Overview/Description
This document provides step-by-step instructions on how to navigate to Review Employee Self Evaluation on the Performance Process page. This page is used by the Manager to view the Employee’s Self Evaluation. It is recommended to create overall goals for the employee prior to completing an annual assessment document.

Prerequisite(s)
Employee Completes Self Evaluation

Instructions
1. Step
Review Employee Self Evaluation for Performance Process Page

1.1. Sub step
Review Employee Self Evaluation gives the Manager the opportunity to review the Employee’s Self Evaluation. The Manager will rate the Employee’s performance and add their comments to the Performance Evaluation. Ratings of “1” or “5” should require comments from the Manager.

Navigation
Manager Self Service > Team Performance > Current Documents

![Diagram of Manager Self Service and Team Performance interface]

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a. The Manager **Reviews Employee Self Evaluation** by clicking on each tab and reviewing the Employee’s ratings and comments.

b. The Manager is able to provide ratings and comments to the Employee’s **Self Evaluation**. Ratings of “1” or “5” will require comments from the Manager.
c. The option to submit attachments is available along with choosing the attachment audience (i.e. Employee Only or Employee and Manager).

Performance Factors tab

Manager Evaluation - Update and Share

Manager Rating: Exemplary (5.00)  
Avg Rating: Superior (4.00)  
3.50

Manager Comments:
Employee checks in daily with the team and reviews schedule. Email turn around for the employee is less than 24 hours.

Employee Rating: Superior (4.00)  
Employee Comments:
ALWAYS ASK QUESTIONS TO MAKE SURE I AM CLEAR ON THE ASSIGNMENT

Customer Service

Description: The extent to which the employee provides a customer friendly environment and superior service to our clients, patients, coworkers, supervisors, subordinates, faculty and students. The employee resolves customer needs with confirmed satisfaction, responsiveness, and outcomes.

Manager Rating: Exemplary (5.00)  
Avg Rating: Exemplary (5.00)  
4.00

Manager Comments:
Employee answers all of our clients questions and provides details also.
d. The **Ethics Compliance** and **Professional Development** tabs allow the Manager to **Add Your Own Item** and define as No, Not Applicable, or Yes.
Performance Process

Add Your Own Item

Title: UNIVERSITY STANDARDS

Description:

Up hold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.

Status:

- Yes
- No
- Not Applicable

Add

Return

Ethics Compliance tab with Added Items

Performance Process

USG Annual Review for Staff
Manager Evaluation - Update and Share
Department: 1000146
Location: 430
HRS: Human Resources
Kennesaw State University

Rating History

- Calculate All Ratings
- View Graphical Rating
- Cancel Evaluation

Go to Section 5 - Ethics & Compliance

- Expand
- Collapse
- Add Item

UNIVERSITY STANDARDS

Description:

Up hold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service and grants administration.

- Status: Yes

Created by: Amy Phillips 06/07/2019 4:28 PM

ACT AS A RESOURCE

Description:

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

- Status: Not Applicable

Created by: Amy Phillips 06/07/2019 4:30 PM
**Professional Development** tab with Added Items

- **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.

- **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.

**Final Remarks** tab

- **Employee Comments**
  - Employee has not completed their self-evaluation

- **Manager Comments**

**Attachments**

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
<th>Attachment Audience</th>
<th>Last Update Date/Time</th>
<th>Uploaded By</th>
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<tr>
<td>Fair Use Checklist 10-17_final.pdf</td>
<td>Fair Use Checklist Example</td>
<td>Employee and Manager</td>
<td>09/07/2019 2:15 PM</td>
<td>Amy Phillips</td>
</tr>
</tbody>
</table>

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The Manager will need to save the Performance Evaluation to capture ratings and comments after completing each tab. All tabs must be completed before sharing with the Employee.