employee on the “Future Goals” tab. **All goals must be entered in the same field/box for scoring purposes. If goals are not entered in the same field/box it will cause an error in the scoring of the evaluation.** Please do not click “Add Entry” as this will put a goal in a separate field/box.

Supervisor Evaluation for Donna Shipley

Actions ▾

Sample step instructions

Job Duties Standard Evaluation Competencies Goals Overall Comments Future Goals Performance Improvement Plan Attachments 0

Required fields are indicated with an asterisk (*). [Check spelling](#)

Future Goals

Please enter in each goal in its own entry using the “Add Entry” button.

* Goal

☐ Remove Entry?

Add Entry

Save Draft Next ▶

A Performance Improvement Plan (PIP) is only required for employees who receive a rating of 1 – 3 on any evaluation competency. When finished, click the “Complete” button.

The screenshot shows the 'Performance Improvement Plan' form. At the top, a navigation bar includes links for 'Job Duties', 'Standard Evaluation Competencies', 'Goals', 'Overall Comments', 'Future Goals', and 'Performance Improvement Plan' (which is selected and circled in red). To the right of the navigation bar is an 'Attachments' section with a '0' icon and a 'Check spelling' link. Below the navigation bar, the form title 'Performance Improvement Plan' is displayed. The form contains four main sections: 'Performance Deficiencies', 'Improvement Plan', 'Employee Comments', and a 'Remove Entry?' checkbox. At the bottom right of the form, there are two buttons: 'Save Draft' and 'Complete' (which is circled in red).

You will get a message that says, “Are you sure you want to complete this supervisor evaluation?” Click “OK”.

This screenshot shows the same 'Performance Improvement Plan' form as the previous one, but with a confirmation dialog box overlaid in the center. The dialog box has a title bar that says 'Message from webpage' and a question mark icon. The text inside the dialog box asks, 'Are you sure you want to complete this supervisor evaluation?'. At the bottom of the dialog box, there are two buttons: 'OK' (which is circled in red) and 'Cancel'. The background form is slightly dimmed, but the navigation bar and form sections are still visible.

When the supervisor evaluation is marked complete, you will see a green bar across the top of the page. The performance evaluation has now been sent to the second level supervisor for review and approval. Please note, the employee's overall rating will be displayed on the right.

The Supervisor Evaluation has been marked as complete. ×

Supervisor Evaluation for Donna Shipley (Score: 9)

Job Duties

Description of Job Duty:

Miscellaneous support: Assist with general HR duties and serve as advisor to Director of HR, utilizing HR expertise. Provide Human Resources office coverage as needed. Serve on campus-wide committees and perform other duties as assigned by supervisor. Attend conferences, seminars and training sessions in order to remain current on software applications and on federal, state and other regulations.

Description of Job Duty:

Responsible for various leave functions including managing the computer leave system, communicating with employees and supervisors about leave policies and technology, coordinating leave events related to FMLA, catastrophic leave, etc., and providing instructions and training.

Description of Job Duty:

Set-up, maintenance and daily operation of computer and related web-based human resources processes to include: Implementation of PeopleAdmin modules to include Applicant Tracking Module and the Position Management module throughout the University system. Includes populating and maintaining the database of position descriptions

2019-2020 Annual Performance Evaluation (Non-Supervisors) (04.16.2020)

Review Status: Open

Overall Rating: 9.0

Evaluation Type: Annual

Program Timeframe: 05/14/20 to 05/14/21

Last Updated: April 17, 2020 23:24

Last Completed Step: Supervisor Evaluation

Co-reviewer: N/A

The second level supervisor will receive an e-mail notification when the employee's performance evaluation is ready for review and approval. **Supervisors cannot review/share the performance evaluation with the employee until after this step is completed.** The second level supervisor must access the evaluation from the Action Items list and then click on step 4 – “Second Level Supervisor Approves Evaluation”.

Home 1 Performance ▾ Progress Notes
Hello, Alan My Account Log Out

Welcome to the Employee Portal, Alan Perdue

Your Action Items

Item	Description	Due Date	Status
2019-2020 Annual Performance Evaluation (Non-Supervisors) (04.16.2020) for Donna Shipley	Second Level Supervisor Approves Evaluation	n/a	Available

Showing 1 to 1 of 1 entries

Home 3 Performance ▾ Progress Notes

	Task	Task Owner	Date Opened	Date Completed	Due Date
1	Supervisor Creates Evaluation	Tammy Gill Supervisor	2023-04-05	2023-05-15	
2	Self Evaluation	Tammy Gill		2023-05-15	
3	Supervisor Evaluation	Tammy Gill Supervisor		2023-05-15	
4	Second Level Supervisor Approves Evaluation	Alan Perdue Reviewing Officer			
5	Review Meeting	Marie DeWalt Supervisor			
6	Employee Acknowledges Evaluation	Dana Cifala			
7	HR Final Approval	Dana Cifala			2023-04-24

Once the second level supervisor reviews the employee’s performance evaluation ratings and comments they will click “Approve” located on the Performance Improvement Plan tab. Comments may also be entered.

If changes are required, the second level supervisor should select “Return” and enter comments as to what needs to be changed by the supervisor. Comments entered here are not visible by the employee.

Performance Improvement Plan

Performance Deficiencies

kianfldamfdklsmflkw

Improvement Plan

adkgffdanzasgkdlfnkd

Employee Comments

kgfnkdlnfdklsfndkl

Comment

↩ Return

Approve

ABC

[Check spelling](#)

You will get a message that says, “Are you sure you want to approve this task? Once a task has been approved, it may not be available for further revision.” Click “OK”.

Performance Improvement Plan

The screenshot shows a web form titled "Performance Improvement Plan" with three main sections: "Performance Deficiencies", "Improvement Plan", and "Employee Comments". Each section has a text input field. Below the "Employee Comments" field, there are two buttons: "Return" and "Approve". A modal dialog box titled "Message from webpage" is overlaid on the form. The dialog contains a question mark icon and the text: "Are you sure you want to approve this task? Once a task has been approved, it may not be available for further revision." At the bottom of the dialog, the "OK" button is circled in red, and the "Cancel" button is also visible. A "Check spelling" link is located at the bottom right of the form.

If the evaluation is returned by the second level supervisor, the supervisor will review the comments and make any necessary changes and re-submit it to the second level supervisor for review and approval.

The screenshot shows the "Supervisor Evaluation" page for Donna Shipley, with a score in progress of 9.4. The page has a navigation bar at the top with "Home", "Performance", and "Progress Notes". The main content area is titled "Supervisor Evaluation for Donna Shipley (score in progress: 9.4)". Below this, the "Approver comments from Alan Perdue" section is circled in red. The comment text is: "Please adjust rating for Quality of Work/Excellence. A Perdue 4/21/20". To the right of the comment section is an "Actions" button. Below the comment section, there are several tabs: "Job Duties", "Standard Evaluation Competencies", "Goals", "Overall Comments", "Future Goals", and "Performance Improvement Plan". The "Performance Improvement Plan" tab is selected. The form under this tab is identical to the one in the previous screenshot. To the right of the form, there is a sidebar with evaluation details: "2019-2020 Annual Performance Evaluation (Supervisors) (04.16.2020)", "Review Status: Open", "Overall Rating: 9.4", "Evaluation Type: Annual", "Program Timeframe: 05/14/20 to 05/14/21", "Last Updated: April 21, 2020 22:32", "Last Completed Step: Second Level Supervisor Approves Evaluation", "Co-reviewer: Add Co-reviewer", and "Acknowledgements: Second Level Supervisor Approves Evaluation".

Once the second level supervisor has approved the employee’s performance evaluation, the supervisor should conduct step five – the “Review Meeting”.

Home 2
Performance
Progress Notes 1

Hello, Marie
My Account
Log Out

Welcome to the Employee Portal, Marie DeWalt

Your Action Items

Item	Description	Due Date	Status
2019-2020 Annual Performance Evaluation (Non-Supervisors) (04.16.2020) for Donna Shipley	Review Meeting	n/a	Available
2019-2020 Annual Performance Evaluation (Supervisors) (04.16.2020) for Donna Shipley	Supervisor Creates Evaluation	n/a	Available

Showing 1 to 2 of 2 entries

	Task	Task Owner	Date Opened	Date Completed
1	Supervisor Creates Evaluation	Tammy Gill Supervisor	2023-04-05	2023-05-15
2	Self Evaluation	Tammy Gill		2023-05-15
3	Supervisor Evaluation	Tammy Gill Supervisor		2023-05-15
4	Second Level Supervisor Approves Evaluation	Tammy Gill Reviewing Officer		2023-05-15
5	Review Meeting	Marie DeWalt Supervisor		
6	Employee Acknowledges Evaluation	Dana Cifala		
7	HR Final Approval	Dana Cifala		

Once the supervisor has reviewed the performance evaluation with the employee, click on “Complete”.

Home 2
Performance
Progress Notes 7
Hello, Marie
My Account
Log Out

Review Meeting
Sample step instructions

Complete

2019-2020 Annual Performance Evaluation (Non-Supervisors) (04.16.2020)
Review Status: Open
Overall Rating: 9.0
Evaluation Type: Annual
Program Timeframe: 05/14/20 to 05/14/21
Last Updated: April 19, 2020 15:31
Last Completed Step: Second Level Supervisor Approves Evaluation
Co-reviewer: N/A

The performance evaluation is then submitted to the employee for acknowledgement. The employee can also enter comments. The employee acknowledgement is the sixth step in the performance evaluation process. The evaluation is then submitted to HR for final approval.

	Task	Task Owner	Date Opened	Date Completed
1	Supervisor Creates Evaluation	Tammy Gill Supervisor	2023-04-05	2023-05-15
2	Self Evaluation	Tammy Gill		2023-05-15
3	Supervisor Evaluation	Tammy Gill Supervisor		2023-05-15
4	Second Level Supervisor Approves Evaluation	Tammy Gill Reviewing Officer		2023-05-15
5	Review Meeting	Tammy Gill Supervisor		2023-05-15
6	Employee Acknowledges Evaluation	Tammy Gill		2023-05-15
7	HR Final Approval	Dana Cifala		

Reviews Dashboard

Reset Program: 2023 - Annual Evaluation (Non-supervisor) Employee Name Group by: Program

All Reviews 3 Not Started 0 In Process 3 Complete 0 Overdue 3 Disputed 0

Last Name	First Name	Anniversary Date	Progress	Program
2023 - Annual Evaluation (Non-supervisor)				
Cifala	Dana	2008-07-31	6/7 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2023 - Annual Evaluation (Non-supervisor)
Branch	Marsha	2016-09-17	0/7 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2023 - Annual Evaluation (Non-supervisor)
Gill	Tammy	2015-01-05	0/7 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2023 - Annual Evaluation (Non-supervisor)

Previous 1 Next

To view historical evaluations:

1. Click on “My Employees’ Reviews”.
2. Click on the Advanced tab.
3. For Program Status, select Closed from the drop down list that will say Active when you get to the screen.
4. The display will show a list of employees. Click on the name of the employee to view their historical performance evaluation.

Shepherd UNIVERSITY Go to Shepherd University HR Site PeopleAdmin

Home 1 Performance Progress Notes Hello, Marie My Account Log Out

My Reviews 1 My Employees' Reviews

Reviews Dashboard

Reset Program: None Employee Name Group by: Program Advanced

Reporting Org: None Supervisor: None Program Status: Active

Shepherd
UNIVERSITY

Go to Shepherd University HR Site

PeopleAdmin

Home 1

Performance

Progress Notes

Hello, Marie

My Account

Log Out

My Reviews

My Employees' Reviews

Reviews Dashboard

Reset

Program

None

Employee Name

Group by:

Program

Advanced

Reporting Unit:

Org

None

Supervisor:

None

Program Status:

Closed