

ePerformance Employee Training

April 2, 2024



Middle Georgia State University

Agenda

- Importance of Annual Evaluations
- What is ePerformance?
- Areas of Evaluation
- Performance Factors
- MGA Core Values
- Process Review
- Process Flow
- Timeline
- Resources & Tools
- FAQs
- Questions?

Importance of Annual Evaluations

- Increase Employee Engagement
- Create career growth
- Identify training needs
- Clarify expectations
- Evaluate goals



What is ePerformance?



ePerformance is a robust, web-based, self-service performance solution that will improve the evaluation process.

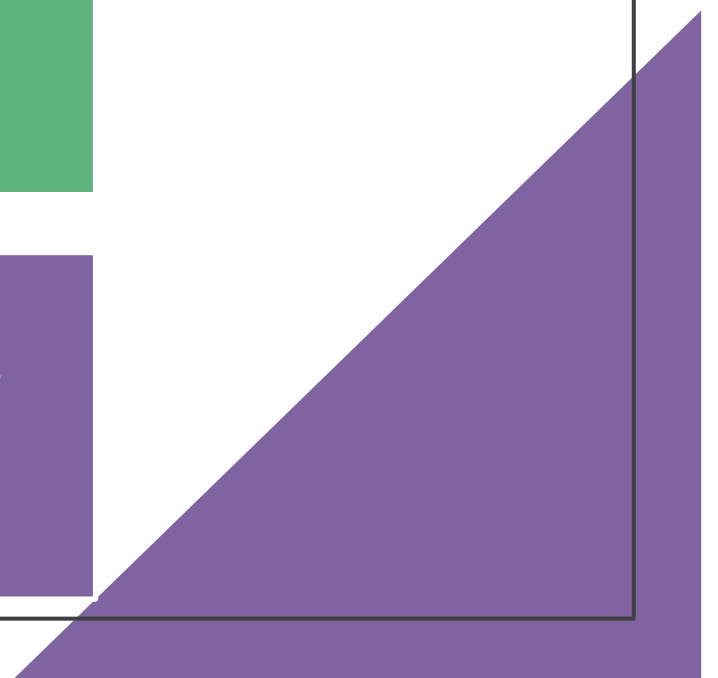
Areas of Evaluation

Goals
(25%)

Job Duties
(40%)

Performance
Factors
(20%)

MGA Values
(15%)



Performance Factors

Communication	Customer Service	Initiative	Job Knowledge	Adherence to University Policies
The extent to which employee is proficient and professional in oral and written communication. This includes listening, understanding, remembering, and following oral or written instructions; asking for clarification when necessary and providing information to others in a clear, complete and concise manner.	The extent to which the employee provides a customer friendly environment and superior service to our clients, patients, coworkers, supervisors, subordinates, faculty and students. The employee resolves customer needs with confirmed satisfaction, responsiveness, and outcomes.	The extent to which employee is a self-starter, shares new ideas for doing things, and is willing to assume additional duties when necessary. Displays positive attitude and willingness to improve both personally and professionally in a constantly changing environment.	The extent to which employee understands their job duties and responsibilities and applies the practical and technical knowledge and skills required for the position.	The extent to which the employee follows system, college/university and department-specific policies and procedures (dress guidelines, professionalism, administrative policies & procedures).

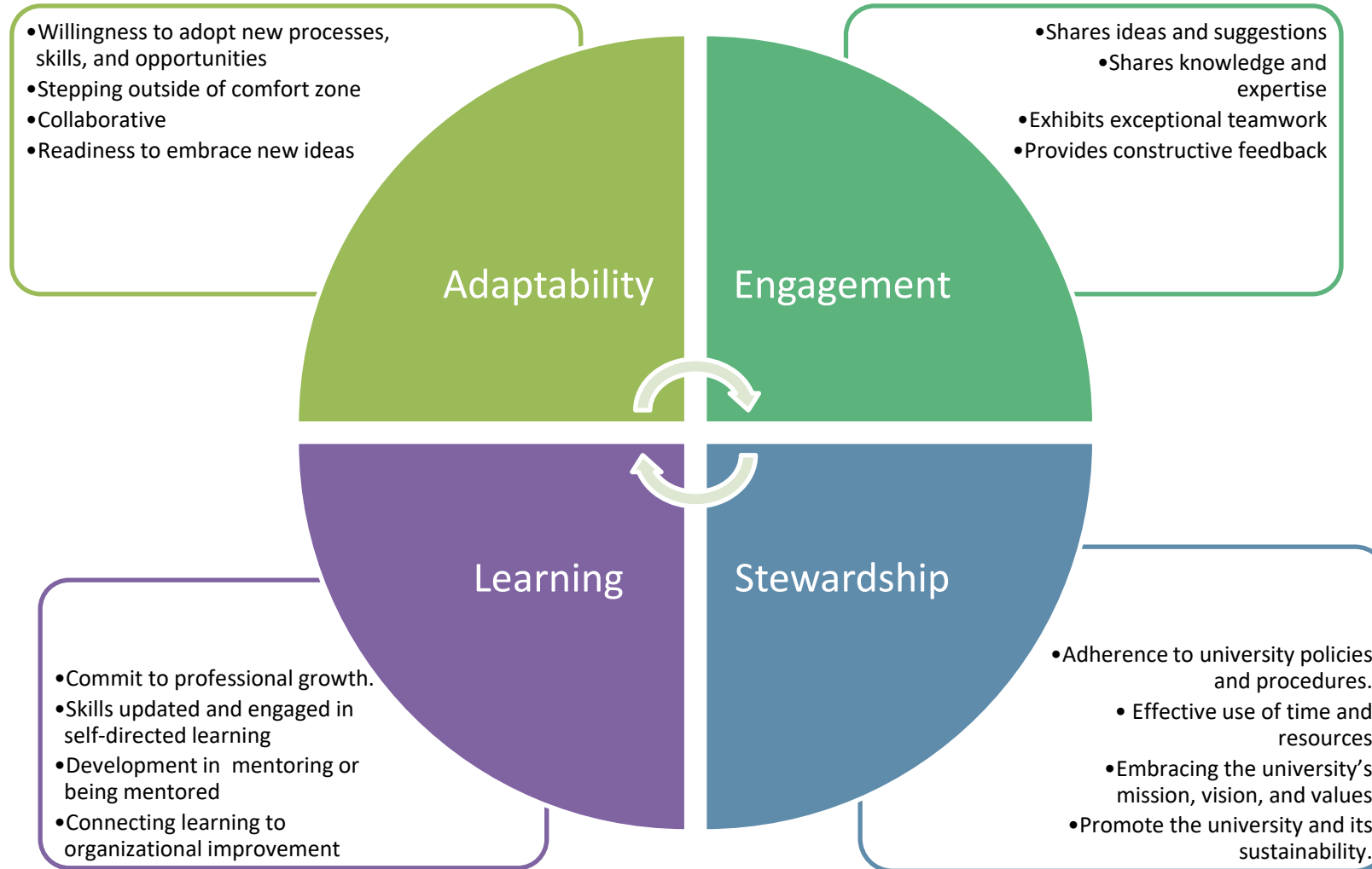
Quality of Work	Interpersonal Relationships	Reliability/ Attendance	Critical Thinking
The extent to which employee's work is consistently accurate, thorough, and is accomplished in a professional manner. Employee works efficiently and productively while effectively managing resources (labor, time, materials, etc).	The extent to which employee cooperates, works and communicates with internal and external customers such as clients, patients, coworkers, supervisors, subordinates, faculty, and students. The employee has the ability and willingness to work effectively within a team and support others as well as accept support and feedback when needed to accomplish task or mission.	The extent to which an employee can be relied upon regarding task completion and follow-up. The employee meets deadlines with accuracy, work quality and customer satisfaction. Employee has an acceptable overall punctuality and attendance record.	The extent to which the employee demonstrates proper judgment in decision-making and displays effective problem-solving skills.

Evaluating MGA Core Values

Stewardship	Engagement	Adaptability	Learning
Reminding us of our moral and public commitment to the people we serve on and off campus and tasking each of us with the responsibility to marshal our time, talents, and resources for the "Common Good".	Recognizing that learning is a social activity and that we cannot fulfill our mission of public higher education without collaborating with those on our campuses and outside our doors in our communities.	A cornerstone of human growth, individual and collective, and necessary hallmark of progress and success, requiring us to lead and manage change – not be simply affected by it.	These values underpin that of learning, the reason we exist as an institution and why students entrust us and also what we each must do continuously as faculty and staff to stay abreast of expanding and changing fields of knowledge and grow professionally.

“Our Values unify us and help us to “SEAL” our success as a university.” President Christopher Blake

Evaluating MGA Core Values



Rating Scale

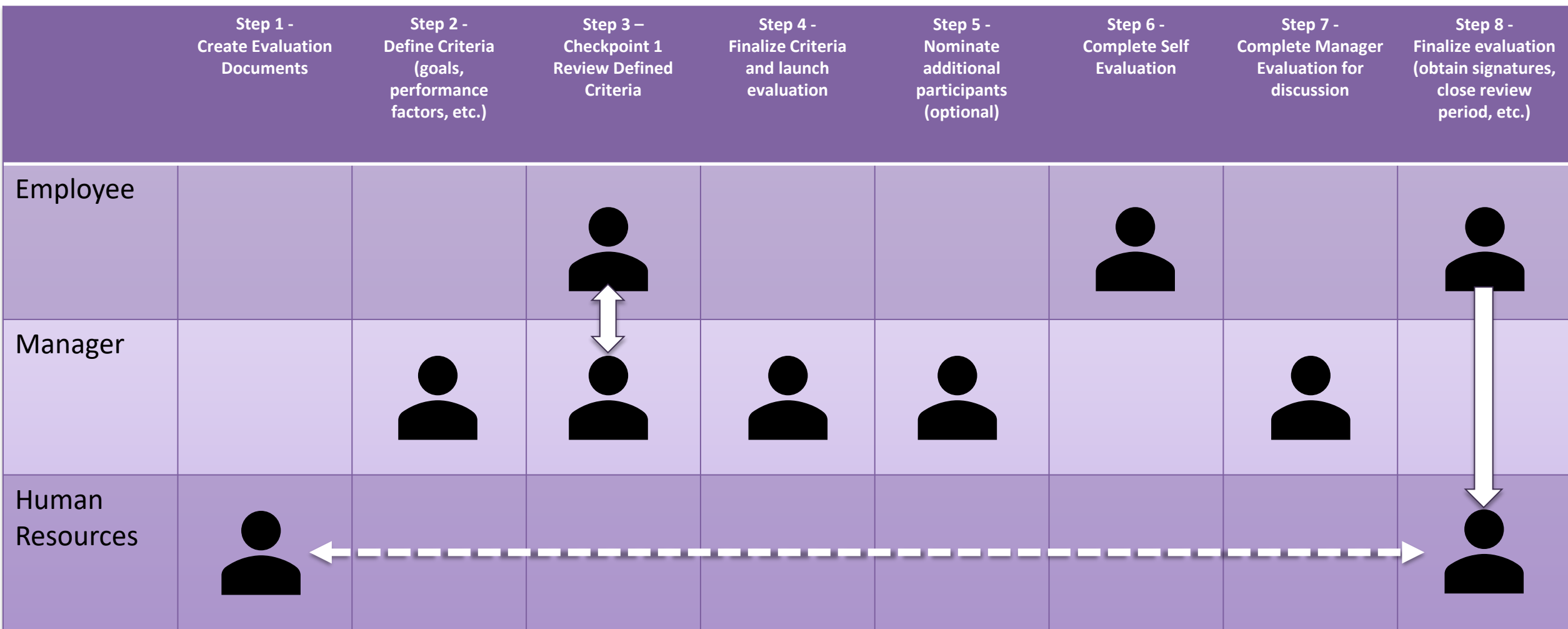
Rating Scale	Definition	Behavioral Indicators
Exemplary	Outstanding performance that constantly exceeds milestones.	• Displays advanced knowledge and skills • Proactively seeks new challenges.
Superior	Good, solid performance that fully meets milestones and on occasion exceeds milestones.	• Demonstrates strong, consistent leadership. • Results add value.
Successful	Good solid performance that meets all milestones.	• Shares knowledge and skills appropriately. • Meets expectations.
Emerging	Performance falls short of the minimum criteria and standards of milestones. Immediate and substantial improvement is needed to address this area.	• Work behavior occasionally fall below required levels. • Improvement required. • Could be attributed to newness on the job, missing skills, etc.
Not Successful	Performance in this area is inconsistent and does not meet milestone. Performance feedback and efforts to reinforce competency may provide the tools to achieve success.	• Lacks the knowledge of the position to accomplish goals. • Has not demonstrated the ability to retain key job knowledge. • Does not seek development opportunities.

Process Review

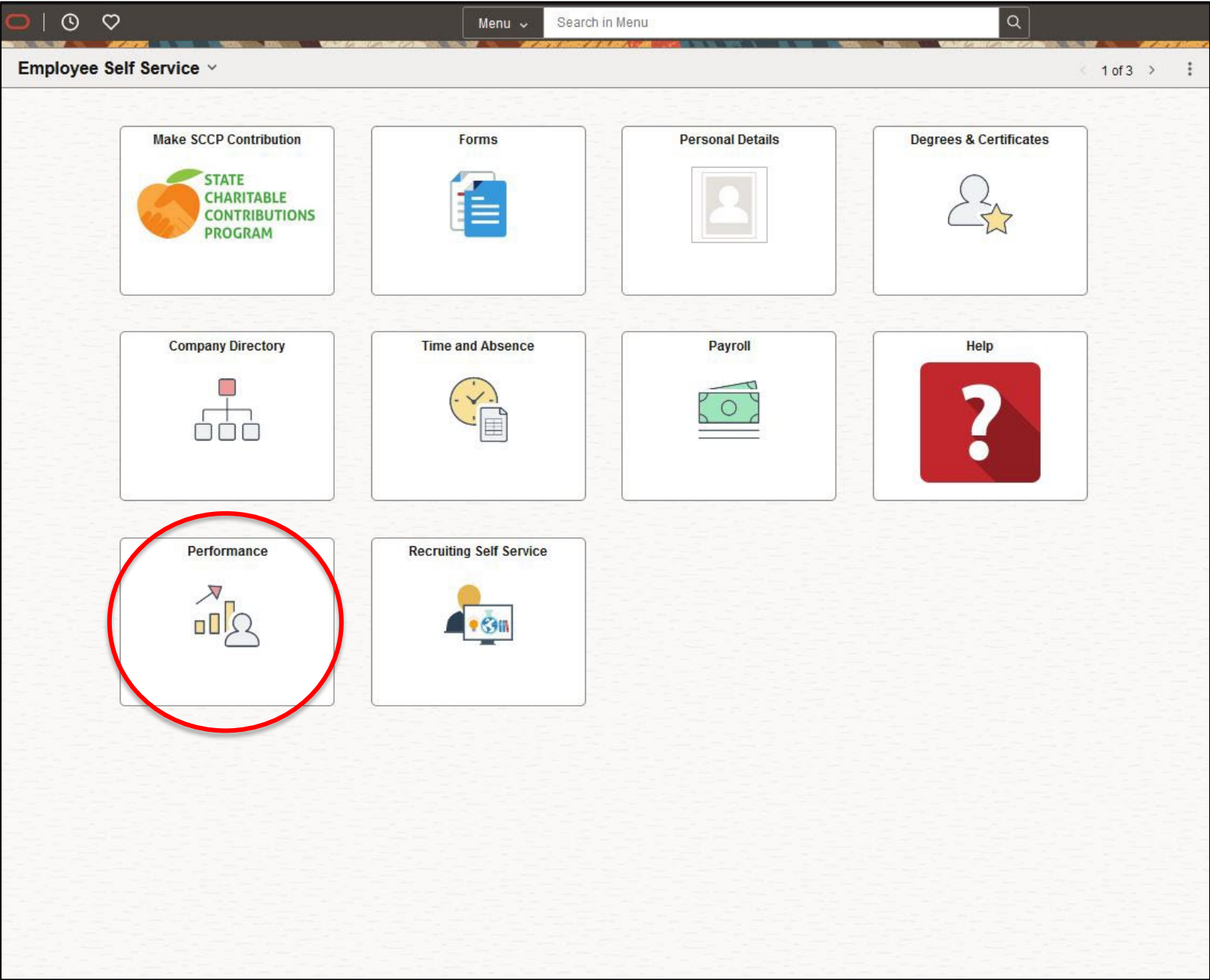


Middle Georgia State University

Performance Evaluations Process Flow



Checkpoint 1: Log into OneUSG. In Employee Self Service, Choose the Performance Tile.



Checkpoint 1: In My Current Documents, you will see an USG Annual Review for Staff in the Status of “Track Progress – Checkpoint 1”. Click on this tile.

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🔍 Search in Menu

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Performance



Tiffany Leslie

Human Resources Generalist

0242811

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My Current Documents

1

My Historical Documents

Evaluations of Others

0

Historical Evaluations of Others

My Current Documents

Document Type	Document Status	Period Begin / Period End	Next Due Date
USG Annual Review for Staff	Track Progress - Checkpoint 1	01/01/2024 12/31/2024	11/01/2024 >

Checkpoint 1: Review your Goals, Job Duties, Performance Factors, and Values. Meet with Supervisor to review this Checkpoint.

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Performance Process

Performance Process

Steps and Tasks

Tiffany Leslie
USG Annual Review for Staff
01/01/2024 - 12/31/2024
Overview

Define Criteria
Due Date 12/31/2024

Checkpoint 1
Due Date 11/01/2024
Review Manager Comments

Finalize Criteria
Due Date 12/31/2024

Complete Self Evaluation
Due Date 12/31/2024

Review Manager Evaluation
Due Date 12/31/2024

USG Annual Review for Staff

Checkpoint 1 - Review Manager Comments

Tiffany Leslie

Job TitleHuman Resources Generalist

Document TypeUSG Annual Review for Staff

TemplateStaff-No Add/No Aprvl/Inst Val

StatusIn Progress

ManagerPamela Booker

Period01/01/2024 - 12/31/2024

Document ID35150

Due Date11/01/2024

1. Update your performance criteria by entering any progress against your goals and/or responsibilities.

2. Add any comments on how you are progressing against your performance criteria.

3. Once you are done select the Share with Manager button to save your work and notify your manager that you have shared your comments with them.

Goals

Job Duties

Performance Factors

Values

Overall Summary

Section 1 - Goals

Goals will be evaluated by: Employee, Manager, Other

Expand | Collapse

Goal 1

Description : Enter description of the Goal

Start Date : 01/01/2024

End Date : 12/31/2024

Manager Comments

Comments on Goals

javascript:submitAction_win0(document.win0,'EP_BTN_LINK_WRK_EP_GRPUBGX5503Pamela Booker03/25/2024 11:51AM

Checkpoint 1: Review your Goals and Manager Comments

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Performance Process

Performance Process ⚙️ <<

Steps and Tasks ↻ ⚙️ ▾

Tiffany Leslie
USG Annual Review for Staff
01/01/2024 - 12/31/2024 Overview

▶ Define Criteria
Due Date 12/31/2024

▼ Checkpoint 1
Due Date 11/01/2024
Review Manager Comments

▶ Finalize Criteria
Due Date 12/31/2024

▶ Complete Self Evaluation
Due Date 12/31/2024

▶ Review Manager Evaluation
Due Date 12/31/2024

USG Annual Review for Staff

Checkpoint 1 - Review Manager Comments

Goals

Job Duties

Performance Factors

Values

Overall Summary

Print | Notify

▼ Section 1 - Goals

Goals will be evaluated by: Employee, Manager, Other

Expand | Collapse

▼ Goal 1

Description : Enter description of the Goal

Start Date : 01/01/2024

End Date : 12/31/2024

Manager Comments

Comments on Goals

Created By Pamela Booker 03/25/2024 11:51AM

▼ Goals Summary

Section Weight 25 % (not less than 25%)

Manager Comments

Overall Goal Comments

▼ Audit History

Checkpoint 1: Review Job Duties

Performance Process

Performance Process

Steps and Tasks

Tiffany Leslie

USG Annual Review for Staff

01/01/2024 - 12/31/2024

Overview

Define Criteria

Due Date 12/31/2024

Checkpoint 1

Due Date 11/01/2024

Review Manager Comments

Finalize Criteria

Due Date 12/31/2024

Complete Self Evaluation

Due Date 12/31/2024

Review Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Checkpoint 1 - Review Manager Comments

Tiffany Leslie

Job Title

Human Resources Generalist

Document Type

USG Annual Review for Staff

Template

Staff-No Add/No Aprvl/Inst Val

Status

In Progress

Manager

Pamela Booker

Period

01/01/2024 - 12/31/2024

Document ID

35150

Due Date

11/01/2024

1. Update your performance criteria by entering any progress against your goals and/or responsibilities.

2. Add any comments on how you are progressing against your performance criteria.

3. Once you are done select the Share with Manager button to save your work and notify your manager that you have shared your comments with them.

Goals

Job Duties

Performance Factors

Values

Overall Summary

Section 2 - Job Duties & Knowledge

Job Duties & Knowledge will be evaluated by: Employee, Manager, Other

Expand

Collapse

Employee Administration & Support

Description : Manages and updates all employee transactions in the HRIS to ensure accurate pay and benefits for employees.

Maintain employee personnel files to ensure compliance with record-keeping policies.

Counsel employees on various HR topics and functions; communicates and shares an understanding of institution policies and procedures, employment laws, standards and other government regulations.

Conducts off-boarding of employees to include exit interviews.

Participates in developing departmental guidelines and procedures.

Created By

Profile

03/18/2024 10:27AM

Recruiting and Onboarding

Benefits Administration

Job Duties & Knowledge Summary

Section Weight

40 % (not less than 40%)

Checkpoint 1: Review MGA Core Values

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Performance Process

Performance Process

Steps and Tasks

Tiffany Leslie
USG Annual Review for Staff
01/01/2024 - 12/31/2024 Overview

Define Criteria
Due Date 12/31/2024

Checkpoint 1
Due Date 11/01/2024
Review Manager Comments

Finalize Criteria
Due Date 12/31/2024

Complete Self Evaluation
Due Date 12/31/2024

Review Manager Evaluation
Due Date 12/31/2024

USG Annual Review for Staff

Checkpoint 1 - Review Manager Comments

Tiffany Leslie

Job Title
Human Resources Generalist

Document Type
USG Annual Review for Staff

Template
Staff-No Add/No Aprvl/Inst Val

Status
In Progress

Manager
Pamela Booker

Period
01/01/2024 - 12/31/2024

Document ID
35150

Due Date
11/01/2024

1. Update your performance criteria by entering any progress against your goals and/or responsibilities.

2. Add any comments on how you are progressing against your performance criteria.

3. Once you are done select the Share with Manager button to save your work and notify your manager that you have shared your comments with them.

Goals

Job Duties

Performance Factors

Values

Overall Summary

Section 4 - Values

Values will be evaluated by: Employee, Manager, Other

Expand | Collapse

> Adaptability

> Engagement

> Learning

> Stewardship

Values Summary

Section Weight 15 % (not less than 15%)

javascript:submitAction_win0(document.win0,'EP_BTN_LINK_WRK_EP_GROUPBOX5\$15');

Self Evaluation: In “My Current Documents”, an USG Annual Review for Staff in the Status of “Evaluation in Progress” will be visible. Click on this tile.

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Performance



Tiffany Leslie

Human Resources Generalist

0242811

My Current Documents

1

My Historical Documents

Evaluations of Others

0

Historical Evaluations of Others

My Current Documents

Document Type	Document Status	Period Begin / Period End	Next Due Date
USG Annual Review for Staff	Evaluation in Progress	01/01/2024 12/31/2024	12/31/2024 >

Self Evaluation: Complete the “Self Evaluation”. This can be saved and worked through out the year until completed.

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Performance Process

Performance Process

Steps and Tasks

Tiffany Leslie

USG Annual Review for Staff

01/01/2024 - 12/31/2024

Overview

Define Criteria

Due Date 12/31/2024

Checkpoint 1

Due Date 11/01/2024

Finalize Criteria

Due Date 12/31/2024

Complete Self Evaluation

Due Date 12/31/2024

Update and Complete

Review Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Self-Evaluation - Update and Complete

Print

Notify

Job Title

Human Resources Generalist

Manager

Pamela Booker

Document Type

USG Annual Review for Staff

Period

01/01/2024 - 12/31/2024

Template

Staff-No Add/No Aprvl/Inst Val

Document ID

35150

Status

Evaluation in Progress

Due Date

12/31/2024

Employee Data

Employee ID

0242811

Department

1615000

Human Resources

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the Complete button to send this document to your manager for review.

Calculate All Ratings

Goals

Job Duties

Performance Factors

Values

Overall Summary

Section 1 - Goals

Expand

Collapse

Goal 1

Description : Enter description of the Goal

Start Date : 01/01/2024

End Date : 12/31/2024

Employee Rating

3 - Successful

3.00

Employee Comments

I feel I was successful in completing my goals for the year.

Created By

Pamela Booker

03/25/2024 11:51AM

Self Evaluation: Complete an evaluation on Goals and add Employee Ratings and Comments. Click on the Calculator to Calculate your Summary Rating

Performance Process

Performance Process

Steps and Tasks

Tiffany Leslie

USG Annual Review for Staff

01/01/2024 - 12/31/2024

Overview

Define Criteria

Due Date: 12/31/2024

Checkpoint 1

Due Date: 11/01/2024

Finalize Criteria

Due Date: 12/31/2024

Complete Self Evaluation

Due Date: 12/31/2024

Update and Complete

Review Manager Evaluation

Due Date: 12/31/2024

USG Annual Review for Staff

Save

Complete

Print

Notify

Self-Evaluation - Update and Complete

Calculate All Ratings

Goals

Job Duties

Performance Factors

Values

Overall Summary

Section 1 - Goals

Expand

Collapse

Goal 1

Description : Enter description of the Goal

Start Date : 01/01/2024

End Date : 12/31/2024

Employee Rating

3 - Successful

3.00

Employee Comments

I feel I was successful in completing my goals for the year.

Created By: Pamela Booker

03/25/2024 11:51AM

Goals Summary

Summary Weight

25

%

(not less than 25%)

Employee Rating

3 - Successful

3.00

Attachments

No Attachments have been added to this document

Self Evaluation: Complete an evaluation on your Job Duties and add Employee Ratings and Comments.

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Performance Process

Performance Process ⚙️ ⏪

Steps and Tasks ⌂ ⚙️ ⏴

Tiffany Leslie
USG Annual Review for Staff
01/01/2024 - 12/31/2024 Overview

▶️ Define Criteria
Due Date 12/31/2024

▶️ Checkpoint 1
Due Date 11/01/2024

▶️ Finalize Criteria
Due Date 12/31/2024

◻️ Complete Self Evaluation
Due Date 12/31/2024
Update and Complete

◻️ Review Manager Evaluation
Due Date 12/31/2024

USG Annual Review for Staff

Save Complete

Self-Evaluation - Update and Complete

Print | Notify

Goals Job Duties Performance Factors Values Overall Summary

Section 2 - Job Duties & Knowledge

Expand | Collapse

Employee Administration & Support

Description : Manages and updates all employee transactions in the HRIS to ensure accurate pay and benefits for employees. Maintain employee personnel files to ensure compliance with record-keeping policies. Counsel employees on various HR topics and functions; communicates and shares an understanding of institution policies and procedures, employment laws, standards and other government regulations. Conducts off-boarding of employees to include exit interviews. Participates in developing departmental guidelines and procedures.

Employee Rating 3 - Successful 3.00

Employee Comments

I upkeep records accurately.

Created By Profile 03/18/2024 10:27AM
Last Modified By Tiffany Leslie 03/25/2024 12:58PM

Recruiting and Onboarding

Benefits Administration

Job Duties & Knowledge Summary

Summary Weight 40 % (not less than 40%)

Employee Rating 3 - Successful 3.00

Employee Comments

Complete Duties as assigned accurately

Self Evaluation: Add Comments to Job Duties & Knowledge Summary. Click on the Calculator to Calculate your Summary Rating.

Performance Process

Steps and Tasks

Tiffany Leslie

USG Annual Review for Staff

01/01/2024 - 12/31/2024

Overview

Define Criteria

Due Date 12/31/2024

Checkpoint 1

Due Date 11/01/2024

Finalize Criteria

Due Date 12/31/2024

Complete Self Evaluation

Due Date 12/31/2024

Update and Complete

Review Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Self-Evaluation - Update and Complete

laws, standards and other government regulations.
Conducts off-boarding of employees to include exit interviews.
Participates in developing departmental guidelines and procedures.

Employee Rating

3 - Successful

3.00

Employee Comments

I upkeep records accurately.

Created By

Profile

03/18/2024 10:27AM

Last Modified By

Tiffany Leslie

03/25/2024 12:58PM

> Recruiting and Onboarding

> Benefits Administration

Job Duties & Knowledge Summary

Summary Weight

40

%

(not less than 40%)

Employee Rating

3 - Successful

3.00

Employee Comments

Complete Duties as assigned accurately

Self Evaluation: Complete an evaluation on your Performance Factors and add Employee Ratings and Comments. Click on the Calculator to Calculate your Summary Rating.

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Performance Process

Performance Process ⚙️ <<

Steps and Tasks ↻ ⚙️

Tiffany Leslie
USG Annual Review for Staff
01/01/2024 - 12/31/2024 Overview

▶️ Define Criteria
Due Date 12/31/2024

▶️ Checkpoint 1
Due Date 11/01/2024

▶️ Finalize Criteria
Due Date 12/31/2024

◦ Complete Self Evaluation
Due Date 12/31/2024
Update and Complete

◦ Review Manager Evaluation
Due Date 12/31/2024

USG Annual Review for Staff

Save Complete

Self-Evaluation - Update and Complete

Goals Job Duties Performance Factors Values Overall Summary

Print | Notify

Section 3 - Performance Factors

Expand | Collapse

Communication

Customer Service

Initiative

Innovation

Job Knowledge

Adherence to University Policies

Quality of Work

Interpersonal Relationships

Reliability/Attendance

Critical Thinking

Performance Factors Summary

Summary Weight 20 % (not less than 20%)

Employee Rating 3 - Successful 3.00



Self Evaluation: Complete an evaluation on the MGA Core Values and add Employee Ratings and Comments. Click on the Calculator to Calculate your Summary Rating.

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Performance Process

Performance Process ⚙️ <<

Steps and Tasks ⌛ ⚙️

Tiffany Leslie
USG Annual Review for Staff
01/01/2024 - 12/31/2024 Overview

▶️ Define Criteria
Due Date 12/31/2024

▶️ Checkpoint 1
Due Date 11/01/2024

▶️ Finalize Criteria
Due Date 12/31/2024

◦ Complete Self Evaluation
Due Date 12/31/2024
Update and Complete

◦ Review Manager Evaluation
Due Date 12/31/2024

USG Annual Review for Staff

Save Complete

Self-Evaluation - Update and Complete

Print | Notify

GoalsJob DutiesPerformance FactorsValuesOverall Summary

Section 4 - Values

Expand | Collapse

Adaptability

Engagement

Description : Recognizing that learning is a social activity and that we cannot fulfill our mission of public higher education without collaborating with those on our campuses and outside our doors in our communities.

Employee Rating3 - Successful3.00

Employee Comments

Always engaged in conversations with coworkers and contributing during team meetings.

Created By Profile03/18/2024 10:27AM

Learning

Stewardship

Values Summary

Summary Weight15 % (not less than 15%)

Employee Rating3 - Successful3.00

Self Evaluation: Complete an Overall Summary and add Employee Comments. Click on Calculate All Ratings before completing this section.

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Performance Process

Performance Process

Steps and Tasks

Tiffany Leslie
USG Annual Review for Staff
01/01/2024 - 12/31/2024 [Overview](#)

▶ Define Criteria
Due Date 12/31/2024

▶ Checkpoint 1
Due Date 11/01/2024

▶ Finalize Criteria
Due Date 12/31/2024

◦ Complete Self Evaluation
Due Date 12/31/2024

Update and Complete

◦ Review Manager Evaluation
Due Date 12/31/2024

USG Annual Review for Staff

Save Complete

Self-Evaluation - Update and Complete

Print | Notify

Tiffany Leslie

Job Title Human Resources Generalist
Document Type USG Annual Review for Staff
Template Staff-No Add/No Aprvl/Inst Val
Status Evaluation in Progress

Manager Pamela Booker
Period 01/01/2024 - 12/31/2024
Document ID 35150
Due Date 12/31/2024

Employee Data

Employee ID 0242811
Department 1615000 Human Resources

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the Complete button to send this document to your manager for review.

Calculate All Ratings

GoalsJob DutiesPerformance FactorsValuesOverall Summary

Section 5 - Overall Summary

Employee Rating 3 - Successful 3.30

Employee Comments

Overall I am successful in completing my job duties and any new assignments given to me in a timely manner.

Attachments

File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By
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Self Evaluation: Add attachments to Evaluation if necessary.

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Performance Process

Performance Process

Steps and Tasks

Tiffany Leslie
USG Annual Review for Staff
01/01/2024 - 12/31/2024 Overview

Define Criteria
Due Date 12/31/2024

Checkpoint 1
Due Date 11/01/2024

Finalize Criteria
Due Date 12/31/2024

Complete Self Evaluation
Due Date 12/31/2024
Update and Complete

Review Manager Evaluation
Due Date 12/31/2024

USG Annual Review for Staff

Save Complete

Self-Evaluation - Update and Complete

Start Date : 01/01/2024
End Date : 12/31/2024

Employee Rating 3 - Successful 3.00

Employee Comments

I feel I was successful in completing my goals for the year.

Created By Pamela Booker 03/25/2024 11:51AM

Goals Summary

Summary Weight 25 % (not less than 25%)

Employee Rating 3 - Successful 3.00

Attachments

No Attachments have been added to this document

+ Add Attachment

Audit History

Created By Ruby Ronca 03/18/2024 10:27:06AM

Last Modified By Pamela Booker 03/25/2024 12:25:11PM

Self Evaluation: Add Attachment (cont.)

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Performance Process

Performance Process

Steps and Tasks

Tiffany Leslie

USG Annual Review for Staff

01/01/2024 - 12/31/2024

Overview

Define Criteria

Due Date 12/31/2024

Checkpoint 1

Due Date 11/01/2024

Finalize Criteria

Due Date 12/31/2024

Complete Self Evaluation

Due Date 12/31/2024

Update and Complete

Review Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Self-Evaluation - Update and Complete

Employee Rating 3 - Successful 3.00

Print | Notify

Employee Comments

I feel I was successful in completing my goals for the year.

Created By Pamela Booker

03/25/2024 11:51AM

Last Modified By Tiffany Leslie

03/25/2024 12:58PM

Goals Summary

Summary Weight 25 % (not less than 25%)

Employee Rating 3 - Successful 3.00

Attachments

File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By	
Sample_Document_1.pdf	Project A	Employee and Manag	03/25/2024 12:59:55PM	Tiffany Leslie	

+ Add Attachment

Audit History

Created By Ruby Ronca

03/18/2024 10:27:06AM

Last Modified By Pamela Booker

03/25/2024 12:59:55PM

Self Evaluation: Once completed, click “Complete” in the top right corner and Confirm you have finalized your Self Evaluation.

Performance Process

Performance Process

Steps and Tasks

Tiffany Leslie

USG Annual Review for Staff

01/01/2024 - 12/31/2024

Overview

Define Criteria

Due Date 12/31/2024

Checkpoint 1

Due Date 11/01/2024

Finalize Criteria

Due Date 12/31/2024

Complete Self Evaluation

Due Date 12/31/2024

Update and Complete

Review Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Self-Evaluation - Update and Complete

Tiffany Leslie

Job Title

Human Resources Generalist

Manager

Pamela Booker

Document Type

USG Annual Review for Staff

Period

01/01/2024 - 12/31/2024

Template

Staff-No Add/No Aprvl/Inst Val

Document ID

35150

Status

Evaluation in Progress

Due Date

12/31/2024

Employee Data

Employee ID

0242811

Department

Enter your ratings and comments for each document to your manager for review.

Calculate All Ratings

Goals

Job Duties

Performance

Section 5 - Overall Summary

Employee Rating

3 - Successful

3.30

Employee Comments

Overall I am successful in completing my job duties and any new assignments given to me in a timely manner.

Attachments

File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By
-----------	-------------	---------------------	-----------------------	-------------

Save

Complete

Print

Notify

Complete Evaluation

You have almost finalized your self evaluation. If you have no further entries select confirm to complete this evaluation and send it to your manager for review.

Confirm

Cancel

Self Evaluation: “Complete” (cont.)

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Performance Process

Performance Process

Steps and Tasks

Tiffany Leslie

USG Annual Review for Staff

01/01/2024 - 12/31/2024

Overview

▶️

✔️

Define Criteria

Due Date 12/31/2024

▶️

✔️

Checkpoint 1

Due Date 11/01/2024

▶️

✔️

Finalize Criteria

Due Date 12/31/2024

▶️

✔️

Complete Self Evaluation

Due Date 12/31/2024

View

▶️

○

Review Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Confirmation - Document Completed

✔️ You have successfully completed your evaluation.

Manager Evaluation: In “My Current Documents” you will see an USG Annual Review for Staff in the Status of “Pending Acknowledgment”. Click on this tile.

Tiffany Leslie

Human Resources Generalist
0242811

My Current Documents1

My Historical Documents

Evaluations of Others0

Historical Evaluations of Others

Performance

My Current Documents

Document Type	Document Status	Period Begin / Period End	Next Due Date
USG Annual Review for Staff	Pending Acknowledgement	01/01/2024 12/31/2024	12/31/2024 >

Manager Evaluation: Review the evaluation AND meet with manager to review, ask questions, give feedback, etc.

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Performance Process

Performance Process

Steps and Tasks

Tiffany Leslie

USG Annual Review for Staff

01/01/2024 - 12/31/2024

Overview

Define Criteria

Due Date 12/31/2024

Checkpoint 1

Due Date 11/01/2024

Finalize Criteria

Due Date 12/31/2024

Complete Self Evaluation

Due Date 12/31/2024

Review Manager Evaluation

Due Date 12/31/2024

Acknowledge

View

USG Annual Review for Staff

Save

Acknowledge

Print

Notify

Export

Manager Evaluation - Acknowledge

Tiffany Leslie

Job Title

Human Resources Generalist

Document Type

USG Annual Review for Staff

Template

Staff-No Add/No Aprvl/Inst Val

Status

Pending Acknowledgement

Manager

Pamela Booker

Period

01/01/2024 - 12/31/2024

Document ID

35150

Due Date

12/31/2024

Employee Data

Employee ID

0242811

Department

1615000

Human Resources

This document is currently waiting for your acknowledgment.

Select the Acknowledge button to confirm that you and your manager have discussed this document. Your name will be placed in the signature section on the printed document acknowledging that the review was held.

Goals

Job Duties

Performance Factors

Values

Overall Summary

Sign-off Remarks

Section 1 - Goals

Expand

Collapse

Goal 1

Goals Summary

Summary Weight

25 %

(not less than 25%)

Manager Rating

3 - Successful

3.00

Employee Rating

3 - Successful

Attachments

Manager Evaluation: Once meeting is complete, employee will click “Acknowledge” in the top right corner. Employee must write a comment for evaluation to be completed. “Confirm”

Performance Process

Performance Process

Steps and Tasks

Tiffany Leslie

USG Annual Review for Staff

01/01/2024 - 12/31/2024

Overview

Define Criteria

Due Date 12/31/2024

Checkpoint 1

Due Date 11/01/2024

Finalize Criteria

Due Date 12/31/2024

Complete Self Evaluation

Due Date 12/31/2024

Review Manager Evaluation

Due Date 12/31/2024

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Employee ID

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This document is currently waiting for your acknowledgment. Select the Acknowledge button to confirm that you printed document acknowledging that the review was completed.

Goals

Job Duties

Performance

Section 1 - Goals

Expand Collapse

Goal 1

Goals Summary

Summary Weight

25 %

(not less than 25%)

Manager Rating

3 - Successful

3.00

Employee Rating

3 - Successful

Attachments

Save

Acknowledge

Print

Notify

Export

Acknowledge Review Held

You have chosen to acknowledge that you and your manager have reviewed this document. Your acknowledgement does not necessarily mean you agree with your evaluation but that you have reviewed it with your manager. Please add Comments.

Employee Acknowledgement Comments

Thank you for the Annual Evaluation.

Confirm

Cancel

Upon selecting confirm, you are acknowledging that the review was held and your electronic signature will be added to this document.

Manager Evaluation: “Acknowledge” (cont.)

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Performance Process

Performance Process ⚙️ ⏪

Steps and Tasks ↻ ⚙️ ▼

Tiffany Leslie

USG Annual Review for Staff

01/01/2024 - 12/31/2024 [Overview](#)

▶️ ⓧ Define Criteria

Due Date 12/31/2024

▶️ ⓧ Checkpoint 1

Due Date 11/01/2024

▶️ ⓧ Finalize Criteria

Due Date 12/31/2024

▶️ ⓧ Complete Self Evaluation

Due Date 12/31/2024

▼ ⓧ Review Manager Evaluation

Due Date 12/31/2024

[View](#)

USG Annual Review for Staff

Confirmation - Employee Acknowledgement

ⓧ You have successfully acknowledged this document.

Historical Documents: Performance documents will be maintained in the “My Historical Documents” section of the Performance Tile in Employee Self Service.

←

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❤️

🔍 Search in Menu

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⋮

🔄

Performance



Tiffany Leslie

Human Resources Generalist

0242811

My Current Documents

0

My Historical Documents

Evaluations of Others

0

Historical Evaluations of Others

My Historical Documents

Document Type	Document Status	Period Begin / Period End
USG Annual Review for Staff	Completed	01/01/2024 12/31/2024

Timeline for 2024 Annual Evaluations

Evaluative Period January 1, 2024 – December 31, 2024

April 15, 2024



Checkpoint 1 should be shared
with you by this date

May 1, 2024



Self Evaluation should be open

Dec. 2024 – Feb. 2025



Self Evaluations should be
completed



Meet with Supervisor to review
Annual Evaluation

March 1, 2025



Annual Evaluations for 2024 are
due no later than today

Resources & Tools



HUMAN RESOURCES

ONEUSG CONNECT RECRUITMENT & HIRING PROCESS EMPLOYEE ORIENTATION PAYROLL OFFICE ADDITIONAL RESOURCES

Performance Evaluations

Performance management is an ongoing process, which helps foster communication and planning for future success for supervisors and employees. Performance evaluations provide information for professional development and growth, by setting goals and expectations for the coming year. Finally, performance reviews provide a documented account of each employee's performance during the review period and are required by the University System of Georgia's Board of Regents.

Key Information:

Annual performance review period: Jan. 1 to Dec. 31.

Annual performance evaluations should be completed as close to the end of the performance period, i.e., Dec. 31.

Performance FAQs

<i>Which employees are required to receive an annual performance review?</i>	+
<i>I am a manager and I do not see one or more of my employees listed under my team performance tile.</i>	+
<i>What are the components of performance evaluation?</i>	+
<i>What if an employee's supervisor has changed during the performance period?</i>	+
<i>What are some best practices for completing reviews?</i>	+
<i>What if an employee doesn't agree with their review?</i>	+
<i>Who should employees contact for help with performance evaluations?</i>	+

Resources And Tools:

Manager:

- ePerformance Manager Guide
- Steps to Launch Evaluation
- USG ePerformance Evaluation Factors

Employees:

- Performance Evaluation guide

Human Resources

Career Opportunities

Dates and Schedules

Employee Benefits

Employee Wellness

Teleworking/Flextime Policy

Mandatory Training

Performance Evaluations

Training Request Approval

Faculty Classification and Compensation Study

USG Executive Leadership Program

Separation of Employment

Documents & Forms

Manager Job Aids

- [Manager Define Criteria](#)
- [Manager Navigate to Checkpoint 1](#)
- [Manager & Employee Review Criteria](#)
- [Manager Nominate Participants](#)
- [Manager View Participants Evaluation](#)
- [Manager Review Employee's Self-Evaluation](#)
- [Manager Share Eval with Employee and Submit for Approval](#)

Employee Job Aids

- [Employee Define Criteria](#)
- [Employee Navigate to Checkpoint 1 and Finalize Criteria](#)
- [Employee Complete Their Self-Evaluation](#)
- [Employee Acknowledge Performance Evaluation](#)

Nominated Participants

- [Participant Complete an Evaluation](#)

FAQs



When are Annual Evaluations due?

Annual Evaluations are now in a calendar year setting. The evaluation period will be January through December. Annual evaluations will be due by March 1, 2025.



When will Goals for the next year be established?

In the future, Performance Evaluations will be sent out in January. This is when Goals will be established for the year.

The background is a vibrant blue with a repeating pattern of colorful speech bubbles. Each bubble is a different color (red, yellow, pink, white) and contains a large, dark blue question mark. The bubbles are scattered across the entire frame, creating a sense of many questions being asked.

Questions?