

PEOPLEADMIN PERFORMANCE APPRAISAL PROCESS – EMPLOYEE SELF ASSESSMENT

Welcome to the University of Dayton Online Employment and Performance Management System. The Human Resources department has implemented this system in order to automate many of the paper-driven aspects of the employment application process, position management, and performance appraisals.

You will use this system to:

1. Review Position Description
2. Review Postings
3. Search and Review Applicants
4. Communicate electronically with HR Administrators, Hiring Managers, Applicants, and others involved in your hiring process
5. **Perform Performance Evaluations on Employees**

The HR department has provided these training materials to assist with your understanding and use of this system.

Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

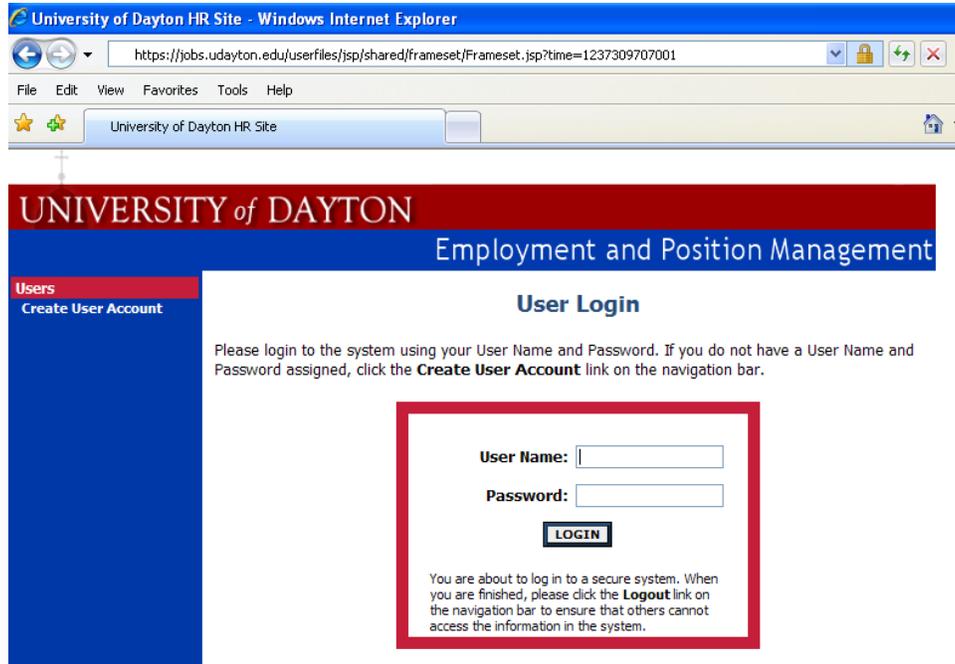
The site is best viewed in Internet Explorer 5.5 and above.

Security of Data

To ensure the security of the data **the system will automatically log you out after 60 minutes if it detects no activity**. However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

GETTING STARTED

After entering the URL jobs.udayton.edu/hr in your browser, the “login screen” for the system will appear and should be similar to the following screen:



Log in using your Novell network user name and password. This is the same user name and password you use to purchase your parking pass on line if you are located on campus. If you do not remember these credentials, you may contact the UDiT Help desk at 229-3888. The help desk will require the last 4 digits of your social security number in order to give you the user name and password information.

PERFORMANCE APPRAISAL ACTIONS

Be sure you are logged in the role of "Employee." Your role is displayed with your name at the top of the screen. If you are not, you can change your role by selecting the "Change User Type" option on the left-hand navigation bar. To begin your performance evaluation self-appraisal, click on the "Active Evaluations" link on the left-hand navigation bar.

The screenshot shows the University of Dayton Employment and Position Management interface. The left navigation bar includes links for Position Descriptions, View My Position, Evaluations (with sub-links for Active and Historical Evaluations), Admin, Home, Change User Type, Logout, and Logout of Supervisor/Manager. The main content area displays a welcome message for Linda Nianouris, logged in as Monica Duffy, dated Wednesday, March 18, 2009. Below the welcome message is a section titled "Job Postings to be Approved" showing 0 job postings assigned to the user. A red arrow points to the "Active Evaluations" link in the left navigation bar, and another red arrow points to the "Active Evaluations" link in the top navigation bar.

You will be navigated to a screen that looks like the following. Click on the link titled "view" under the "Classification Title" tab to open the evaluation.

The screenshot shows the "View Active Evaluations" page. The left navigation bar is the same as in the previous screenshot. The main content area displays a table of active evaluations. The table has the following columns: Classification Title, Employee First Name, Employee Last Name, Evaluation Working Title, Last Action Date, and Status. There is one record listed for Monica Duffy, Administrative Secretary & Receptionist, with a last action date of 03-18-2009 and a status of "Sent to Employee for Self Evaluation". A "View" link is present under the Classification Title column.

Classification Title	Employee First Name	Employee Last Name	Evaluation Working Title	Last Action Date	Status
Administrative Secretary View View Summary	Monica	Duffy	Administrative Secretary & Receptionist	03-18-2009	Sent to Employee for Self Evaluation

Click on the blue "Edit" link at the top of the form.

UNIVERSITY of DAYTON
Employment and Position Management

Welcome **Linda Nianouris**. You are logged in as Monica Duffy.
Your Current Group:Employee. Wednesday, March 18, 2009

**View Performance Appraisal Research Personnel Summary -
Administrative Secretary & Receptionist**

To change the status of this action, choose from the statuses below:

[Edit](#) Printer-Friendly Version

Evaluation Status

Save
 Send to Supervisor to Perform Evaluation

Evaluation Details

Employee First Name:	Monica
Employee Last Name:	Duffy
Evaluation Working Title:	Administrative Secretary & Receptionist
Classification Title:	Administrative Secretary

There are links across the top of the evaluation form that you can use to navigate through the form or you will also see a link that reads "Continue to the Next Page." You can view the information in the tabs titled "Current Job Description" and "Evaluation Details," but you will not be able to edit the details. If you believe your position has significantly changed, you can document this using the "Attach Documents" tab, but modifying your position description is a separate process from the performance appraisal cycle. Navigate to the "Prior Year Goals & Evaluation" tab.

UNIVERSITY of DAYTON
Employment and Position Management

Welcome **Linda Nianouris**. You are logged in as Monica Duffy.
Your Current Group:Employee. Wednesday, March 18, 2009

**View/Edit Performance Appraisal Research Personnel -
Administrative Secretary & Receptionist**

Current Job Description	Evaluation Details	Prior Year Goals & Evaluation	Future Goals	Additional Appraisal Comments	Attach Documents	Notes/History
Employee Details						
Employee First Name:	Monica					
Employee Last Name:	Duffy					
Employee ID Number:	2710835					
Classification Details						
Classification Title:	Administrative Secretary					
Class Code:	U007					
Assigned Organizational Area:	University					

To add your goals from last year's performance review, click on the "Add New Entry" button.

UNIVERSITY of DAYTON
Employment and Position Management

Position Descriptions
View My Position
Evaluations
Active Evaluations
Historical Evaluations
Admin
Home
Change User Type
Logout
Logout of Supervisor/Manager

Welcome Linda Nianouris. You are logged in as Monica Duffy. Wednesday, March 18, 2009
Your Current Group:Employee.

View/Edit Performance Appraisal Research Personnel - Administrative Secretary & Receptionist

Current Job Description	Evaluation Details	Prior Year Goals & Evaluation	Future Goals	Additional Appraisal Comments	Attach Documents	Notes/History
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When you are finished adding your entries, you may go to the next page by clicking "Save and Continue to Next". [Content](#)

To Add A New Entry: Click the **Add New Entry** button.
To Edit An Entry: Click the **Edit** link for the specific entry.
To View An Entry: Click the **View** link for the specific entry.
To Delete An Entry: Click the **Delete** link for the specific entry.

Existing Entries

No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

CANCEL VIEW EVALUATION SUMMARY >>

You can enter your goal and your self-assessment for the goal in the appropriate text boxes on this screen. Click on the "Add Entry" button to add the goal. You will need to do this for each goal for which you are being evaluated. As you enter each goal, you will receive a confirmation that reads "The entry has been added." The list will build as you continue to add. If you want to edit the goal, there will be a link to "Edit" or "Delete."

UNIVERSITY of DAYTON
Employment and Position Management

Position Descriptions
View My Position
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Historical Evaluations
Admin
Home
Change User Type
Logout
Logout of Supervisor/Manager

View/Edit Performance Appraisal Research Personnel - Administrative Secretary & Receptionist

Current Job Description	Evaluation Details	Prior Year Goals & Evaluation	Future Goals	Additional Appraisal Comments	Attach Documents	Notes/History
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To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

Existing Entries

No Records Found

Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

* Required information is denoted with an asterisk.

Goal: [Content](#)

Employee Comments:

Supervisor Comments:

ADD ENTRY

CANCEL

Navigate to the "Future Goals" tab. This tab works the same as the "Prior Year Goals" tab as a builder with the exception that it does not have a field to enter a self-assessment. These goals will carry forward to the next appraisal cycle so that you don't have to reenter. Next time they will have a text box for you to enter a self-assessment.

Navigate to the "Additional appraisal Comments" tab. Fill in the text boxes for the Employee Self Appraisal, Individual Development, and Career Interests & Development.

UNIVERSITY of DAYTON
Employment and Position Management

Position Descriptions
View My Position
Evaluations
Active Evaluations
Historical Evaluations
Admin
Home
Change User Type
Logout
Logout of Supervisor/Manager

Current Job Description | Evaluation Details | Prior Year Goals & Evaluation | Future Goals | **Additional Appraisal Comments** | Attach Documents | Notes/History

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

CAREER INTERESTS AND DEVELOPMENT: Describe your career interests. The reviewer could suggest a program for the employee to achieve long-term career goals through possible future assignments or additional study.

INDIVIDUAL DEVELOPMENT: Describe your activities and plans for professional development through such things as additional study, private reading, and professional society affiliations.

*Required information is denoted with an asterisk.

Employee Self Appraisal:

Reviewer's Appraisal:

Individual Development:

Career Interests and Development:

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

Navigate to the "Attach Documents" tab. On this tab you can attach any type of document, including a list of publications, letters from customers, etc. Click on the link labeled "Attach." You can upload the document from a file on your computer or paste text into the text box.

View My Position	Current Job Description	Evaluation Details	Prior Year Goals & Evaluation	Future Goals	Additional Appraisal Comments	Attach Documents	Notes/History
Evaluations	<p>Document types may be any format -- Word, Excel, PDF. etc.</p> <p>PUBLICATIONS: A list of your publications during the past 12 months may be attached on this tab with the document type for Publications List. Divide the publication list into the following categories: (a) technical journal articles that have been published, published as preprints, accepted for publication, or ?in press;? (b) sponsored and UDRI technical reports; (c) contributions to books; (d) papers included in published proceedings and presented at conferences and symposia; (e) patents issued and pending; and (f) any other items not mentioned above, such as exhibits, videotapes, workshops.</p> <p>OUTSIDE INPUT: Attach any additional documentation using the Document Type of Outside Input.</p> <p>Return to Previous</p> <p>Please choose one of the following methods to associate a document.</p> <p>Upload a new document:</p> <p>Browse below to select a document to associate.</p> <p>File: <input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="ATTACH"/></p> <p>Paste a new document:</p> <p>Please either copy and paste document text or type from scratch into the box below to associate a document.</p> <p>Text: <input type="text"/></p>						
Active Evaluations							
Historical Evaluations							
Admin							
Home							
Change User Type							
Logout							
Logout of Supervisor/Manager							

If you navigate to the "Notes/History" tab, you will see a log history of who has performed an action during this performance review cycle and determine in what stage the performance review is in the approval process. Click on the button "View Evaluation Summary" at the bottom of the screen.

UNIVERSITY of DAYTON															
Employment and Position Management															
Position Descriptions	<p>Welcome Linda Nianouris. You are logged in as Monica Duffy. Wednesday, March 18, 2009</p> <p>Your Current Group:Employee.</p>														
Evaluations	<p align="center">View/Edit Performance Appraisal Research Personnel - Administrative Secretary & Receptionist</p>														
Active Evaluations	Current Job Description	Evaluation Details	Prior Year Goals & Evaluation	Future Goals	Additional Appraisal Comments	Attach Documents	Notes/History								
Historical Evaluations	<table border="1"> <thead> <tr> <th>History</th> <th>Modified By</th> </tr> </thead> <tbody> <tr> <td>03-18-2009 3:01 PM</td> <td>Linda Nianouris</td> </tr> <tr> <td colspan="2"><i>Sent to Employee for Self Evaluation</i></td> </tr> <tr> <td colspan="2">View Summary</td> </tr> </tbody> </table>							History	Modified By	03-18-2009 3:01 PM	Linda Nianouris	<i>Sent to Employee for Self Evaluation</i>		View Summary	
History	Modified By														
03-18-2009 3:01 PM	Linda Nianouris														
<i>Sent to Employee for Self Evaluation</i>															
View Summary															
Admin	<input type="button" value="RETURN TO PREVIOUS <<"/>			<input type="button" value="CONTINUE TO NEXT PAGE >>"/>											
Home	<input type="button" value="CANCEL"/> <input type="button" value="VIEW EVALUATION SUMMARY >>"/>														
Change User Type															
Logout															
Logout of Supervisor/Manager															

You can “Save” to return to your work later or “Send to Supervisor to Perform Evaluation.” You can scroll through and read your work and choose to “Edit” if you find something you want to change before you submit to the supervisor. Click on the radio button next to “Send to Supervisor to Perform Evaluation,” then the “Continue” button.

Supervisor/Manager

Edit

Printer-Friendly Version

Evaluation Status

Save

Send to Supervisor to Perform Evaluation

CANCEL CONTINUE

Evaluation Details

You will be asked to confirm your decision.

UNIVERSITY of DAYTON

Employment and Position Management

Position Descriptions

View My Position

Evaluations

Active Evaluations

Historical Evaluations

Admin

Home

Change User Type

Logout

Logout of Supervisor/Manager

Welcome **Linda Nianouris**. You are logged in as Monica Duffy. Wednesday, March 18, 2009
Your Current Group:Employee.

Confirm Change Evaluation Status

You are about to change this action to the following status:

Evaluation Status

Send to Supervisor to Perform Evaluation

GO BACK CONFIRM

You will receive a notice that the performance appraisal has been sent to the supervisor to perform their part of the evaluation.

Once the supervisor has completed their comments, you will receive another email telling you it is available for your review. You should follow the same process to access the evaluation. You will not be able to edit the supervisor’s comments. You can add post-appraisal comments on the appropriate tab or attach documents. The supervisor should schedule a time to meet with you face-to-face to review the evaluation. Following this meeting, you may return the appraisal to the supervisor who will send to Human Resources for final disposition.