
PMDP

PERFORMANCE MANAGEMENT & DEVELOPMENT PROGRAM

Office of the Vice Chancellor for Research and Graduate Education (OVCRGE)

Supervisor & Employee Training



Talent Recruitment and Engagement

OFFICE OF HUMAN RESOURCES
UNIVERSITY OF WISCONSIN-MADISON

SUPERVISOR & EMPLOYEE
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PERFORMANCE MANAGEMENT & DEVELOPMENT PROGRAM (PMDP)

PMDP is a new software program available to campus to streamline and track the activities and conversations required by UW–Madison’s [performance management policy](#). The Performance Management and Development Program (PMDP) will provide UW–Madison with a centralized system for tracking and documenting these actions, providing the campus with greater consistency in how performance management is recorded.

SUPERVISOR & EMPLOYEE TRAINING

This module is geared toward learning the performance management functions for supervisors and employees within PMDP.

PURPOSE

The purpose of this module is to introduce you to the PMDP environment and the procedures for capturing, documenting and tracking performance management activities in compliance with the performance management policy. Employee / Supervisor responsibilities within the performance management policy include:

Supervisor:

- Completes all elements of the performance management program in compliance with the policy and any applicable division policies/processes in a timely manner
- Conducts frequent meaningful conversations with employees on their performance, goals, and growth
- Seeks assistance from division/department HR when necessary

Employee:

- Understands the performance management program and process
- Fully participates in the performance management program in a timely and constructive manner

LEARNING OUTCOMES

At the end of this module, you will be able to:

- Identify where to access PMDP
- Define the differences in user access and permission structure
- View how to navigate the dashboard and menu structure within PMDP
- Work through performance activities from start to finish using the participant guide and other resources



What are your expectations for this class?

SYSTEM ACCESS

PMDP is accessed at pmdp.hr.wisc.edu or through MyUW portal. The system will be available for your Division use on August 23rd, 2017. The system requires single sign on with your UW-Madison NetID and password.



Login

NetID Forgot NetID

Password Forgot password

A screenshot of the MyUW portal dashboard. It features a red header with the MyUW logo and a search bar. Below the header is a "Home" button and an "Add more to home" button. The main area contains a grid of 12 service tiles: Email, Scheduling Assistant, Time and Absence, Payroll Information, Personal Information, Learning and Talent Development, Course Guide, Course Services, Learn@UW, Benefit Information, Manager Time and Approval, and UW System Career Opportunities.



PERMISSION GROUPS

Currently, five distinct permission groups are assigned in PMDP. A combination of the permission group, the team to which you belong (based on UDDS), and the role you play determine the actions that are available to you. The primary roles/permission groups involved in the administration include “Division HR” and “Department HR”. The five permission groups include:

Permission Group	Description
Employee	Access to the employee’s performance activities only. Additionally, all performance activities completed for the employee within PMDP will be available to the employee within PMDP on demand (24/7) through the website and MyUW portal.
Supervisor	Has access to performance activities for only those employees they supervise (direct reports). Additionally, will have access to their own employee performance activity (same as employee description).
Department HR	Has access to view and maintain HR performance activity functions for the employees/supervisors within the departments that they are administrators of. Will also have access to the supervisor function if they have direct reports (same as supervisor description). Additionally, will have access to their own employee performance activity (same as employee description).
Division HR	Has all the capabilities of Department HR, as well as access to view and maintain HR performance activity functions for the entire division. Will also have access to the supervisor function if they have direct reports (same as supervisor description). Additionally, will have access to their own employee performance activity (same as employee description).
SuperUser / Administrator	Central OHR TRE staff are the only users in this permission group. This allows full access to configure and troubleshoot the system.



PMDP DASHBOARD VIEWS

SUPERVISOR



PMDP Dashboard

Performance Management

Performance evaluation information for employees assigned to supervisor.

Search:

Name	EmpID	Previous Evaluation		Current Evaluation		
		Type	Date Completed	Type	Date Started	Status
CATANIA, STEVEN	00855281	Summary Evaluation	7/22/2017			Start Evaluation
KLETT, JACOB WARREN	00876961			Thirty Day Conversation	7/24/2017	Continue Evaluation
KOVALASKE, JULIE A	00450833			Midpoint Conversation	7/24/2017	Continue Evaluation
SEYMOUR, TORI	00876364			Summary Probation Evaluation	7/24/2017	Continue Evaluation

Supervisors will have a dashboard under the HOME menu option which displays performance activities completed and in progress for their direct reports. They can view previous evaluation activity of which they have completed as well as current evaluation activity they have started.

The three tabs on the Top Menu Bar are

- Home – Dashboard View
- My Performance – Employees own performance activity and history
- Manage – Ability to search by each direct report

EMPLOYEE



Performance Evaluation History

EmpID 00795341

Name VILS HAVEL, MICHELLE

Evaluations	Evaluation Type	Status	Overall Rating	Evaluation Period Start Date	Evaluation Period End Date
Edit	Summary Evaluation	Waiting on Supervisor		12/16/2015	7/13/2017

Employees (who are not also supervisors) will have only the Home menu option where they can view any evaluation activity completed for themselves that was created within PMDP.

BEGINNING AN EVALUATION -SUPERVISOR

The Supervisor will begin a performance evaluation by selecting the employee they wish to evaluate. This can be done several ways:

On the Performance Management Tab (HOME on Top Menu Bar) find the employee. You can click on the EmpIID or on the Start Evaluation link under Status

PMDP Dashboard

Performance Management

Performance evaluation information for employees assigned to supervisor.

Search:

Name	EmpIID	Previous Evaluation		Current Evaluation		
		Type	Date Completed	Type	Date Started	Status
BACULIK, SUSAN C	00392833					Start Evaluation
BOWERS, LAUREN M	00444415			Summary Evaluation	7/19/2017	Continue Evaluation

You can also find the employee by clicking on MANAGE on the Top Menu Bar and search by your direct reports.

Employee

Employee []

EmpIID []

Name []

Nickname []

Position Number

Start Date

Probation End Date

Once Employee is selected you will see any performance evaluation history and if there is no previous click on "Create New"

Performance Evaluation History

EmpIID 00446486

Name FINI-MARTEN, ERICA C

Evaluations

BEGINNING AN EVALUATION -SUPERVISOR

There are five performance activities to choose from:



- Thirty Day Conversation
- Mid Probation Conversation
- Summary Probation Evaluation
- Midpoint Conversation
- Summary Evaluation

Chose the performance activity you wish to create and click “Create”

A screenshot of a 'Create Performance Record' dialog box. It features a dropdown menu for 'Evaluation Type' with 'Summary Evaluation' selected. A red 'Create' button is located at the bottom right. A blue arrow points from the right side of the dialog box towards the 'Create' button.

Input the “Evaluation Period Start and End Date” and click Save & Next

A screenshot of the 'Performance Evaluation' form. The top section shows employee details: Employee EmpID (00446486), Employee Name (FINI-MARTEN, ERICA C), Evaluation Type (Summary Evaluation), and Evaluation Status (Waiting on Supervisor). Below this are tabs for 'General', 'Expectations', 'Criteria for Success', 'Goals', 'Attachments', 'Overall Rating', and 'Status'. The 'General' tab is active. The form contains a thank you message and instructions. The 'Supervisor' field is set to 'Mark Tyler Wood'. The 'Evaluation type' dropdown is set to 'Summary Evaluation'. The 'Evaluation Period Start Date' is '07/01/2016' and the 'Evaluation Period End Date' is '07/24/2017'. These two date fields are circled in blue. At the bottom right, there are 'Save' and 'Save & Next' buttons. A red arrow points from the 'Save & Next' button back to the text above.

BEGIN EVALUATION - EMPLOYEE

Once your supervisor begins the evaluation activity you will receive an email notification. If the evaluation type is Summary or Summary Probation, you will be asked to complete your Self - Appraisal portion of the evaluation.

Performance Evaluation [Back to Performance List](#)

Employee EmpID	00027180
Employee Name	GRADE, CHRISTOPHER S
Evaluation Type	Summary Evaluation
Evaluation Status	Waiting on Supervisor Allow Supervisor View

Employee Self-Appraisal | [Attachments](#) | [Status](#)

Employee Status NOT Complete

Self-Appraisal is an opportunity for the employee to highlight key accomplishments during the evaluation period and areas for development. Responses will be visible to the supervisor once the employee allows. Employee may modify content until the evaluation is finalized.

Question	Answer
List the goals you would like to work on for the next evaluation period including career development goals.	
Describe your most significant achievements and successful efforts this past year.	
What is going well in your position and/or role?	

List the goals you would like to work on for the next evaluation period including career development goals.

Describe your most significant achievements and successful efforts this past year.

What is going well in your position and/or role?

Describe any barriers or challenges that impacted you in effectively completing your job responsibilities or accomplishing your goals.

Please list your area(s) of strength.

What skills or new knowledge would you like to develop for career development?

Is there any other information you would like to share with your supervisor regarding your work performance?

BEGIN EVALUATION - EMPLOYEE

Once you have completed your self-appraisal portion you can also attach documents on the Attachments Tab. Click on Save or Save & Next

Performance Evaluation Back to Performance List

Employee EmpID	00584522
Employee Name	ARNOLD, ALISHA A
Evaluation Type	Summary Evaluation
Evaluation Status	Waiting on Supervisor Allow Supervisor View

Employee Self-Appraisal **Attachments** Status

The supervisor and employee may each upload one document (multiple documents must be combined in a single PDF or ZIP file). Attachment examples: letter of commendation, certificate of training, resume, customer feedback. Attachment file size may not exceed 2MB.

Human resources can attach one additional document after an evaluation is complete. All attachments are visible to the employee, supervisor, and human resources.

The uploaded file must not exceed 2MB in size.

Attachment Browse...

HR Attachment No attachment.

Save Save & Next

When you are finished with the self-appraisal and are ready to allow your supervisor to view click Allow Supervisor View

Performance Evaluation

Employee EmpID	00584522
Employee Name	ARNOLD, ALISHA A
Evaluation Type	Summary Evaluation
Evaluation Status	Waiting on Supervisor Allow Supervisor View

Are you sure? ×

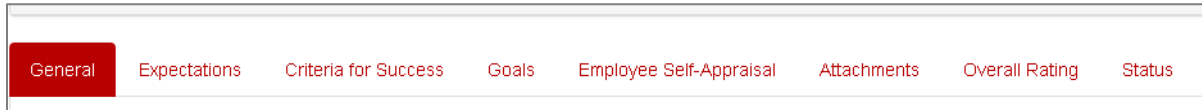
By clicking this button, all of your responses will be visible by your supervisor.

Yes No

COMPLETING EVALUATION -SUPERVISOR

You can begin working on the supervisor portion of the evaluation at the same time the employee is completing the self-appraisal. Once the employee has completed their self-appraisal and allowed supervisor view, you will receive an email notification. You can then view the employee's responses as well as any attachments they have uploaded.

Begin working your way through each of the tabs and clicking "Save & Next" as you go from one tab to another.



Note: Do not click "Allow Employee" to view until you are completed with at least the Expectations, Criteria for Success and Goals sections.

A screenshot of the "Performance Evaluation" form. At the top right is a link "Back to Performance List". Below it is a grey box containing employee information: Employee EmpID (00584522), Employee Name (ARNOLD, ALISHA A), Evaluation Type (Summary Evaluation), and Evaluation Status (Waiting on Supervisor). A red arrow points from the note above to a yellow "Allow Employee View" button. Below this is another navigation bar with tabs: "General" (highlighted), "Expectations", "Criteria for Success", "Goals", "Employee Self-Appraisal", "Attachments", "Overall Rating", and "Status". The main content area contains a thank-you message and instructions. Below that are fields for "Supervisor" (Diana M Allaby), "Evaluation Type" (Summary Evaluation), "Evaluation Period Start Date" (11/01/2015), and "Evaluation Period End Date" (07/24/2017). At the bottom right are "Save" and "Save & Next" buttons.

COMPLETING EVALUATION -SUPERVISOR: EXPECTATIONS

The Job Function, Expectations and Rating must be filled in on all evaluation types except for Thirty Day Conversation as that Rating would not be applicable and is unable to be filled in. The Rating Explanation gives you the opportunity to comment on employee's performance within that area.

General **Expectations** Criteria for Success Goals Employee Self-Appraisal Attachments Overall Rating Status

These are the key job functions and expectations for this evaluation period. Rating scale: Exemplary, Successful, Developing, Partially Meeting Expectations, Not Meeting Expectations, Unable to Rate/Not Rated.

*Job Function ?	*Expectations ?	*Rating	Rating Explanation
Note: 512 character limit Example: Conduct Payroll with minimal errors.	Note: 512 character limit Example: Meet payroll calc. deadlines.		Note: 1024 character limit

Add Row Save Save & Next

Click Add Row to begin inputting the Job Function and Expectations. The Job Functions are the critical components of the employee's role and may change over time. You must add at least one Job Function. All Job functions entered will carry through to each subsequent evaluation. A best practice is to take the key areas of the PD or PVL. (Sample Job Functions and Expectations on page 12)

Rating Options are as follows: (See Rating Explanation Guide page 13)

- Exemplary
- Successful
- Developing
- Partially Meeting Expectations
- Not Meeting Expectations
- Unable to Rate/Not Rated



COMPLETING EVALUATION -SUPERVISOR: EXPECTATIONS

Sample Job Function and Expectations:

Job Function	Expectations
Act as the first point of contact including screening phone calls, managing inquiries, greeting visitors, and providing general information	Answer phones and greet visitors in a timely and professional manner
Interpret Human Resources Principles, Policies and Procedures	Provide education and guidance to OVCRGE staff
Create and maintain the departmental website	Update contacts by 2 nd week of each semester
Manage departmental files	Make sure files are being maintained according to archival requirements
Maintain multiple calendars using Microsoft Outlook	Schedule meetings within 48 hours of notification
Use email distribution lists to communicate general information	Update lists as appropriate when staff start/end
Conduct a regular evaluation of education programs	Compile and track evaluation data each month and report results
Act as the Department Property Administrator (DPA)	Understand and perform DPA duties
Create and deliver competency-based learning interventions aligned to desired goals and objectives	Design, develop and deliver three sessions each month
Provide timely information and resources to OVCRGE Centers and Institutes	Developing strategies for effective mentoring of employees



What questions do you have about the Expectations Tab?

PERFORMANCE MANAGEMENT & DEVELOPMENT PROGRAM RATING SCALE GUIDE

The Performance Management & Development Program (PMDP) rating scale guide is focused on providing clear levels of performance standards. The rating scale is meant as a best practice tool to aid managers and supervisors with the evaluation of employees. The definitions/examples contain language and common terminology that can be applied to measure the level of each employee's performance.

Encouraging professional growth as well as developing healthy, inclusive and engaging employee/manager/supervisor relationships through effective performance activities is an essential component of a Performance Management & Development program.

PERFORMANCE RATINGS

EXEMPLARY	<ul style="list-style-type: none"> • Performance consistently exceeded the communicated expectations in all essential areas of responsibility, job function or goals • Overall quality of work was excellent • Employee made an exceptional or unique contribution in support of school, college, division or University objectives • Employee demonstrated a very high degree of expertise and serves as a model of excellence or coach to other employees
SUCCESSFUL	<ul style="list-style-type: none"> • Performance consistently met the communicated expectations in all essential areas of responsibility, job function or goals • May occasionally exceed requirements • This rating conveys solid, effective performance
DEVELOPING	<ul style="list-style-type: none"> • Performance met the communicated expectations in most areas of responsibility, job function or goals • Employee is progressing and on track to achieve expectations, job functions or goals
PARTIALLY MEETING	<ul style="list-style-type: none"> • Performance did not consistently meet communicated expectations in one or more areas of responsibility, job function or goals • A professional development plan to improve performance may be recommended
NOT MEETING	<ul style="list-style-type: none"> • Performance was consistently below expectations in most areas of responsibility, job function and goals and/or reasonable progress was not made • Significant improvement is needed in one or more important area • A professional development plan to correct performance, including timelines, should be outlined and monitored to measure progress
UNABLE TO RATE / NOT RATED	<ul style="list-style-type: none"> • Not rated – not using • Criteria not being measured – comments only • Not applicable to employee's role • Not yet trained – unable to rate

COMPLETING EVALUATION -SUPERVISOR: CRITERIA FOR SUCCESS

Criteria for Success reflect key skills and values that employees are expected to demonstrate. If some criteria do not apply you can choose “Not Rated/Unable to Rate”. (Refer to Rating Scale Guide on Page 13)

Performance Evaluation

[Back to Performance List](#)

Employee EmpID	00027180
Employee Name	GRADEL, CHRISTOPHER S
Evaluation Type	Summary Evaluation
Evaluation Status	Waiting on Supervisor

[Allow Employee View](#)

[General](#) [Expectations](#) **[Criteria for Success](#)** [Goals](#) [Attachments](#) [Overall Rating](#) [Status](#)

Criteria for Success reflect key skills and values that unit employees are expected to demonstrate. Rating scale: Exemplary, Successful, Developing, Partially Meeting Expectations, Not Meeting Expectations, Unable to Rate/Not Rated.

Performance Criteria	* Rating	Rating Explanation
Commitment to the mission of the University and work unit <ul style="list-style-type: none"> Makes good decisions that are consistent with the university's, school's, and work unit's mission. Uses resources appropriately (other staff, central campus, etc.) Helpful to others in solving problems and achieving common goals. Develops skills to do job well. 	<input type="text"/>	<input type="text"/>
Positive approach to change and improvements <ul style="list-style-type: none"> Demonstrates receptiveness to new ideas and approaches. Is flexible in methods of work completion. Shows a willingness to try new methods; takes advantage of learning opportunities. Offers constructive solutions for making effective changes. 	<input type="text"/>	<input type="text"/>
Commitment to the job <ul style="list-style-type: none"> Grasps the job to be done. Meets schedules and deadlines. Shows initiative, anticipates needs, and takes appropriate action to make things better. Is accurate and avoids careless mistakes. Shows an appropriate sense of urgency in completing work and addressing the needs of others. Is dependable and reliable. 	<input type="text"/>	<input type="text"/>
Commitment to fostering a respectful, effective, and collegial work environment <ul style="list-style-type: none"> Is tactful, honest, and respectful in communications. Shows respect for individual differences (lifestyle, behavior, abilities, attitudes) 	<input type="text"/>	<input type="text"/>



COMPLETING EVALUATION -SUPERVISOR: OHR CRITERIA FOR SUCCESS

Performance Criteria
<p>Commitment to the mission of the University and work unit</p> <ul style="list-style-type: none">• Makes good decisions that are consistent with the university's, school's, and work unit's mission.• Uses resources appropriately (other staff, central campus, etc.)• Helpful to others in solving problems and achieving common goals.• Develops skills to do job well.
<p>Positive approach to change and improvements</p> <ul style="list-style-type: none">• Demonstrates receptiveness to new ideas and approaches.• Is flexible in methods of work completion.• Shows a willingness to try new methods; takes advantage of learning opportunities.• Offers constructive solutions for making effective changes.
<p>Commitment to the job</p> <ul style="list-style-type: none">• Grasps the job to be done.• Meets schedules and deadlines.• Shows initiative, anticipates needs, and takes appropriate action to make things better.• Is accurate and avoids careless mistakes.• Shows an appropriate sense of urgency in completing work and addressing the needs of others.• Is dependable and reliable.
<p>Commitment to fostering a respectful, effective, and collegial work environment</p> <ul style="list-style-type: none">• Is tactful, honest, and respectful in communications.• Shows respect for individual differences (lifestyle, behavior, abilities, attitudes, values, and views).• Provides and accepts guidance and coaching.• Is approachable and accessible; maintains cooperative work relationships.• Deals constructively, discreetly, and directly with conflict.• Supports a positive work environment.
<p>Only complete this section if the employee being evaluated is a supervisor or manager</p> <ul style="list-style-type: none">• Manages employee performance throughout the year and provides frequent feedback.• Empowers others to make decisions and suggest changes.• Addresses conflict and brings to a constructive conclusion.• Leads in a way that promotes a positive work environment.



COMPLETING EVALUATION -SUPERVISOR: GOALS

- The Goal Type can be Current (relevant to the current evaluation period) or Future (relevant to future evaluation periods).
- A Thirty-Day Evaluation will only have future goals.
- All other evaluation types must have at least one current goal (that carried forward from the previous evaluation) and at least one future goal (that will carry forward to the next evaluation).
- Future goals are not rated.

Performance Evaluation

[Back to Performance List](#)

Employee EmpID 00584522
 Employee Name ARNOLD, ALISHA A
 Evaluation Type Summary Evaluation
 Evaluation Status Waiting on Supervisor

Allow Employee View

General Expectations Criteria for Success **Goals** Employee Self-Appraisal Attachments Overall Rating Status

The Goal Type can be Current (relevant to the current evaluation period) or Future (relevant to future evaluation periods). A Thirty-Day Evaluation will only have future goals. All other evaluation types have at least one current goal (that carried forward from the previous evaluation) and at least one future goal (that will carry forward to the next evaluation). Future goals are not rated. Rating scale: Exemplary, Successful, Developing, Partially Meeting Expectations, Not Meeting Expectations, Unable to Rate/Not Rated.

Goal Type	* Goal Description ⓘ	Progress Towards Goal	* Rating	Rating Explanation
	Note: 512 character limit Example: Develop a performance management system for the College of Engineering.	Note: 512 character limit Example: Participated on performance management work team.		Note: 1024 character limit

Add Row

Save

Save & Next

Click Add Row to add goals and then
Click Save or Save & Next

**Make sure you have one Current Goal
and one Future Goal for all evaluation
types except Thirty Day conversation**

COMPLETING EVALUATION -SUPERVISOR & EMPLOYEE: GOALS



Goal Setting - Setting Goals Effectively

The process of setting goals should be a collaborative process between an employee and their manager/supervisor.

✓ Setting Goals

- Whether your goal is long-term or short-term the most widely used framework is SMART.

✓ Aligning Goals

- Goal alignment is critical for success. Not only does it ensure that each person within a team can see the direction for the business need but also how their specific role fits into the “big picture”.
- Discuss what the strategic goals and objectives are across your division/ school/ college/ department.
- Reduce redundancy – find better ways to support each other.
- Focus efforts on most important/critical goals – assign tasks effectively based on skill sets.
- Understand clearly how all responsibilities are associated with specific goals.
- Strengthen accountability by assigning / communicating clear, measurable and articulated goals.

✓ Tracking Goals

- How will you know if you are on the right path to success if you don’t check progress?
- What does success look like and how do I get there?
- Managers need to be aware of progress and assist in resources needed, revisit and re-prioritize if needed.
- Focus daily efforts on meaningful / prioritized tasks.
- Organize and reassess frequently.
- Create action plans.

How can SMART Goals help?

SMART Goals are an effective tool for both managers/supervisors and employees for setting goals and for making sure that everyone is on the right track. They provide detailed information regarding an individual's goal and what success means in terms of that goal. Clear goal setting ensures that all parties are on the same page.

What does "SMART" mean?

Specific

Does the objective tell me precisely what I have to do to succeed?

Measurable

Does the objective tell me how the results will be measured?

Achievable

Does this objective offer me a challenge and stretch?
Is there a reasonable chance I can meet this challenge?

Relevant

Does this objective help support the organizational goals?
Do I possess the knowledge, skills, abilities, and support to complete this?

Time Sensitive

When do I have to have this completed? When do we review progress?

For Additional tools/resources on SMART Goals:



TRE Toolkit

- ▶ Recruitment Planning
- ▶ Recruitment
- ▶ Talent Recruitment and Engagement Management System (TREMS)
- ▶ Applicant Assessment
- ▶ Applicant Communications and Offer Letter Templates
- ▶ Entering the Hire
- ▶ Onboarding

▼ Performance Management

Resources

- Setting Goals and Expectations Conversations
 - [Introduction to SMART Goals eLearning self-study module](#)
 - [SMART Goal Customizable Template](#)
 - [Setting Goals and Expectations Worksheet](#)
 - [New Employee Goals and Expectations Template](#)

tre.ohr.wisc.edu

COMPLETING EVALUATION -SUPERVISOR & EMPLOYEE: ATTACHMENTS



- The supervisor and employee may each upload one document (multiple documents must be combined in a single PDF or ZIP file). Attachments examples: letter of commendation, certificate of training, customer feedback or other templates such as SMART Goal template.
- Attachment file size may not exceed 2MB
- HR Admins can also attach one additional document after an evaluation is complete. All attachments are visible to the employee, supervisor, and human resources.

Performance Evaluation

[Back to Performance List](#)

Employee EmpID 00584522
Employee Name ARNOLD, ALISHA A
Evaluation Type Summary Evaluation
Evaluation Status Waiting on Supervisor

[Allow Employee View](#)

[General](#) [Expectations](#) [Criteria for Success](#) [Goals](#) [Employee Self-Appraisal](#) **[Attachments](#)** [Overall Rating](#) [Status](#)

The supervisor and employee may each upload one document (multiple documents must be combined in a single PDF or ZIP file). Attachment examples: letter of commendation, certificate of training, resume, customer feedback. Attachment file size may not exceed 2MB.

Human resources can attach one additional document after an evaluation is complete. All attachments are visible to the employee, supervisor, and human resources.

The uploaded file must not exceed 2MB in size.

Attachment [Browse...](#)

Employee Attachment No attachment.

HR Attachment No attachment.

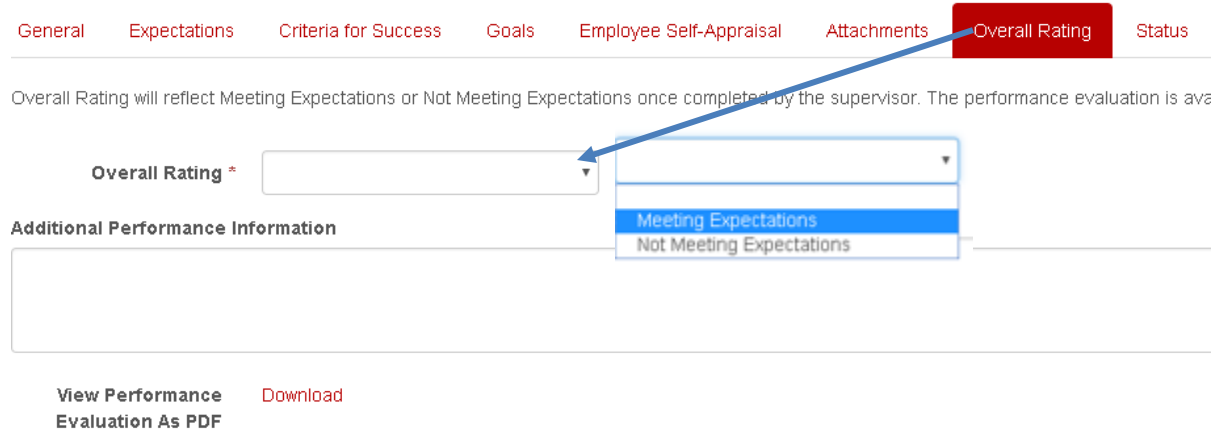
[Save](#) [Save & Next](#)

Click on browse to select the file you wish to upload and then click Save

COMPLETING EVALUATION -SUPERVISOR: OVERALL RATING

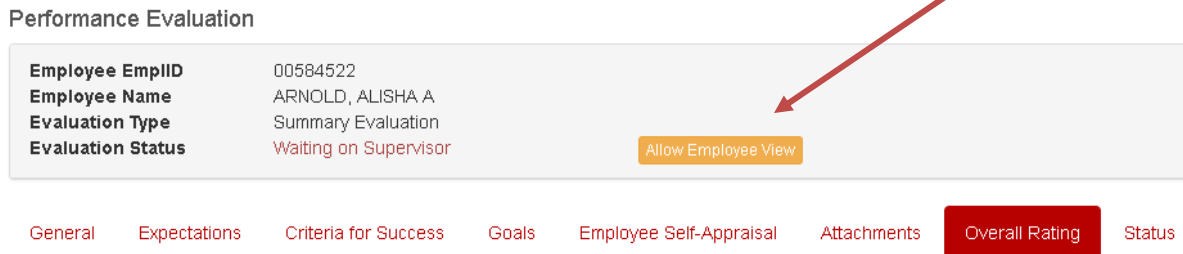
The performance management policy requires that an overall rating of Meeting Expectation or Not Meeting Expectations be used as a measurement for both the Mid-Point Conversation and Summary Evaluation Types.

To select Overall Rating click Overall Rating on Drop Down



The screenshot shows a navigation bar with tabs: General, Expectations, Criteria for Success, Goals, Employee Self-Appraisal, Attachments, Overall Rating (highlighted in red), and Status. Below the navigation bar, a text line reads: "Overall Rating will reflect Meeting Expectations or Not Meeting Expectations once completed by the supervisor. The performance evaluation is av". A dropdown menu is open for "Overall Rating *", showing two options: "Meeting Expectations" (highlighted in blue) and "Not Meeting Expectations". Below the dropdown is a section titled "Additional Performance Information" with a large empty text area. At the bottom left, there are two buttons: "View Performance Evaluation As PDF" and "Download".

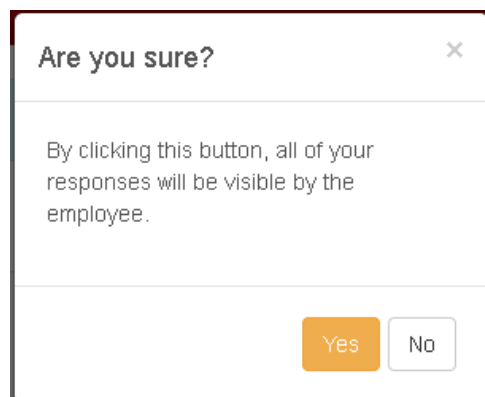
You can allow Employee View and have the conversation prior to choosing Overall Rating or after. Once you are ready for the employee to review the document click **Allow Employee View**



The screenshot shows a "Performance Evaluation" summary box with the following details:

Employee EmpID	00584522
Employee Name	ARNOLD, ALISHA A
Evaluation Type	Summary Evaluation
Evaluation Status	Waiting on Supervisor

Below the summary box is an orange button labeled "Allow Employee View". A red arrow points from the text above to this button. Below the summary box is a navigation bar with tabs: General, Expectations, Criteria for Success, Goals, Employee Self-Appraisal, Attachments, Overall Rating (highlighted in red), and Status.



A confirmation dialog box titled "Are you sure?" with a close button (X) in the top right corner. The text inside the dialog reads: "By clicking this button, all of your responses will be visible by the employee." At the bottom of the dialog are two buttons: "Yes" (highlighted in orange) and "No".

COMPLETING EVALUATION -SUPERVISOR & EMPLOYEE DISCUSSION:

You have allowed employee view-access to your responses. The employee can now see your responses and will be able to see any modifications immediately.

Performance Evaluation

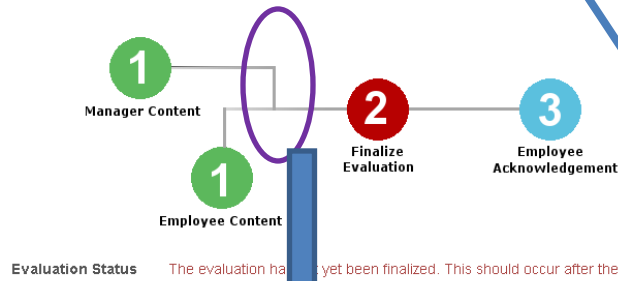
[Back to Performance List](#)

Employee EmplID 00584522
Employee Name ARNOLD, ALISHA A
Evaluation Type Summary Evaluation
Evaluation Status Waiting on Discussion

Finalize Evaluation

General Expectations Criteria for Success Goals Employee Self-Appraisal Attachments Overall Rating **Status**

Green circles indicate completed steps. Red circles indicate next steps required for progress and blue circles indicate pending steps that will be available when the red steps are complete. The list will reflect the status of each content tab.



Once performance conversation takes place employee and supervisor finalize their portions.

Supervisor clicks "Finalize Evaluation"

Then clicks Yes.

Status Changes to Waiting on Employee Acknowledgement

Are you sure? ✕

By finalizing the evaluation, the evaluation will be emailed to the employee/HR and you will no longer be able to make changes.

Performance Evaluation

Employee EmplID 00584522
Employee Name ARNOLD, ALISHA A
Evaluation Type Summary Evaluation
Evaluation Status Waiting on Employee Acknowledgement

COMPLETING EVALUATION -SUPERVISOR & EMPLOYEE DISCUSSION:

Once employee reviews Clicks on “Employee Acknowledgement”

Performance Evaluation

Employee EmplID	00584522
Employee Name	ARNOLD, ALISHA A
Evaluation Type	Summary Evaluation
Evaluation Status	Waiting on Employee Acknowledgement Employee Acknowledgement

Employee Acknowledgement ✕

I have reviewed this evaluation and **AGREE** with the content.

I have reviewed this evaluation and **DISAGREE** with the content. (Please add comments below.)

Comments

Acknowledge

Employee Can Agree or Disagree with content and add any comments.


Click Acknowledge

Performance Evaluation

Employee EmpID	00584522
Employee Name	ARNOLD, ALISHA A
Evaluation Type	Summary Evaluation
Evaluation Status	Complete

- [General](#) [Expectations](#) [Criteria for Success](#) [Goals](#) [Employee Self-Appraisal](#) [Attachments](#) **[Overall Rating](#)**

Overall Rating will reflect Meeting Expectations or Not Meeting Expectations once completed by the supervisor. The performance evaluatic

Overall Rating * 

Additional Performance Information

[View Performance Evaluation As PDF](#) [Download](#)

Performance Evaluation is now complete

- Employee and Supervisor get email with PDF Attachment
- Employee and Supervisor can go in to review but not change
- Can download PDF copy from within review on Overall Rating Tab



What questions do you have about the OVCERGE process or PMDP?

THANK YOU

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Talent Recruitment and Engagement
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TO REPORT SYSTEM PROBLEMS PLEASE:

- Contact your Department or Division HR representative