

How To Complete An Evaluation for One or More Employees Unclassified Evaluator (Supervisor)

NOTE: THIS FEATURE IS NOT AVAILABLE ON MODELS D and E.

1. Select the Performance Evaluation tab on the left side to view your evaluation options.

EVALUATIONS

You are a participant in the evaluations listed below. Click on the evaluation that you would like to complete and you will be taken to that evaluation.

Evaluation	Total Solicited	Not Started	In Progress	Total Completed
2014 60 Day Classified Probationary Performance Evaluation	2	1	0	1
2014 90 Day Classified Probationary Performance Evaluation	1	1	0	0
2015 60 Day Classified Probationary Performance Evaluation	1	0	0	1
2015 90 Day Classified Probationary Performance Evaluation	1	0	0	1
2015 Model A (Unclassified) Evaluation	1	1	0	0

2. Select the evaluation you wish to use.
For Unclassified, you should see "<current year> Model [x] Performance Evaluation". There are five evaluation models available. Please check with your division or college leader to determine the recommended model. You may also have access to the classified evaluation processes if you evaluate classified staff.
NOTE the numbers to the right of the evaluation title – this shows you how many employee evaluations you are requested to do, how many are in progress, and completed.
3. After viewing the instruction page, select "Continue"
4. In the screen below, all unclassified employees that you supervise / evaluate will be listed.

2015 Model A (Unclassified) Evaluation

Before you start:
[Instructions](#)
 Filter:
 View All
[Not Completed](#)
[Completed](#)
[Declined](#)

View All
 Click on the links below to view/update information
[Select All](#) | [Unselect All](#) | [Reverse Selection](#) | [Evaluate All Selected](#) | [Decline All Selected](#)

Evaluatee	Type	Status	Last Updated
<input checked="" type="checkbox"/> COLE, SANDRA View Model A Self-Evaluation View Performance Log	Solicited	Not Started	Print
<input checked="" type="checkbox"/> Test Employee, 04 View Model A Self-Evaluation View Performance Log	Solicited	Not Started	Print
<input checked="" type="checkbox"/> Test Employee, 10 View Model A Self-Evaluation View Performance Log	Solicited	Not Started	Print

5. Once within the employee selection screen, the navigation tabs on the left change to:
 - a. Instructions (this was the first page you saw after selecting an evaluation)
 - b. You can also filter to "view all", view only evaluations that are "not completed", view only evaluations that are "completed", or view only evaluations that have been "declined". By default you will "view all".
6. Select the employee(s) you wish to evaluate by checking or unchecking the boxes to the left of their name. Select **"Evaluate All Selected"**
Note the options to "select all", "unselect all", "reverse selection", "evaluate all selected", and "decline all".

7. You can now begin your evaluation.

**Note : When evaluating two or more employees all selected employees show up in the view for each question. This can come in handy when you are evaluating multiple employees with like positions. Make a rating selection for each employee and add comments if desired.*

I. CORE COMPETENCIES

A. JOB KNOWLEDGE

Rate the staff member's knowledge, skills, and abilities relative to the performance of job duties. Comment on the staff member's desire to increase his/her job knowledge through formal or informal study, seminars, readings and other endeavors.

	* A. JOB KNOWLEDGE	Explanation/Comments
COLE, SANDRA View Model A Self-Evaluation View Performance Log	<input type="radio"/> 5 - Outstanding <input type="radio"/> 4 - Exceeds Expectations <input type="radio"/> 3 - Meets Expectations <input type="radio"/> 2 - Approaches Expectations <input type="radio"/> 1 - Unsatisfactory	<div></div> <div>Spell Check (max. 3000 characters)</div>
Test Employee, 04 View Model A Self-Evaluation View Performance Log	<input type="radio"/> 5 - Outstanding <input type="radio"/> 4 - Exceeds Expectations <input type="radio"/> 3 - Meets Expectations <input type="radio"/> 2 - Approaches Expectations <input type="radio"/> 1 - Unsatisfactory	<div></div> <div>Spell Check (max. 3000 characters)</div>
Test Employee, 10 View Model A Self-Evaluation View Performance Log	<input type="radio"/> 5 - Outstanding <input type="radio"/> 4 - Exceeds Expectations <input type="radio"/> 3 - Meets Expectations <input type="radio"/> 2 - Approaches Expectations <input type="radio"/> 1 - Unsatisfactory	<div></div> <div>Spell Check (max. 3000 characters)</div>

<< Prev

Save and Close

Next >>

For some questions, you may have to scroll to the right to see the "Comment" section.

8. Select "Next".

9. Proceed through all of the evaluation questions in the same manner.

- *Note that the links, " View Performance Log" and "View Model <> Self Evaluation" remains available on every page below the evaluatees name.*
- *When selected, a new window will open up with a report of the information selected.*
- *If the window opens with a "no records found" message, there have not been any entries made.*
- *To save your responses if you re interrupted, select "Save and Close" at the bottom of the screen.*

10. When you have answered all of the questions in the evaluation section and reach the Signature Section.

- If your next step is to meet with your employee to discuss this evaluation and the employee self-evaluation, then select "no" to the next question, then **"Save and Close"**.
- You have the option to print the evaluation from the next screen.
- If your next step is to complete the evaluation process with electronic signatures then click "yes" to the question below, click next and type your name in the signature box.
- Click the finish button to complete the performance evaluation.

11. You may print the evaluation(s) by selecting **"Print"** to the right of the employee's name.

[Print](#) | [Close](#)

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	Evaluatee	Type	Status	Last Updated	
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12. Return to the evaluation after you have met with your employee and when you are ready to sign the evaluation (access as mentioned above).
13. Complete edits and continue to select "Next" until you reach the Signature Section.
14. Select "Yes" to the question, "Did you review the performance evaluation with your employee?"
15. Select "Next" and type your name under "Supervisor Signature" (this will be your electronic signature) and answer the question "Did the employee agree to electronically sign?"
16. Select **"Finish and Submit"**, to return to the evaluation page.
17. To access a different evaluation, select "Select a Process" in the upper left corner of the page. This will take you back to your Evaluation Homepage.

Dashboard | **Performance Management**

[Select a process](#) | [View Status](#)

[Print](#) | [Close](#)

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18. Inform your employee(s) that they should now log in to the evaluation system and complete their "Model <> Evaluation Signature Form".