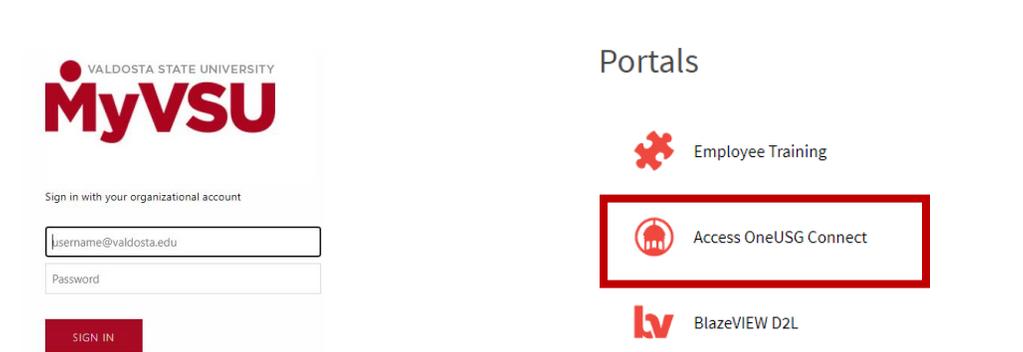
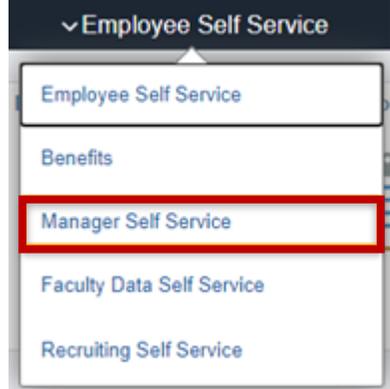
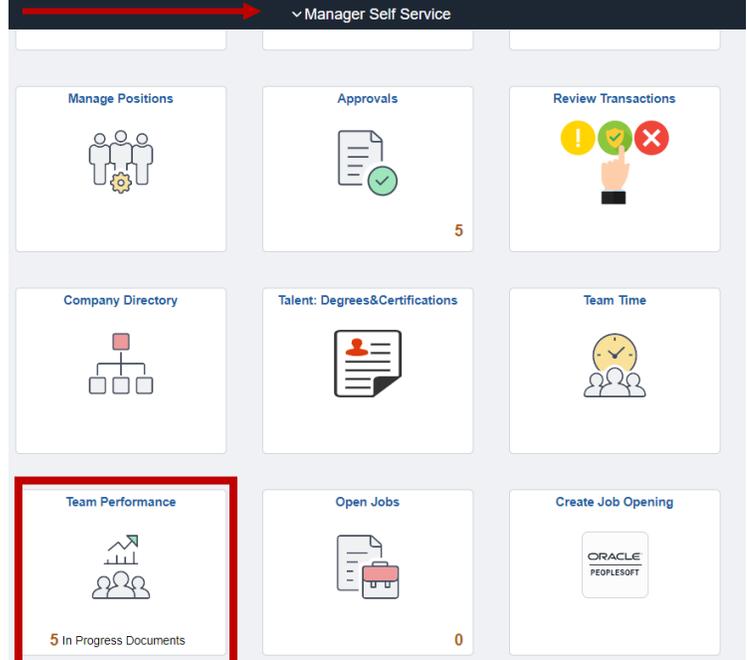


ePerformance: Manager's Guide to Define Criteria



EMPLOYEE &
ORGANIZATIONAL
DEVELOPMENT
VALDOSTA STATE UNIVERSITY

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.

<p>Log into MyVSU and select Access OneUSG Connect.</p>	 <p>The screenshot shows the MyVSU login interface. On the left, there is a sign-in form with fields for 'username@valdosta.edu' and 'Password', and a 'SIGN IN' button. On the right, under the 'Portals' heading, there are three links: 'Employee Training', 'Access OneUSG Connect' (highlighted with a red box), and 'BlazeVIEW D2L'.</p>
<p>Click the dropdown arrow on Employee Self Service, then click Manager Self Service.</p>	 <p>The screenshot shows a dropdown menu titled 'Employee Self Service'. The menu items are: 'Employee Self Service', 'Benefits', 'Manager Self Service' (highlighted with a red box), 'Faculty Data Self Service', and 'Recruiting Self Service'.</p>
<p>Click on the Team Performance tile in Manager Self Service.</p>	 <p>The screenshot shows the 'Manager Self Service' dashboard. It features a grid of 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 an icon of people and a bar chart, with the text '5 In Progress Documents' below it.</p>

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).

Employee	Document Title	Status	Start Date	End Date
Manager III	USG Annual Review for Leaders	Evaluation in Progress	01/01/2019	12/31/2019
Manager III	USG Annual Review for Staff	Evaluation in Progress	01/01/2019	12/31/2019
Employee Relations Manager	USG Annual Review for Staff	Evaluation in Progress	01/01/2019	12/31/2019
Manager III	USG Annual Review for Staff	Track Progress - Checkpoint 1	01/01/2019	11/01/2019
Employee Relations Manager	USG Annual Review for Staff	Evaluation in Progress	01/01/2019	11/30/2019

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

Steps and Tasks >>> 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: [Redacted]
Document Type: USG Annual Review for Staff
Template: Default Review for Staff
Status: In Progress

Manager: [Redacted]
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

Add Your Own Item

*Title

Description

Start Date

End Date

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

Rich text editor with toolbar (Font, Size, Bold, Italic, Underline, Bulleted List, Numbered List, Text Color, Background Color, Table) and a large text area.

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

▼ 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%)

Review Values:

Click the **Values** tab.

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

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

Note: Section Weight cannot be modified.

Goals | Job Duties | Performance Factors | **Values**

▼ Section 4 - USG Core Values

USG Core Values will be evaluated by: Employee, Manager

Expand | Collapse

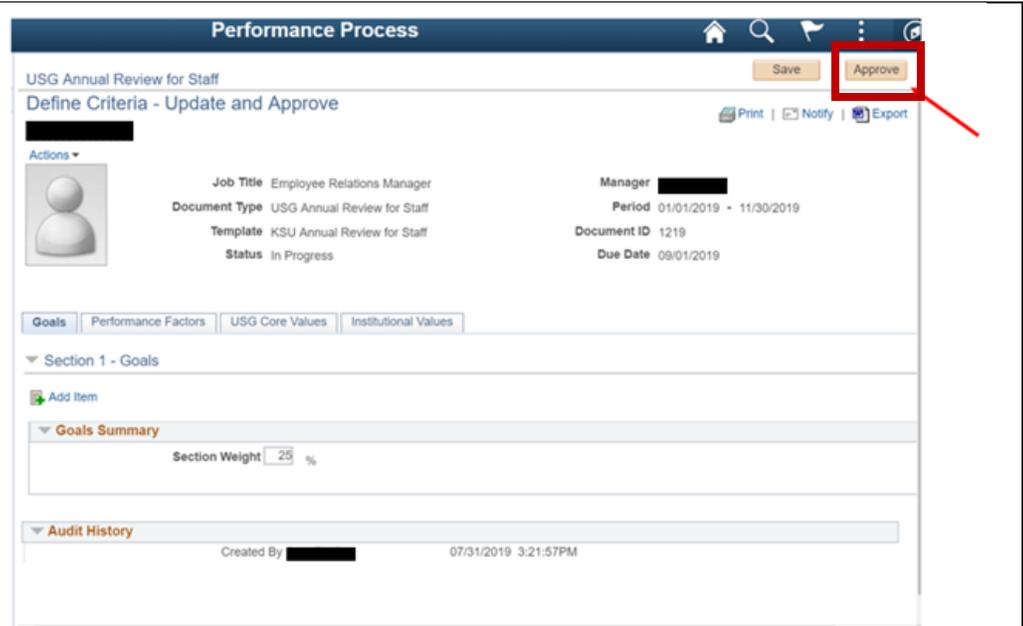
- ▶ Accountability
- ▶ Excellence
- ▶ Integrity
- ▶ Respect

▼ USG Core Values Summary

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

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.



Performance Process

USG Annual Review for Staff

Save Approve

Define Criteria - Update and Approve

Print | Notify | Export

Actions

Job Title Employee Relations Manager

Document Type USG Annual Review for Staff

Template KSU Annual Review for Staff

Status In Progress

Manager [Redacted]

Period 01/01/2019 - 11/30/2019

Document ID 1219

Due Date 09/01/2019

Goals Performance Factors USG Core Values Institutional Values

Section 1 - Goals

Add Item

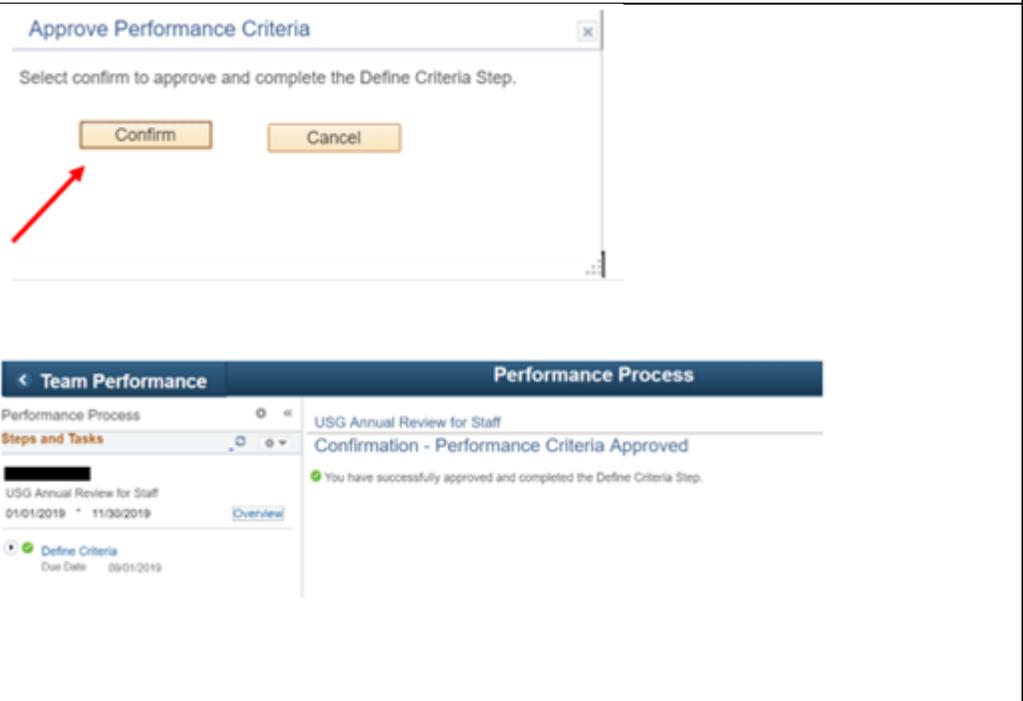
Goals Summary

Section Weight 25 %

Audit History

Created By [Redacted] 07/31/2019 3:21:57PM

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



Approve Performance Criteria

Select confirm to approve and complete the Define Criteria Step.

Confirm Cancel

Team Performance Performance Process

Performance Process USG Annual Review for Staff

Steps and Tasks Confirmation - Performance Criteria Approved

You have successfully approved and completed the Define Criteria Step.

USG Annual Review for Staff

01/01/2019 - 11/30/2019 Overview

Define Criteria

Due Date 09/01/2019

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.

For any process-related questions, please contact the Employee Relations Manager at mmscottfirestone@valdosta.edu.