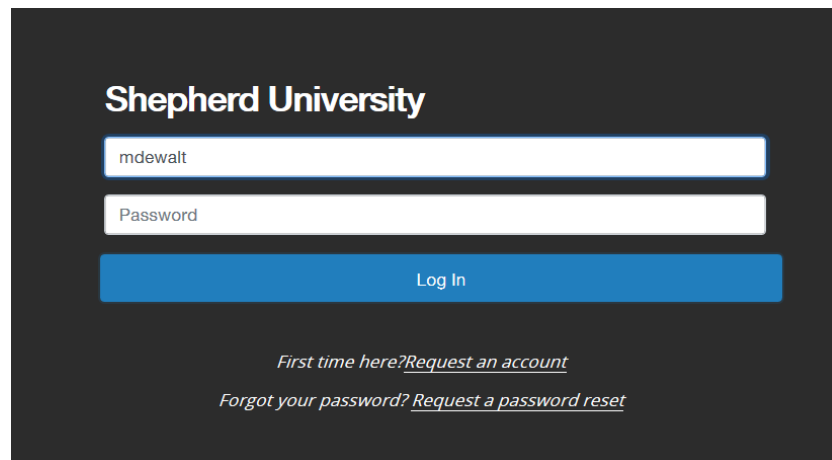


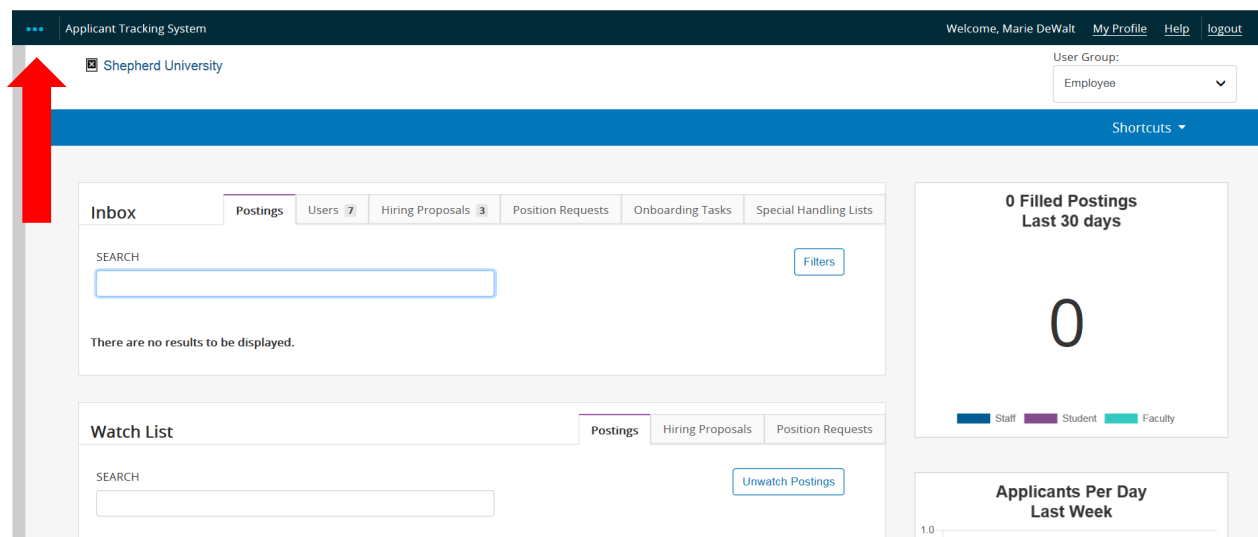
Performance Evaluation Instructions for Employees

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.

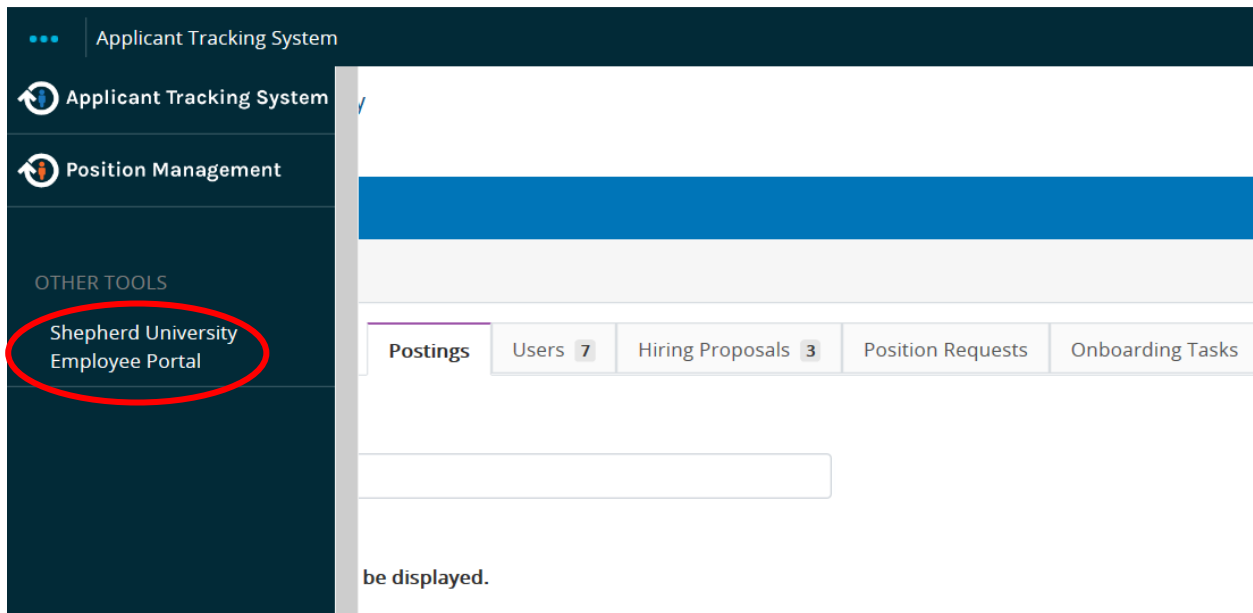


The login page for Shepherd University has a dark background. At the top, the text "Shepherd University" is displayed in white. Below it are two white input fields: the first contains the username "mdewalt" and the second is labeled "Password". A blue "Log In" button is positioned below the password field. At the bottom, there are two links in a smaller font: "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”.

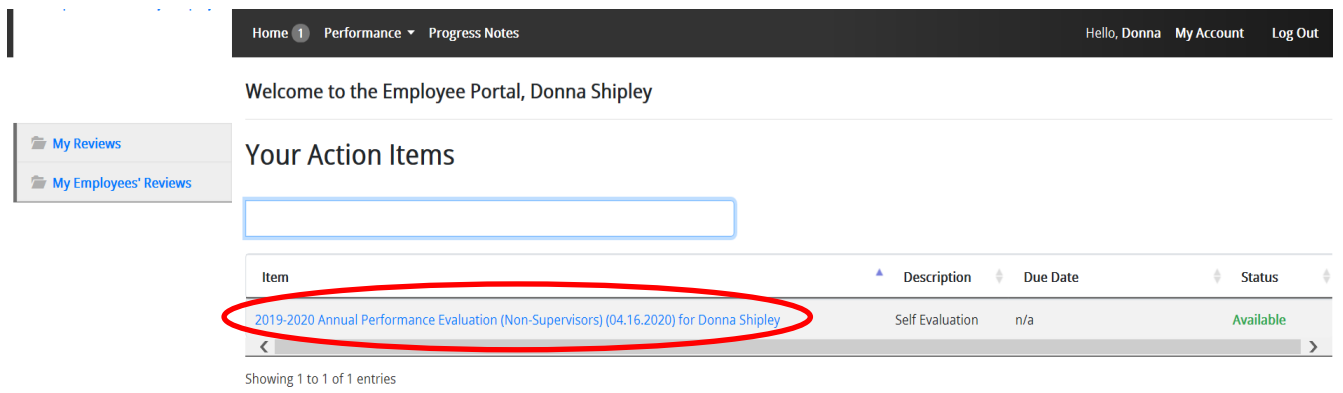


The dashboard for the Applicant Tracking System is shown. At the top, a dark blue header contains the text "Applicant Tracking System" on the left and "Welcome, Marie DeWalt My Profile Help logout" on the right. Below the header, a light blue bar features the "Shepherd University" logo on the left and a "User Group:" dropdown menu set to "Employee" on the right. A red arrow points to three dots in the top left corner of the main content area. The main content area has a blue "Shortcuts" button. Below this, there are several sections: "Inbox" with tabs for Postings, Users (7), Hiring Proposals (3), Position Requests, Onboarding Tasks, and Special Handling Lists; a "Watch List" section with similar tabs; and two summary cards on the right. The first card shows "0 Filled Postings Last 30 days" with a large "0" and a legend for Staff, Student, and Faculty. The second card shows "Applicants Per Day Last Week" with a line graph and the value "1.0".



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

Once logged in, you will see an action item listed in order to complete your self-evaluation.



Once the performance evaluation is open, you will see the seven steps of the performance evaluation process listed. Click on “Self Evaluation”.

The screenshot shows the 'Shepherd University Employee Portal' with a sidebar for user 'Dana Cifala' and a main table of evaluation steps. Step 2, 'Self Evaluation', is circled in red.

	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	Dana Cifala			
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 then see four tabs – “Job Duties”, “Standard Evaluation Competencies”, “Goals” and “Overall Comments”. Please review each tab.

The screenshot shows the 'Self Evaluation' page for Donna Shipley. The tabs 'Job Duties', 'Standard Evaluation Competencies', 'Goals', and 'Overall Comments' are circled in red. The 'Job Duties' tab is active, showing a description of job duties.

Self Evaluation for Donna Shipley

Sample step instructions

Job Duties | Standard Evaluation Competencies | Goals | Overall Comments

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

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

On the “Standard Evaluation Competencies” tab, you must assign a rating of 1 – 10 for each competency listed. You can assign a rating by sliding the bar on the scale or by entering the rating number in the box on the right side of the page. Employees may enter comments for each competency, however, this is optional. Remember to click “Save Draft” often while working on your performance evaluation.

[Job Duties](#) [Standard Evaluation Competencies](#) [Goals](#) [Overall Comments](#) [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

7.0

Comments

I feel that I complete my work accurately and thoroughly. I can be counted on to meet deadlines and to solve problems when they arise.

On the “Goals” tab, you must assign an overall goal rating of 1 – 10 for the completion of all prior year goals listed. You can assign a rating by sliding the bar on the scale or by entering the rating number in the box on the right side of the page. Employees may enter overall goal comments, however, it is optional. When finished, click on “Save & Continue” or click on the “Overall Comments” tab.

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

Completion of Goals

* Overall Goal Rating

1

2

3

4

5

6

7

8

9

10

Overall Goal Comments

☐ Remove Entry?

Save Draft

Save & Continue

Employees may enter comments on the “Overall Comments” tab, however, it is optional. When finished, click on “Complete”. You will get a message that says, “Are you sure you want to complete this self evaluation?”, click “OK”.

The Self Evaluation has been saved!

Self Evaluation for Donna Shipley

Sample step instructions

Job Duties Standard Evaluation Competencies Goals **Overall Comments** Attachments 0

Overall Comments

Check spelling

Overall Comments

This year had many challenges but I was able to persevere and complete all of my goals. I look forward to another great year!

Save Draft **Complete**

The Self Evaluation has been saved!

Self Evaluation for Donna Shipley

Sample step instructions

Job Duties Standard Evaluation Competencies Goals Overall Comments Attachments 0

Overall Comments

Check spelling

Overall Comments

This year had many challenges but I was able to persevere and complete all of my goals. I look forward to another great year!

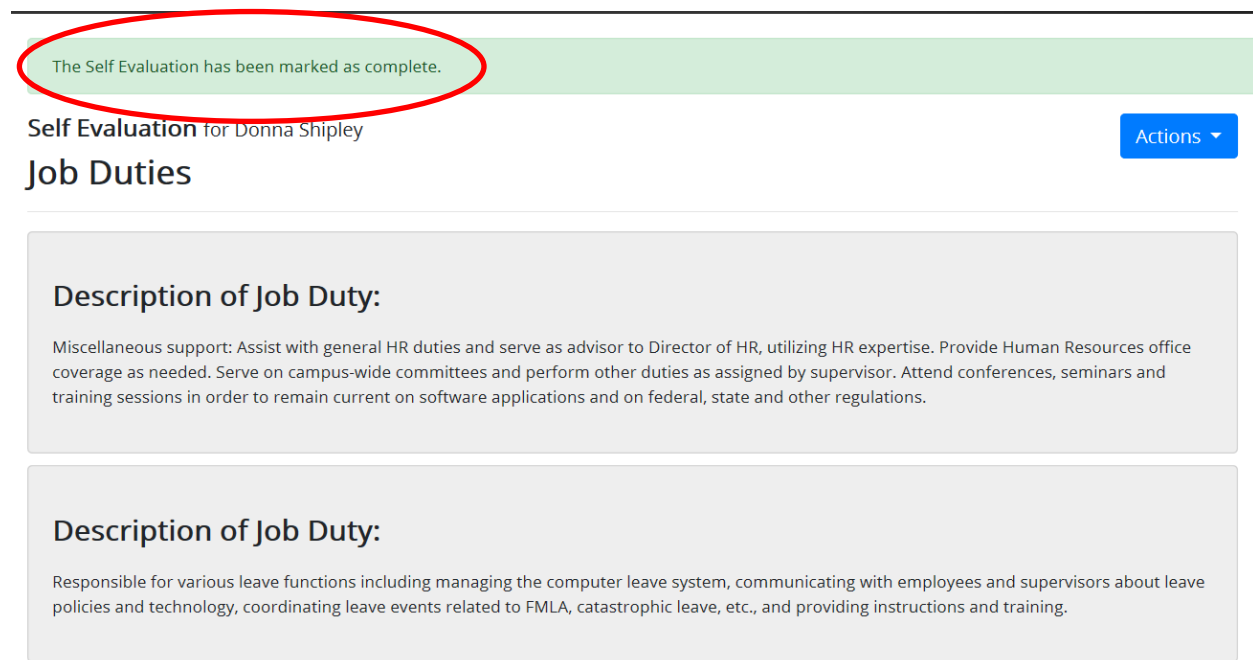
Save Draft Complete

Message from webpage

Are you sure you want to complete this self evaluation?

OK Cancel

When the self evaluation is marked complete, you will see a green bar across the top of the page. Your supervisor will receive an e-mail notification once you have completed your self evaluation.



The Self Evaluation has been marked as complete.

Self Evaluation for Donna Shipley Actions ▾

Job Duties

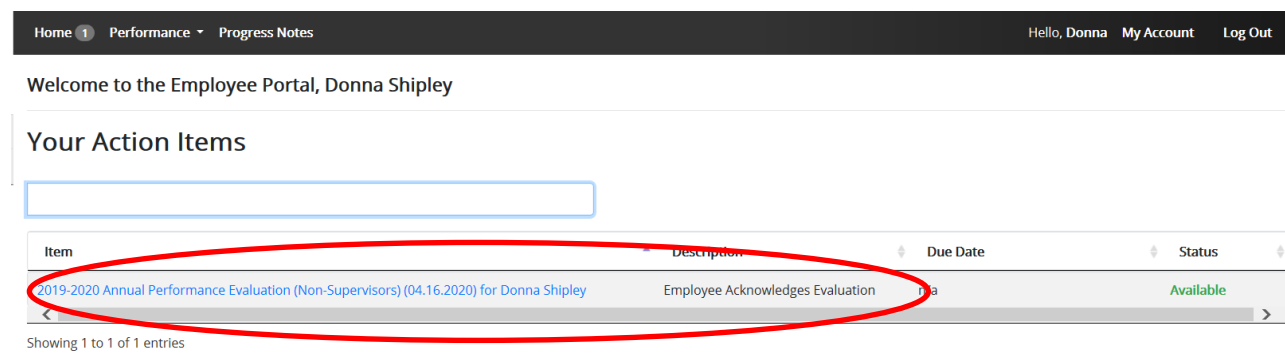
Description of Job Duty:

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.

Once the supervisor completes the performance evaluation and the second level supervisor reviews and approves the performance evaluation, a review meeting will be conducted between the supervisor and employee. Once the review meeting has occurred, the supervisor will mark the review meeting as complete and the evaluation will be submitted to the employee for acknowledgement.



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

Welcome to the Employee Portal, Donna Shipley

Your Action Items

Item	Description	Due Date	Status
2019-2020 Annual Performance Evaluation (Non-Supervisors) (04.16.2020) for Donna Shipley	Employee Acknowledges Evaluation	04.16.2020	Available

Showing 1 to 1 of 1 entries

The employee acknowledges the performance evaluation by clicking the “Acknowledge” button found on the Performance Improvement Plan tab. Comments can be entered in the comment box, but they are not required. Please note, by clicking “Acknowledge”, it does not mean that the employee agrees or disagrees with the performance evaluation but merely acknowledges receipt of the performance evaluation information by the respective supervisor.

Performance Improvement Plan

Performance Deficiencies

klafldamfdklsmflkw

Improvement Plan

adkgffdanzasgkdlfnkd


Employee Comments

kglnkdlnfdklfsndkl

Comment

 [Check spelling](#)

I acknowledge my performance evaluation.
Donna Shipley 4/19/20.

 Acknowledge

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

Performance Improvement Plan

Performance Deficiencies

klanfildamfdklsmflkw

Improvement Plan

adkglffdanzasgkdlfnkdI

Employee Comments

kglnkdlnfdnklfsndkl

Comment

I acknowledge my performance evaluation.
Donna Shipley 4/19/20.

[Check spelling](#)

[Acknowledge](#)

Message from webpage

Are you sure you want to acknowledge this task? Once a task has been approved, it may not be available for further revision.

OK Cancel

Once the acknowledgment has been recorded, the performance evaluation is submitted to HR for final approval.

Your acknowledgement was recorded

	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		