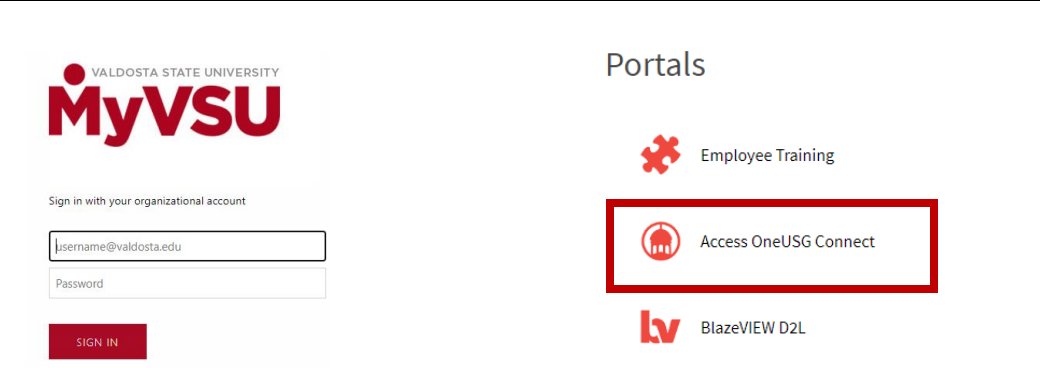
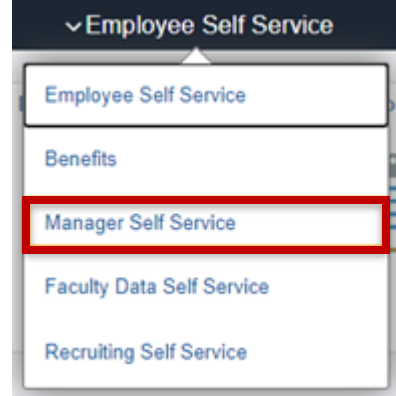
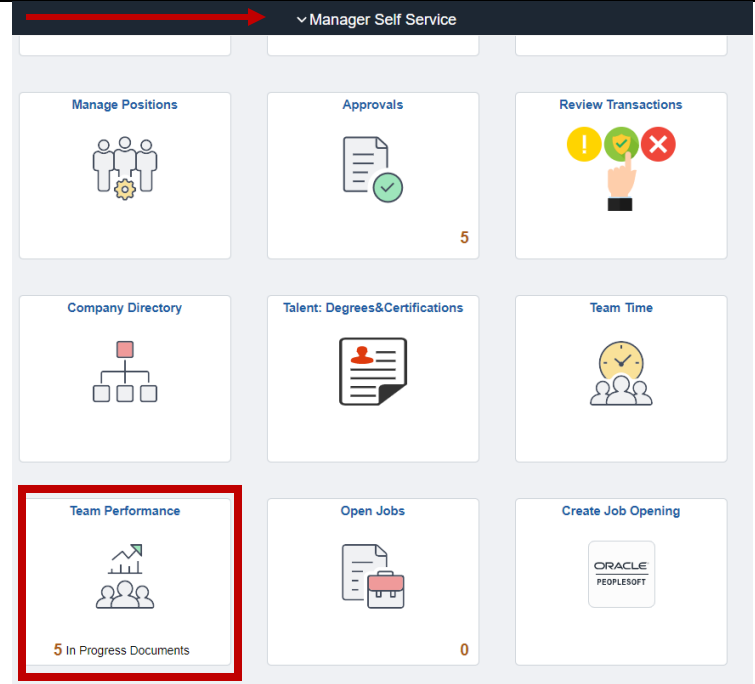


ePerformance: Manager's Guide to Completing Annual Evaluation (and reviewing Employee's Self-Evaluation, if applicable)

This document provides step-by-step instructions on how to view an employee's **Self Evaluation** on the Performance Process page. If the employee does not choose to complete a self evaluation, manager should proceed with completing the evaluation.

Log into MyVSU and select Access OneUSG Connect .	 The screenshot shows the MyVSU login page. On the left, there is a login form with fields for 'Username' (placeholder: username@valdosta.edu) and 'Password', and a 'SIGN IN' button. On the right, under the 'Portals' section, 'Access OneUSG Connect' is highlighted with a red box. Other portals visible are 'Employee Training' and 'BlazeVIEW D2L'.
Click the dropdown arrow on Employee Self Service, then click Manager Self Service .	 The screenshot shows a dropdown menu for 'Employee Self Service'. The menu is open, showing options: 'Employee Self Service', 'Benefits', 'Manager Self Service' (highlighted with a red box), 'Faculty Data Self Service', and 'Recruiting Self Service'.
Click on the Team Performance tile in Manager Self Service .	 The screenshot shows the 'Manager Self Service' dashboard. A red arrow points to the 'Manager Self Service' header. The dashboard contains several tiles: 'Manage Positions', 'Approvals', 'Review Transactions', 'Company Directory', 'Talent: Degrees & Certifications', 'Team Time', 'Team Performance' (highlighted with a red box), 'Open Jobs', and 'Create Job Opening'. The 'Team Performance' tile shows '5 In Progress Documents'.

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

Click the employee you wish to review.

< Manager Self Service Team f

Current Documents

Delegated Documents

Historical Documents

View-Only Documents

Approve Documents

View Approval Status

Current Documents

Name / Job Title Document

Selenseia Holmes USG An
Compliance Officer

Click on **Review Self Evaluation**

NOTE: The self evaluation is optional for the employee. If the employee did not complete a self evaluation, you will not see a green check and will not be able to click **View**.

Manager can proceed to **Complete Manager Evaluation**.

< Team 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

Review Self Evaluation
Due Date 12/31/2022
View

Complete Manager Evaluation
Due Date 12/31/2022
Update and Share
Pending Acknowledgement

View Self Evaluation:

Click the **Goals** tab.

Click Expand to see the employee's self rating for each goal and any comments entered.

NOTE: Open all tabs to include Goals, Job Duties, Performance Factors,

The document status is Completed.

Reopen

Goals Job Duties Performance Factors Values Overall Summary

Section 1 - Goals

Expand | Collapse

Employee Relations

Investigations

Complete Manager Evaluation:

After Manager has viewed the self evaluation (if the employee completed a self evaluation), click on **Complete Manager Evaluation** on the Performance Process page.

Managers will use the drop down and choose the applicable rating for each item.

NOTE: Comments are required for ratings other than 3: Successful.

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
- Review Self Evaluation
Due Date 12/31/2022
[View](#)
- Complete Manager Evaluation**
Due Date 12/31/2022
[Update and Share](#)
Pending Acknowledgement

Communication

Description : The extent to which employee is proficient and professional in remembering, and following oral or written instructions; asking for clarification and concise manner.

Manager Rating **3 - Successful** 3.00

Manager Comments

Writing Tools

Employee Rating 4 - Superior

Employee Comments I communicate well both orally and in writing.

Overall Summary:

After the Manager has rated all items in each tab to include Goals, Job Duties, Performance Factors, Click the **Overall Summary** tab.

Manager should click on **Calculate All Ratings** to see the overall rating.

Manager will enter final comments in the Manager comments box.

NOTE: The evaluation can be saved at any point in time and is encouraged throughout the process.

Manager will click **Save** and then click **Share with Employee** located at the top right of the screen.

NOTE: Managers are encouraged to print or export the evaluation for future reference.

USG Annual Review for Staff

Manager Evaluation - Update and Share

Department 15200000 Dir - Human Rescs & Empl Devl
Location 510 Valdosta State University

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the

Calculate All Ratings

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

▼ Section 7 - Overall Summary

Manager Rating 0.00

Manager Comments

Writing Tools

Employee Rating 4 - Superior

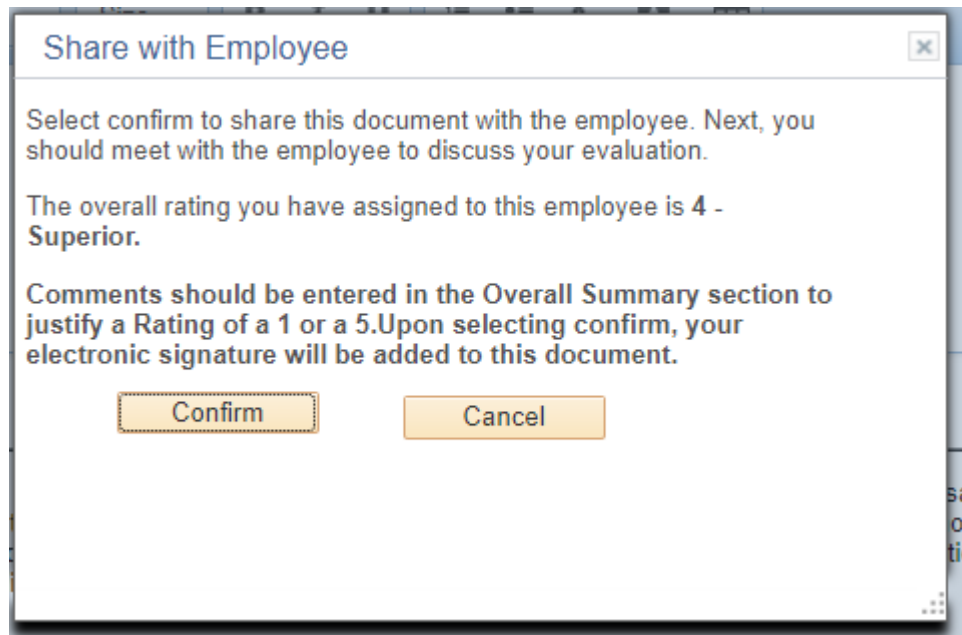
Save | **Share with Employee**

Print | Notify | Export

Share with Employee:

After the Manager clicks **Share with Employee**, there will be a pop up box to confirm.

Please be sure to schedule time with your employee to discuss their evaluation.



Confirmation and Next Steps:

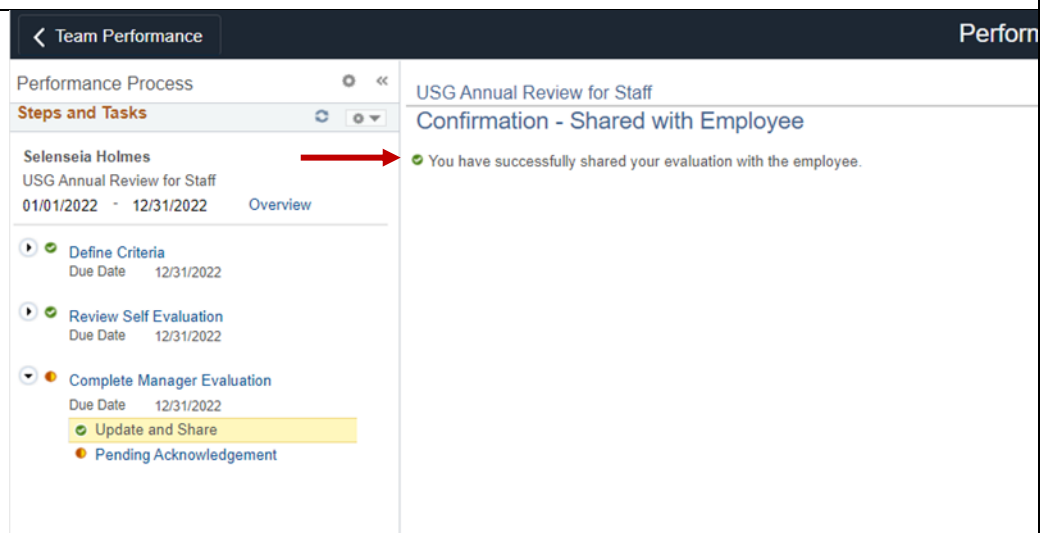
Manager will receive a confirmation page that the evaluation has been shared with the employee.

The employee will receive an email that their manager has shared a document to review.

NOTE: System requires the employee to enter a comment to complete and acknowledge the evaluation process.

(see job aid for employee review and acknowledgement)

Once the employee has reviewed and acknowledged the evaluation, the manager will receive an email to review the employee comments.



From: donotreply@usg.edu <donotreply@usg.edu>
Sent: Monday, January 30, 2023 3:59 PM
To: Midge M Scott-Firestone <mmscottfirestone@valdosta.edu>
Subject: Selenseia Holmes has acknowledged the USG Annual Review for Staff

Delivered From External Sender

This automatic notification is to alert you that Selenseia Holmes (0098690) has formally acknowledged their recent review
Please review the employee's comments in the Sign-off Remarks section.

Employee Comments: Heeeeeeyyyyyyy

(Please do not respond to this automatic notification.)

**Completed Evaluation
is now in Historical
Documents:**

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

The screenshot shows the 'Employee Self Service' portal for Selenseia Holmes, a Compliance Officer with ID 0098690. The left sidebar contains three tabs: 'My Current Documents' (0), 'My Historical Documents' (highlighted with a red box), and 'Evaluations of Others' (0). Below these are links for 'Historical Evaluations of Others'. The main content area, titled 'My Historical Documents', displays a table with the following data:

Document Type	Document Status	Period
USG Annual Review for Staff	Completed	01/01/2023 - 12/31/2023

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.