Overview/Description
This document provides step-by-step instructions on how to navigate to Complete Manager Evaluation on the Performance Process page. This page is used by the Manager to share Performance Evaluation with Employee, Request Acknowledgement, and Submit for Approval. It is recommended to create overall goals for the employee prior to completing an annual assessment document.

Prerequisite(s)
Manager Completes Review Employee Self Evaluation

Instructions
1. Step
Complete Manager Evaluation for Performance Process Page

1.1. Sub step
Complete Manager Evaluation gives the Manager the opportunity to share the Performance Evaluation with Employee. Next the Manager will need to meet with the Employee to discuss Performance Evaluation.

Navigation
Manager Self Service > Team Performance > Current Documents

![Image of Team Performance interface]

Current Documents
- Complete Manager Evaluation
- Employee Self Service
- Benefits
- Manager Self Service
- Time Approver
a. The Manager shares the Performance Evaluation with the Employee by clicking on **Share with Employee**.

b. The Manager will need to click on **Confirm** to share the document with the Employee. Next, the Manager will need to meet with the Employee to discuss the Performance Evaluation.
1.2. Sub step

After the Performance Review has been held, the Manager should request that the Employee login into Self Service and Acknowledge the document.

Navigation

Navigator > Self Service > Performance Management > My Performance Documents > Current Documents

- The Employee will have Annual Review document listed in **My Current Documents**

- The Performance Evaluation ratings and comments have been finalized by both the Manager and Employee and can be viewed.
**Goals tab**

**Performance Process**

**USG Annual Review for Staff**
Manager Evaluation - Acknowledge

- **Job Title**: Employee Relations Manager
- **Employee**: Lindsay Seigel
- **Manager**: Amy Phillips
- **Document Type**: USG Annual Review for Staff
- **Template**: KSU Annual Review for Staff
- **Period**: 01/01/2019 - 11/30/2019
- **Due Date**: 10/31/2019

**Employee Data**
- **Employee ID**: 0353001
- **Department**: 10584165
- **Location**: 430
- **Rating History**

- **Goals** | **Performance Factors** | **USG Core Values** | **Institutional Values** | **Ethics Compliance** | **Professional Outcomes** | **Final Remarks** | **Overall Summary**

**Attachments**
- **File Name**: Far_Use_Checklist_11-10-17_final.pdf
  - **Description**: Far Use Checklist Example
  - **Attachment Audience**: Employee and Manager
  - **Last Update Date/Time**: 06/07/2019 4:21:05PM
  - **Uploaded By**: Amy Phillips

**Audit History**
- **Created By**: Amy Phillips
- **Last Modified By**: Amy Phillips

**Performance Factors tab**

**Performance Process**

**USG Annual Review for Staff**
Manager Evaluation - Acknowledge

- **Job Title**: Employee Relations Manager
- **Employee**: Lindsay Seigel
- **Manager**: Amy Phillips
- **Document Type**: USG Annual Review for Staff
- **Template**: KSU Annual Review for Staff
- **Period**: 01/01/2019 - 11/30/2019
- **Due Date**: 10/31/2019

**Employee Data**
- **Employee ID**: 0353001
- **Department**: 10584165
- **Location**: 430
- **Rating History**

- **Goals** | **Performance Factors** | **USG Core Values** | **Institutional Values** | **Ethics Compliance** | **Professional Outcomes** | **Final Remarks** | **Overall Summary**

**Section 2 - Performance Factors**

- **Communication**: The extent to which employee is proficient and professional in oral and written communication. This includes listening, understanding, communicating, and following oral or written instructions, asking for clarification when necessary, and providing information to others in a clear, complete and concise manner.

  - **Manager Rating**: 3 - Thorough
  - **Manager Comments**: Employee checks in daily with the team and reviews schedule. Email turns around for the employee is less than 24 hours.

  - **Employee Rating**: 0 - Outstanding
  - **Employee Comments**: Always ask questions to make sure I am clear on the assignment
USG Core Values tab

Performance Process

USG Annual Review for Staff
Manager Evaluation - Acknowledge

Section 3 - USG Core Values

- Ethics Compliance

Description: We firmly believe that education in the form of scholarship, research, teaching, service, and developing alumni is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical, and fiscal resources given to our care.

Manager Rating: 3 - Successful

Manager Comments:

Employee Rating:

Employee Data

Employee ID: 01234567
Department: 123456
HRS-Human Resources
Kennesaw State University

University Standards

Description: Uphold the highest standards of intellectual honesty and integrity in the context of teaching, research, service and grants administration.

Status: Yes

ACT AS A RESOURCE

Description: Act as good stewards of the resources and information entrusted to our care.

Status: Not Applicable

Attachments

File Name: Use Checklist.pdf
File Description: Use Checklist Example
Last Update Date/Time: 06/07/2019 - 4:21 PM
Uploaded By: Amy Phillips

Ethics Compliance tab

Performance Process

USG Annual Review for Staff
Manager Evaluation - Acknowledge

Lindsey Smith

Job Title: Employee Relations Manager
Document Type: USG Annual Review for Staff
Template: KSU Annual Review for Staff
Status: Pending - Acknowledged

Employee Data

Employee ID: 01234567
Department: 123456
HRS-Human Resources
Kennesaw State University

Rating History

Section 5 - Ethics & Compliance

Expand | Collapse

UNIVERSITY STANDARDS

Description: Uphold the highest standards of intellectual honesty and integrity in the context of teaching, research, service and grants administration.

Status: Yes

ACT AS A RESOURCE

Description: Act as good stewards of the resources and information entrusted to our care.

Status: Not Applicable

Attachments

File Name: Use Checklist_4-1-17_final.pdf
File Description: Use Checklist Example
Last Update Date/Time: 06/07/2019 - 4:21 PM
Uploaded By: Amy Phillips
**Professional Development** tab

**Communication**

**Description**: Explore the various components of effective communication—such as sending and receiving—and engage in interactive strategies to take in and deliver all types of messages—agreeable, neutral and difficult.

- **Created By**: Amy Phillips
- **Last Modified By**: Amy Phillips
- **Created On**: 06/07/2019 4:55PM
- **Last Modified On**: 06/07/2019 4:55PM

**Conflict Management and Resolution**

**Description**: Identify various personal conflict management styles, understand the sources and drivers of conflict, and create alternatives and options leading to partial and complete resolution.

- **Created By**: Amy Phillips
- **Last Modified By**: Amy Phillips
- **Created On**: 06/07/2019 4:56PM

**Overall Summary** tab

**Performance Process**

**USG Annual Review for Staff**

**Manager Evaluation - Acknowledge**

**Employee Data**

- **Employee ID**: 0923601
- **Department**: 1096416
- **Location**: 430
- **HRS-Human Resources**: 31061
- **Kennewick State University**

**Goals**

- **Performance Factors**
- **USG Core Values**
- **Institutional Values**
- **Ethics Compliance**
- **Professional Development**
- **Final Remarks**
- **Overall Summary**

**Attachments**

<table>
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<tr>
<th>File Name</th>
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<th>Last Update Date/Time</th>
<th>Uploaded By</th>
</tr>
</thead>
</table>

**As the Employee continues to become acclimated to the work environment and values of the university, more tasks will be assigned to the Employee.**

**Employee**

- **Rating**: 4 - Superior
- **Employee Comments**: Employee learned so much in my current role. I would like to advance with the university and continue growing.
c. Employee selects **Acknowledge**

![Image of the ePerformance interface showing the Acknowledge button being clicked.]  

**Performance Process**

**USG Annual Review for Staff**

**Manager Evaluation - Acknowledge**

- **Employee ID:** 032301
- **Department:** HR32416
- **HRIS/HR Online:** Human Resources
- **Location:** 430
- **Rating:** 500

**Section 9 - Overall Summary**

- **Performance**
  - **Steps and Tasks**
    - **Task:** USG Annual Review for Staff
      - **Due Date:** 09/30/2019
      - **Completion:** Passed
  - **Checkpoints**
    - **Checkpoints:** 1
      - **Due Date:** 10/01/2019
    - **Complete Self Evaluation**
      - **Due Date:** 10/01/2019
    - **Review Manager Evaluation**
      - **Due Date:** 10/01/2019

**Employee Acknowledgement Comments**

- **Acknowledge Review Held**
  - You have chosen to acknowledge that you and your manager have reviewed this document. Your acknowledgement does not necessarily mean you agree but that you have reviewed your evaluation with your manager. Please add comments.

- **Employee Acknowledgement Comments**
  - This Review gave me great insight to the work I do for the university.

**Acknowledgment**

- **Confirm**
- **Cancel**

d. Employee chooses Acknowledge and has the option to add comments before confirming.

![Image of the ePerformance interface showing the Acknowledge Review Held section and the option to add comments.]  

**Employee has selected Confirm and the Employee's electronic signature is now added to the document.**
1.3. Sub step

The Manager can now see that the Employee has Acknowledged that the Performance Evaluation review was held, the Employee received the Performance Evaluation, and reviewed the documents. The Manager can now submit the evaluation for approval.

Navigation
Manager Self Service > Team Performance > Current Documents
a. The Manager can now see that the Employee has **Acknowledged** that the Performance Evaluation review was held, the Employee received the Performance Evaluation, and reviewed the documents. The Manager can now submit the evaluation for approval.

b. The Manager has submitted the Performance Evaluation for approval and must confirm.
c. The **Complete Manager Evaluation** step is now complete. The Performance Evaluation is now complete and **Pending Approval**. Once the document is approved, the status of the document will be automatically set to complete and will be found under **Historical Documents**.