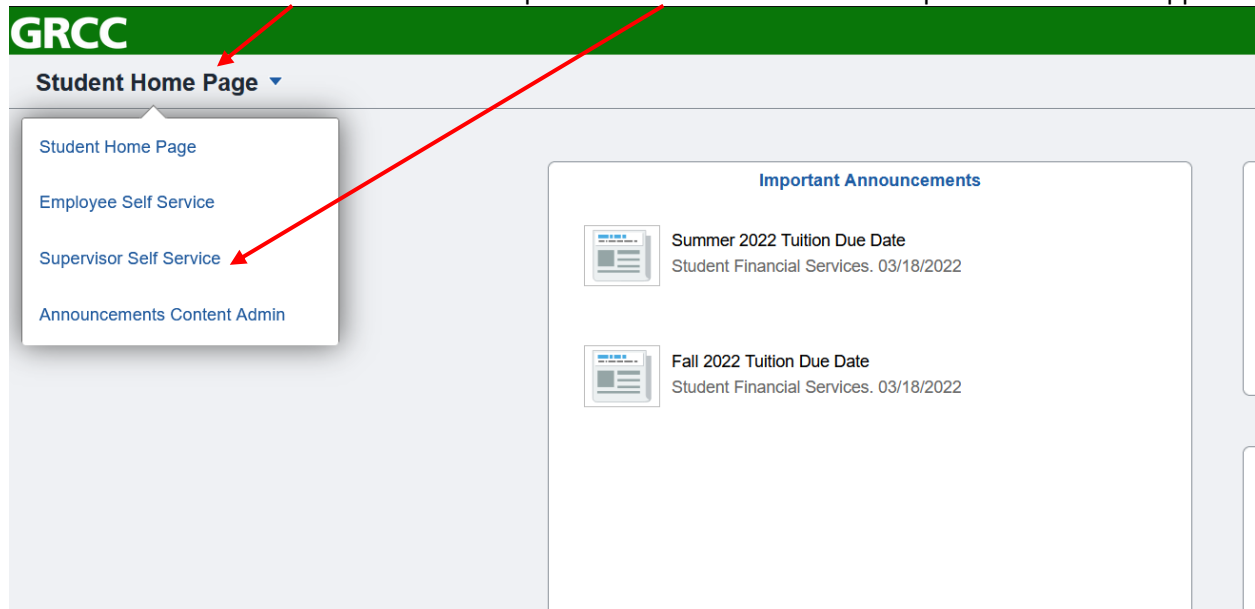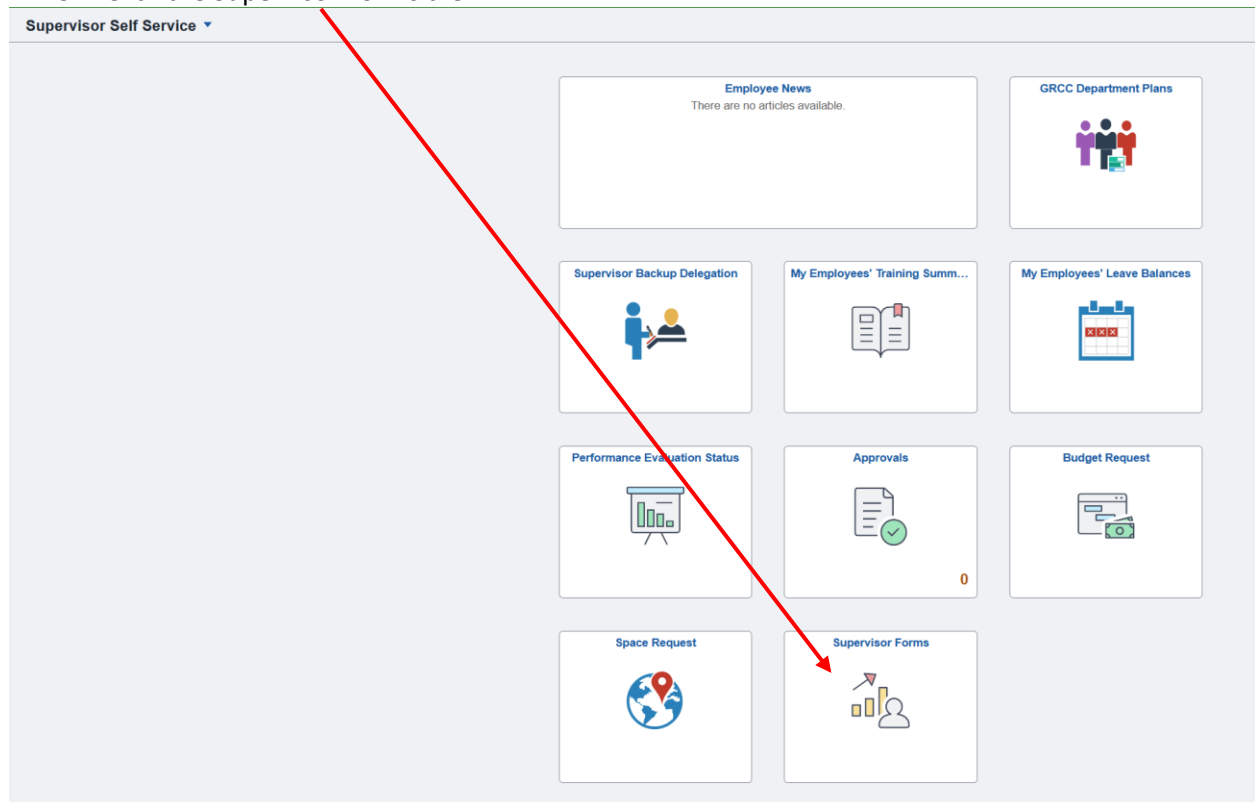**Supervisor Self Service – How to complete the Performance Evaluation form for your employee(s)**
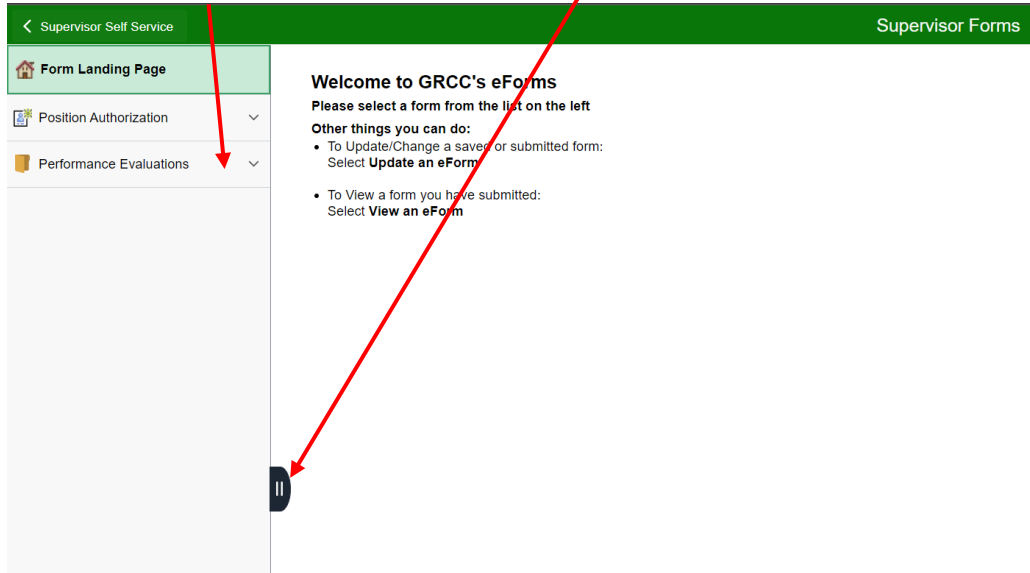
1. Login to the [Online Center](#)
2. Click the Tab Selector and select Supervisor Self Service from the drop-down menu that appears.
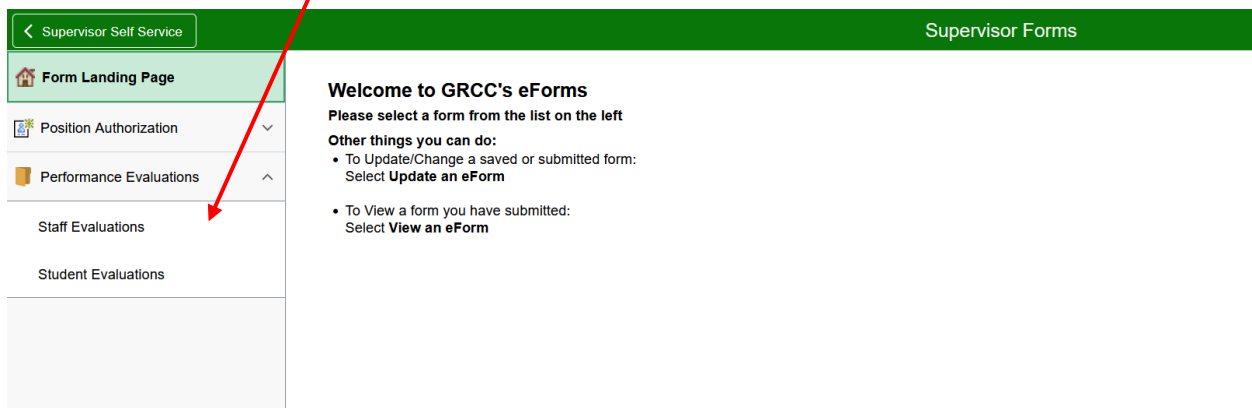

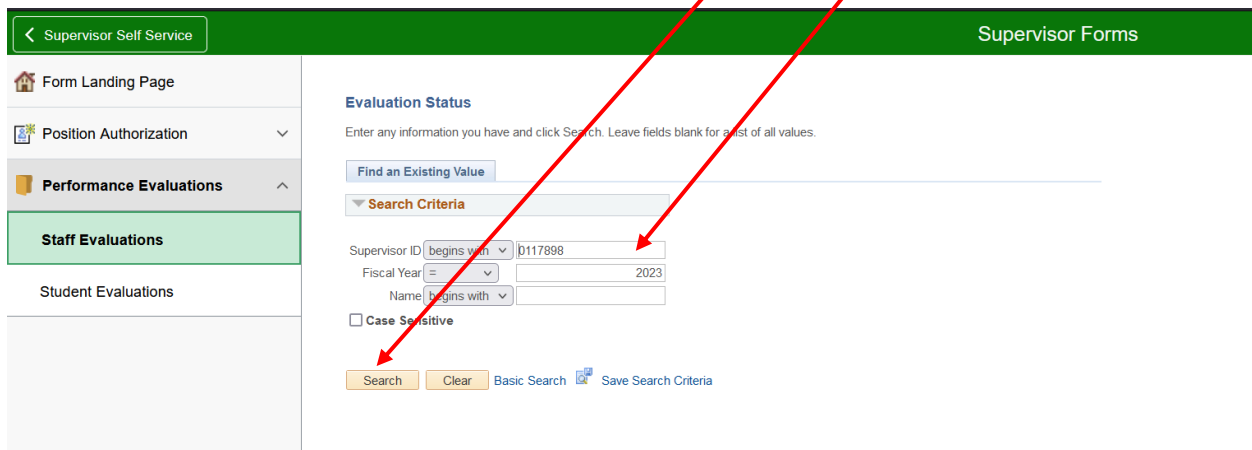3. Click the Supervisor Forms tile.

4. Open the left side menu by clicking the blue tab (if not already open), then select Performance Evaluations.

5. Select Staff Evaluations from the left side menu.

6. The Evaluation Status page will open. Ensure that the Supervisor ID matches your EMPLID and that the Fiscal Year is correct, and then click the Search button

7. On the page that opens, click the Pencil icon next to a name to start the Initial Evaluation Plan

8. A pop-up will appear to verify that you want to start the Evaluation Plan. Click Yes to continue or No to cancel

Evaluation Plan has not been started
Do you want to start now? (0,0)

Yes   No

9. Navigate to the drop-down menu to select the employee's name, then click Next to proceed.

10. Projects and Goals is the first section. Include the title of the Project in the Identify Project/Goal field, then the intended outcome(s) in the Outcome/Expectation field. The fields do not have character limits. You may add or remove projects by utilizing the Insert a Row or Delete a Row buttons. Additionally, you will need to figure out how this Project/Goal relates to a Strategic Goal and select it from the drop-down menu.

Note: At this point, you are only completing the initial meeting with the employee. The performance evaluation will populate the rating scores during the year end assessment. Human Resources will provide you an update prior to the mid-year and year end meetings with additional information.

Projects and Goals

Planning and evaluation of project work (from individual, department action plans or College Action Projects).

Please identify projects to be completed during the fiscal year in the "Projects/Goal" field. Every employee at GRCC has a position that impacts the work toward our Strategic Goals. Employees and supervisors are asked to identify projects that will align with this work. Click the dropdown to identify which strategic goal at the College the project best aligns. The 2022-2025 Strategic Plan is available on the GRCC webpage.

Include the outcomes/expectations for the project. To add another project, click the "+" to insert a new row. To remove a project from the performance evaluation, click the "-" to delete a row. If you need to exit the form prior to submitting, click the "Save" button prior to exiting. To move to the next section of the performance evaluation, click "Next >>"

1 row

	Identify Project/Goal ⬦	*Outcome/Expectation ⬦	*Strategic Goal ⬦	Insert A Row	Delete A Row
1	Identify project here	Explain outcome/expectation here	Community Impact ▼	+	−

[Next] [Save and Exit]

Helpful Tips: *You may expand any comment fields by clicking & dragging the downward arrow in the bottom right corner of the comment box. Additionally, you may navigate through the performance evaluation by utilizing the Previous or Next buttons. Your work will automatically be saved upon clicking Next, however, if you need to exit the evaluation, please click the Save and Exit button. The Save and Exit button will only be available prior to the evaluation being submitted to the employee.*

11. Professional Development is the second section. Include the title of the professional development or general description in the Learning Activity field and the anticipated outcome(s) in the Learning Outcomes field. Indicate the number of hours for reach professional development opportunity.

Professional Development

GRCC values professional development for continuous learning and improvement. Your goals may be:

- To help meet your individual educational and professional development goals and needs, (either for job specific or professional skills/competencies)
- To participate as a department for achieving team effectiveness and communication, (ex: DISC or Strengths Finder Training)
- To complete institutional training and development needs (ex: sexual harassment training, BCO training, new organizational software training, HLC, AQIP or Baldrige Training)

Examples of professional development may be on-site offerings through Human Resources or attendance at off-site conferences or workshops.

Special examples of professional development include college-sponsored book study or a credit class (for work related courses). Personal or wellness development and volunteering or community board/involvement related to GRCC work, for the purposes of this section, is limited to 5 hours.

All GRCC employees are encouraged to consider participating in offerings through our Office of Diversity, Equity, and Inclusion. You may find their training offerings and all other offerings through Human Resources at www.grcc.edu/currentlearning

Utilizing the previous year's performance evaluation and considering the projects that need to be accomplished in Section I, the employee and supervisor should identify goals for a minimum of 20 hours of professional development during this fiscal year. Final approval for professional development resides with the supervisor.

Please identify the conference, workshops, trainings, etc. to be completed for the fiscal year under "Learning Activity". Then identify the learning outcomes and/or expectations for attending under the "Learn Outcome(s)". Finally, indicate the approximate duration of the learning activity in the "Hours" field.

To add another learning activity, click the "+" to insert a new row. To remove a learning activity from the performance evaluation, click the "-" to delete a row. If you need to exit the form prior to submitting, click the "Save" button prior to exiting. To move to the next section of the performance evaluation, click "Next >>"

1 row

	*Learning Activity ⬦	*Learning Outcomes ⬦	*Hours ⬦	Insert A Row	Delete A Row
1	How to complete a PE Form	Learn the proper way to complete a PE Form	1.00	+	−

[Previous] [Next] [Save and Exit]

12. The last section for the initial meeting of the Performance Evaluation is to identify the top responsibilities from the employee's job description and record it in the Knowledge Area field.

You can copy the Job Knowledge from the previous year to facilitate ease of entry. You can then edit/delete those that you imported from the previous year to fit the current year's Knowledge Areas.

Job Knowledge

Please include the top job responsibilities from the job description. To add additional job responsibilities, click the "+" to insert a new row. To remove a job responsibility from the performance evaluation, click the "-" to delete a row. If you need to exit the form prior to submitting, click the "Save" button prior to exiting. To move to the next section of the performance evaluation, click "Next >>".

If the employee is in the same position as last year, you can click the "Copy from last year" button below to automatically import the previous year's information.

Copy from last year

1 row

*Knowledge Area ◇	Insert A Row	Delete A Row
1 Enter in their job knowledge here. You can use the button above to copy all job knowledge from last year!	+	−

Previous   Next   Save and Exit

13. The next page is an informational page listing the skills on which the APSS will be evaluated.

Plan Performance Evaluation : Professional Skills APSS   Form ID 113333

The following professional skills will be evaluated at the year-end evaluation. It is encouraged that the supervisor and employee continue to discuss these skills throughout the year to continue professional growth.

Quality of Work

Meets requirements for accuracy, effectiveness, and thoroughness.

Judgement

Uses intelligence and common sense; can be relied upon to take appropriate action.

Supervision/Management Skills (If applicable)

Embraces performance management system for direct reports. Gives constructive feedback. Effectively communicates mission, vision, values to department work. Recognizes and rewards appropriately. Fiscally responsible leader (BCO's have additional responsibilities).

Communication Skills

Effectively express and exchange ideas through listening, speaking, reading, writing, and other modes of interpersonal expression. Seeks and considers others ideas on issues that affect them. Creates atmosphere for open and honest dialogue.

Critical Thinking/Problem Solving/Decision Making

Gather/seek input and synthesize relevant information and data, evaluate alternatives, and implement creative and effective solutions in a timely manner.

Diversity and Community

Demonstrates inclusive practices in professional development and the work environment that recognizes the value and dignity of each person (GRCC internal and external stakeholders).

- If the employee is a supervisor:
  How have they encouraged their staff to promote and/or be familiar with equity and inclusion at GRCC?
- If a search was conducted in your department this past year, what have they done to focus on equity and inclusion during that search process?

Personal/Professional Relationship Skills

Personal skills used for developing employment relationships.
Understands and expresses the lifelong skills necessary for physical, social, economic, mental, and emotional health.
Manages self in a professional manner. Willing to learn. Encourages balance and supports wellness. Models accountability and integrity.
Accessible and responsive to others. Handles confidential information. Appropriate follow up. Positive attitude.

Technology

Understands and manages technology in a professional, effective and efficient manner for this position.

Previous   Next   Save and Exit

14. In the last step, you have the ability to attach a file (i.e., job description). To do so, click the toggle to reflect 'YES' to the question "Attach a file?". You will then be prompted to upload the document. **At this time, a document is not required.** Only select yes if you plan to upload a document.
15. Once you have updated the performance evaluation, click...
    a. **Previous** to return to previous pages to make updates.
    b. **Save and Exit** if you have yet to review the evaluation with the employee. If this still needs to take place, Human Resources recommends you schedule a time to meet with the employee and go through each page of the evaluation together, making edits (if necessary) as you have your discussion.
    c. **Submit** if you have met with the employee and you are ready to have them acknowledge the form.

NOTE: By Submitting this form to your employee, you approve of the information contained within.

Last Step

Almost Done

Once all projects, professional development and job responsibilities are reviewed and updated and you are ready to submit the Initial Assessment, click the "Submit" button. If you need to exit the form prior to submitting, click the "Save" button prior to exiting.

At anytime before the employee *acknowledges* and submits, you may update the plan and resubmit

Do you want to upload any documents to include with the performance evaluation?

Attach a file? (No)

[Previous] [Save and Exit] [Submit]

16. After you have submitted the form to the employee for review, a transaction summary for the evaluation will populate on the Form Result page.

Printing

Click the print button below - to print a copy of the Performance Evaluation

You have successfully submitted your eForm.

The eForm has been routed to the next approval step. Jacob Alan Hazewinkel.

[View Approval Route]

**Transaction / Signature Log**   2 rows

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	09/06/2022 3:41:32PM	Saved		.	Save	
2	09/06/2022 3:43:39PM	Initiated			Submit	2 minutes

[Refresh Log]

[Print]

Note: The employee will need to login to their Online Center and go to Employee Self Service to review/acknowledge the evaluation. Please refer to the separate set of instructions to view the performance evaluation as the employee.

Helpful Tip: You are able to print a copy of the final Performance Evaluation from the Form Result page. After you submit to the employee, click on the Print Button, then from the drop-down menu select PEMC Plan and click the Print button within the pop-up window.

[Cancel]   **Approval**   [Done]

Report Name   [PEMC Plan ∨]

[Print]

PEMC Plan
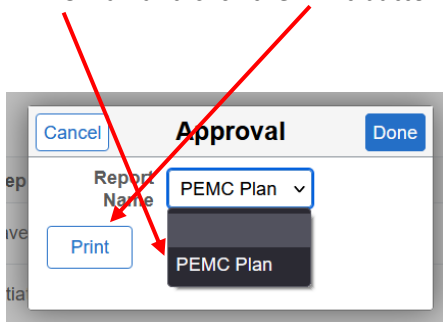
The next page includes a sample of the performance evaluation plan that will populate.

Performance Evaluation Plan - 9/6/2022

Employee: **Supervisor:**

Title: Support Professional
Year: 2022-2023

Projects and Goals

- **Identify project here – Strategic Goal: Community Impact**
  - Explain outcome/expectation here

Professional Development

- **How to complete a PE Form**   **Hours: 1**
  - Learn the proper way to complete a PE Form

Job Knowledge

- **Enter in their job knowledge here. You can use the button above to copy all job knowledge from last year!**

GRCC

Student Home Page ▼

Important Announcements

Summer 2022 Tuition Due Date
Student Financial Services. 03/18/2022

Fall 2022 Tuition Due Date
Student Financial Services. 03/18/2022

Tasks

No current tasks