PERFORMANCE EVALUATIONS

The Performance Evaluation module is available only to evaluating supervisors and reviewers.

Reminder: Classified employees must be given the opportunity to complete a self-evaluation of their performance. Supervisors must allow sufficient time for a self-evaluation and consider this input in their evaluation of the employee.

To complete the Performance Evaluation, go to: https://jobs.radford.edu/hr

Note 1: If you are an Evaluating Supervisor or Evaluation Reviewer you must ensure you are logged into the system with the “Evaluating Supervisor” or “Evaluation Reviewer” view and not the “Level 2” or “Level 3” view. To change your approval level view please see the PeopleAdmin training procedure “Administrators With More Than One View.”

NOTE 2: If you did not previously complete a Performance Plan, please refer to Steps 1-7 of the Performance Plan training by visiting http://www.radford.edu/content/dam/departments/administrative/human-resources/peopleadmin/PerformancePlan.pdf and then see Step 4 below.

To complete the employee evaluation:

1. Click on Active Evaluations under the Evaluation heading on the left side of the screen.

2. You will now be on the View Active Evaluations screen. Select the employee evaluation you need to complete and select View.

3. You will be on the View Staff Evaluation Page page. Click the Edit button. You will be on the View/Edit Staff Evaluation screen with a tabbed view. Ensure information on this screen is correct or make necessary changes. Click Continue to Next Page.

4. You will now be on the Supervisor/Performance Management tab. If the employee supervises other classified employees, please enter the rating and comments and Continue to Next Page.
5. You will now be on the Major Tasks, Responsibilities, and Expectations tab where you will see the same tasks that are on the position description. To input your comments and enter a rating for each job task, click the Edit button at the end of each description. **Note:** You will not be able to edit the actual Major Tasks, Responsibilities, and Expectations verbiage in this module, only add ratings and comments. Changes may only be made on the Position Description module using the Modify Position Description selection. When finished entering comments and ratings for all tasks, click Continue to Next Page.

6. The Special Assignments tab may not contain any data. If this is the case, click Continue to Next Page. If there is data, add comments and rating and then Continue to Next Page.

7. You will now be on the Department/Unit Objectives and Expectations tab. If this tab contains information, enter comments and rating. If not, click on Continue to Next Page.

8. The Employee Development Plan may not contain any data. If this is the case, click on Continue to Next Page. If this tab does contain data, enter comments and rating and Continue to Next Page.

You will now be on the Overall Results, Assessment and Rating Earned tab. Please enter an overall rating for the employee and add any comments under Evaluating Supervisor Comments.

9. The next page is the Attach Documents page. Here you may attach an organizational chart, supporting documentation, (i.e., Needs Improvement Form, Extraordinary Contributor form), etc. After attaching the supporting documentation, if any, click on Continue to Next Page.

10. The Notes/History tab displays the history of the evaluation. Click on Continue to Next Page.

11. You will now be on the View Staff Evaluation Summary page. You may scroll through and view the evaluation and print it by clicking on Printer Friendly Version in the upper right hand corner. At this step you may (1) Save the evaluation to go back to later or (2) Send to Evaluation Reviewer (3) or Cancel the action. At this step if the evaluation is complete and satisfactory send it to the Evaluation Reviewer.
12. Click **Continue** then **Confirm** to send the evaluation to the reviewer.

**Note:** An e-mail is automatically sent to the Evaluation Reviewer informing that the performance plan it is available for review.

**REVIEW BY EVALUATION REVIEWER**

The reviewer (the rater’s supervisor) receives an automatically generated email advising that an evaluation (performance plan) is available for review. The rater performs the following actions:

1. Click on the **Active Evaluations** button under Evaluations on the left side of your screen.

2. The **View Active Evaluations** screen will display each evaluation you are required to review.

3. Click to **View** the evaluation you wish to review. You may scroll through and view the evaluation or print it by clicking on **Printer Friendly Version** in the upper right hand corner.

   a. Changes may not be made to the evaluation in the Performance Evaluation module. Note any recommended changes in the “comments” section and **return** the document to the **Evaluating Supervisor**. The Evaluation Supervisor will make the changes as necessary and return the document to you for review/approval.

   b. Approval. If you are satisfied with the evaluation you may add comments under the **Evaluating Reviewer Comments** and **Save** it for later or return it to the evaluating supervisor by clicking the radio button for **Send to Evaluating Supervisor**; and click on **Continue** then **Confirm**.

4. An e-mail will be sent to the Evaluating Supervisor informing that it has been reviewed and being returned to the Evaluating Supervisor.

**AFTER REVIEW BY EVALUATION REVIEWER**

The **Evaluating Supervisor** will receive an automatically generated e-mail advising that an evaluation is sent by the Evaluation Reviewer. The Evaluating Supervisor will complete the following actions:

1. Click on the **Active Evaluations** button under Evaluations on the left side of your screen.
2. The **View Active Evaluations** screen will display each evaluation you need to review.

3. Click **View** on the evaluation you wish to review.
   
   a. **Changes.** If changes are noted in the comment section, make the indicated changes and repeat the approval process of sending the evaluation to the **Reviewer** for approval.
   
   b. **No Changes.** (All employees now have user access to the Performance Plan and Evaluation module in the PeopleAdmin system). You will click the radio button “**Send to Employee Final.**” You will follow-up with the employee to schedule a time to meet to discuss the evaluation.

4. After you and the employee have met and discussed the performance evaluation, the employee will have the next action.

**EMPLOYEE ACKNOWLEDGEMENT**

The employee will take the following actions:

1. When the employee receives the e-mail indicating they can go in the system and review the evaluation, they will enter the system and review the document in preparation for the meeting with the evaluating supervisor.

2. Once the meeting with the supervisor has been concluded, the employee will enter the PeopleAdmin system and acknowledge the Performance Evaluation by clicking on the checkbox that denotes it is the Performance Evaluation and hit the radio button “**Send to Evaluating Supervisor.**”

   **NOTE:** Employees can find training on how to enter PeopleAdmin and how to acknowledge/electronically sign the Performance Evaluation on the Human Resource website under Training and then PeopleAdmin.

**EVALUATING SUPERVISOR**

1. Return to the evaluation in PeopleAdmin and check to make sure the employee has checked the box acknowledging the performance evaluation.

2. After ensuring the employee has checked the box, and the Reviewer’s electronic signature is visible, click the radio button for “**Send to HR**”. Click Continue and Confirm. This will complete the annual evaluation review. **Hard copies are no longer required to be sent to Human Resources.** Once submitted to HR, you will be able to view this evaluation by clicking **Historical Evaluations** under Evaluations.