

Employee's Instructions for Completing Performance Evaluation

Employees may access the Position, Performance and Employment System (PPEMS) by logging into Argus, clicking on the *My Info* tab, then selecting *My Performance Evaluation and Job Questionnaire*. You will then be prompted to log in again with your Argonet username and password.

Log in – If you have multiple user types - make sure your user type is set at Employee User Type.

– To change user type go Admin- select Change user type at the bottom of your menu bar - this will open a screen that shows you all the various user type you have been assigned. Please select employee then select change group the screen will automatically refresh

Then you are ready to begin:

- Go to *Evaluations*, select *Begin New Evaluation*
Click on *Start Action*
- Type in your last -click on *Search*, or leave the search screen blank -click on *Search*

Your evaluation appears, click on *Start Action*

- Verify the employee's information on the *Employee Detail* tab, and click on *Continue to Next Page*
- Review the *Current Years Objective* tab and click on *continue to next page*
- Complete the Employee's Self Evaluation and click on *Continue to Next Page*
- Complete the Employee Supervisory Communication form (optional) and click on *Continue to Next Page*
- Click on *Send Evaluation to Supervisor For Review* and click on *Continue*
- Click on *Confirm*

If you choose to Save and not submit your self evaluation- please remember when you go back to resume work on your evaluation, you will go to *Evaluations* –*Pending evaluations*.

Note: Once your evaluation is completed by your supervisor you will be notified by e-mail.

To Certify Your Evaluation

You may access the Position, Performance and Employment Systems (PPEMS) by logging into Argus and clicking on the *My Info* tab, then selecting *My Performance Evaluation and Job Questionnaire*. You will then be prompted to log in again with your Argonet username and password.

- Go to *Evaluation*, click on *Pending Evaluations*
- Click on *View*
- Click on *Edit* to review all portions of your evaluation
- Add comments on the Employee Detail page (optional) and click on *Continue to Next Page*
- Click on *Continue to Next Page* until you reach the *Supplemental Documents* tab
- Click on *Continue to Next Page*
- Select *Certify and Send to Supervisor* or *Refuse to Sign and Send to Supervisor*
- Click on *Confirm*