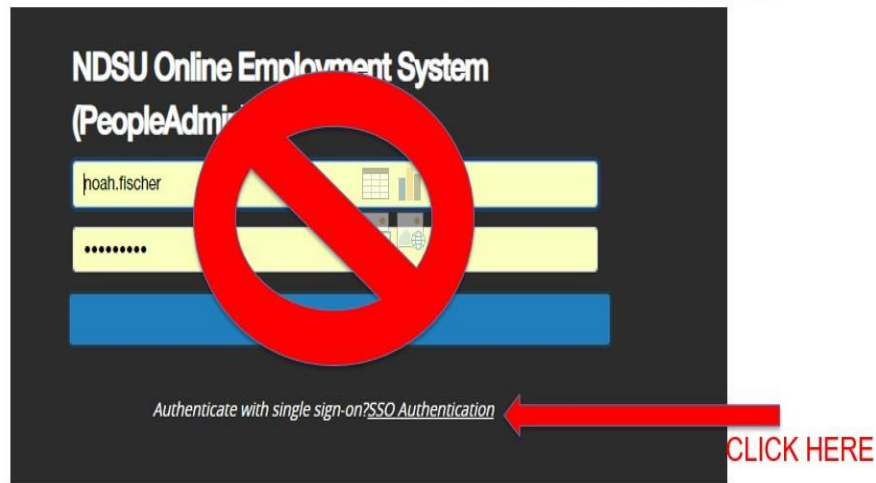


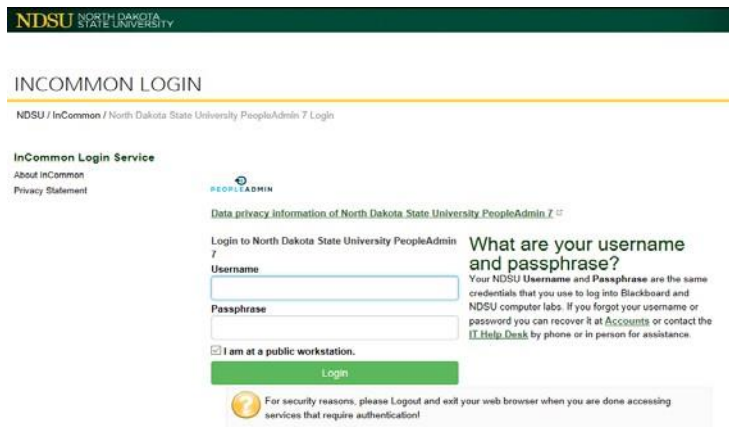
Online Review Quick Guide Reference

How do I log in, and what if I can't log in? Simply click on the link in the email and it will take you to the login screen. Click the SSO Authentication to log in. Use your NDSU username and password. Contact HR/Payroll if you have problems.

Click the Authenticate with single sign on? SSO Authentication link.



Then Enter NDSU username and Password



Who needs a review? All broadbanded staff personnel. Supervisors of non-broadbanded staff may use the online review system or forms from the Office of Human Resources.

Can I use the paper review this year? Yes, we will process paper reviews again this year.

If an employee is on probation will I do a review? The probationary reviews are available in the online review system. The eligibility dates are December 16, 2020 through December 31, 2021. New employees who are hired after December 16, 2020 will be able to start the Probationary Review at any time after their hire.

What do I do when I get an email notification I have a task to complete? Log in to the employee portal and look at "My Reviews" folder to see which employee has an action step/task to complete.

What happens if I don't get an email or my employee doesn't get an email? Employees can log in at any time through the portal [View your Action item in the NDSU Employee Portal »](#) to see if they have action items. **Be sure to click the SSO Authentication link.** We have added a link on the Human Resources and Payroll webpage, on the right hand side right above the Contact Us, it is: Performance Management – On-Line Review. Let HR know if emails aren't received.

The screenshot shows the NDSU Human Resources and Payroll website. The header includes 'HUMAN RESOURCES AND PAYROLL' and a search bar. The left sidebar lists various tools and departments. The main content area includes a mission statement, news and announcements, and a list of links. A yellow box highlights the 'Performance Management - On-line Review' link in the right-hand sidebar.

How do I see which employees I need to perform a review on? Once logged in, click the “My Employee Reviews” folder on the right side of the page.

What is the first thing I will need to do? Click the “Supervisor Creates Plan” link for your employee. The “Plan” consists of 3 parts: competencies, goals, and professional development. You will need to enter information for goals and professional development. The goals you enter should be what the employee was working on for this review period and may be found on last year’s review. Professional development activities are a form of a goal but are more focused on training, certification, or other activities to enhance employee knowledge, skills, and abilities. Once you work through the 3 “Plan” screens you will see a blue “complete” button. Once you hit “complete”, this task is done and the employee will get a notification they have a task to complete.

How will I or the employee know what to do for each step? Each step has step instructions at the top of the page. It will explain the step, and also address any NDSU specific instructions or guidance.

Is there a self-review feature? Yes. This is the second step. Employees will be prompted to opt in/out of completing. As the supervisor, you need to set the expectation of whether you will require the employee to complete. If they do elect to opt out, they still need to click through the screens until they get to the “complete” button. Employees will have the opportunity to comment on their performance of each core competency along with their goals and professional development activities.

How should I handle reviews from employees who transferred mid-year from another department?

There is a co-reviewer feature that can be used. The assigned supervisor will be able to grant access to the review to another supervisor.

Can I save progress once I start working on a review? Yes. There is a “Save Draft” feature that will allow you to save your progress and come back to where you left off.

When does my dashboard update? Every time you or your employee “completes” a task, the step on the dashboard will turn green, and an email notification will go out to the owner of the next task/step.

What is the deadline? The performance review period for the 2021 fiscal year will begin July 24, 2020. The first deadline will be for the supervisors. Supervisors need to complete the review plan for their employees by September 7, 2020. March 31, 2021 is the deadline to have the review completed. You will receive email reminders if you are overdue at either of these points.

When will I get email notifications? When you have a new task to complete you will get an email. When a deadline is 7 days away, you will get an email reminder. When you are overdue, you will receive an email reminder.

What should I do if my employee list is missing people or has wrong people? Contact HR/Payroll for data correction and questions.

What if my employee doesn't complete their task/step? You will be able to see the progress of all employees you supervise, if they have not completed a task, you should follow-up and prompt them to complete.

How do I get my employee's review from last year, which has their goals? If you completed the review in the online system last year, the goals will automatically carry over to this year. You are able to update/change the goals in the system if needed. If you completed the review via paper, please contact HR.

What is the rating system? The rating system consists of Exceeds Expectations, Meets Expectations, Inconsistently Meets Expectations, and Does Not Meet Expectations. Inconsistently Meets Expectations, and Does Not Meet Expectations are considered negative reviews.

Can I upload attachments? Yes. You may upload any relevant performance related materials as part of the review. As part of the employee acknowledgment of the review, it is their right to respond in writing to any contents/attachments of the review.

What if my employee needs or requests an accommodation based on disability? Please contact HR.

