2023 Performance Evaluations
Performance Management Cycle

Step 1
Set Performance Goals for Department

Step 2
Develop Employee Objectives & Goals

Step 3
Provide Support & Feedback

Step 4
Evaluate Performance
NEOED Performance Management

- Provides timely reminders and direct access
- Creates a paperless flow that streamlines our process
NEOED TERMS

• **Draft**- when paused, evaluations go into DRAFT status, allowing for edits to the Content or Process as well as any changes to an evaluation’s settings.

• **Before Ratings**- Complete various tasks, set up content in employee’s evaluations, and review evaluation goals with employees.

• **Rating**- Supervisor give their direct report(s) an evaluation rating, and employees have the option to complete a self-rating.

• **Approval**- Print and review the evaluation with your direct report(s). Approve the evaluation and have the direct report sign the evaluation to complete the evaluation process.
CONTENT & GOALS

• Content is not editable by the supervisor and may follow criteria based on collective bargaining agreements.

• Supervisors may create goals for their employees that are within the scope of the position description and **SMART** (Specific, Measurable, Achievable, Relevant and Time-bound). **Helpful Adjectives and Verbs** handout is available to assist you in writing a goal.
SMART GOALS

- **Specific**: State exactly what you want to accomplish (Who, What, Where, Why, When)
- **Measurable**: How will you demonstrate and evaluate the extent to which the goal has been met.
- **Achievable**: Stretch challenging goals within ability to achieve outcome. What is the action-oriented verb?
- **Relevant**: How does the goal tie into your key responsibilities? How does it align to the department objectives?
- **Time-bound**: Set 1 or more target dates, to explain "by when" this goal should be achieved (include deadlines, dates, and/or frequency)
MID YEAR CHECK-IN

- Supervisors meet with employees midway through the evaluation period to discuss progress.
- Supervisors acknowledge the check-in the system.
- Employees have no action at this step.
• Supervisors meet with employees to discuss the evaluation period.
• Plan to discuss ratings and feedback at this meeting.
• Enter feedback and ratings in the system.
• Employee will receive a notice to sign the evaluation.
<table>
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<tr>
<th>Level</th>
<th>Description of Performance Ratings</th>
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| **Outstanding/ Excellent**       | Has exceeded all of the performance expectations for this characteristic or goal.  
• Performance is consistently & significantly beyond established standards.  
• Achieves performance objectives at a fully outstanding level and demonstrates exceptional skill levels.  
• Performance exceeds expectations by an exceptional degree. |
| **Exceeds Requirements/ Frequently Exceeds/ Very Good/ Good** | Regularly works beyond majority a of the performance expectations for this characteristic or goal.  
• Performance is above satisfactory and expected level of performance.  
• Contributions and work activities consistently exceed job requirements.  
• Accomplishments toward goals and demonstrated personal skills generally surpass job requirements.  
• Frequently performs work in an excellent manner and exceeds expected results. |
| **Satisfactory/ Meets Requirements/ Average/ Adequate** | Has met the performance standards for this characteristic or goal.  
• Job requirements are performed in a full and complete manner.  
• Consistently performs work in a satisfactory and acceptable manner and achieves expected results.  
• Performance consistently meets job requirements. Achieves performance objectives stated. |
| **Needs Improvement**            | Has failed to meet one or more of the significant performance expectations for this characteristic or goal.  
• Some improvement needed to fully achieve the expected level of performance.  
• Work activities do not consistently meet requirements due to specific weaknesses observed in one or more areas.  
• Employee’s work does not consistently meet expectations. Employee must improve performance to achieve expected results.  
• Performance is less than expected and needs improvement. Direction, supervision and learning are required if performance objectives are to be achieved. |
| **Unsatisfactory/ Below Minimum/ Poor** | Has failed to meet most or all of the significant performance expectations for this characteristic or goal.  
• Employee displays poor work performance; immediate remedial action is needed.  
• Performance is substantially weak. Performance objectives are not met. Substantial improvement by the employee is required. |
| **N/A**                          | Employee is not rated on this characteristic or goal.  
• This characteristic or goal does not apply. |
1. Supervisor Creates Evaluation/Goals (due by January 31st each year)
   • Supervisors review the content (and goals, if applicable) with employee(s) for the upcoming year
   • Employees receive an email to acknowledge the content/goals they will be evaluated on (due about 1 week after the January 31st deadline)

2. Supervisor Check-in (due by July 1st each year)
   • Supervisors have a discussion with employee(s) regarding their performance to date and indicate in the system that they have completed the Mid Year Check-In.

3. Supervisor Evaluation (due by January 31st each year)
   • Supervisors receive an email reminding them to evaluate their employee’s performance for the period ending on December 31st for the previous year
   • Employees receive an email notifying them that they have an evaluation to acknowledge/dispute. (due about 1 week before the January 31st deadline)
HOW TO GET STARTED

Human Resources Website: ysu.edu/human-resources

WELCOME TO THE OFFICE OF HUMAN RESOURCES

The Office of Human Resources supports the mission and vision of Youngstown State University by providing campus-wide human resources services and solutions in the areas of Recruitment, Benefits.

Penguin Portal- Human Resources
The following Instruction Guides will be available on the Training website: ysu.edu/human-resources/training

Under the Performance Management section:

- Supervisor- How to set up a Performance Evaluation
- Supervisor- Accessing the Evaluation and Adding Journal Entries
- Employee- Acknowledges Content/Goals for Annual Performance Evaluation
Thank You!

and proud.