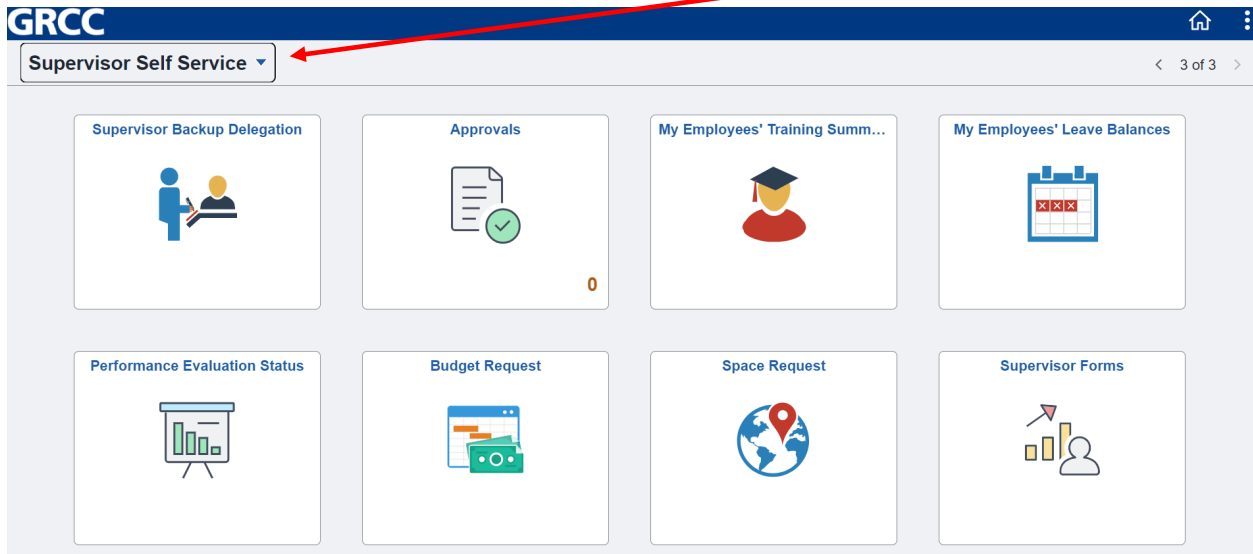
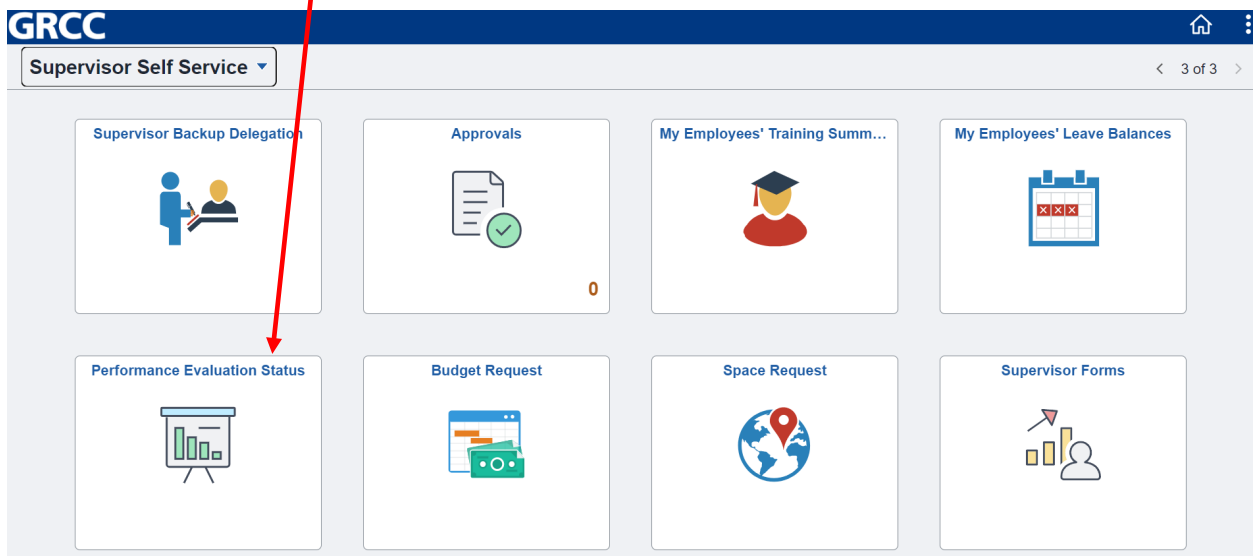


Supervisor Self Service – How to complete the Performance Evaluation form for your employee(s)

1. Login to the [Online Center](#) / Click the Supervisor Self Service Option.



2. Click the Performance Evaluation Status tab.



- Your employee ID should automatically populate. If it does not, enter your employee ID number and click Search.

Supervisor Self Service Evaluation Status

Evaluation Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Supervisor ID begins with

Fiscal Year = 2022

Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

- The evaluation status page will populate a list of employees who report directly to you.

Supervisor Self Service Performance Evaluation Status

Performance Evaluation Form IDs New Window | Help | Personalize Page

Evaluation Status Information

Name Cauik, Laura Lee
Fiscal Year 2022 Supervisor ID

Employees				Mid-Year Review				Year-End Evaluation			
Employee Name	Initial Plan	Edit	View	Edit	View	Edit	View	Edit	View		
1 Luanne Wedge	Completed										
				Form has been saved (L.L.)							
2 Angela Salinas	Completed										
3 Nicole Dekker	Completed										
4 Lydia Cruz	Completed										
5 Danielle Flaumenhaft	Completed										
6 Nathan Sutton											

Performance Evaluation Dates		
Initial Start	Initial Due	MI
08/01/2021	09/30/2021	01

Status Legend	
Form Status	Explanation
Authorized	Completed
Denied	Error (Denied)
Executed	Completed
On Hold	Error (On Hold)
In Error	Error (In Error)
Saved	Form has been save
Saved	Form has been save
Pending	Employee has acknc
Pending	Supervisor has subn
Recycled	Employee Returned
Signed	Error
Resubmittd	Supervisor has resul
Withdrawn	Withdrawn

- Review the current status of the initial plan of your selected employee. If the initial plan is not complete, this will need to be done prior to being able to start the mid-year review. The key for the status is also on this page.

Supervisor Self Service | Performance Evaluation Status

Performance Evaluation | Form IDs

Evaluation Status

Name: Caulk, Laura Lee
Fiscal Year: 2022
Supervisor ID: 0376949

Employee Name	Initial Plan	Edit	View	Mid-Year Review	Edit	View	Year-End Evaluation	Edit	View
1 Luanne Wedge	Completed			Form has been saved (L,L)					
2 Angela Salinas	Completed								
3 Nicole Delkier	Completed								
4 Lydia Cruz	Completed								
5 Danielle Flaumenhaft	Completed								
6 Nathan Sutton									

Information

Performance Evaluation Dates

Initial Start	Initial Due	Mid Year Start	Mid Year Due	Year End Start	Year End Due
08/01/2021	09/30/2021	01/20/2022	02/18/2022	05/06/2022	06/06/2022

Status Legend

Form Status	Explanation	Next Step
Authorized	Completed	No further action required
Denied	Error (Denied)	Contact HR
Executed	Completed	No further action required
On Hold	Error (On Hold)	Contact HR
In Error	Error (In Error)	Contact IT
Saved	Form has been saved (L,*)	Supervisor must complete and submit (L,*)
Saved	Form has been saved (L,L)	Supervisor must complete and submit (L,L)
Pending	Employee has acknowledged	Supervisor's Supervisor must approve
Pending	Supervisor has submitted	Employee must acknowledge
Recycled	Employee Returned	Supervisor must complete and submit
Signed	Error	Error
Resubmitted	Supervisor has resubmitted	Employee must acknowledge
Withdrawn	Withdrawn	Restart

Save | Return to Search | Notify

Performance Evaluation | Form IDs

- To begin the mid-year review, click the edit button. This will automatically populate the mid-year review form, including the information entered from the initial evaluation. During the course of completing the mid-year review, you can view the status on this page (use the key to the right).

Supervisor Self Service | Performance Evaluation Status

Performance Evaluation | Form IDs

Evaluation Status

Name: Caulk, Laura Lee
Fiscal Year: 2022
Supervisor ID: 0376949

Employee Name	Initial Plan	Edit	View	Mid-Year Review	Edit	View	Year-End Evaluation	Edit	View
1 Luanne Wedge	Completed			Form has been saved (L,L)					
2 Angela Salinas	Completed								
3 Nicole Delkier	Completed								
4 Lydia Cruz	Completed								
5 Danielle Flaumenhaft	Completed								
6 Nathan Sutton									

Information

Performance Evaluation Dates

Initial Start	Initial Due	Mid Year Start	Mid Year Due	Year End Start	Year End Due
08/01/2021	09/30/2021	01/20/2022	02/18/2022	05/06/2022	06/06/2022

Status Legend

Form Status	Explanation	Next Step
Authorized	Completed	No further action required
Denied	Error (Denied)	Contact HR
Executed	Completed	No further action required
On Hold	Error (On Hold)	Contact HR
In Error	Error (In Error)	Contact IT
Saved	Form has been saved (L,*)	Supervisor must complete and submit (L,*)
Saved	Form has been saved (L,L)	Supervisor must complete and submit (L,L)
Pending	Employee has acknowledged	Supervisor's Supervisor must approve
Pending	Supervisor has submitted	Employee must acknowledge
Recycled	Employee Returned	Supervisor must complete and submit
Signed	Error	Error
Resubmitted	Supervisor has resubmitted	Employee must acknowledge
Withdrawn	Withdrawn	Restart

Save | Return to Search | Notify

Performance Evaluation | Form IDs

- Once you click edit in the prior screen, the select the employee name from the drop down. Click Next to proceed.

Performance Evaluation

The purpose of the Performance Evaluation process is to record your planned work this fiscal year – established from your individual goals, department action plans and/or College Action Plan – and monitor your progress (Section I). Section II allows you to discuss professional development goals for the upcoming year and to monitor your 20 hours of development. In addition, this evaluation assesses the effectiveness of your job performance for the this fiscal year (Section III).

- Initial Assessment:** Section I and II and Section III. (Identify job knowledge/top responsibilities only) completed within July 1 through August 31 time frame
- Mid year assessment** of Section I and Section II completed by February 1
- Final assessment** of Section I and II, and III must be completed by the supervisor in May and submitted to HR by June 1.

Please have ready projects and outcomes, professional development, and the top five job responsibilities from the job description. When you are ready to begin the initial assessment click "Next >>"

Select Employee

Employee

EMPLID

Employee Information

Employee ID	Supervisor Name
Name	Supervisor ID
Business Title	Job Record
Fiscal Year Range 2020-2021	Fiscal Year 2021

Supervisor information will populate here

- Projects and Goals is the first section. You will see the text from the initial performance evaluation populated within the Identify Project/Goal and Outcome field(s). **Include a progress update for each respective goal in the Mid-Year Evaluation Notes section. Please note these are required fields.** You may add or remove projects by utilizing the Insert a Row or Delete a Row buttons.
 - Note:** To navigate through the performance evaluation, utilize the Previous or Next buttons. You may also select the Save and Exit button to save your work and return to the evaluation at a later time.

Projects and Goals

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

Please provide status updates for each identified project within the Mid-Year Evaluation Notes Section.

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 >>"

Identify Project/Goal	*Outcome 1	Outcome 2	Outcome 3	*Mid-Year Evaluation Notes	Insert A Row	Delete A Row
1 Complete Performance Evaluation	Meet with Employee throughout year to evaluate performance.			Initial Evaluation completed. Mid-Year Evaluation in progress.	+	-

9. Professional Development is the second section. You will again see the text from the initial performance evaluation populated. You may make edits to the existing fields as needed, or you may add or remove projects by utilizing the Insert a Row or Delete a Row buttons.

Professional Development

Grand Rapids Community College values professional development for continuous learning and improvement. Your goals may be:

- To help you 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 identify, and facilitate the meeting of, 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 the 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, will be 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 looking forward to the work that needs to be accomplished in Section I, the employee and supervisor should identify goals for a minimum 20 hours of professional development during this Fiscal year. Final approval for professional development resides with the supervisor.

If you completed a 360 degree evaluation and as a result there are areas of professional development that you wish to pursue please note that after the title of the Learning Activity.

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 >>"

Learning Activity		Learning Outcomes	Hours	Insert A Row	Delete A Row
1	GRCC Accounts Explained	Learn tips and tricks to get the most out of technology at GRCC!	1.50	+	-

1 row

Previous Next Save and Exit

10. The final section, Job Knowledge, does not require updating. Please simply review this information with the employee (add, update or delete as appropriate).

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 >>"

Knowledge Area	Insert A Row	Delete A Row
1	+	-

1 row

<< Previous Next >> Save

11. Once you have updated the performance evaluation click...
 - a. **Save** 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.
 - b. **Submit** if you have met with the employee and you are ready to have them approve the form.

NOTE: ONCE YOU SUBMIT THE PLAN TO THE EMPLOYEE AND THEY APPROVE YOU ARE NO LONGER ABLE TO MAKE EDITS TO THE FORM. If you need to make edits they will take place when the year-end evaluation form is available.

12. After you have submitted the form to the employee for review they will need to login to their Online Center and go to Employee Self Service. Please refer to the separate set of instructions to view the performance evaluation as the employee.

13. If you would like to attach documents (i.e. job description), click yes next to the question, “Attach a file?”. You will then be prompted to upload the document. Only select yes if you plan to upload a document.

Plan Performance Evaluation : Last Step Form ID 104272

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 agrees 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 Submit

Optional: You are able to print a copy of the initial Performance Evaluation. After you click either the Save or Submit button, the following page will populate. Click on the Print Button under Signature/Action Logs then from the drop-down menu select PEMC Plan and click Print Report.

Form Page Form Result

Plan Performance Evaluation : Results Form ID 104277

Printing

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

You have successfully saved your eForm.

multiple approvers.

Signature/Action Logs

Print

Approval Dialog:

Cancel Approval Done

Report Name [dropdown]

Print Report PEMC Plan

The next page contains a sample of the performance evaluation plan that will populate.

Performance Evaluation Plan - 7/30/2020

Employee:

Supervisor:

Title:

Year:

Projects and Goals

- **Test - Project 1**
 - o Sample outcome for project 1
- **Test - Project 2**
 - o Sample outcome for project 2

Professional Development

- **Test - Professional Development** **Hours: 20**

Job Knowledge

- **Test - Job Knowledge One**
- **Test - Job Knowledge Two**
- **Test - Job Knowledge Three**