AppState
Careers

APPALACHIAN STATE UNIVERSITY

Performance Management

User Guide

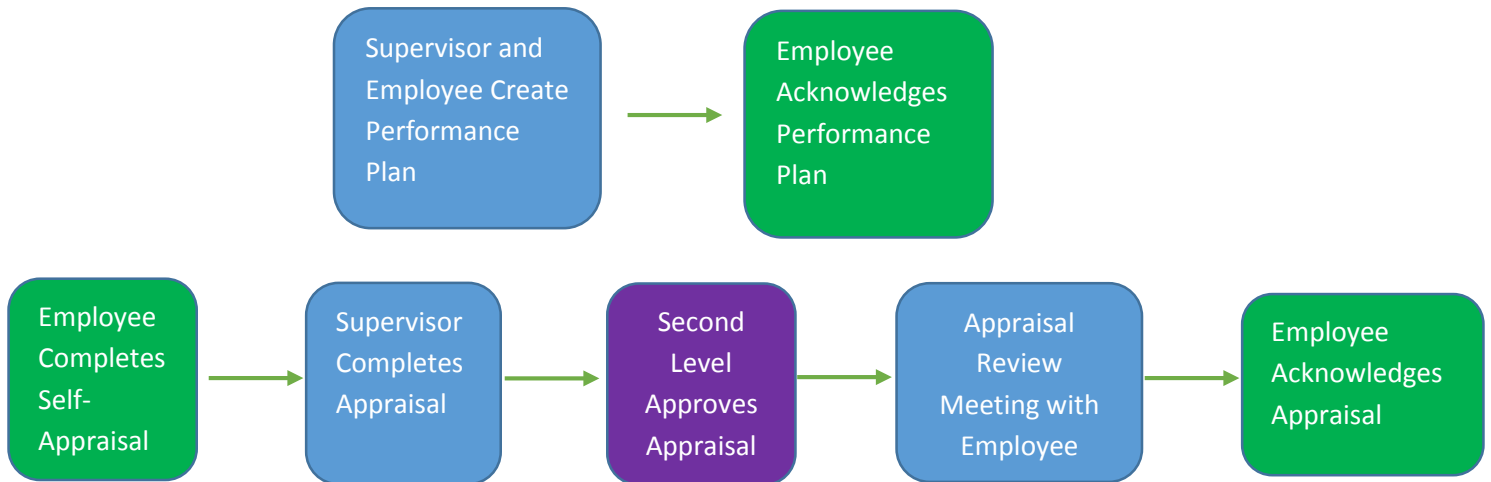# *EHRA Employee Performance Plans and Appraisals*

Office of Human Resources

APPALACHIAN STATE UNIVERSITY

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Approvers Workflow

Blue: Supervisor
Green: Employee
Purple: Second Level

```
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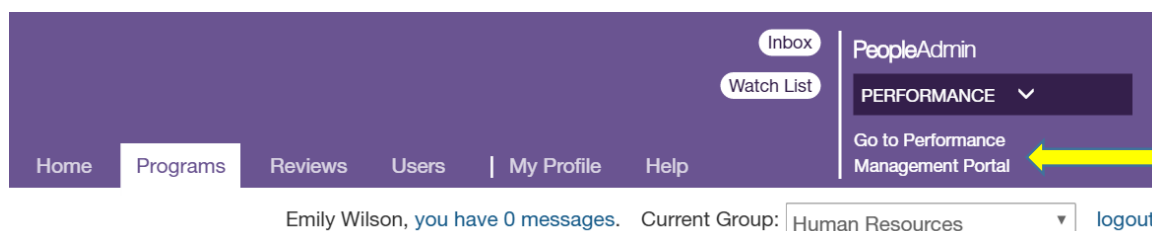
Logging in and Accessing the Employee Portal

Employees, Supervisors, and Second Level Managers will work on and view the performance management functions through the Employee Portal.

Log in to AppState Jobs through the AppState Jobs Site for Employees and Hiring Managers. https://appstate.peopleadmin.com/hr/shibboleth

To enter the Employee Portal click on "Go to Performance Management Portal" link in the upper right hand corner of your screen. You do not have to change your module or your user type to access the features assigned to you in the Employee Portal.

| Inbox | PeopleAdmin |
| Watch List | PERFORMANCE ⌄ |

Home | Programs | Reviews | Users | My Profile | Help

Go to Performance Management Portal ←

Emily Wilson, you have 0 messages. Current Group: Human Resources ▾ logout

When you log in you, you will be taken to your home page. You will see "Your Action Items", which are all actions that require your attention.

Welcome to the Employee Portal, Mark Bachmeier

Your Action Items

Search:				
Item ▲	**Description** ⇕	**Due Date** ⇕	**Status** ⇕	**Action**
EHRA Performance 2016/2017	Performance Plan Creation	n/a	Available	View

You can select "View" next to an action item, or click on the description of the item, to be taken directly to the appropriate step in the performance process.

Navigation

You can navigate through the Performance Management module by using the forward and back arrows, as well as clicking on individual tabs.

In order to return to the Appalachian State University HR Suite, you will select the button at the top of the screen. You will be returned to the AppState Jobs site and will be able to choose a module to work in, change your user type, etc.

Go to Appalachian State University HR Suite **People**Admin
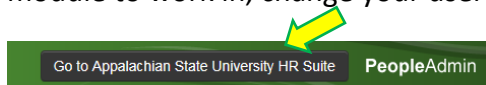
Searching and Dashboard

You can search reviews by program, supervisor, subject, reporting org unit, program type and whether the evaluation is in the open or closed status. In order to search your own reviews, select "My Reviews" from the "Performance" menu on the left.

To search your employees' reviews, select "My Employees' Reviews".
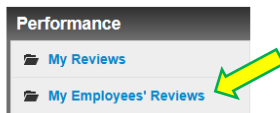
You can also choose these two options from the "Performance" tab at the top of the screen. Click on the tab and you will have a drop down box with both options.
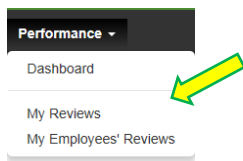
Once you have selected the type of review you would like to search, the search options appear on the left of the screen.

You can select any or all of these search options to narrow your search.

You can select any or all of these search options to narrow your search.

From the search screen:

1) Select "View Review" to open the overview page.

You can view any completed or open item from the "Overview" screen at any time. For example: to begin or view the employee's Performance Plan, click on the "Plan" tile. To begin or view the Self Appraisal, click on the "Self Appraisal" tile.

Selecting "Dashboard" from the drop down menu under the "Performance" tab, you can access the dashboard feature. This feature provides a visual picture of complete and incomplete reviews, as well as what action items are overdue.
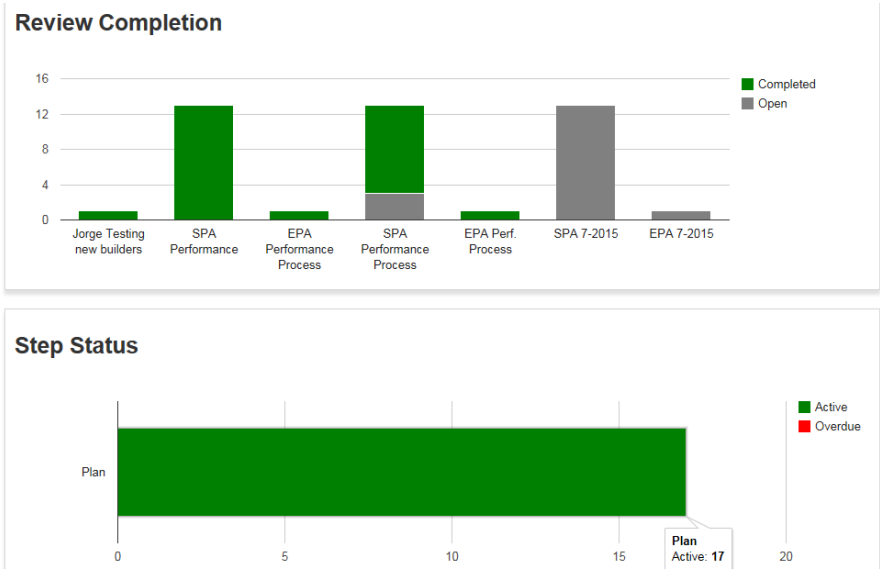
Review Completion

Step Status

Creating an EHRA Work Plan

From the Action Items Page:

1) To begin the performance process, the supervisor will select "Performance Plan Creation" or "View". Selecting either of these options from your "Action Items" screen will take you directly to the page where you will create the plan.

EHRA Performance 2016/2017	Performance Plan Creation	n/a	Available	View

The "Plan" screen is where you will work with the employee to create the performance plan for the year. EHRA employees and supervisors will set goals together.

Plan for Chad Willis   [Actions ▼]

The supervisor and employee will meet to create the performance plan together, setting goals for the coming year. Once you select "Complete" the performance plan will be released to the employee for acknowledgment.

Before you get started...	Schedule and Components	Individual Goals	Organizational Goals

Talent Development Plan

PRIOR TO BEGINNING YOUR EMPLOYEE'S PERFORMANCE PLAN, CLICK HERE (add link) TO WATCH A SHORT VIDEO TUTORIAL ON HOW TO USE THE SYSTEM.

2) The first tab is titled "Before you get started…" and contains a short video tutorial on how to use the system. Please watch this tutorial prior to beginning the performance plan.

   **Select "Save Draft" or "Next" at the bottom of each page to save the plan and/or move to the next tab. Selecting "Next" will save the plan as a draft in case you are logged out.

   [☑ Save Draft] [Next ›]

3) On the second tab, you will find reference information such as the Approvers workflow, the schedule, the components of the system, and the rating scale. *You can access the EHRA Performance Management User Guide from this screen by selecting the "Click here for the EHRA Performance Management User Guide" link.

Before you get started...	Schedule and Components	Individual Goals	Organizational Goals

Talent Development Plan

4) The next tab is titled "Individual Goals". The individual goals are directly related to the employee's job responsibilities and projects. Supervisors and employees will set individual goals together.

**Follow the instructions on modifying a position description to update your employee's essential duties and responsibilities.

Before you get started...   Schedule and Components   Individual Goals   Organizational Goals

Career Development Plan

Individual goals should be directly related to job responsibilities and should focus on what you want your employee to spend their time doing in the coming year.

Required fields are indicated with an asterisk (*).

Individual Goals

Using your employee's position description, work together to set individual goals below. To access the position description, hover over the employee's job title in the upper left hand side of the screen under their name. Clicking on the job title will open the position description in a separate window.

****

PLEASE UPDATE YOUR EMPLOYEE'S POSITION DESCRIPTION PRIOR TO SETTING INDIVIDUAL GOALS.

****

1. Set at least 3, but not more than 5, individual goals for your employee.

2. Add a description and weight for each goal.

3. Select "Add Entry" to add another goal field.

Enter the name, description, and weight for each goal. Make sure that the weights for all goals (both pages) equals 100 and that you enter numerals only in the weight field.

* Individual Goal Name

* Individual Goal Description

* Weight

☐ Remove Entry?

Add Entry

Select "Add Entry" to add another field.

5) On the Individual Goals tab, there is an additional "Organizational Values Goal" for all SHRA and EHRA Non-Faculty employees. You will set a weight for this goal of no less than 5%.

Organizational Values Goal

All ASU Staff (SHRA and EHRA Non-Faculty) will have this goal in their performance plan. The weight for this goal should be set at **no less than 5%.**

I will contribute positively to the work environment through positive interactions with others.

For Supervisors: I will maintain a safe and productive work environment for all employees.

* Weight

[   ]

*The total of the weights on this page must add up to 50. This field should contain numerals only.

☐ Remove Entry?

6) The third tab of the performance plan is the "Organizational Goals" tab. You will use the "EHRA Competency Guide" to choose 3-6 competencies for everyone in your department.
Follow the instructions on how to set individual goals.

Before you get started...   Schedule and Components   Individual Goals   Organizational Goals

Career Development Plan

To view the full guide, click on the link.

Using selections from the drop down menu, choose an organizational competency. You may also choose "other" if your desired competency is not on the list.

Click HERE to access the full EHRA Competency Guide with descriptions and definitions.

The guide will open in another tab. Click on the name of the competency to jump to its page.

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EHRA Organizational Competency Guide

- Accountability
- Adaptability
- Advocacy
- Analytical Thinking
- Attention to Detail
- Change Management
- Client/Customer Service
- Collaboration/Team Work
- Communication

- Decision Making
- Developing Others
- Impact
- Initiative
- Innovation
- Integrity
- Leadership
- Leading/Living The Vision And Values

- Planning and Organizing
- Problem Solving
- Resilience
- Safety Awareness
- Stress Tolerance
- Supervision
- Tenacity
- Valuing Diversity

Click on the competency to be taken to its definition and description page.

Click "Return to Index" to return to the table of contents page.
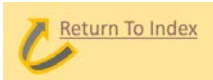
When you have chosen your competencies, you will choose from the drop down menu, enter a description and weight for each goal.

1. Choose at least 3, but not more than 6, organizational competencies from the drop down menu and set goals for your employee.

2. Add a description and weight for each goal.

3. Select "Add Entry" to add another goal field.

Choose the competency, enter a description, and a weight for each goal.

Make sure that the weights for all goals (both pages) equals 100 and that you enter numerals only in the weight field.

* Organizational Goal

Please select ▼

* Description

* Weight

*The total of the weights assigned across all goals should equal 100.

☐ Remove Entry?

Add Entry

Add Entry

Select "Add Entry" to add a new goal field.

7) The fifth tab, titled "Career Development Plan", provides an opportunity to set some professional development goals for your employee.

Before you get started...   Schedule and Components   Individual Goals   Organizational Goals

Career Development Plan

Enter professional development activities you would like your employee to pursue.

If you would like to add more fields, select "Add Entry".

* Career Development Activity

* Career Development Activity Description

Target Completion Date

☐ Remove Entry?

Add Entry

8) Once you have entered all of the goals, select "Complete" at the bottom of the page. You will be asked to confirm that you do want to complete the plan. Once you have selected "OK", the plan will be sent to the employee for acknowledgment.

appstate-sb.peopleadmin.com says:

Are you sure you want to complete this plan?

OK   Cancel
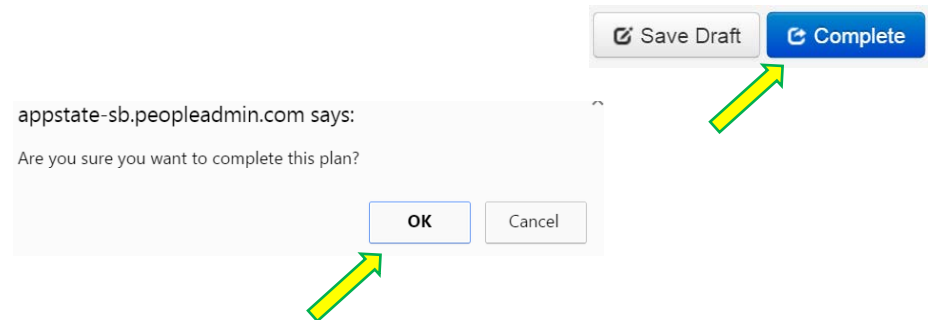
***If you have not completed all of the required fields, you will receive an error message like the one below:

EXPERTISE requires at least 1 entries, ACCOUNTABILITY requires at least 1 entries, CUSTOMER-ORIENTED requires at least 1 entries, TEAM-ORIENTED requires at least 1 entries, COMPLIANCE & INTEGRITY requires at least 1 entries, LEADERSHIP (for managers/supervisors) requires at least 1 entries, Individual Goals requires at least 3 entries.

You can print, revise, or copy the employee's work plan at any time prior to the start of the appraisal.

Actions ▾
Print
Revise
Copy
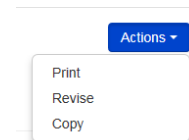
Employee Acknowledgement of Performance

The employee will receive a message that their work plan is ready for acknowledgement.

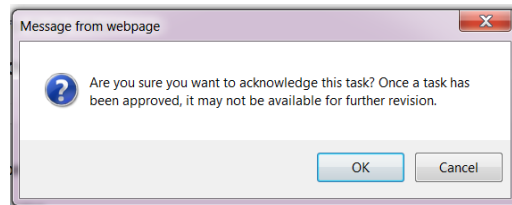1) They will log into the Employee Portal and click on the description of the step to review the plan.

Your Action Items

Item ▾	Description ▾	Action
EHRA Performance 2016/2017	Employee Acknowledges Performance Plan	View

2) After reviewing, they will select "Acknowledge" at the bottom of the page as desired.

⟳ Acknowledge

3) Select "OK", to confirm the acknowledgement. This will conclude the work plan process, and allow the employee and supervisor to begin their appraisal at the appropriate time.

Completing a Self-Appraisal

The employee will receive an email indicating that their Self-Appraisal is ready.

1) The employee will log into the employee portal and go to their "Action Items" screen. They will select "Employee Self-Appraisal" or "View" to access the self-evaluation.

Your Action Items

| Item ▾	Description ▾	Due Date ▾	Status ▾	Action
EHRA Performance 2016/2017	**Employee Self-Appraisal**	n/a	Available	View

2) This will take you to the self-appraisal screen. The first tab is an introduction tab with definitions.
   *You can access the EHRA Performance Management User Guide from this screen by selecting the "Click here for the EHRA Performance Management User Guide" link.

Self Appraisal

The self-appraisal is designed to provide you with an opportunity to participate in performance conversations. Once you ha appraisal, your supervisor will be notified to begin their appraisal.

| Introduction | Personal Self-Assessment | Career Development Plan | Overall Performance | Attachments 🗎 |

You may select "Next" to move through the evaluation, or click on the tab you would like to view.

☑ Save Draft   Next ❯
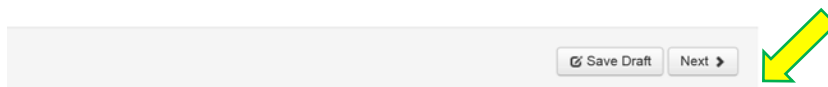
3) The second tab is the "Personal Self-Assessment" tab, where the employee will answer four questions regarding their performance during the previous year and their goals for the future. There is no numerical value or overall score attached to the employee's self-assessment. This is designed for the employee to put into their own words how they feel they performed and what they would like to achieve.

Personal Self-Assessment for Previous Year

Please answer the questions in this section.
Do not click "Remove Entry".

* What do you think you did well this year? What are you the most proud of?

* What do you feel you could have done better? Did you encounter obstacles that prevented you from doing as well as you had hoped?

☐ Remove Entry?

> You must enter a response to each question. Use this opportunity to reflect on what you achieved this year and how you want to improve.

Personal Self-Assessment for Upcoming Year

Please answer the questions in this section.
Do not click "Remove Entry".

* What are your priorities for the upcoming year?

* What personal or professional goals do you want to achieve this year? What support do you need to achieve those goals?

☐ Remove Entry?

> You must enter a response to each question. Use this opportunity to think about where your strengths are and what career goals you would like to pursue.

4) Once you have completed the personal self-assessment, select "Next" to go to the Career Development Plan tab. Career development activities are not rated, but you have the option to

add comments.

Career Development Activities

Please add any comments regarding the professional development activities you engaged in this year.

**Career Development
Activity:**

on work policies, standards and expectations for the unit. Organizational units include application development and management, database management, enterprise imaging, workflow and security and access privileges.

Comments

5) The final tab is the "Overall Performance Comments". Enter any comments and select "Complete" at the bottom of the page. The comments that you enter will be viewed by both your supervisor and second level supervisor, some make sure you are satisfied prior to completing the self-appraisal.

| Introduction | Personal Self-Assessment | Career Development Plan | Overall Performance | Attachments 📄 |

Please enter comments regarding your overall performance this year.

Once you select "Complete", your self-appraisal will be sent to your supervisor. Please ensure that you are satisfied with your responses prior to selecting "Complete". **

Overall Performance Comments

Overall Performance Comments

☑ Save Draft   ⟳ Complete

Completing a Supervisor Appraisal

When the appraisal period opens, you will receive an email to login and complete the evaluation.

1) Once you login, look at your "Action Items" screen and select "Supervisor Appraisal" or "View" for the appropriate employee.

EHRA Performance 2016/2017   **Supervisor Appraisal**   n/a   Available   View

2) This will take you to the evaluation screen. The first tab is title "Before you get started…" and contains a video tutorial to help you learn how to use the system. Please watch this tutorial before starting your employee's appraisal.

Supervisor Appraisal for Mark Bachmeier (**Score:** Unrated)

Actions ▼

Once you have completed your appraisal, the second level supervisor will be notified to approve it. You will meet with your employee after the second level supervisor has approved the appraisal.

Before you get started...   Schedule and Components   Individual Goals   Organizational Goals

Career Development Plan   Overall Performance   Attachments

PLEASE CLICK HERE TO WATCH A BRIEF VIDEO TUTORIAL TO LEARN ABOUT HOW THIS SYSTEM WORK.

Thank you for taking the time to watch the video tutorial!

You may select "Next" to move through the evaluation, or click on the tab you would like to view to navigate.

☑ Save Draft   Next ➤

3) The second tab is the "Schedule and Components" tab and provides information regarding the schedule, process, and components for the performance cycle.

Before you get started...   Schedule and Components   Individual Goals   Organizational Goals

Career Development Plan   Overall Performance   Attachments 📄

4) The third tab is the "Individual Goals" tab where you will rate each individual goal for your employee, including the "Organizational Values Goal". You will assign a score from the drop down menu and enter comments. Comments are required.

Individual Goal Name:

test

Individual Goal Description:

test

* Rating

Please select   ▼

* Comments

5) The fourth tab is the "Organizational Goals" tab where you will rate each organizational goal for your employee. You will assign a score from the drop down menu and enter comments. Comments are required.

Organizational Goal:

Advocacy

Description:

test

* Rating

[Please select ▾]

* Comments

[   ]

6) Once you have completed the ratings for each institutional goal and individual goal, select "Next" to go to the fifth tab, "Career Development Plan". Career development activities are not rated, but you have the option to add comments to this section. Then select "Next" to go to the "Overall Performance" tab.
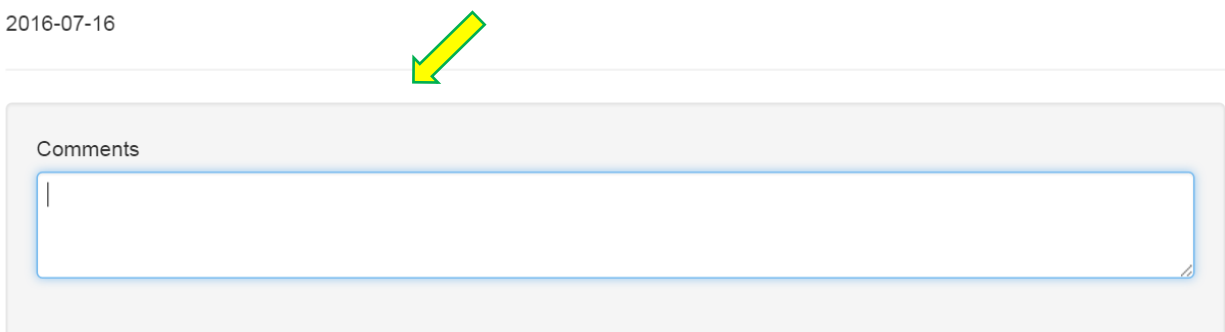
Career Development Activity:

Test career development activity

Career Development Activity Description:

test

Target Completion Date:

2016-07-16

Comments

[   ]

7) Add comments regarding the employee's overall performance in the field provided and then click "Complete" to finish the evaluation. Comments are required.

Once you select "Complete" the appraisal will be saved and submitted to the Second Level Supervisor. Once the Second Level Supervisor approves the appraisal, it will be returned to you to hold the appraisal meeting.

PLEASE NOTE: THE FINAL SCORE CALCULATION OCCURS AFTER YOU SELECT COMPLETE TO FINALIZE THE APPRAISAL.

Required fields are indicated with an asterisk (*).

Overall Performance Comments

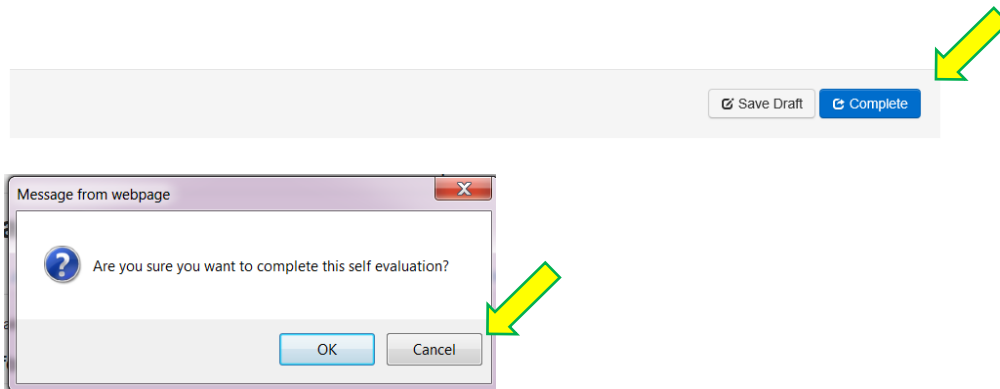Please enter any additional comments regarding the employee's performance this year.

* Overall Performance Comments

[☑ Save Draft] [⟳ Complete]

8) When you are finished with the appraisal, Select "Complete" and then "Ok" when the confirmation window appears. This will complete the appraisal and send it to the Second Level Supervisor for approval.

[☑ Save Draft] [⟳ Complete]

Message from webpage ✕

❓ Are you sure you want to complete this self evaluation?

[OK]   [Cancel]

9) Once you select completed, the calculation of the weighted average of each rating will calculated and you can see your employee's overall score.

EHRA Final Test

Overall Rating: Meeting Expectations (2.17)

Evaluation Type:	Focal	Review Status:	Open
Program Timeframe:	05/25/16 to -	Last Updated:	May 26, 2016 14:20
Co-reviewer:	N/A	Last Completed Step:	Supervisor Appraisal

Supervisor Appraisal for Mark Bachmeier (**Score:** Meeting Expectations)

Actions ▾

Second Level Approval of EHRA Appraisal

When the Supervisor Appraisal has been completed, it will be sent to the Second Level Supervisor and they will be notified by email that it is time to approve the appraisal.

1) The second level will log into the Employee Portal, view their "Action Items", and select the appropriate employee's evaluation by clicking on "Second Level Approves Supervisor Appraisal" or "View".

test 5-14 for Emily Wilson   **Second Level Approves Supervisor Appraisal**   n/a   Available   View

2) The Second Level Manager can view the plan, self-appraisal, and supervisor appraisal by clicking on the desired document on the left of the screen. Once they have reviewed the appraisal, they will choose from the options under the "Actions" button. The Second Level can choose to "Print", "Return", or "Approve" the evaluation. They can also click on "Approve" or "Return" at the bottom of the screen. If they choose return, it will return the appraisal to the supervisor for revision. The Second Level Manager must leave comments if they choose to return the review.

Actions ▾
Print
Return
Approve

OR

↩ Return   ↻ Approve

3) The Second Level will approve only the Supervisor Appraisal. Once the appraisal has been approved, this will open up the "Appraisal Review Meeting" step for the Supervisor to meet with the employee.
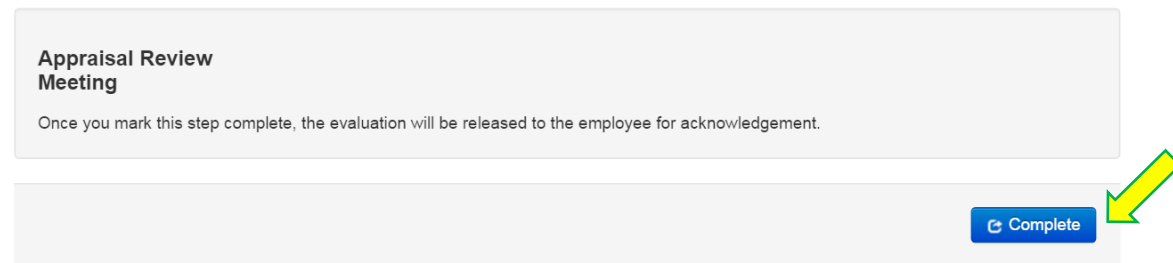
Appraisal Review Meeting with Employee

The Supervisor will receive an email that the second level has approved the appraisal.

1) The supervisor will then log into the Employee Portal, access their "Action Items" and choose "Appraisal Review Meeting" from the options.

| EHRA Performance 2016/017 | **Appraisal Review Meeting** | n/a | Available | View |

3) When the supervisor and employee have met, the supervisor will select "Complete".

Appraisal Review Meeting

Once you mark this step complete, the evaluation will be released to the employee for acknowledgement.

↻ Complete

Employee Acknowledgment of Appraisal

The employee will receive an email that their appraisal needs acknowledgement.

1) The employee will log into the employee portal and select "Employee Acknowledges Appraisal" or "View".

| EHRA Performance 2016/017 | **Employee Acknowledges Appraisal** | n/a | Available | View |

2) Once they have reviewed the evaluation they will choose "Acknowledge" from the "Action" button, or at the bottom of the screen.

Supervisor Appraisal for Mark Bachmeier

Actions ▾
- Print
- Return
- Approve

Please review the employee's appraisal and select "Approve" if there are no revisions needed. Once "Approve", the ratings cannot be changed.

If revision is needed, select "Return" and enter comments to send the appraisal back to the supervisor for comments.

☑ Acknowledge

Overall

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

Overall
Comme

Off-Cycle Reviews

At any point during the performance cycle, supervisors can request additional informal feedback by using the "Off-Cycle/Peer Feedback" form.

1) They will open the review "Overview" page and select the "Off-Cycle Review" tile.

Off-Cycle Review
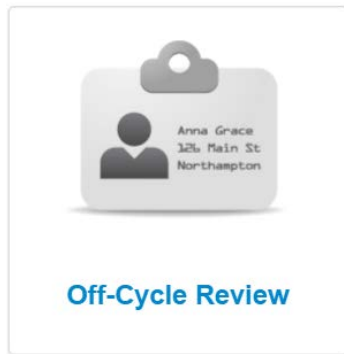
2) When the menu pops up, the supervisor will enter the username of anyone they want to invite to provide feedback and click "Save". If the supervisor wants to use this feature themselves, they can enter their own username. **CAUTION: This feature is not required, which means that if you invite someone, they DO NOT have to provide feedback. Please use caution when inviting peer feedback.

Select Peer Reviewers

Begin typing a name or login to search available users. Then select users from the list.

	Name	Login	Department	Supervisor
☑	Emily Wilson	null	170100 - The Office of Human Resources	Mark Bachmeier

Cancel   Save

3) After the invitation is sent, the selected user will log in and select "Off Cycle/Peer Feedback" from their "Action Items" screen.

Your Action Items

Search:

Item	Description	Due Date	Status	Action
SHRA Performance 2016/2017	Off-cycle/Peer Feedback	n/a	Available	View

Showing 1 to 1 of 1 entries

4) This will open the "Off-cycle/Peer Feedback" form. Select the type of review from the drop-down menu, enter comments and select "Complete" to submit the form.

Off-Cycle/Peer Feedback   Attachments 📄

This form is designed for documenting feedback during times other than the designated appraisal period. This form should be used for probationary, interim, or as needed reviews as well as peer feedback. Please choose the appropriate type of review and enter comments in the box provided. Please note: completion of this form is not required and will not hinder the performance process from moving forward.

Required fields are indicated with an asterisk (*).

Feedback

* Review Type

| Probationary   ▼ |

* Comments

| |
| |
| |

☑ Save Draft   ⟳ Complete

5) This completed form will only be viewable by the person submitting it and the supervisor.

Attachments

You can add attachments to a Progress Note, appraisal, or Off-Cycle/Peer Feedback form by clicking on the "Attachments" tab. You will enter a name for the document, a description, click "Choose File" to browse for the document on your computer.

Attachments

Off-Cycle/Peer Feedback   Attachments 📄

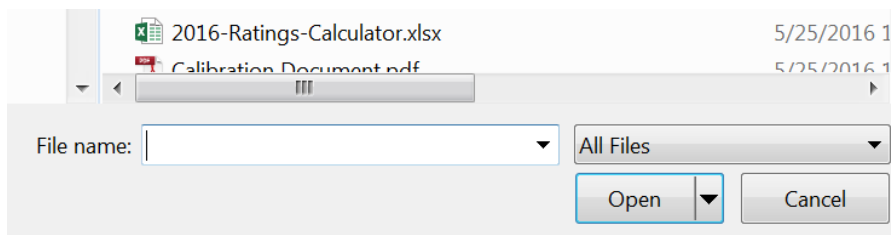| * Name | [   ] | New Attachment |

Description [   ]

File   [Choose File]   No file chosen

[Upload file]

Once you have chosen your file, select "Open".

| 📗 2016-Ratings-Calculator.xlsx | 5/25/2016 1 |
| 📕 Calibration Document.pdf | 5/25/2016 1 |

File name: [▼]   All Files   ▼

[Open ▼]   [Cancel]

Click on "Upload File" to attach the document.

File   [Choose File]   2016-Ratings…culator.xlsx

[Upload file]

Once the file is attached, you will see a list of attached documents. You can now navigate back to your desired tab in the document or add another attachment.

Attachments

Off-Cycle/Peer Feedback   Attachments 📄

New Attachment

Name	Description	File Type	Size	Delete
Ratings Calculator		application/vnd.openxmlformats-officedocument.spreadsheetml.sheet	16.1 KB	🗑

Progress Notes

The employee, supervisor, and second level manager can leave progress notes in the plan or review at any time. From the Overview page, you can click on the "Progress Notes" tile and open the notes screen.

Type your notes in the box provided and click "save".

Progress Notes

New Progress Note

Title (Optional)

* Note

Add attachment

Save

END

For questions about this guide, the AppState Jobs system, or technical assistance, contact the Office of Human Resources, (828) 262-3187.