

From: [KSU Human Resources](#)
To: [managers](#)
Subject: 2020 Performance Evaluations: Now available
Date: Wednesday, December 23, 2020 1:09:37 PM

If you supervise a staff member, the 2020 Performance Evaluations have been created and should be in your queue in OneUSG. **Please remember that your evaluation will be in Employee Self Service while your staff members' evaluations will show up under Manager Self Service.**

Action needed: For your employee to complete their self-evaluation, you must do the following -

1. Click on the **"Team Performance"** tile in Manager Self Service.
2. Click on the name of one of your staff members.
3. For those of you who successfully set goals during 2020, you should document them here by using the "Add Item" functionality. If you were unable to set goals, please move forward with the steps listed below to skip the goal evaluation sections.
4. Go to the upper right corner and click on **"Approve"**.
5. A text box will show up. Please click **"Confirm"**. (This will skip the step where the employee enters his/her goals at the beginning of the year).
6. Go to the upper left corner and click **"Checkpoint 1"** and click **"Update and Share"**.
7. Go to the top right again, and click on **"Skip Checkpoint"**.
8. A text box will show up again. Please click **"Confirm"**. (this will skip the mid-year checkpoint that you may want to use going forward in 2021, but which we did not use this year).
9. Click on **"Finalize Criteria"** on the left navigation bar and click **"Update and Complete"**.
10. On the upper right, click **"Complete"**.
11. A text box will show up again. Please click **"Confirm"**.
12. On the left navigation bar, you should now have the ability to nominate other individuals to participate in evaluation feedback, if desired.

Once steps 1-11 above have been completed, your staff member may now begin to complete their self-evaluation. Managers may communicate to their staff the desired completion date for self-evaluations. HR recommends these be completed no later than February 1, 2020, in order to allow supervisors ample time to complete their portion of the evaluation and submit it for next level review. **For a manager to be eligible for any possible merit increase, they must have completed all evaluations for the staff directly reporting to them by the March 1, 2021 deadline.**

If you have any questions, please refer to the [ePerformance resources](#) or contact your [HR](#)

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