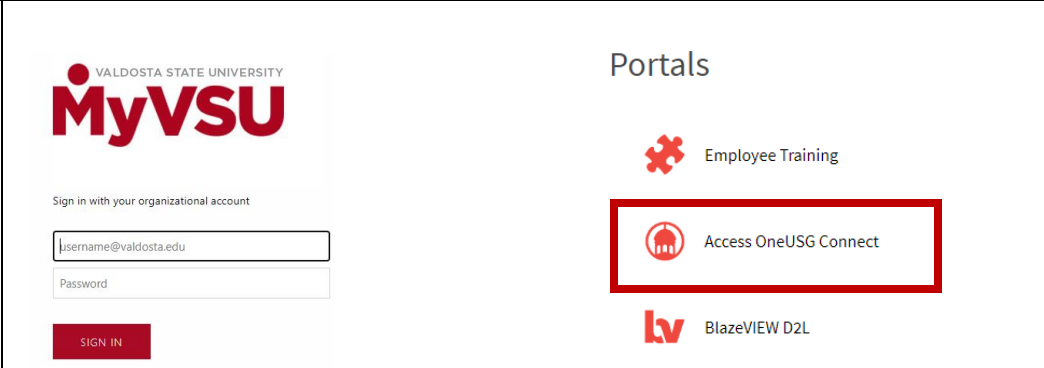
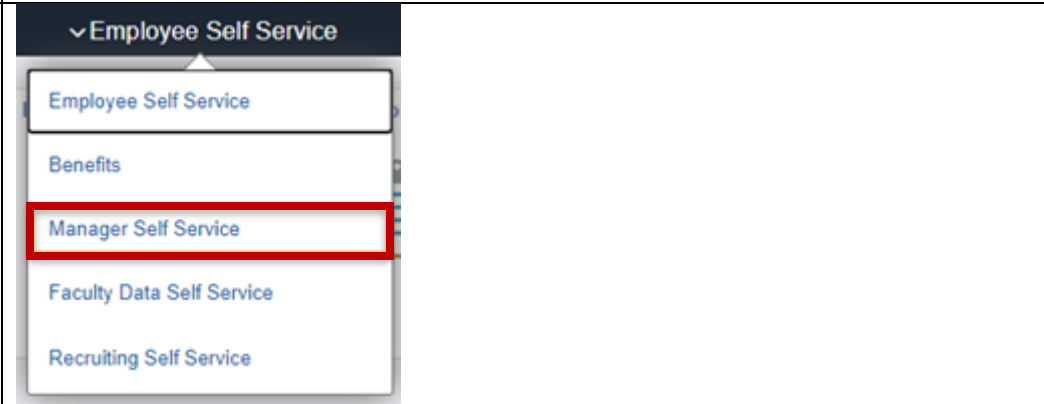
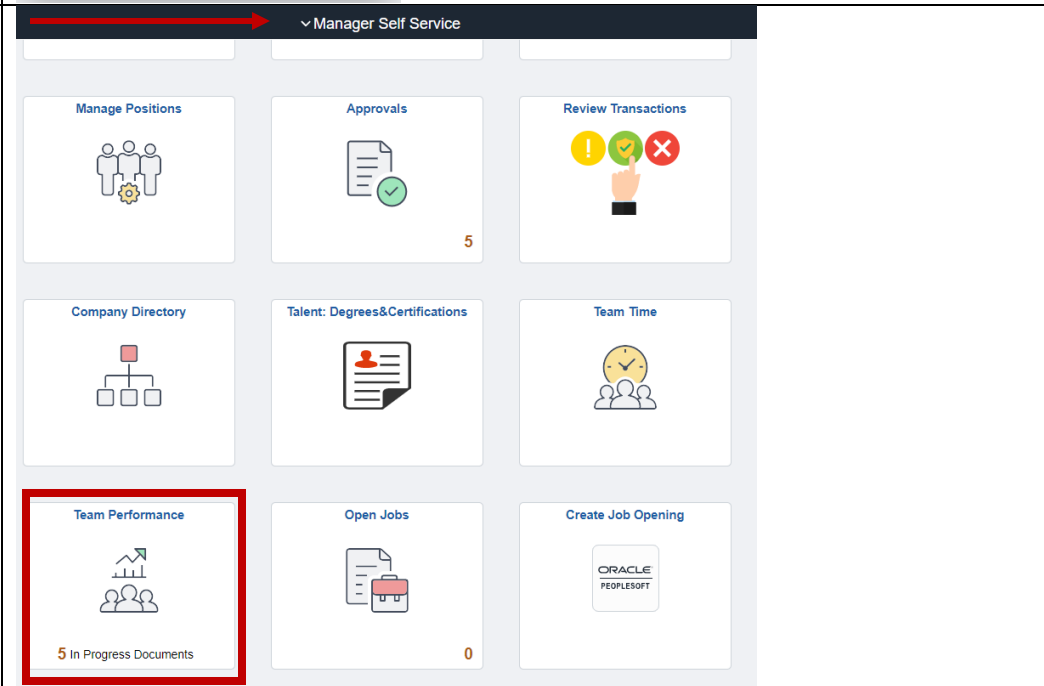


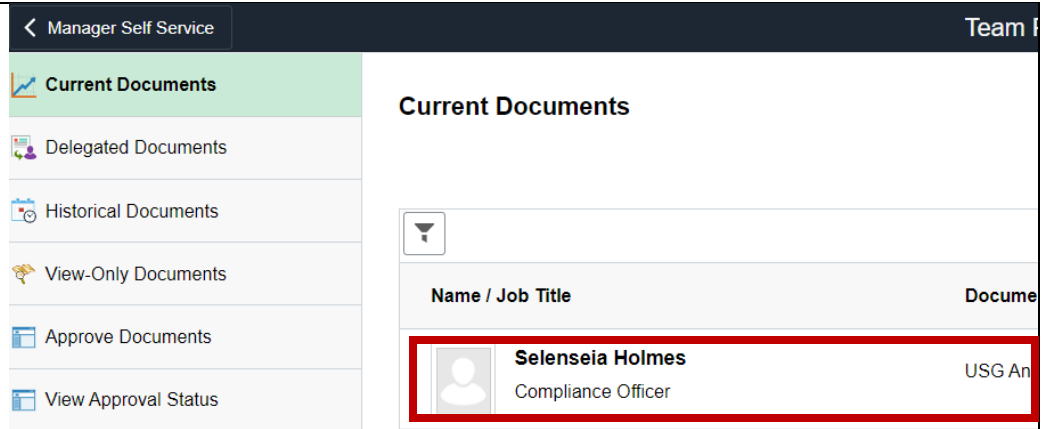
ePerformance: Manager's Guide to Completing Annual Evaluation (and reviewing Employee's Self-Evaluation, if applicable)

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.

<p>Log into MyVSU and select Access OneUSG Connect.</p>	 <p>VALDOSTA STATE UNIVERSITY MyVSU</p> <p>Sign in with your organizational account</p> <p>Username@valdosta.edu Password</p> <p>SIGN IN</p> <p>Portals</p> <ul style="list-style-type: none"> Employee Training Access OneUSG Connect BlazeVIEW D2L
<p>Click the dropdown arrow on Employee Self Service, then click Manager Self Service.</p>	 <p>Employee Self Service</p> <ul style="list-style-type: none"> Employee Self Service Benefits Manager Self Service Faculty Data Self Service Recruiting Self Service
<p>Click on the Team Performance tile in Manager Self Service.</p>	 <p>Manager Self Service</p> <ul style="list-style-type: none"> Manage Positions Approvals (5) Review Transactions Company Directory Talent: Degrees&Certifications Team Time Team Performance (5 In Progress Documents) Open Jobs (0) Create Job Opening

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

Click the employee you wish to review.

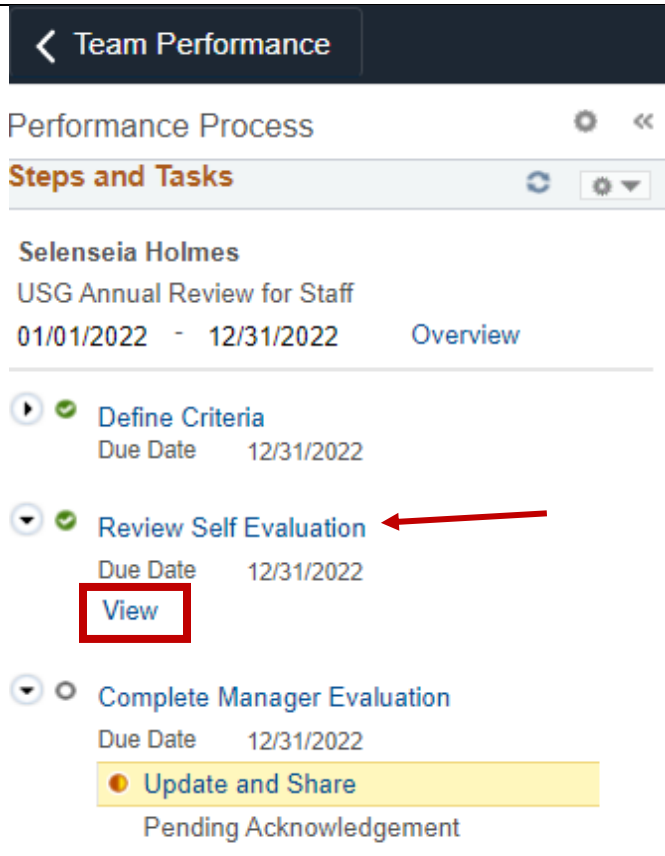


The screenshot shows the 'Manager Self Service' interface. On the left is a navigation menu with options: Current Documents (highlighted), Delegated Documents, Historical Documents, View-Only Documents, Approve Documents, and View Approval Status. The main content area is titled 'Current Documents' and features a table with columns 'Name / Job Title' and 'Document'. A red box highlights the entry for 'Selenseia Holmes', Compliance Officer, with document type 'USG An'.

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**.



The screenshot shows the 'Team Performance' interface. The 'Performance Process' section is active, displaying 'Steps and Tasks' for 'Selenseia Holmes' regarding the 'USG Annual Review for Staff' from 01/01/2022 to 12/31/2022. The tasks listed are: 'Define Criteria' (completed), 'Review Self Evaluation' (completed, with a red arrow pointing to a 'View' button highlighted in a red box), and 'Complete Manager Evaluation' (pending). A yellow bar at the bottom indicates 'Update and Share' is 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, and Values.



The screenshot shows a message: 'The document status is Completed.' Below this is a 'Reopen' button and a set of navigation tabs: 'Goals', 'Job Duties', 'Performance Factors', 'Values', and 'Overall Summary'. The 'Goals' tab is highlighted with a red box. Below the tabs, there is a section titled 'Section 1 - Goals' with an 'Expand' button (highlighted with a red arrow) and a 'Collapse' button. Further down are sections for 'Employee Relations' and '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

- 1 - Not Successful
- 2 - Emerging
- 3 - Successful**
- 4 - Superior
- 5 - Exemplary

Employee Rating 4 - Superior

Employee Comments | 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, and Values, 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 1520000 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

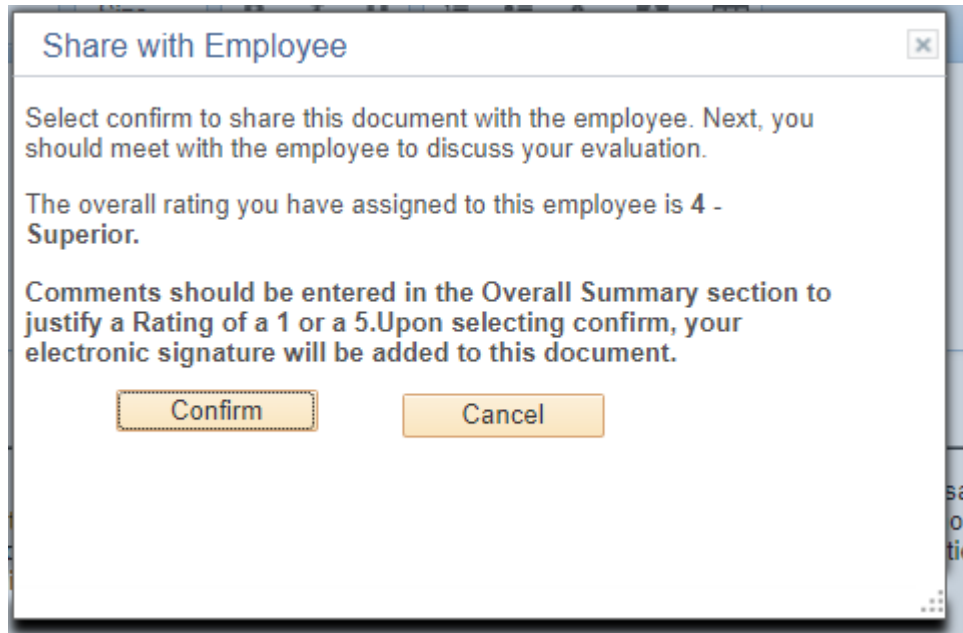
Save | Share with Employee

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:

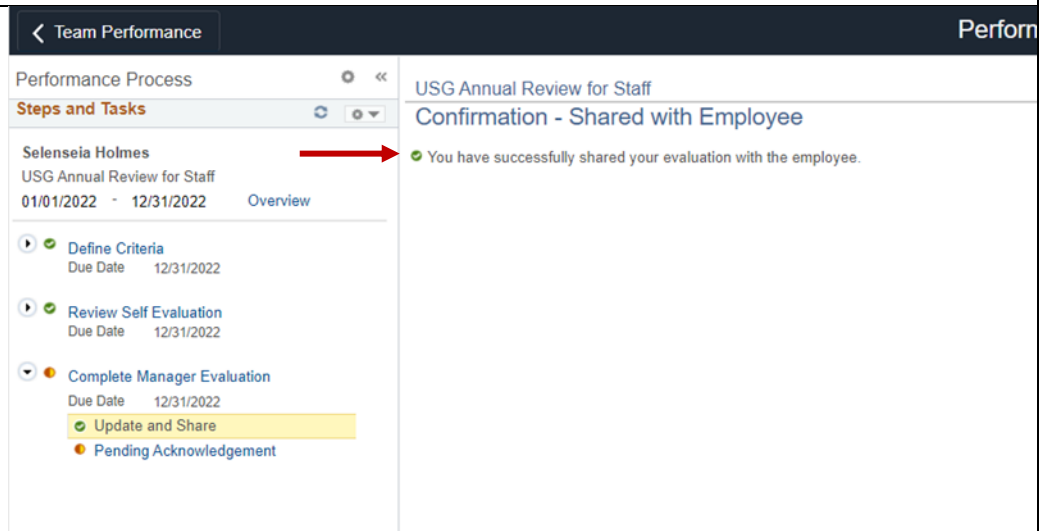
Manager will receive a confirmation page that the evaluation has been shared with the employee.

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' interface for Selenseia Holmes, a Compliance Officer with ID 0098690. The 'My Historical Documents' tab is highlighted with a red box. Below the tabs, a table lists 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.

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