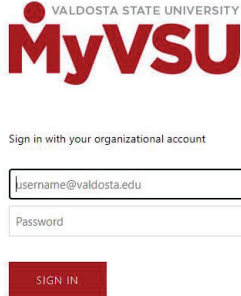
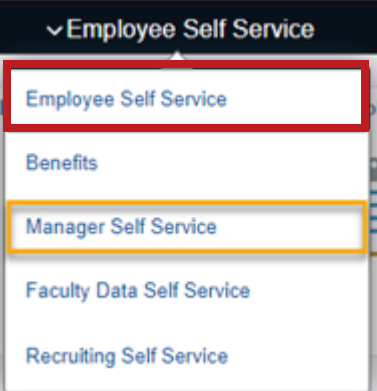
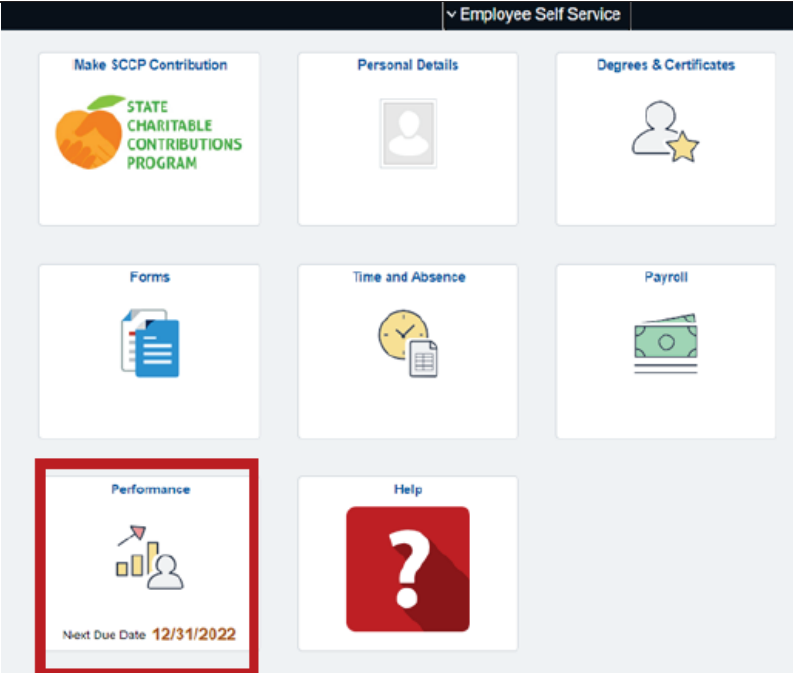


ePerformance: Employee's Guide to Review, Acknowledge and Complete the Annual Evaluation Process

This document provides step-by-step instructions on how to view the annual evaluation completed by your manager. The ePerformance system requires an employee to acknowledge they have met with their manager and reviewed the evaluation. Once an employee has acknowledged and entered required comments, the annual evaluation document is completed.

Employee will receive an email from donotreply@usg.edu that the manager has shared the USG Annual Review for Staff with you. Log into MyVSU and select Access OneUSG Connect.	 VALDOSTA STATE UNIVERSITY MyVSU Sign in with your organizational account Username: username@valdosta.edu Password: SIGN IN Portals  Employee Training  Access OneUSG Connect  BlazeVIEW D2L
The Employee Self Service screen will appear on the home page.	 Employee Self Service - Employee Self Service - Benefits - Manager Self Service - Faculty Data Self Service - Recruiting Self Service
Click on the Performance tile in Employee Self Service.	 Employee Self Service - Make SCCP Contribution - Personal Details - Degrees & Certificates - Forms - Time and Absence - Payroll Performance - Help Next Due Date: 12/31/2022



Employee(s) will have document type listed in **Current Documents** page.

Click the **USG Annual Review for Staff** document that is pending acknowledgement.

selfservice.hprod.onehcm.usg.edu/psc/hprodssso/HCMSS/HRMS/c/EP_EMPLOYEE_FLEP_EE_SELECT_FLU.GBL?XFER_TAB_NUMBER=1

NIGP Codes DPA PaymentWorks-ne... Faculty Searches Everfi/Foundry Financials Warehouse Maxient Login Accurate-Backgrou... ePerforman

< Employee Self Service Performance

Selenseia Holmes
Compliance Officer
0098690

My Current Documents 1

My Historical Documents

Evaluations of Others 0

Historical Evaluations of Others

My Current Documents

Document Type	Document Status	Period Begin / Period End
USG Annual Review for Staff	Pending Acknowledgement	01/01/2022 12/31/2022

Click on **Acknowledgement**.

NOTE: Employee cannot view the evaluation until they click acknowledge and enter comments to confirm they have met with manager to discuss evaluation.

NIGP Codes DPA PaymentWorks-ne... Faculty Searches Everfi/Foundry Financials Warehouse Maxient Login a.

< Performance

Performance Process

Steps and Tasks

Selenseia Holmes
USG Annual Review for Staff
01/01/2022 - 12/31/2022 Overview

Define Criteria
Due Date 12/31/2022

Complete Self Evaluation
Due Date 12/31/2022

Review Manager Evaluation
Due Date 12/31/2022

Acknowledge
View

USG Annual Review for Staff
Manager Evaluation - Acknowledge
Selenseia Holmes

Job Title Compliance Officer
Document Type USG Annual Review for Staff
Template Annual Review for Staff
Status Pending Acknowledgement

Employee Data

Employee ID 0098690
Department 1520000 Dir - Human Rescs & Empl Devl
Location 510 Valdosta State University

This document is currently waiting for your acknowledgment.
Select the Acknowledge button to confirm that you and your manager have discussed this document. Your name printed document acknowledging that the review was held.

Goals Job Duties Performance Factors Values Overall Summary Sign-off Remarks

Employee must enter acknowledgement comments in the pop up box and click **Confirm**.

USG Annual Review for Staff
Manager Evaluation - Acknowledge
Selenseia Holmes

Job Title Compliance Officer
Document Type USG Annual Review for Staff
Template Annual Review for Staff
Status Pending Acknowledgement

Manager Midge Scott-Firestone
Period 01/01/2022 - 12/31/2022
Document ID 12748
Due Date 12/31/2022

Employee Data

Employee ID 0098690
Department 1520000 Dir - Human Rescs & Empl Devl
Location 510 Valdosta State University

This document is currently waiting for your acknowledgment.
Select the Acknowledge button to confirm that you and your manager have discussed this printed document acknowledging that the review was held.

Goals Job Duties Performance Factors Values Overall Summary Sign-off Remarks

Section 5 - Employee's Acknowledgement Comments - These comments

Section 6 - Manager's Acknowledgement Comments - These comments

Attachments

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 with your evaluation but that you have reviewed it with your manager. Please add Comments.

Employee Acknowledgement Comments

Confirm Cancel

Upon selecting confirm, you are acknowledging that the review was held and your electronic signature will be added to this document.

Confirmation and Next Steps:

Employee will receive a confirmation page that the evaluation has been acknowledged this document.

The manager will receive an email that their employee has acknowledged the evaluation and notify them to review the employee's sign off remarks.

Once the manager has reviewed the employee's comments, the employee will receive an email that the annual evaluation is complete.

Performance Process

Steps and Tasks

Selenseia Holmes

USG Annual Review for Staff

01/01/2022 - 12/31/2022

[Overview](#)



Define Criteria

Due Date 12/31/2022



Complete Self Evaluation

Due Date 12/31/2022



Review Manager Evaluation

Due Date 12/31/2022

Acknowledge

[View](#)

USG Annual Review for Staff

Confirmation - Employee Acknowledgement

✓ You have successfully acknowledged this document.

From: donotreply@usg.edu <donotreply@usg.edu>

Sent: Monday, January 30, 2023 3:59 PM

To: Selenseia Holmes <saholmes@valdosta.edu>

Subject: Manager Document completed

Delivered From External Sender

This notification is to inform you that your USG Annual Review for Staff has been completed by Midge Scott-Firest

Completed Evaluation is now in My Historical Documents:

Click the **My Historical Documents** tab to view the completed evaluation.

< Employee Self Service

Perfor



Selenseia Holmes

Compliance Officer

0098690

My Current Documents

0

My Historical Documents

Evaluations of Others

0

Historical Evaluations of Others

My Historical Documents

Document Type	Document Status	Peri
USG Annual Review for Staff	Completed	01/0 12/3

For any training-related questions, please contact Employee and Organizational Development at training@valdosta.edu. Please include any screenshots that may help the team resolve the issue.