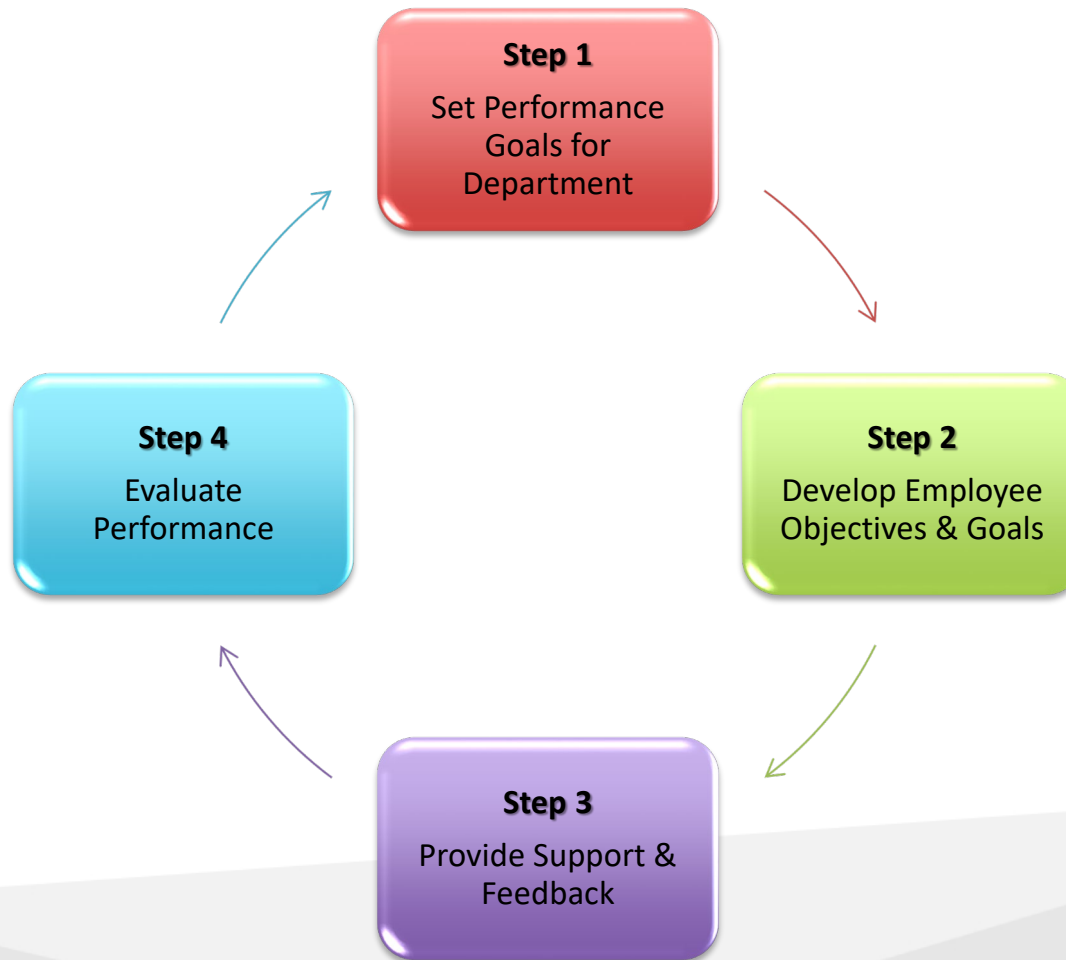




and proud.

Online Performance Evaluations

Performance Management Cycle



Online Performance Management

- Provides timely reminders, online job descriptions and direct access
- Creates a paperless flow that streamlines our process



PLAN

- The Performance Plan is the document that outlines the expectations for employees to be a successful contributor to organizational objectives. The Plan Form is the tool used to create and communicate the Performance Plan to the employee. The form is shared between supervisor and employee, with the exception that the supervisor may have the ability to create goals, while the employee only sees a read only version of the plan.
- Goals vary based on your department's objectives and are optional.



CHARACTERISTICS & GOALS

- Characteristics are 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

S

- **Specific:** State exactly what you want to accomplish (Who, What, Where, Why, When)

M

- **Measurable:** How will you demonstrate and evaluate the extent to which the goal has been met.

A

- **Achievable:** Stretch challenging goals within ability to achieve outcome. What is the action-oriented verb?

R

- **Relevant:** How does the goal tie into your key responsibilities? How does it align to the department objectives?

T

- **Time-bound:** Set 1 or more target dates, to explain "by when" this goal should be achieved (include deadlines, dates, and/or frequency)



ACKNOWLEDGE

Acknowledgements simply record that an employee received and has had the opportunity to read and understand a specific document.

There are two types of employee acknowledgements in the Performance Management system.

✓ Acknowledgement of the Performance Plan

Employee Acknowledgement of the Performance Plan is a check into the system to acknowledge the plan which was created. The plan includes the evaluation form and goals which were previously discussed by you and your supervisor.

✓ Acknowledgement of the Supervisor Evaluation

Employee Acknowledgement of the Supervisor Evaluation is a check into the system to acknowledge the feedback and ratings received from the supervisor at the conclusion of the evaluation period.

- **Progress Notes:** Progress Notes are similar to journal entries that can be recorded at any time during the review period. Progress Notes are confidential to the author (i.e. the supervisor cannot see employee notes, and vice-versa).



CHECK-IN

- Supervisors meet with employees midway through the period to discuss progress.
- Supervisors acknowledge the check-in the system.
- Employees have no action at this step.



EVALUATE

- 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 acknowledge the evaluation.



SCHEDULE

1. Supervisor Creates Performance Plan (due by January 31st each year)
 - Supervisors review the plan (and goals, if applicable) with employee(s) for the upcoming year
 - Employees receive an email indicating they have a Performance Plan to acknowledge (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 Progress Check-In.
3. Supervisor Evaluation (due by February 28th 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 after the February 28th deadline)



Performance Ratings

Level	Description of Performance Ratings
Outstanding/ Excellent	<p>Has exceeded all of the performance expectations for this characteristic or goal.</p> <ul style="list-style-type: none"> • 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	<p>Regularly works beyond majority a of the performance expectations for this characteristic or goal.</p> <ul style="list-style-type: none"> • 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	<p>Has met the performance standards for this characteristic or goal.</p> <ul style="list-style-type: none"> • 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	<p>Has failed to meet one or more of the significant performance expectations for this characteristic or goal.</p> <ul style="list-style-type: none"> • 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	<p>Has failed to meet most or all of the significant performance expectations for this characteristic or goal.</p> <ul style="list-style-type: none"> • 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	<p>Employee is not rated on this characteristic or goal.</p> <ul style="list-style-type: none"> • This characteristic or goal does not apply.



How do I get started?

PeopleAdmin
Better Talent. Better Future.

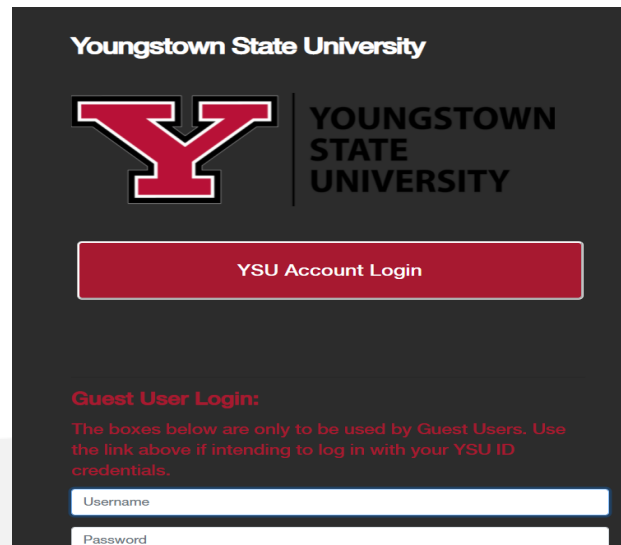
jobs.ysu.edu/hr

Performance Management Portal


jobs.ysu.edu/portal

Click on YSU Account Login.

If prompted, enter your YSU credentials



Youngstown State University

 YOUNGSTOWN
STATE
UNIVERSITY

[YSU Account Login](#)

Guest User Login:
The boxes below are only to be used by Guest Users. Use the link above if intending to log in with your YSU ID credentials.

Username

Password



Instruction Guides

The following Instruction Guides will be available on the [Organizational Development website](#):

Under the Performance Management section:

- Supervisor Creates Plan
- Supervisor Completes Progress Check-in
- Supervisor Evaluation & Review Meeting

- Employee Acknowledges Plan
- Employee Self Evaluation (*Optional for P/A employees*)
- Employee Completes Self Evaluation




Reminders


Reminders are mailed 7 days before the due date, on the due date and one reminder after the due date.


Reply Reply All Forward IM

Fri 1/4/2019 6:01 AM

 jobs@ysu.edu

Your Performance Management Action Items - 2019 P/A Performance Evaluation

To  Jenn Drennen

 Follow up. Start by Friday, January 04, 2019. Due by Friday, January 04, 2019.
You forwarded this message on 1/4/2019 8:29 AM.

Action Items

Hello Jennifer DRENNEN,

There are Performance Management Action Items that need your attention.

Open Action Item - 1

You have at least one action item open.

- Supervisor Creates Plan (Due 01/31/2019)

[View your Action item in the Performance Management Portal »](#)



Position Descriptions

1. Go to jobs.ysu.edu/portal
2. Enter your Username and Password
3. From the left hand side, select ***My Employees' Reviews***
4. Click on the employee's name
5. From the left hand side, you will see ***Position Description***, click on the link to view position description



Position Descriptions

1. Go to <https://jobs.ysu.edu/hr>
2. Enter your Username and Password
3. From the right hand corner, select the user group ***Hiring Manager***
4. From the left hand corner, click on the ... to change your view to ***Positions***
5. Click the ***Position Descriptions*** tab and select the position type from the drop down (i.e. Classified, Professional/ Administrative)
6. Click the position title or employee name to view position description



Organizational Development Team

Tod Hall- Room 309



Jenn Drennen

Director, Organizational
Development

jldrennen@ysu.edu

x3148

Megan Massaro

Organizational Development
Officer

mlmassaro@ysu.edu

x2107



Employment Team



Tod Hall- Room 359

Jennifer Lewis-Aey

Director, Talent

Acquisition, Processing &
Employee Records

jjlewis02@ysu.edu

x3759

Human Capital Management Analysts

Brandi Osborn - Faculty
x7133, bosborn@ysu.edu

Cindy Blevins - PT Faculty
x2106, cmblevins@ysu.edu

Ghia Burzynski - Classified
x3122, eaburzynski@ysu.edu

Nicole Burdette- Professional/
Administrative
x1544, naburdette@ysu.edu





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Thank You!