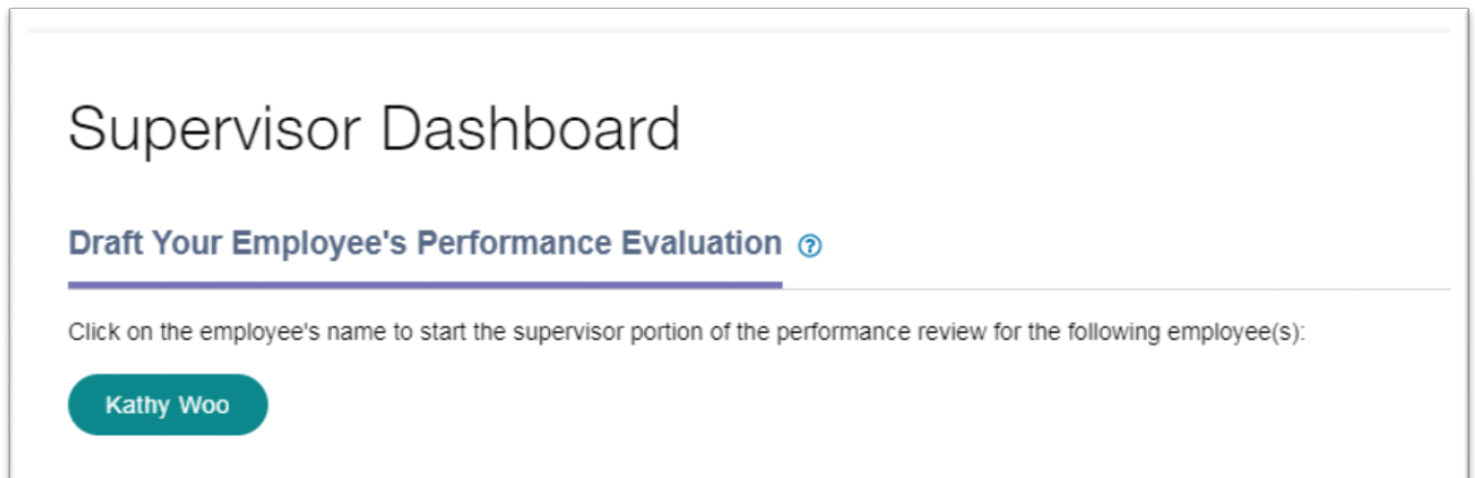


# Performance Evaluation Portal: Employee and Supervisor Guide

The performance evaluation (PE) process is an opportunity for employees and supervisors to engage in constructive conversations to support the job performance and development of the employee. The PE portal was designed to facilitate this process. The PE process on the portal has 5 steps:

- 1) Employee submits optional self-assessment and/or draft of the employee development plan.
- 2) Supervisor completes supervisor portion of the PE and meets with the employee to discuss the PE and the employee development plan.
- 3) Employee completes optional employee section and signs (or declines to sign) the PE.
- 4) Supervisor reviews employee section and signs the PE.
- 5) Unit manager reviews and finalizes the PE, submitting it to HR.

**Important!** If you ever lose or misplace an email from the PE portal, you can always find direct links to any necessary actions on the portal itself. The employee, supervisor, and manager dashboards all highlight necessary actions near the top of the page.



## Step 1: Employee's optional self-assessment and draft of the employee development plan

Once the unit manager begins the PE process for an employee, the employee will receive an email with a direct link to the PE portal where he/she can complete the first step, which includes an optional self-assessment and draft of the employee development plan.

The self-assessment is not part of the official PE form, but is an opportunity for the employee to reflect on his/her work over the performance period and to inform the supervisor of successes/highlights during the performance period, actions the supervisor can take to help the employee, as well as any additional relevant information. The self-assessment is recommended but optional; there is no penalty for declining to answer the questionnaire.

## Step 1a: Self-Assessment (Optional)

To get started with the performance evaluation process, complete the optional self-assessment questions to provide your supervisor with additional information regarding the past year. If you don't wish to complete this section, please click "Decline to Answer" below.

Your supervisor on file is **Kathy Woo**. You may have additional reviewers/supervisors who will also provide input via this portal, but Kathy Woo will be the primary person completing your performance evaluation for the period of 01/01/18 - 12/31/18. Please [contact your unit/division manager](#) if you believe that this is not accurate.

This self-assessment is not part of the official performance evaluation form, but serves to help inform your supervisor.

**Describe your accomplishments and successes this performance cycle.**

**How can your supervisor help you be more successful in your job?**

After answering or declining to answer the self-assessment, the employee can begin working on an optional draft of his/her employee development plan. This is part of the official PE form and the employee will have the opportunity to revise it after meeting with his/her supervisor. At this point, the employee may also choose to defer working on the employee development plan.

## 1b) Employee Development Plan (Draft)

The employee development plan is part of your official performance evaluation and should be discussed with your supervisor. This is only a draft; you will have the opportunity to revise the plan after your meeting.

If you prefer to meet with your supervisor first, you may defer filling out your employee development plan until after your meeting. This option is available at the bottom of this page.

**Please describe your development plan for the coming year, how you plan to complete it, and how successful completion will be measured.**

**Development item/area #1**

The screenshot shows a user interface with a light blue header area. Below it, there are two sections. The first section is titled "Want to Save Your Responses?" and contains two buttons: "Save as Draft" and "Back to Self-Assessment". The second section is titled "Ready to Submit Your Responses?" and contains a prominent "Send to Supervisor" button. Below this button is a line of text: "This will send both your self-assessment and a draft of your employee development plan to your supervisor." Below that is another button, "Defer Employee Development Plan", followed by another line of text: "This will send your self-assessment to your supervisor without a draft of your employee development plan. You will get another chance to complete the employee development plan after you have met with your supervisor."

**Important!** Because the self-assessment is optional and the employee will have another opportunity to revise and submit the employee development plan, the PE portal will automatically roll over to Step 2 if the employee does not complete this step by the set deadline. Each email the portal sends will include a reminder of that deadline.

## Step 2: Supervisor fills out supervisor section of the performance evaluation and meets with employee

Once the employee submits (or declines to submit) a self-assessment and/or draft of the employee development plan, the supervisor will receive an email from the portal informing him/her that the supervisor section of the PE must be completed. There will be a direct link on the email that the supervisor can take to the portal. After reviewing the self-assessment and draft of the employee development plan (if submitted by the employee), the supervisor will continue to the PE form. This is the same as HR's form for all UCSF staff, just presented in a web form. Links to the employee's self-assessment and employee development plan (if any), supervisor guidelines to completing a PE, and any feedback from employees' additional supervisors/reviewers (if any) will be at the top of the page. The supervisor will select a rating and enter comments for each relevant job factor before proceeding to the overall comments and overall rating. The supervisor will be able to refer to the ratings matrix during this process.

Kathy Woo's Performance Evaluation / Period: January 1, 2018 - December 31, 2018

1 **Self-Assessment** (Kathy Woo)  
Completed on Nov 27, 2018

2 **Supervisor Input** (me)

a. Review Employee's Self-Assessment ✓

b. **Input Supervisor's Portion** ←

c. Review PE & Request Meeting

d. Finalize Supervisor Portion

3 **Employee Input** (Kathy Woo)

4 **Supervisor Signature** (me)

## 2b: Input Supervisor's Portion

If you haven't reviewed the supervisor instructions, please view them here [↗](#)  
View Kathy Woo's self-assessment and employee development plan [↗](#)

### Section 1

**SUPERVISOR'S ASSESSMENT OF PERFORMANCE FACTORS AND ACHIEVEMENT:** Please assess applicable performance factors and demonstration of PRIDE Values as they relate to the essential functions of the position you are evaluating by marking the appropriate column for each listed factor. You may enter brief factor-related comments here or incorporate them into your comments in Section 3.

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**Job Knowledge** *Demonstrates knowledge of techniques, skills, equipment, procedures and materials. Applies knowledge to identify issues and internal problems; works to develop additional technical knowledge and skills; understands objectives and goals*

CE — Consistently Exceeds

Optional Comments...

On the final page of the supervisor portion, BOTH overall comments and rating are required to move forward. The rating summary of performance factors is a reminder of all ratings assigned to each individual job factor on the previous page.

### Rating Summary of Performance Factors

Please find below a summary of the ratings you have assigned to all performance factors on the previous page. Ratings of N/A are excluded from this summary. This is simply for your reference; the final appraisal rating is still based on your overall evaluation of the employee's performance.

<b>CE:</b> 4 (36%)	<b>MA:</b> 6 (55%)	<b>M:</b> 1 (9%)	<b>PM:</b> 0 (0%)	<b>FM:</b> 0 (0%)
<ul style="list-style-type: none"> <li>Job Knowledge</li> <li>Communication</li> <li>Stewardship &amp; Managing Resources</li> <li>Professionalism</li> </ul>	<ul style="list-style-type: none"> <li>Judgment</li> <li>Other Job-Related Factors</li> <li>Respect</li> <li>Integrity</li> <li>Diversity</li> <li>Excellence</li> </ul>	<ul style="list-style-type: none"> <li>Quality of Work</li> </ul>		

**Overall Appraisal Rating (select only one):** *required*

-- SELECT A RATING --

Save and Continue

After submitting overall comments and selecting an overall rating, the supervisor will be directed to a page where he/she can review a current draft of the PE form, follow a link to make any necessary edits to the PE form, and request a meeting with the employee to discuss the PE and optional employee development plan.

At this point, it is unlikely that the employee and supervisor have already met to discuss the PE and employee development plan. Selecting “no” in step three on the page will give the supervisor the option of requesting a meeting with the employee with a copy of the draft PE or without a copy of the draft PE. Selecting one of these options will send an email to the employee (cc’ing the supervisor), asking him/her to schedule a meeting with the supervisor.

### What is My Next Step?

Have you already met with Kathy Woo to discuss the performance evaluation?

Yes  No

**You indicated you have not yet met.**

At this time, a meeting with Kathy Woo is highly encouraged.

Please choose one of the options below:

**Option 1. Send a Request for a Meeting with the Employee WITH a Copy of the Draft PE**  
Choose this option if you would like to send a request for a meeting with a draft of the PE for the employee's review. Note that you will either have to come back to the portal to send the PE to the employee after your meeting, or you will get a system notification 10 days after today to finalize the PE.

[Request Meeting and Attach PE](#)

**Option 2. Send a Request for a Meeting with the Employee WITHOUT a Copy of the Draft PE**  
Choose this option if you would like to send a request for a meeting without a draft of the PE. You will then have an option to print an PDF version of the PE which you can share with the employee at the meeting. Note that you will either have to come back to the portal to send the PE to the employee after your meeting, or you will get a system notification 10 days after today.

[Request Meeting Without Attaching PE](#)

**Option 3. A Meeting is Not Necessary**  
It is highly recommended that you meet with your employee to discuss the PE and Employee Development Plan. If you are sure a meeting is not necessary, click the button below to send a finalized version of the PE to the employee for his/her/their comments.

[Send PE to the Employee for Comments and Signature](#)

If the supervisor chooses to share a draft of the PE in the email request for a meeting, the employee will have access to a PDF draft on the portal with all of the supervisor’s ratings and comments.

**Performance Evaluation Form for Staff Employees**

THIS IS A DRAFT VERSION ONLY!

Emp. Name: <b>Kathy Woo</b>		Employee ID: <b>25756339</b>	
Emp. Dept: <b>M_MED-ADMIN-CORE-CHAIR</b>	Emp. Supervisor: <b>Maria Novellero</b>	Performance Appraisal Period: <b>01/01/17 - 12/31/17</b>	Payroll Title: <b>PROJECT POLICY ANL 3</b>

1. (Required) **MANAGER'S ASSESSMENT of PERFORMANCE FACTORS AND ACHIEVEMENT:** Please assess applicable performance factors as they relate to the essential functions of the position you are evaluating by marking the appropriate column for each listed factor. You may enter brief factor-related comments here or incorporate them into your comments in Section 2.

**CE** — Consistently exceeds all standards or goals  
**MA** — Meets and exceeds; meets standards or goals, and, in many cases, exceeds them  
**M** — Meets all standards or goals  
**PM** — Partially meets standards or goals; improvement needed  
**FM** — Fails to meet standards or goals; performance unacceptable  
**N/A** — Not applicable; performance factor is not relevant to the position

Performance Factors	Performance Factor Rating (Required)	Comments (Optional)
<b>Job Knowledge</b> <small>(Demonstrates knowledge of techniques, skills, equipment, procedures and materials, and/or</small>	<b>CE — Consistently Exceeds</b>	Excellent - knows everything required for the position and more. Always willing to help others who are less experienced in the office as well.

**Important!** After meeting with the employee, the supervisor must return to the PE portal to finalize the employee's PE. The supervisor portal will have a direct link that the supervisor can take to review and finalize the employee's PE at this time.

## Supervisor Dashboard

[Verify Meeting & Send Performance Evaluation to Employee](#) 🔗

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Please work with your employee to arrange a meeting to discuss the PE and the employee section. Only select the button after you've met with the employee in person. This is where you verify the meeting has happened and request the employee to complete the development plan.

Kathy Woo

The portal will direct the supervisor to a familiar page, where the supervisor can once again review the PE, make any changes as necessary, and now indicate that the supervisor has already met with the employee. This will finalize the PE and begin the approvals/signatures process.

## What is My Next Step?

**Have you already met with Kathy Woo to discuss the performance evaluation?**

Yes
  No

**You indicated you have already met.**

Click below to submit the supervisor portion and request that Kathy Woo complete the development plan.

Send PE to the Employee for Comments and Signature

## Step 3: Employee section and signature

Once the supervisor finalizes the supervisor portion of the PE, the employee will receive an email from the portal asking him/her to complete the employee section. In this section, the employee can optionally revise and finalize the employee development plan, add any optional employee comments, attach a supporting document if necessary, and sign or decline to sign the PE.

### Step 3: Employee Input

#### A) Review Your Supervisor's Feedback

A meeting with your supervisor is highly encouraged before finalizing your employee development plan (EDP).

[Review the supervisor section of your performance evaluation](#) 

*This will open the PE in a new tab that you may close at any time.*

#### B) Finalize Your Employee Development Plan (EDP)

**(Optional) EMPLOYEE'S DEVELOPMENT PLAN:** You should describe your development plan for the coming year...

Development item/area #1

#### C) Include Attachment (optional)

If you would like to attach a supporting document to your PE, please click "**Choose File**" to select the document on your computer and then click "Upload File." Please note that only one file can be attached, so collate multiple documents into a single file if necessary.

**Choose File** No file chosen

Acceptable formats are: .docx (word document) or .pdf (PDF).

#### D) Sign or Decline to Sign Performance Evaluation

[Finalize PE -- Sign Performance Evaluation](#)

Clicking "Finalize PE -- Sign Performance Evaluation" serves as a digital signature and will send the completed performance evaluation back to your supervisor.

[Finalize PE -- Decline to Sign Performance Evaluation](#)


Clicking "Finalize PE -- Decline to Sign Performance Evaluation" will send the completed performance evaluation back to your supervisor without your signature.



## STEP 4: Supervisor final review and signature

Once the employee has signed or declined to sign the PE, the supervisor will receive a notification from the portal asking him/her to review what the employee has submitted and sign the PE. The supervisor can then sign the PE and submit it to the unit manager for final review or “recall” the PE in case any edits are needed. Recalling a PE pushes the PE back to Step 2, meaning the PE will need to go through the entire approvals process again. This is important because the employee, supervisor, and unit manager must all sign off on the final version of the PE.

B) Final PE review

[Review the entire performance evaluation form](#) 

Employee signed this performance evaluation on **11/27/18**.

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C) Select one of the options below

**Sign PE and Submit to Unit Manager**

Recall Performance Evaluation

Once the supervisor signs the PE, the process is completed for the employee and supervisor unless the unit manager recalls the PE for further revision. Upon review, the unit manager will either recall the PE or sign and submit it to HR, after which both the employee and supervisor will receive a final, signed version of the PE via email. The finalized PE will also be accessible through the employee’s history on the PE portal.