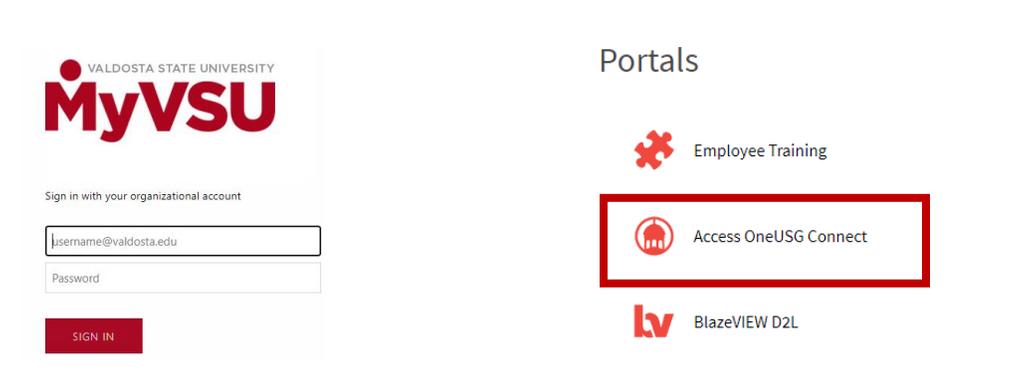
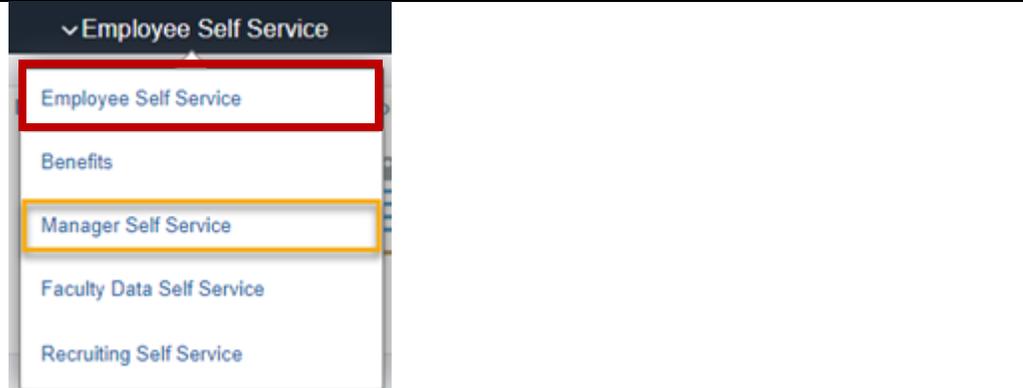
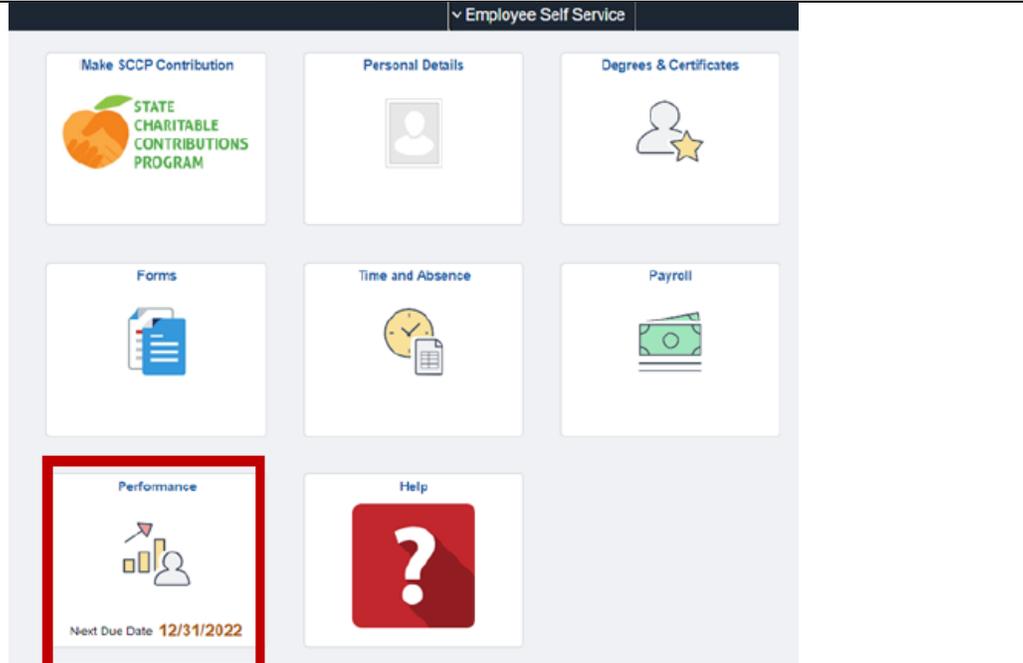


ePerformance: Employee's Guide to Review, Acknowledge and Complete the Annual Evaluation Process

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.

<p>Employee will receive an email from donotreply@usg.edu that the manager has shared the USG Annual Review for Staff with you.</p> <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 heading 'Portals', there are three options: 'Employee Training' (with a puzzle piece icon), 'Access OneUSG Connect' (with a building icon and highlighted by a red box), and 'BlazeVIEW D2L' (with a 'lv' logo icon).</p>
<p>The Employee Self Service screen will appear on the home page.</p>	 <p>The screenshot shows a dropdown menu titled 'Employee Self Service'. The menu items are: 'Employee Self Service' (highlighted with a red box), 'Benefits', 'Manager Self Service' (highlighted with a yellow box), 'Faculty Data Self Service', and 'Recruiting Self Service'.</p>
<p>Click on the Performance tile in Employee Self Service.</p>	 <p>The screenshot shows the 'Employee Self Service' dashboard. It features a grid of tiles: 'Make SCCP Contribution' (with an orange globe icon), 'Personal Details' (with a person icon), 'Degrees & Certificates' (with a person and star icon), 'Forms' (with a document icon), 'Time and Absence' (with a clock icon), 'Payroll' (with a money icon), 'Performance' (with a bar chart icon and highlighted by a red box), and 'Help' (with a question mark icon). The 'Performance' tile also displays 'Next Due Date 12/31/2022'.</p>



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

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

The screenshot shows the 'Employee Self Service' interface for Selenseia Holmes, a Compliance Officer with ID 0098690. Under the 'My Current Documents' section, a table lists documents. The first row is highlighted with a red box:

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.

The screenshot shows the 'USG Annual Review for Staff Manager Evaluation - Acknowledge' page for Selenseia Holmes. The 'Steps and Tasks' list on the left includes 'Acknowledge' with a red arrow pointing to it. The main content area shows document details:

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

Employee Data includes: Employee ID 0098690, Department 1520000, Location 510, Dir - Human Rescs & Empl Devl, Valdosta State University.

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

The screenshot shows a pop-up dialog box titled 'Acknowledge Review Held'. It contains the following text:

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

[Text input field]

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)

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-Firestone

Completed Evaluation is now in My Historical Documents:

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

Employee Self Service

Selenseia Holmes
Compliance Officer
0098690

My Current Documents (0)

My Historical Documents

Evaluations of Others (0)

Historical Evaluations of Others

Document Type	Document Status	Period
USG Annual Review for Staff	Completed	01/01/2022 - 12/31/2022

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.