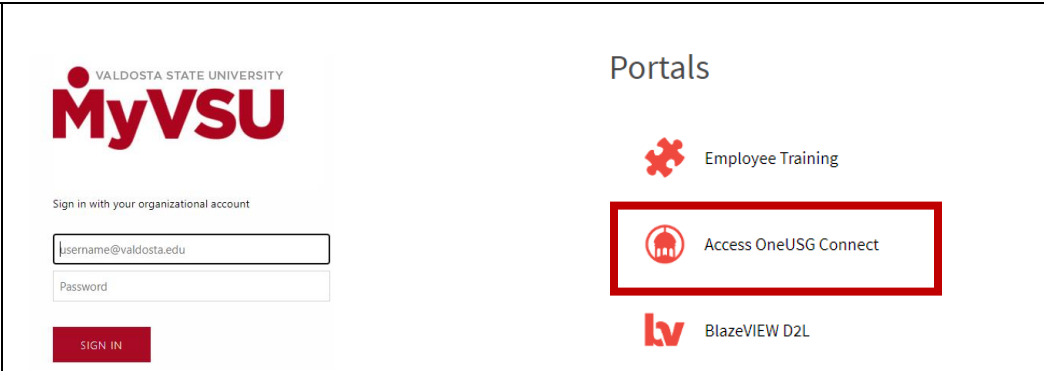
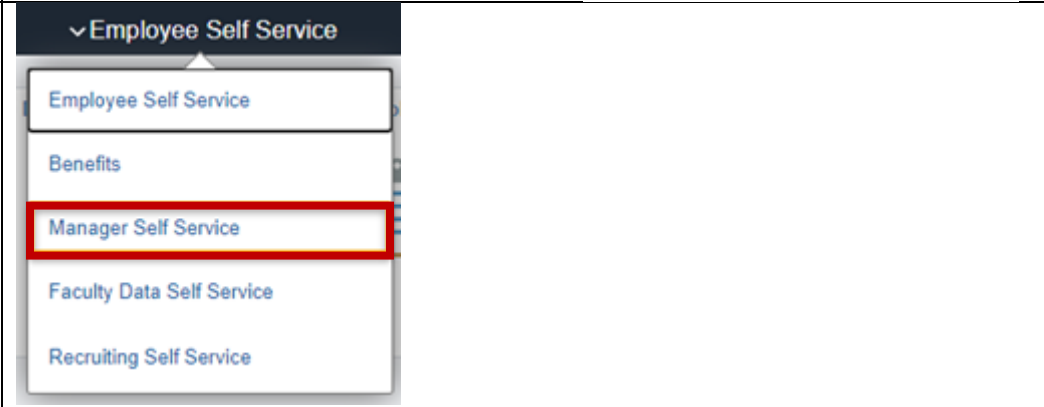
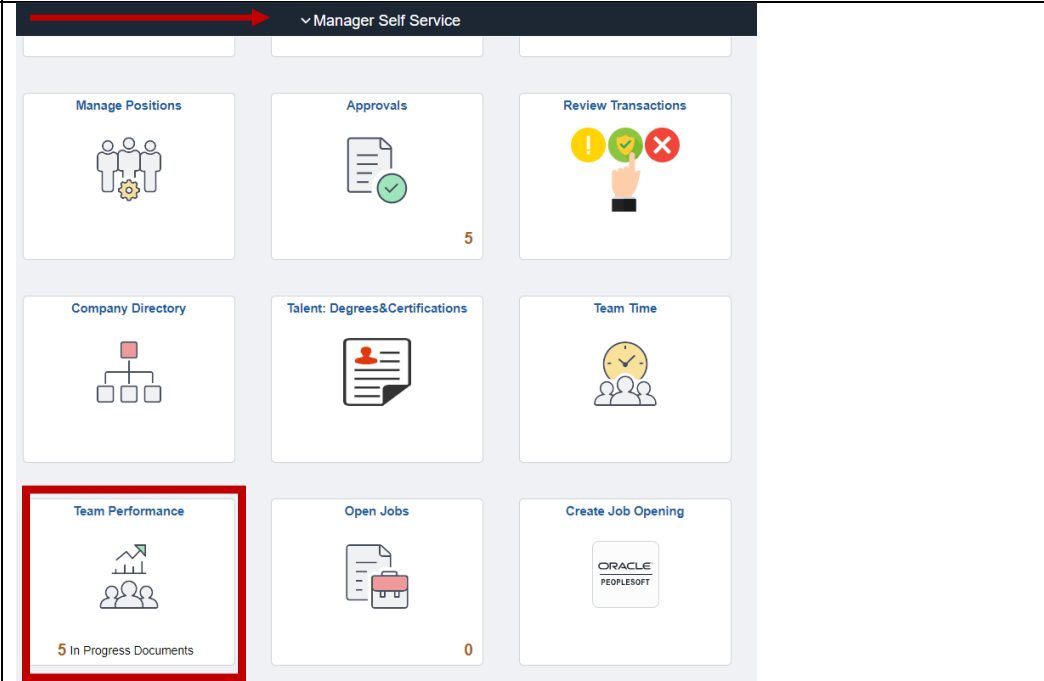


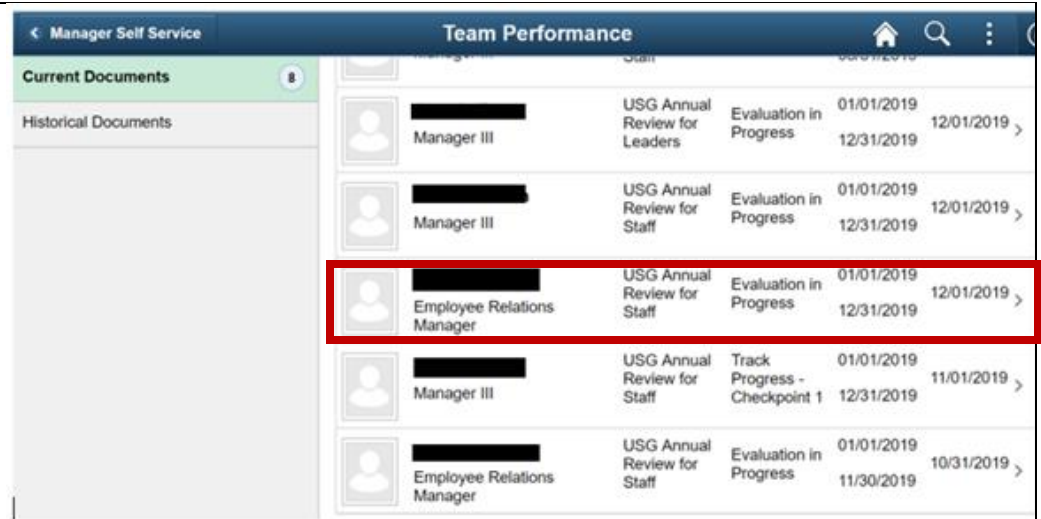
ePerformance: Manager's Guide to Define Criteria

This document provides step-by-step instructions on how to **Define Criteria** for your employees on the Performance Process page. This page is used to define criteria such as **Goals**, **Job Duties**, **Performance Factors**, and **Values** for USG Institutions.

Log into MyVSU and select Access OneUSG Connect.	 The screenshot shows the MyVSU login page for Valdosta State University. It includes a sign-in form with fields for 'username@valdosta.edu' and 'Password', and a 'SIGN IN' button. On the right, under the 'Portals' section, the 'Access OneUSG Connect' link is highlighted with a red box. Other visible links include '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 options are '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. It features a grid of tiles including '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.

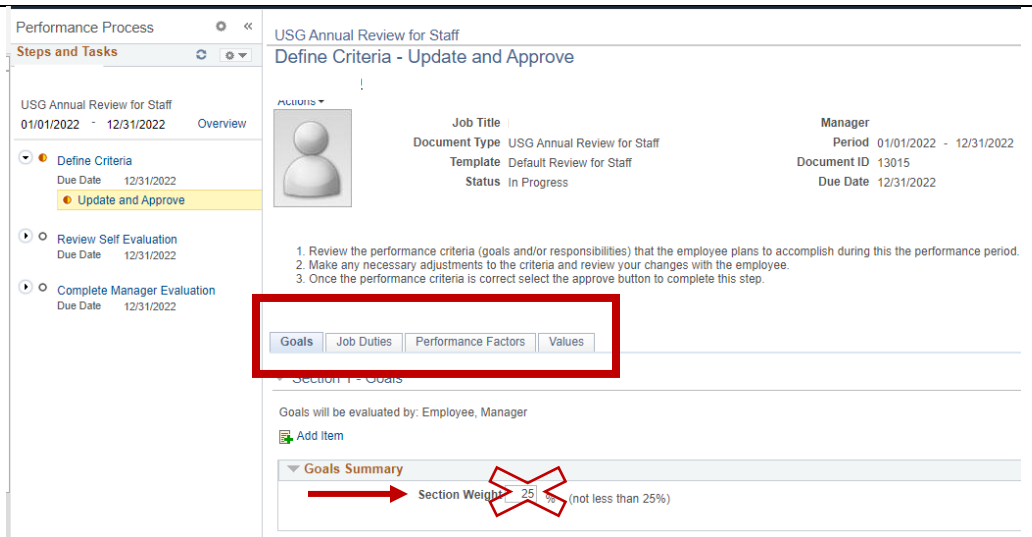
Click the employee you wish to enter goals for. This will navigate you to the Performance Process page to **Define Criteria** (enter goals).



Document Type	Evaluation Status	Start Date	End Date	Link
USG Annual Review for Leaders	Evaluation in Progress	01/01/2019	12/31/2019	>
USG Annual Review for Staff	Evaluation in Progress	01/01/2019	12/31/2019	>
USG Annual Review for Staff	Evaluation in Progress	01/01/2019	12/31/2019	>
USG Annual Review for Staff	Track Progress - Checkpoint 1	01/01/2019	11/01/2019	>
USG Annual Review for Staff	Evaluation in Progress	01/01/2019	10/31/2019	>

The **Define Criteria** section tabs are **Goals, Job Duties, Performance Factors, and Values**. Each section has a percentage weight and can be expanded or collapsed.

**Note: Section Weight cannot be modified.*



Performance Process

USG Annual Review for Staff

Define Criteria - Update and Approve

USG Annual Review for Staff

01/01/2022 - 12/31/2022 Overview

Define Criteria

Due Date 12/31/2022

Update and Approve

Review Self Evaluation

Due Date 12/31/2022

Complete Manager Evaluation

Due Date 12/31/2022

Job Title

Document Type USG Annual Review for Staff

Template Default Review for Staff

Status In Progress

Manager

Period 01/01/2022 - 12/31/2022

Document ID 13015

Due Date 12/31/2022

1. Review the performance criteria (goals and/or responsibilities) that the employee plans to accomplish during this the performance period.

2. Make any necessary adjustments to the criteria and review your changes with the employee.

3. Once the performance criteria is correct select the approve button to complete this step.

Goals Job Duties Performance Factors Values

Section 1 - Goals

Goals will be evaluated by: Employee, Manager

Add Item

Goals Summary

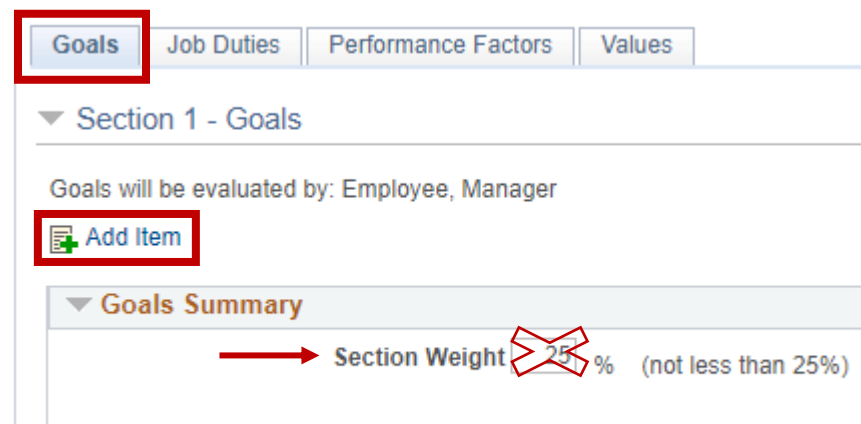
Section Weight 25% (not less than 25%)

To add a Goal:

Click the **Goals** tab.

Click the **Add Item** icon.

**Note: Section Weight cannot be modified.*



Goals Job Duties Performance Factors Values

Section 1 - Goals

Goals will be evaluated by: Employee, Manager

Add Item

Goals Summary

Section Weight 25% (not less than 25%)

Select the **add your own item** option and click **Next**.

Add a **Title** and **Description** for the goal. If the goal has a defined start and end date, you may also add them, but they are not required.

Click **Add**.

Repeat these steps until all goals have been added.

Tip: It's recommended to have 3-5 goals per performance cycle.

USG Annual Review for Staff

Add Item

☐ Add pre-defined item

☒ Add your own Item

☐ Copy Item from My Team's Documents

Next

Add Your Own Item

*Title

Description

Start Date

End Date

Add

Review Job Duties:

Click the **Job Duties** tab.

Click the **Expand** option for better readability.

Review all of the Job Duties listed. Most managers will not need to delete or add to the already populated duties, however there will be some exceptions.

**Note: Section Weight cannot be modified.*

Goals

Job Duties

Performance Factors

Values

Section 2 - Job Duties & Knowledge

Job Duties & Knowledge will be evaluated by: Employee, Manager

Expand

Collapse

Add Item

Design and deliver training

User support

Develop products

Develop & disseminate campus communications

Job Duties & Knowledge Summary

Section Weight 25% (not less than 25%)

To delete a job duty, **click** the garbage can **icon** in the box where it's listed. **Click Yes-Delete** to confirm.

To add a job duty, **click** the **Add Item** icon.

Select the **Add Your Own Item** option and click **Next**.

Enter the **Title** and **Description** and click **Add**.

Goals Job Duties Performance Factors Values

▼ Section 2 - Job Duties & Knowledge

Job Duties & Knowledge will be evaluated by: Employee, Manager

▼ Expand | ► Collapse |  Add Item

▼ Design and deliver training

Description : Design and deliver effective technical training to faculty, staff, and students on various software packages, including researching new software and computer systems. 

Created By Profile 06/01/2022 4:57PM

Goals Job Duties Performance Factors Values

▼ Section 2 - Job Duties & Knowledge

Job Duties & Knowledge will be evaluated by: Employee, Manager

▼ Expand | ► Collapse |  Add Item

▼ Design and deliver training

Description : Design and deliver effective technical training to faculty, staff, and students on various software packages, including researching new software and computer systems. 

Created By Profile 06/01/2022 4:57PM

USG Annual Review for Staff

Add Item

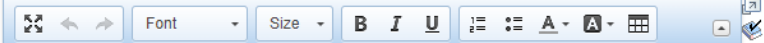
☐ Add pre-defined item

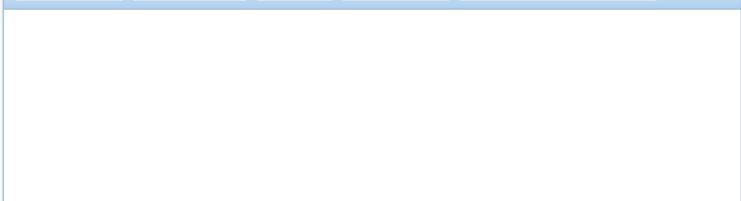
☒ Add your own item

Next

Add Your Own Item

*Title

Description 



Add

Review Performance Factors:

Click the **Performance Factors** tab.

Click the **Expand** option to open all factors.

Note: These are for review only. No entries or modifications are needed.

Note: Section Weight cannot be modified.

Goals	Job Duties	Performance Factors	Values
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▼ Section 3 - Performance Factors

Performance Factors will be evaluated by: Employee, Manager

▼ Expand | ► Collapse

- Communication
- Customer Service
- Initiative
- Innovation
- Job Knowledge
- Adherence to University Policies
- Quality of Work
- Interpersonal Relationships
- Reliability/Attendance
- Critical Thinking

▼ Performance Factors Summary

→ Section Weight ~~25~~% (not less than 25%)

Values no longer a section for VSU Performance Evaluation

Submitting Define Criteria:

Once Manager has **Defined Criteria (entered goals, job duties, and reviewed all performance factors and values)**, you can submit by **clicking the Approve** button in the upper-right corner of the screen.

The screenshot shows the 'Performance Process' interface for 'USG Annual Review for Staff'. The title is 'Define Criteria - Update and Approve'. In the top right corner, there are 'Save' and 'Approve' buttons. The 'Approve' button is highlighted with a red box and a red arrow. Below the title, there are tabs for 'Goals', 'Performance Factors', 'USG Core Values', and 'Institutional Values'. The 'Goals' tab is selected, showing 'Section 1 - Goals' with an 'Add Item' button. Below that is a 'Goals Summary' section with a 'Section Weight' of 25%. At the bottom, there is an 'Audit History' section showing the document was created by [redacted] on 07/31/2019 at 3:21:57PM.

Click **Confirm** to Approve Performance Criteria and the Define Criteria Step is **completed!**

The screenshot shows a dialog box titled 'Approve Performance Criteria'. It contains the text 'Select confirm to approve and complete the Define Criteria Step.' and two buttons: 'Confirm' and 'Cancel'. A red arrow points to the 'Confirm' button. Below the dialog box, there is a screenshot of the 'Team Performance' screen showing the 'Performance Process' section. The 'Define Criteria' step is marked as completed with a green checkmark and the text 'You have successfully approved and completed the Define Criteria Step.'

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.