UNIVERSITY of WEST FLORIDA

PeopleAdmin 7 Performance Management

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LaBratta Epting - Sr. Human Resources Specialist

Performance Evaluation, Professional Development and Workers’ Compensation
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Policy

UWF shall utilize employee evaluation programs to acknowledge performance, to communicate performance effectiveness, to aid in improving performance in assigned duties; and when necessary, to develop a performance plan to assist in correcting deficiencies. The evaluation program may also be used to identify recipients of financial rewards when designated by the President.

[https://confluence.uwf.edu/x/AoOoAg](https://confluence.uwf.edu/x/AoOoAg)
Roles for Performance Evaluations

- **Employee Role** – Under this user type, you will take action to your own performance evaluation.
  - Employee acknowledges objectives
  - Employee acknowledges evaluation
  - Employee Self - Evaluation

- **Supervisor Roles** – Under this user type, you will take action on a performance evaluation on employees whom you supervise.
  - Supervisor creates objectives
  - Supervisor evaluation of employee

- **Reviewing Officer Role** – Under this user type, you will take action on a performance evaluation as the reviewer. Reviewing Officer’s approval is optional. This user type is used on an as-needed basis when the employee or supervisor would like the next level supervisor to review the evaluation. The Reviewing Officer may act as a co-reviewer and complete the evaluation in the place of the supervisor or in conjunction with the supervisor.
Types of Evaluations

- **Position Orientation**—All University Work Force employees shall be evaluated at the end of his/her twelve month position orientation year (one year from the employee’s date of hire).
  
  - Newly-hired University Work Force employees serve a twelve-month position orientation year.
  
  - Newly-hired employees shall be provided with a current position description and a list of goals, objectives, and/or standards at the time of appointment to the position.
  
  - All newly-hired University Work Force employees shall be evaluated at the end of the position orientation year. Newly-hired employees shall be evaluated by the immediate supervisor in a timely manner after twelve months of employment with the University.
  
  - Employees who are not evaluated by the end of the position orientation year shall be automatically rated *Satisfactory* performance standard.
  
  - Supervisors should hold discussions with new employees during the position orientation year to provide feedback and to ensure that performance goals and objectives are communicated.
  
  - The position orientation year may be extended by the Associate Director of Human Resources upon recommendation of the appropriate supervisory authority.
  
  - Employees serve only one position orientation year. Thus, employees who change jobs will not be required to serve another position orientation year.
Types of Evaluations Cont.

- **Annual**—Employees shall be evaluated annually, July 1 to June 30, by his/her immediate supervisor.

  - Employees shall be evaluated annually in July by the immediate supervisor. Any rating below **Satisfactory** must be handled as a Special Performance Evaluation in accordance with the provisions of Section (2) (c) of the HR-17.03-09/14 policy.

  - Failure to complete an annual evaluation shall result in the employee receiving a rating at the same level as the most recent completed evaluation.

  - Performance Standards Ratings shall be defined as follows for the University Work Force employees:
    - Superior
    - Above
    - Satisfactory
    - Needs Improvement
    - Below

  - Employees rated at **Below** or **Needs Improvement** shall be subject to a Special Evaluation and Improvement Plan as outline in Section (2) (c) of the HR-17.03-09/14 policy.
Types of Evaluations Cont.

- **Special**–May be initiated whenever the immediate supervisor determines the employee’s performance has changed from the rating level reflected on the most recent evaluation.

  - A Special Performance Evaluation must be initiated when and employee’s performance is at a level of **Below** or **Needs Improvement**. The Special Performance Evaluation should be initiated by the supervisor after consultation with Human Resources for employees who have successfully completed the orientation year and should not be delayed until the time of the annual performance evaluation.

  - **Special performance evaluations may only cover performance for the preceding sixty days.**

  - The immediate supervisor, after consultation with Human Resources, shall prepare a written Improvement Plan that specifies the necessary improvements to correct identified performance deficiencies. The written Improvement Plan shall be provided to and discussed with the employee on an ongoing basis by the supervisor.

  - Within sixty days after the Special Performance Evaluation and Improvement Plan initiation, employees with a **Needs Improvement** or **Below** rating shall be evaluated again. This time the person will be evaluated on his/her progress in meeting the requirements of the Improvement Plan.
Types of Evaluations Cont.

Special Evaluation Type Cont.

- An employee with a Need Improvement rating who meets the requirements of the Improvement Plan will receive a Satisfactory rating.

- An employee with Need Improvement rating who does not meet the requirements of the Improvement Plan will receive a Below rating.

- An employee with a Below rating who meets the requirements of the Improvement Plan will receive a Satisfactory rating.

- An employee with a Below rating who did not meet the requirements of the Improvement Plan may be dismissed no sooner than 60 days after receipt of the Below rating by Human Resources, upon recommendation of the immediate supervisor and Director.

- An employee with a Below rating for more than 120 days may be dismissed by Human Resources.
Standard Evaluation Competencies

- **Knowledge, Skills and Abilities** - Employee has the knowledge, skills, and abilities needed in the present position.

- **Quality/Quantity of work** - Employee has the ability to independently plan, prioritize, and complete work with accuracy, neatness, and at a satisfactory rate.

- **Customer Service Skills** - Employee is committed to providing excellent customer service to internal and external customers and willingly cooperates with others to achieve department and University goals. Demonstrates a positive attitude toward others; and exhibits flexibility and adaptability in meeting the demands of change in the work-place.

- **Attendance** - Employee is punctual, adheres to work schedule and complies with attendance and leave policies.

- **Initiative** - Employee exhibits leadership, is resourceful and willing to do more than the minimum, strives to achieve goals, and seeks additional responsibility. Include in this rating (if applicable), the employee’s performance, supervision, updating job questionnaires, completing performance evaluations, and setting standards, goals, and objectives.

- **Inclusiveness** - Employee promotes the idea of awareness, acceptance and respect towards our diverse campus community in the ways in which they are different and the ways in which they are similar.

*Note: Coaches’ Standard Evaluation Competencies may vary.*
Standard Evaluation Competencies for Coaches

- **Coaching Success and Skills** – Employee displays adequate knowledge and technical skill for specific sport, defines and communicates the program’s overall purpose and philosophy, and works to achieve program goals while creating a safe environment for student-athletes. Employee communicates effectively with student athletes, maintains awareness of team behavior and activities outside of practice, and discipline measures are handled in a consistent and professional manner.

- **AcADEMics and Life Skills** – Employee provides full access to the resources of student-athlete support services for all team members, represents the mission of UWF in promoting academic achievement, encourages participation in life skills workshops, and maintains a graduation rate consistent with departmental objectives.

- **Compliance** – Employee demonstrates appropriate knowledge and understanding of NCAA rules and regulations, completes all necessary or required NCAA documents in a timely manner, and commits to the strong adherence to NCAA, conference, institutional, and department rules and regulations. Employee works to establish a recruiting system consistent with the department’s philosophy and researches thoroughly the background of recruits.

- **Fiscal and Departmental Responsibility** – Employee stays within allocated budget, adheres to business office policies and procedures, and manages resources properly. Employee follows departmental directives and meets deadlines for completing or returning required documentation.

- **External Relations** – Employee works closely with Athletic Communications, Marketing, the Argonaut Athletic Club, and the media to assist in cultivating positive relationships with alumni, campus community and the surrounding community while promoting his/her respective sport. Employee participates in fundraising events, shows a willingness to support University functions, and develops opportunities for student-athlete community engagement.

- **Professionalism/Inclusiveness** – Employee displays a positive and professional manner while exercising appropriate behavior at all times. Employee welcomes, respects, and celebrates the ways in which people and ideas are different and the ways in which they are similar.
Performance Standard Rating Scale

1.0 to 1.4 - Below Performance

1.5 to 2.4 - Needs Improvement Performance

2.5 to 3.4 - Satisfactory Performance

3.5 to 4.4 - Above Performance

4.5 to 5.0 - Superior Performance
Standards of Performance

- **Superior**—Employee significantly exceeds position requirements.

- **Above**—Employee consistently exceeds expectations and demonstrates ability to surpass position requirements.

- **Satisfactory**—Employee meets all position requirements.

- **Needs Improvement**—Employee is not satisfactorily completing the assigned duties. Supervisors will be contacted by Human Resources upon submission of an employee evaluation with an overall rating of needs improvement.

- **Below**—Employee is not meeting standards, goals, or objectives set for the position. Supervisors will be contacted by Human Resources upon submission of an employee evaluation with an overall rating of below.
Annual Performance Evaluation Period

Annual evaluations are conducted at the end of each fiscal year July 1 to June 30 (twelve month period)

Due Date:
evaluations must be completed by September 30

Failure to complete an annual evaluation shall result in the employee receiving a rating at the same level as the most recent completed evaluation

Per HR 17.03-09/14 policy.
Logging into PeopleAdmin 7
Logging into PeopleAdmin 7 Cont.

Go to: [https://myuwf.edu/](https://myuwf.edu/)

Type PeopleAdmin 7 in the search box

Click on the PA7 app to get started
Click on the yellow “click here to log in with SSO” link to log in (do not enter a username of password).

If you are not able to log in using this link, please contact Human Resources.
Logging into the Employee Portal

Welcome to your Online Recruitment System

Inbox

Displaying items for group "Employee".

<table>
<thead>
<tr>
<th>Users (0)</th>
<th>Position Requests (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Email</td>
</tr>
</tbody>
</table>

Watch List

<table>
<thead>
<tr>
<th>Position Requests (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
</tbody>
</table>

Shortcuts

PA7 Home Page

My Links

Useful Links

Your Applicant Portal

PPEMS 5.8

(legacy HR suite)
Logging into the Employee Portal

On the Home Page, click on “Go to University of West Florida Employee Portal”
Once you click on “UWF Employee Portal” you will be directed to your pending actions.
Useful tips
Useful Tips about PA7

- Security of Data – To ensure the security of your data, the system will automatically log you out after sixty minutes of no activity. Therefore, save your work and you should log out anytime you leave your computer.

- Navigation - You may use the web browsers to navigate through PA7 by using the Back, Forward or Refresh buttons.

- Auto Emails - The PA7 system notifies users when a pending action has been sent from one user to another by sending an email to the receiving user.

- Asterisks - Throughout the system, fields marked with an asterisk (*) are required and must be completed.
Useful tips
(overview page)

Click the home button at the left top of the page to select the task to be completed.

Quick link icons – you may click on each icon to re-direct you to the assigned location.
The Co-Reviewer completes the evaluation in the place of the supervisor or in conjunction with the supervisor.
Displays icon mention and an overview of all actions pending and completed

Supervisor will complete the evaluation of the employee

Employee will complete his/her self evaluation

History of all the evaluations you have approved or acknowledged

Supervisor creates objectives for the employee to acknowledge

Employees and Supervisors use this tab to record progress notes of events and milestones completed throughout the year. No one can view the notes except for the employee entering them

Historical Evaluations

Overview

Objectives

Supervisor Evaluation Of Employee

Employee Self Evaluation

Progress Notes

Approvals & Acknowledgements

History
My Evaluation Statuses displays your historical evaluations and his/her status.

My Employees’ Evaluation Statuses displays your employees’ historical evaluations and the status of each. *(will only appear if you are a supervisor)*.
Position Orientation Evaluation Workflow

Supervisor Creates Objectives
After this step, Supervisor should conduct an objectives review meeting with the employee

Employee Acknowledge Objectives

Employee Self-Evaluation

Employee Acknowledges Evaluation

HR Approves Evaluation

Supervisor Evaluation of Employee
Or
Co-Reviewer – completes the evaluation as the supervisor or in conjunction with the supervisor
After this step, Supervisor should conduct an evaluation review meeting with the employee and email a copy to the Reviewing Officer for review if a Reviewing Officer will be included in the evaluation process

UNIVERSITY of WEST FLORIDA | sea change
Annual Performance Evaluation Workflow

1. **Supervisor Creates Objectives**
   - (in the next year's evaluation program)
   - After this step, Supervisor should conduct an objectives review meeting with the employee.

2. **Employee Acknowledges Objectives**

3. **Employee Self-Evaluation**

4. **Supervisor Evaluation of Employee**
   - Or
   - Co-Reviewer – completes the evaluation as the supervisor or in conjunction with the supervisor
   - After this step, Supervisor should conduct an evaluation review meeting with the employee and email a copy to the Reviewing Officer for review if a Reviewing Officer will be included in the evaluation process.

5. **HR Approves Evaluation**

6. **Employee Acknowledges Evaluation**
Supervisor Creates Objectives
Supervisor Creates Objectives

- The Supervisor will log into the PeopleAdmin 7 (PA7) Performance Employee Portal and create objectives for the employee's next review period under the “current year objectives tab.” For each additional objective the supervisor needs to add, they will click on “add entry” or click on “remove entry” to delete an entry. **It is highly recommended that you complete the objectives in a Word document and then copy and paste it into the PA7 system.**

- The supervisor may click on “save entry” at the bottom of the page to save the evaluation and come back to it at a later date or the supervisor may click on “next” to go to the next tab.

- There is not an action to complete under the “standard evaluation competencies” tab. Therefore, after the supervisor has entered the employee objectives and reviewed the standard evaluation competencies, they may click on “complete” at the bottom of the page.

- Supervisor will either email or print out a copy of the objectives for the employee to review prior to the objectives review meeting.

- Supervisor will meet with the employee to discuss the objectives and address any questions or concerns.
Supervisor Creates Objectives Cont.

After you have logged into the Employee Portal, supervisor may click on “Supervisor creates Objectives” or “View” to begin creating the next years objectives for the employee.

If there is a “Due Date” for this process it will be displayed below.

Status of evaluation and employee name.
1. **Weak/Immeasurable Objective:** Improve computer skills.

   ➢ **Better Objective:** Improve efficiency in MS Word, PowerPoint and Excel by completing courses offered via Atomic Learning.

2. **Weak/Immeasurable Objective:** Improve customer service skills.

   ➢ **Better Objective:** Improve customer service skills by attending customer service, communication and diversity training.

3. **Weak/Immeasurable Objective:** Improve supervisory skills.

   ➢ **Better Objective:** Improve supervisory skills by attending workshops such as “Conflict in the Workplace” and “The Power of Positive Discipline” as well as other trainings included in the Leadership and Management program to better understand how to handle employee issues.
Supervisor Creates Objectives Cont.

(Current Year Objectives Tab)

Test Staff PM 06_09A

Evaluation Type: Annual/Special
Program Timeframe: 05/07/15 to
Co-reviewer: 

Review Status: Open
Last Updated: June 09, 2015 04:21

You may complete one of the following actions under the “Action” button:
- Print
- Save Draft
- Complete

Click here to review UWF Strategic Plan

As a supervisor, it is now time to create the objectives for your employees. These objectives allow you to set proper and clear expectations of how the employee will work towards their performance goals. Once you have created the objectives, the employee will be given the objectives to review and acknowledge.

Select specific objectives related to how the employee can contribute to the University’s objectives as outlined in the University’s Strategic Plan.

University of West Florida Strategic Plan If you are using Internet Explorer, right click on the link and choose “Open in new tab.”

Enter each objective in the area provided and click the Add Entry button. To enter additional objectives, click the “Add New Entry” button. To delete an objective, click the “Remove Entry” button.

Enter objectives here (each employee is required to have at least one objective)

You may click “save draft” under the objectives tab and return to complete it later or you may click next to move to the next tab.

Check here to remove an objective

Click here to add additional objectives
Core Competencies

Core Competencies are those competencies by which everyone in the organization is measured. These Core Competencies allow supervisors to drive organizational goals, enforce cultural and behavioral attitudes, and set the organization on the same path toward success.

The following ratings are used at the end of the evaluation period to rate employees' Performance:

Explanation of Performance Standards Ratings

1.0 to 1.4 - Below Performance Standard – Employee is not meeting standards, goals, or objectives set for the position. The employee must show significant improvement toward satisfactory completion of performance standards or may be removed from the University in accordance with UWF policy. Employee does not demonstrate the knowledge or ability needed to perform assigned duties, and consistent supervision is required. Supervisor must contact the Human Resources Director before completing an evaluation with this overall rating.

1.5 to 2.4 - Needs Improvement Performance Standard – Employee does not satisfactorily complete assigned duties and needs to make improvement toward meeting performance standards. Employee requires more supervision than the average employee, and continued improvement in performance is required. Supervisor must contact the Human Resources Director before completing an evaluation with this overall rating.

2.5 to 3.4 - Satisfactory Performance Standard – Employee meets all position requirements, standards, and expectations for the position. Employee's work is timely and efficient. Employee requires an average level of supervision.

3.5 to 4.4 - Above Performance Standard – Employee consistently exceeds expectations and demonstrates ability to surpass position requirements. Performance is timely and embodies a high degree of accuracy and independence. Employee shows initiative and innovation in performance of duties and responsibilities and requires minimal supervision.

4.5 to 5.0 - Superior Performance Standard – Employee significantly exceeds position requirements, goals and/or objectives set for the position and is well above expectations in terms of completeness, timeliness, and independence. Employee contributes to university goals and objectives beyond position requirements. The employee requires little supervision and is an exemplary employee with a strong potential for advancement.
After you have had the opportunity to review the five explanation of performance standard ratings and the six core competencies you may “save draft” or click complete to forward the objectives to the employee to review and acknowledge.
Objectives Review Meeting
After the supervisor has established objectives for the employee, the supervisor will meet with the employee and discuss the objectives and address any questions or concerns (this step will not be completed in the PA7 system).
Employee Acknowledges Objectives
To acknowledge the objectives discussed during the objectives review meeting (the employee may leave comments if they wish), the employee will log into the PeopleAdmin 7 (PA7) Performance Employee Portal and click on the “employee acknowledges objectives” link.
After you have logged into the UWF Employee Portal, you may click on “Employee Acknowledge Objectives” or “View” to acknowledge your objectives.
Employee Acknowledges Objectives Cont.

Employee must understand what is expected of them to be successful. The objectives below indicate how your work performance will be evaluated at the end of the evaluation period. Please review your objectives in detail. If you have questions about the objectives, discuss them with your supervisor. Acknowledging an objective indicates that you agree with its content.

Employees may review their objectives at any time by reviewing this page. Employees may also record progress notes of events and milestones completed throughout the year by clicking on the tab to the left called "Progress Notes." These notes are specific to your use as you deem appropriate.

After you have acknowledged your objectives, this completes the process.

Current Year Objectives

<table>
<thead>
<tr>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
</tr>
</tbody>
</table>

Employee has the option to print or acknowledge under the “Actions” button.

Employee should review each objective listed.
After the employee has reviewed his/her objectives, the explanation of Performance Standard Ratings and the Core Competencies they should click Acknowledge
Mid Year Check In (Optional)
If the supervisor chooses to complete a mid-year check in, they will meet with the employee to answer any questions and address any concerns or deficiencies (this step will not be completed in the PA7 system).
Employee Self Evaluation
Employee Self Evaluation

- The employee will log into the PeopleAdmin 7 (PA7) Performance Employee Portal and complete his/her self-evaluation (there are three tabs to be completed). It is highly recommended that you complete the employee self-evaluation in a Word document and then copy and paste it into the PA7 system.

- Once the employee clicks complete, the evaluation goes to the supervisor to complete their evaluation of the employee.

- The self-evaluation cannot be returned to the employee for edits. However, the employee may submit any additional information in a Word document to the supervisor to attach or send any corrections and/or edits to Human Resources to update.
After you have logged into the UWF Employee Portal, you may click on “Employee Self-Evaluation” or “View” to complete the Employee Self-Evaluation Form.
Employee Self Evaluation Cont.

Employee Self Evaluation

Current Year Objectives
Individual Objective Description:

Comments

This field is for the employee to explain how they met his/her professional development objective(s).

Professional Development Objectives

Comments

This field is for the employee to explain how they met his/her professional development objective(s).

Employee may click “save draft” to save this page or “next” to move to the next tab.

Employee has the options to print, save draft or complete under the “Actions” button.
Employee has the options to print or save draft under the “Actions” button.

This field is for the employee to add Significant Accomplishments.

Check here to remove Significant Accomplishment.

Click here to add additional Significant Accomplishments.

Employee may click “save draft” to save this page to return later or “complete” to finish his/her self evaluation.
Click here to add additional attachments

After you have uploaded your documents, return to the previous tab to mark save or mark the self evaluation complete

Click here to upload attachments
Supervisor Evaluation of Employee
Supervisor Evaluation of Employee Cont.

(Co-Reviewer – completes the evaluation as the supervisor or in conjunction with the supervisor)

- The supervisor will log into PeopleAdmin 7 (PA7) Performance Employee Portal and complete their evaluation of the employee (there are five tabs to be completed). It is highly recommended that you complete the supervisor evaluation of employee in a Word document and then copy and paste it into the PA7 system.

- Once the supervisor clicks on “complete,” the evaluation goes to Human Resources for review and approval.

- The evaluation may remain in the Human Resources box for up to two-weeks in order to allow the supervisor the opportunity to conduct the evaluation review meeting with the employee and request that the evaluation be returned for edits and updates prior to Human Resources approving it. The evaluation may be processed earlier than the two weeks grace period upon request.

- While the evaluation is pending in the Human Resources box, the employee will not have access to view the evaluation. Therefore, the supervisor will need to either email or print out a copy of the evaluation for the employee to review prior to meeting with the employee for the evaluation review meeting.

- After the evaluation has been approved by Human Resources, it cannot be returned and the rating cannot be changed. However, the supervisor may send any corrections and/or edits to Human Resources to update.
After you have logged into the UWF Employee Portal, you may click on “Supervisor Evaluation of Employee” or “View” to complete the Supervisor Evaluation of Employee.
Supervisor Evaluation of Employee Cont.

Supervisors have the options to print or save draft under the "Actions" button.

Supervisor may click "save draft" to save this page or "next" to move to the next tab.
Supervisor Evaluation of Employee Cont.

Supervisor Evaluation Of Employee for Test User30 (Score: Unrated)

After clicking complete, the overall score will calculate after the browser is refreshed (click the semi-circle icon).

Current Year Objectives | Standard Evaluation Competencies | Areas for Improvement | Supervisor’s Comments | Attachments

| Competency: |
| Knowledge, Skills, and Abilities associated with position responsibilities – Employee has the knowledge, skills, and abilities needed to perform effectively in this position. |

| Rating |
| 4.5 to 5.0 - Superior Performance |
| Please select |
| 1.0 to 1.4 - Below Performance Standard |
| 1.5 to 2.4 - Needs Improvement Performance Standard |
| 2.5 to 3.4 - Satisfactory Performance Standard |
| 3.5 to 4.4 - Above Performance Standard |

Supervisor may leave a comment after each rating.

Supervisor will select a rating from the drop down menu.

Supervisor may click on “next” to move forward or ‘save draft” to return later to complete.
Supervisor Evaluation of Employee Cont.

Supervisor Evaluation Of Employee for Test User30 (Score: Unrated)

After clicking complete, the overall score will calculate after the browser is refreshed (click the semi-circle icon).

Current Year Objectives  Standard Evaluation Competencies  Areas for Improvement  Supervisor's Comments

Attachments

Areas for Improvement

What are the areas in which the employee could make improvement?

Check here to remove area for improvement

Supervisors has the options to print or save draft under the “Actions” button

Click here to add another area for improvement

Supervisor may click “save draft” to save this page or “next” to move to the next tab
Once the supervisor has added comments and attached documents (if applicable), then they may click on complete to forward the evaluation to the employee for review or save the draft and return later to complete (to calculate the rating, please click the refresh button in your web browser after clicking complete). **The supervisor must contact Human Resources before completing an evaluation with an overall rating of Needs Improvement or Below.**
Supervisor Evaluation of Employee Cont.

After you have uploaded your documents, return to the previous tab to mark “save draft” or click “complete” to complete the supervisor evaluation of the employee.
Human Resources Approves Evaluation

- Human Resources will review all evaluations to ensure that there are no derogatory comments or comments pertaining to anyone’s health and/or disabilities.

- Once Human Resources approve an employee’s evaluation, the supervisor will be notified to complete the evaluation review meeting (should already be completed at this stage) and the reviewing officer will be notified to acknowledge the evaluation (the reviewing officer step is optional. If the reviewer choose to complete this section, it must be completed prior to the employee acknowledging his/her evaluation).
Evaluation Review Meeting
After the supervisor has completed the employee evaluation, the supervisor will need to conduct an evaluation review meeting with the employee to discuss their evaluation, performance and rating (this step will not be completed in the PA7 system).
Reviewing Officer Acknowledges Evaluation (Optional)
The Reviewing Officer reviews evaluation step will not be completed in the PA7 system. If the Reviewing officer wishes to be included into the evaluation process, the supervisor should either print or email the Reviewing Officer a copy of the evaluation for review.

If the Reviewing Officer has a questions or concerns about the evaluation, they should schedule a meeting with the supervisor to discuss the evaluation (this step will not be completed in the PA7 system).
Employee Acknowledges Evaluation
Employee Acknowledges Evaluation Cont.

- The employee will log into the PeopleAdmin 7 (PA7) Performance Employee Portal to review his/her evaluation.

- After the employee has reviewed his/her evaluation, they have the option to leave a comment, “Acknowledge” or “Refuse to Sign”. If the employee clicks on “Acknowledge,” the evaluation will go to a status of complete. This step will notify Human Resources that the employee has had an opportunity to review his/her evaluation. If the employee clicks on “Refuse to Sign,” the evaluation will go to a status of complete. This step will notify Human Resources that the employee has had an opportunity to review his/her evaluation and does not agree with it. The employee will then receive a follow up call from Human Resources (no attachments can be uploaded during this step of the evaluation process. However, comments may be added).
Welcome to the Employee Portal, Test User30

Your Action Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Due Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Staff PM 06_09A for Test User30</td>
<td>Reviewing Officer Acknowledges Evaluation (Optional)</td>
<td>n/a</td>
<td>Available</td>
<td>View</td>
</tr>
<tr>
<td>Test Staff PM 06_09A for Test User30</td>
<td>Employee Acknowledges Evaluation</td>
<td>n/a</td>
<td>Available</td>
<td>View</td>
</tr>
</tbody>
</table>

After you have logged into the UWF Employee Portal, the Employee may click on “Employee Acknowledges Evaluation” or “View” to review and acknowledge his/her evaluation.
Employee has the option to print, refuse to sign or acknowledge his/her evaluation under “Actions”
Employee Acknowledges Evaluation Cont.

Areas for Improvement

What are the areas in which the employee could make improvement?
Testing

Supervisor's Comments

Supervisor's Comments
N/A

Employee may review his/her objectives, ratings, areas for improvements and supervisor comments prior to clicking refuse to sign or acknowledge.

Employee may leave comments prior to clicking refuse to sign or acknowledge.
Special Performance Evaluation Plan Workflow

1. Contact Human Resources for Consultation
2. Supervisor Creates Special Plan
3. Human Resources Approves Plan
4. Employee Acknowledges Special Plan
5. Employee Acknowledges Special Evaluation
6. Human Resources Approves Evaluation
7. Supervisor Evaluation of Employee
Special Performance Evaluation

When an Annual evaluation is completed and the employee has received and acknowledged a Needs Improvement or Below performance evaluation rating, the supervisor must complete the following steps to prepare the employee’s Special Performance Evaluation:

The supervisor will log into the PeopleAdmin 7 (PA7) Employee Portal and click on “Supervisor Creates Special Plan.”

Your Action Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Due Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Performance Evaluation</td>
<td>Supervisor Creates Special Plan</td>
<td>n/a</td>
<td>Available</td>
<td>View</td>
</tr>
</tbody>
</table>
The supervisor should complete the Work Performance field under the Supervisor Performance Improvement Plan tab in the “Objectives” section of the form.

**Objectives**

During the next 60 days, the supervisor should schedule weekly or bi-weekly meetings with the employee (include dates and times). Weekly or bi-weekly reports of improvements and/or deficiencies should be prepared by the supervisor. A special performance evaluation is then conducted at the end of the 60 day period. If additional training is needed, identify the training (include type of training, dates, times, duration's, etc.).

**Work Performance**

* Describe the reasons and identify the deficiencies in the employee’s work performance in the past 60 days.
The supervisor should complete the Area for Improvement field under the Supervisor Performance Improvement Plan in the “Objectives” section of the form.

**Area for Improvement**

* Describe clear, specific, measureable goals of how the employee can improve his/her performance.

☐ Remove Entry?

Add Entry
The supervisor should complete the Measures for Success field under the Supervisor Performance Improvement Plan in the “Objectives” section of the form.

**Measures for Success**

* Describe measures for success (weekly or bi-weekly meetings.)

- Remove Entry?
Special Performance Evaluation Cont.

The employee will log into the PeopleAdmin 7 (PA7) Employee Portal and click on “Employee Acknowledges Special Plan.”

Your Action Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Due Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Performance Evaluation</td>
<td>Employee Acknowledges Special Plan</td>
<td>n/a</td>
<td>Available</td>
<td>View</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries
The Employee should review the Work Performance, Area for Improvement and Measures for Success sections and click Acknowledge. The employee may also leave comments if he/she wishes.

Objectives

Employee reviews and acknowledges the evaluation and may add comments. If the employee clicks on “Acknowledge,” the evaluation will go to a status of complete. This step will notify Human Resources that the employee has had an opportunity to review his/her evaluation. If the employee clicks on “Refuse to Sign,” the evaluation will go to a status of complete. This step will notify Human Resources that the employee has had an opportunity to review his/her evaluation, and does not agree with it. The employee will then receive a follow up call from Human Resources.
Special Performance Evaluation Cont.

If you would like to save and return to complete the evaluation later click “Save Draft” or click “Complete” to submit to Human Resources for approval.

Note: Supervisor should meet with employee on a weekly or bi-weekly basis to discuss progress on the improvement plan.
Upon completion of the sixty days Special Performance Evaluation period, the supervisor must log back into the PeopleAdmin 7 (PA7) Employee Portal and click on “Supervisor Evaluation of Employee.”

Your Action Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Due Date</th>
<th>Status</th>
<th>Action</th>
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<td><strong>Special Performance Evaluation</strong></td>
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</tr>
<tr>
<td></td>
<td>Supervisor Evaluation Of Employee</td>
<td>n/a</td>
<td>Available</td>
<td>View</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries
Special Performance Evaluation Cont.

The supervisor will complete the Standard Evaluation Competencies, the Supervisors Comments and the Attachment (if applicable) tabs under the Supervisor Evaluation of Employee.

Special Performance Evaluation

<table>
<thead>
<tr>
<th>Evaluation Type:</th>
<th>Annual/Special</th>
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<tbody>
<tr>
<td>Program Timeframe:</td>
<td>03/02/16 to -</td>
</tr>
<tr>
<td>Co-reviewer:</td>
<td>Add Co-reviewer</td>
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</table>

Review Status: Open
Last Updated: April 07, 2016 15:43
Employee Acknowledges Special Plan

Supervisor Evaluation Of Employee

(Score: Unrated)

Standard Evaluation Competencies  Supervisor's Comments  Attachments
The supervisor must rate the employee’s performance for the past sixty days under the Standard Evaluation Competencies tab.

Core Competencies

Competency:

Knowledge, Skills, and Abilities associated with position responsibilities – Employee has the knowledge, skills, and abilities needed to perform effectively in this position.

* Rating

Please select

Please select

1.0 to 1.4 - Below Performance Standard
1.5 to 2.4 - Needs Improvement Performance Standard
2.5 to 3.4 - Satisfactory Performance Standard
3.5 to 4.4 - Above Performance Standard
4.5 to 5.0 - Superior Performance Standard

Competency:

Quality/Quantity of Work – Employee has the ability to independently plan, prioritize, and complete work at a satisfactory rate. Employee produces work that is appropriately accurate and neat.

* Rating

Please select

Comments
The supervisor may leave comments under the Supervisor Comment tab if he/she wishes.

Supervisor's Comments

Supervisor's Comments
Special Performance Evaluation Cont.

The supervisor may attach any documentation (this step is optional).

Attachments

- Name
- Description
- File

[Choose File] No file chosen

[Upload file]
If you would like to save and return to the evaluation later to complete, click “Save Draft” or click “Complete” to submit to Human Resources for approval.

The supervisor must contact Human Resources before completing an evaluation with an overall rating of Needs Improvement or Below.
Special Performance Evaluation Cont.

The employee will log into the PeopleAdmin 7 (PA7) Employee Portal and click on “Employee Acknowledges Special valuation.”

Your Action Items

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</tbody>
</table>

Showing 1 to 1 of 1 entries
Special Performance Evaluation Cont.

The Employee should review his/her evaluation by the supervisor and Acknowledge. The employee may also leave comments if he/she wishes.

Supervisor Evaluation Of Employee

State any comments you may have regarding this improvement plan and/or what your supervisor can do to help you improve your job performance. If the employee clicks on “Acknowledge,” the evaluation will go to a status of complete. This step will notify Human Resources that the employee has had an opportunity to review his/her evaluation. If the employee clicks on “Refuse to Sign,” the evaluation will go to a status of complete. This step will notify Human Resources that the employee has had an opportunity to review his/her evaluation, and does not agree with it. The employee will then receive a follow up call from Human Resources.

Comment

Refuse to Sign  Acknowledge
For more information call us!

LaBratta Epting – lepting@uwf.edu or 850-474-2292
Or
Jamie Sprague – jsprague@uwf.edu or 850-474-2156