

Supervisor's Instructions for Completing Employee's Performance Evaluation

Reminder- Your employee will start the annual Performance Evaluation Process

Supervisors/Department Heads are encouraged to meet with departmental leadership to discuss employee evaluations and objectives prior to meeting with and sending the Performance Evaluation to the employee.

The Employee Self Evaluation Form is required and should be completed and returned to the supervisor prior to the completion of the evaluation form. The Employee Supervisor Communication Form is included in the modules to promote communication and is optional.

A discussion between the employee and supervisor is strongly encouraged prior to sending the completed documents to the employee.

Supervisor's Process

Supervisors may access the Position, Performance and Employment System (PPEMS) by logging into Argus, clicking on the *Services* tab, and selecting *Position, Performance Employment Management* under the Human Resources section. You will be prompted to log in again with your Argonet username and password.

When an Employee Self Evaluation is complete, the supervisor will receive an e-mail notification that a Performance Evaluation is pending.

Log in – make sure your user type is set at Supervisor User Type – to do this go 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 supervisor to complete evaluation on employees who directly report to you and then click on *change group*.

- Go to *Evaluation, select Pending Evaluations*
- Select the appropriate employee evaluation from the list, and then click on *View*
- Select *Edit* at top of page to open the document
- Verify the employee's information on the *Employee Detail* tab, and click on *Continue to Next Page*
Review the Current year Objectives (These are the objectives you will use in the rating of the employee) **Note: This area may be blank if you did not complete a Performance Evaluation or set objective last year.** Click on *Continue to Next Page*
- Review the Employee's Self Evaluation and click on *Continue to Next Page*
- Review the Employee Supervisory Communication and click on *Continue to Next Page*

- Complete the Standard Evaluation Competencies and select **Calculate**, the Standard evaluation competencies score will appear at the bottom and the top of the document indicating that all areas have been rated.
- Select continue to Next page this will take you to the Evaluation Details Tab
Complete all required areas and select the overall rating from the drop down menu provided click on *Continue to Next Page*
- **Objectives for the Next Review Period:** This is new enhancement we have made to the performance evaluation. You will now be able to set objectives for the next review period within the evaluation itself and next year when the evaluation is started these objectives will copy over to the Objectives Tab. Click on *Continue to Next Page*
- Click on *Printer Friendly Version* at top right of page and print (optional)
- The supervisor and the employee should meet to discuss objectives to be achieved during the next evaluation period prior to the evaluation being sent to the employee
- Click on *Send Evaluation to Employee for Review* or click *Send to Reviewing Officer*

(Note: The routing of the evaluation at this point is determined by the department.)

Routing options for the Performance Evaluation:

1) Employee > Supervisor > Meet with employee > Send to Employee > Send Certified Eval to Supervisor > Reviewing Officer > HR.

2) Employee > Supervisor > Reviewing Officer > Supervisor > Meet with Employee > Send to Employee > Send Certified Eval to Supervisor > Reviewing Officer > HR.

Note to Supervisors:

Anytime you receive an email notification that an evaluation action has been sent to you,
Go to Evaluation –select “Pending evaluations”
If you save the action and do not send it anywhere you will also locate that evaluation in pending evaluation.

Note: The employee's certification indicates only that the evaluation was reviewed and discussed with the employee and does not imply that the employee agrees with the evaluation.