Supervisor Evaluation and Review Meeting

1) Log into the PeopleAdmin <u>Performance Management Portal</u> utilizing your YSU Portal credentials.



2) Click on the desired Action Item.

VOUNGSTOWN	Go to Youngstown State University HR Suite			te University HR Suite Peo	opleAdmi
STATE	Home (14) Performance - Progress Notes			Hello,	Log Ou
	Welcome to the Employee Portal,				
S My Reviews My Employees' Reviews	Your Action Items				
	Start typing to search				
	Rem	* Description	Due Date	Status	
		sebourse exercise exercise and exercise	Due in about 1 month	openning	
	2010 R/A Performance Evaluation for	Supervisor Evaluation and Review Meeting	2019-02-28 Due in about 1 month	Upcoming	
	2018 P/A Performance Evaluation for	Supervisor Evaluation and Review Meeting	2019-02-28 Due in about 1 month	Upcoming	
	2018 P/A Performance Evaluation for	Supervisor Evaluation and Review Meeting	2019-02-28 Due in about 1 month	Upcoming	
	2019 P/A Performance Evaluation for	Supervisor Creates Plan	n/a	Available	
	2019 P/A Performance Evaluation for	Supervisor Creates Plan	C/A	Available	
	2019 P/A Performance Evaluation for	Supervisor Creates Plan	c/a	Available	
	2019 P/A Performance Evaluation for I	Supervisor Creates Plan	C/A	Available	
	2019 P/A Performance Evaluation for	Supervisor Creates Ban	n/a	Available	
	2019 P/A Performance Evaluation for	Supervisor Evaluation and Review Meeting	n/e.	Available	
	2019 P/A Performance Evaluation for	Supervisor Creates Plan	n/a	Available	
	2019 P/A Performance Evaluation for	Supervisor Creates Plan	n/e	Available	

3) Review Introduction tab and click Next.



4) Enter a Rating (required) for each Characteristic and a Comment (if desired).

VOUNGSTOWN	Go to Youngstown State University Hit Sure PeopleAdn		
STATE	Home ()(A) Performance - Progress Notes	Hell	Log Out
	The Supervisor Evaluation has been sevent		×
Supervisor: Resiling Description	Supervisor Evaluation fo Actions *	2019 P/A Perform Evaluation	nance
Department: Association of Professional/Administrative Staff	It is now thre to evaluate your ensubjects performance throughout the review period. Remember that you may want to refer to you: "Progress Notes" (if you kept any during the review period by clicking on "Progress Notes" on the left side menu. Once you have reviewed the employed's self-evaluation (if applicable) and completed your evaluation, you will need to schedule a notew meeting where you will discuss their performance before you give them their stude evaluation. As you review and size and vememors the Performance Ram, please provide any comments that would be helphil to explain your relang as well as any feedback that will help the employee improve performance in the future.	Review Status: Crun Evaluation Type: Focal Program Timeframe:	01/01/19 to 12/31/1
Overview	Unce this meeting has occurred, main this task as complete when you have completed this task, the employee we receive a copy of the supervisor chalueon to accineve age receipt.	Last Updated: January	09, 2019 10:45 Employee Self.
Fian	Introduction Overscheridics Goels Overall Performance Attachments	Evaluation	and a star
Supervisor Evaluation	The following rating scale is used to rate employee performance: 49 Check scaling	Co-reviewer: Add Co-r	eviewer
Self Evaluation	1 + Unsetsfactory		
Approvals & Acknowledgements	4 Neted and understeiners 5 Selations 4 Excloses step//emens 5 Oceasing		
Progress Notes	N/A = Not Applicable		
History	Required fields are indicated with an asterias (*).		
Se My Reviews	Characteristics		
😂 My Employees' Reviews			
	Characteristic PLANNING: Establishes objectives and ectivities maked to goes.		
	* Bailing		
(Preze sinct No Unastfactory Neets Improvement Sofokrory		
	Excercis requirements Outstanding		

5) Click Next at the bottom of the page when all Ratings and Comments have been entered.

Characteristic:	
ATTITUDE: Displays a positive and loyal attitude.	
* Rating	
Please select Comments	
	,
Linaracteristic:	
ELINDILI 17: Can de depended upon lo complete assigned tasis as scrieduled.	
Rating Please select Y	
Comments	
Characteristics	
PROFESSIONAL DEVELOPMENT: Engages in activities to become or remain current in the field.	
* Rating	
Please select Comments	_
	🗹 Save Draft 🛛 Next

6) Additional Goals could be rated on the Goals tab if applicable. Then, click Next.

YOUNGSTOWN	Go to Youngstown State University HR State PeopleAdmin		
STATE	Hone 🙀 Performance * Progres Notes	Helo Log Out	
	The Supervisor Baluation has been saved	×	
Supervisor Position Description:	Supervisor Evaluation for Actions *	2019 P/A Performance Evaluation	
Department: Association of Professional/Administrative Staff	It is now time to evaluate your employee's performance throughout the review period. Reinember that you may wark to refer to your. "Progress Notes" (If you lept any during the review period) by clicking on "Progress Notes" on the let to de new. One you have reviewed the employee's self-evaluation (If applicable) and completed your walvation, you will need to schedule a review meeting where you will discuss their performance before you give them their evaluation.	Review Status: Open Evaluation Type: Pocal	
Overview	As you review and rate each element on the Performance Paris, please provide any comments that would be helpful to explain your rating as well as any feedback that will help the employee improve performance in the future. Once this meeting has occurred, mark this task as complete. When you have completed this task, the employee will receive a copy of the supervisor evaluation to admonitedge receipt.	Program Timeframe: 01/01/19 to 12/01/19 Last Updated: January 09, 2019 10:45	
Plan	Introduction Characteristics Coals Overall Performance Assachments C	Last Completed Step: Employee Self- Evaluation	
Supervisor Evaluation	The following rating scale is used to rate employee performance: 15 Check spelling	Co-reviewer: Add Co-reviewer	
Self Evaluation	1 - Unseighteory		
Approvals & Acknowledgements	4 * veta inputerienti a * storfactor 4 * Storest Regularements 5 * Outerandre		
Progress Notes	NA + Nor Applicable		
History	Required fields are indicated with an asterias (*).		
😂 My Reviews	Goals		
🖀 My Employees' Reviews	G Save Dvaft New: ≯		

7) Enter a Rating and any applicable comments about the employee's Overall Performance and click Complete.

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STATE	Home (R) Purformance * Progress Notes	Helio Log Out
	The Supervisor Buelueson has been saved	×
Supervisor: Position Description: Director, Fina Visit Functions	Supervisor Evaluation for Actions *	2019 P/A Performance Evaluation
Department: Association of Professional/Administrative Scaff	It is now time to evaluate your emproyee's performance throughout the tensor period. Remember that you may want to refer to your "Progress Notes" (if you sapt any during the review period) by cloking on "Progress Notes" on the thy discnerse. One you have reviewed the employee's self-evaluation (if applicable) and completed your evaluation, you will need to schedule a review meeting where you will discuss their performance before you will need the main discussion and the employee's self-evaluation (if applicable) and completed your evaluation, you will need to schedule a review meeting where you will discuss their performance before you	Review Status: Count Evaluation Type: Focal
Overview	An in the second s	Program Timeframe: 01/01/19 to 12/31/19 Last Updated: January 09, 2019 10:45
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Supervisor Evaluation	The following rating scale is used to rate employee performance to the characteristic of	Co-reviewer: Add Co-reviewer
Self Evaluation	1 - Unseitheory	
Approvals & Acknowledgements	2 # reduct insplorements 8 # Settification 4 # Second Regularements 5 < 0 Created frequencies	
Progress Notes	NUL + NOCAPPILable Required Reids are indicated with an assertisk (*).	
The My Reviews	Overall Rating	
Sile My Employees' Reviews	Longen Registrations = Prodes Begistrations = Prodes long/interests = Na Unself/story Reveal Improvements Reveal Improvements Rev	

8) Click OK to confirm submission.

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STATE UNIVERSITY	Are you sure yo Home (14) Performance * Progress Notes	u want to complete this superviso	Go to Youngstown State	Helo Log Out
	The Supervisor Evaluation has been saved			×
Supervisor Position Description:	Supervisor Evaluation for		Actions *	2019 P/A Performance Evaluation
Department: Association of Professional/Administrative Staff	It is now time to evaluate your employee's performance throughout the nevero period. Remer on the left side memu. Once you have neveree the employee's self-evaluation of application grant them the actual evaluation. As you nerview and make each element on the Performance Max, possis provide any convenient Once this metric grant counter what that sais as compares. When you have compared to the	nber that you may want to refer to your "Progress Notes" (if you) ind completed your reveluation, you will need to schedule a review that would be helpful to explain your rating as well as any feedba is, the employee will restrict copy of the upervisor evaluation	rept any during the review period) by clicking an "Progress Notes" meeting where you will discuss their performance before you act data will help the employee improve performance in the future, to achowidge receipt.	Review Status: Com Evaluation Type: Focal Program Timeframe: 01/01/19 to 12/31/19 Last Updated: January 09, 2019 10:45
Plan	Introduction Characteristics Goals Overall Performance		Attachmenta O	Last Completed Step: Employee Self- Evaluation
Supervisor Evaluation	The following rating scale is used to rate employee performance:		Schecksbelling	Co-reviewer: Add Co-reviewer
Self Evaluation Approvals & Acknowledgements Progress Notes History	1 = Linead Statisticanoy 2 = Needa Tony overheid 3 = Satestis Regularenenis 3 = Outstanding N/A = Tota Applicable Regulared Reids are Indicated with an asteriax (*).			
The My Reviews	Overall Rating			
S My Employees' Reviews	Overall Rating Exceeds Requirements			
	Overall Performance Comments			
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