

ePerformance Supervisor Training



Middle Georgia State University

Agenda

- Importance of Annual Evaluations
- What is ePerformance?
- Goals
- Job Duties
- 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.

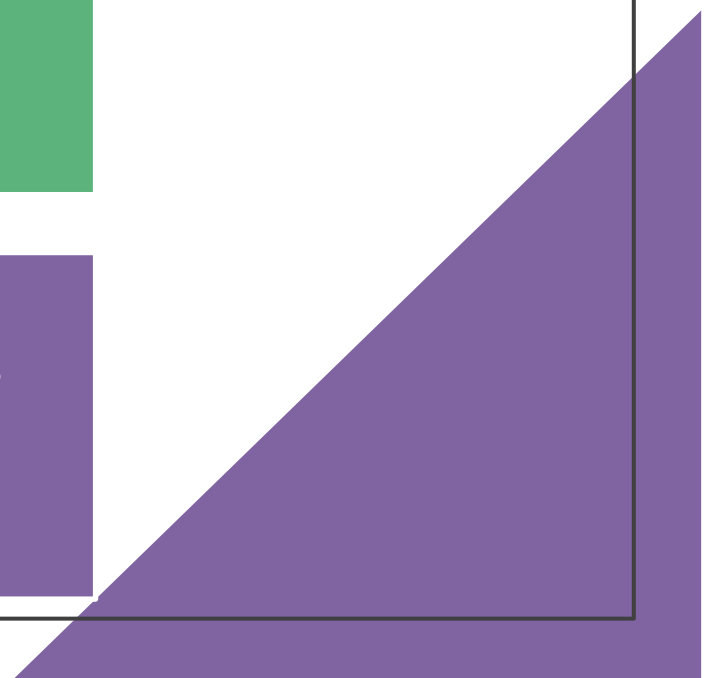
Areas of Evaluation

Goals
(25%)

Job Duties
(40%)

Performance
Factors
(20%)

MGA Values
(15%)



Goals



Specific



Measurable



Attainable



Relevant



Time Based

Job Duties



Human Resources Generalist
Office of Human Resources

JOB SUMMARY

This position performs duties and services to support the operations of the Human Resources (HR) department. The position serves as a subject matter expert in HR related competencies such as recruitment, employment transactions, policy compliance, benefits administration, onboarding, data reporting, and other related HR functional areas. The primary responsibility of this position pertains to managing the onboarding, off-boarding, recruitment, and hiring of employees.

MAJOR DUTIES

70%

- Manages and updates all employee transactions in the HRIS to ensure accurate pay and benefits for employees.
- Performs employee hiring processes; to include background checks, compliance with USCIS Form I-9 requirements and onboarding of employees.
- Conducts employee orientations and assists with benefit enrollment.
- Prepare offer letters for employees to include hires, promotions, transfers, and other changes.
- Maintain employee personnel files to ensure compliance with record-keeping policies.
- Provides support to employees in various benefits related topics such as FMLA leave, Worker's compensation, Shared Sick leave, disability claims, retirement, and other benefits questions.
- Counsels employees on various HR topics and functions; communicates and shares an understanding of institution policies and procedures, employment laws, standards and other government regulations.
- Assists with recruitment and hiring processes by review and development of job descriptions, posts job openings, administers applicant tracking system, and conducts final review of search materials.
- Advise, train, and troubleshoot on applicant system access and processes for hiring managers and search committee members.
- Conducts off-boarding of employees to include exit interviews.
- Participates in developing departmental guidelines and procedures.

30%

- Process employee separations and notifications to appropriate retirement and benefit administrators.
- Ensures employment verification of rehired retirees.
- Responds to inquiries pertaining to unemployment claims.
- Assists in monitoring various reports from the Shared Services Center.
- Assists with annual events such as open enrollment and reception for retirees.
- Assists with the coordination of paperwork associated with the Family and Medical Leave Act (FMLA) and ADA accommodation requests.
- Assist with the maintenance of the HR webpage and online employee directory.
- Performs other job related duties as assigned.

KNOWLEDGE REQUIRED TO BE SUCCESSFUL

- Knowledge of current federal and state employment law and regulations.
- Knowledge of human resources principles, practices, and processes.
- Knowledge of the recruitment process.
- Knowledge of personnel file maintenance.



Human Resources Generalist
Office of Human Resources

JOB SUMMARY

This position performs duties and services to support the operations of the Human Resources (HR) department. The position serves as a subject matter expert in HR related competencies such as recruitment, employment transactions, policy compliance, benefits administration, onboarding, data reporting, and other related HR functional areas. The primary responsibility of this position pertains to managing the onboarding, off-boarding, recruitment, and hiring of employees.

MAJOR DUTIES

Recruiting and onboarding 30%

- Performs employee hiring processes; to include background checks, compliance with USCIS Form I-9 requirements and onboarding of employees.
- Prepare offer letters for employees to include hires, promotions, transfers, and other changes.
- Assists with recruitment and hiring processes by review and development of job descriptions, posts job openings, administers applicant tracking system, and conducts final review of search materials.
- Advise, train, and troubleshoot on applicant system access and processes for hiring managers and search committee members.

Employee Administration & Support 40%

- 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.

Benefits Administration 30%

- Process employee separations and notifications to appropriate retirement and benefit administrators.
- Ensures employment verification of rehired retirees.
- Responds to inquiries pertaining to unemployment claims.
- Assists in monitoring various reports from the Shared Services Center.
- Assists with annual events such as open enrollment and reception for retirees.
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- Performs other job related duties as assigned.
- Conducts employee orientations and assists with benefit enrollment.
- Provides support to employees in various benefits related topics such as FMLA leave, Worker's compensation, Shared Sick leave, disability claims, retirement, and other benefits questions.

KNOWLEDGE REQUIRED TO BE SUCCESSFUL

- Knowledge of current federal and state employment law and regulations.
- Knowledge of human resources principles, practices, and processes.

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.

Organizational Development	Delegates and directs effectively; shows respect, confidence and trust in others; sets realistic goals and performance objectives; Builds department and personnel capacity through succession planning.
Fiscal/ Budget Management	The effectiveness with which the individual uses and allocates financial resources and keeps expenditures within approved budget.
Innovation	The extent to which the employee is receptive to new ideas and has the ability to adjust to change with minimum disruption to productivity. Contributes useful ideas for improved performance.
Strategic Planning	The effectiveness to which the leader sets priorities, secures and utilizes resources, strengthens operations, ensures that employees and other stakeholders are working toward common goals, establishes agreement around intended outcomes/results, and assesses and adjusts the unit's directives based on the needs of the University.

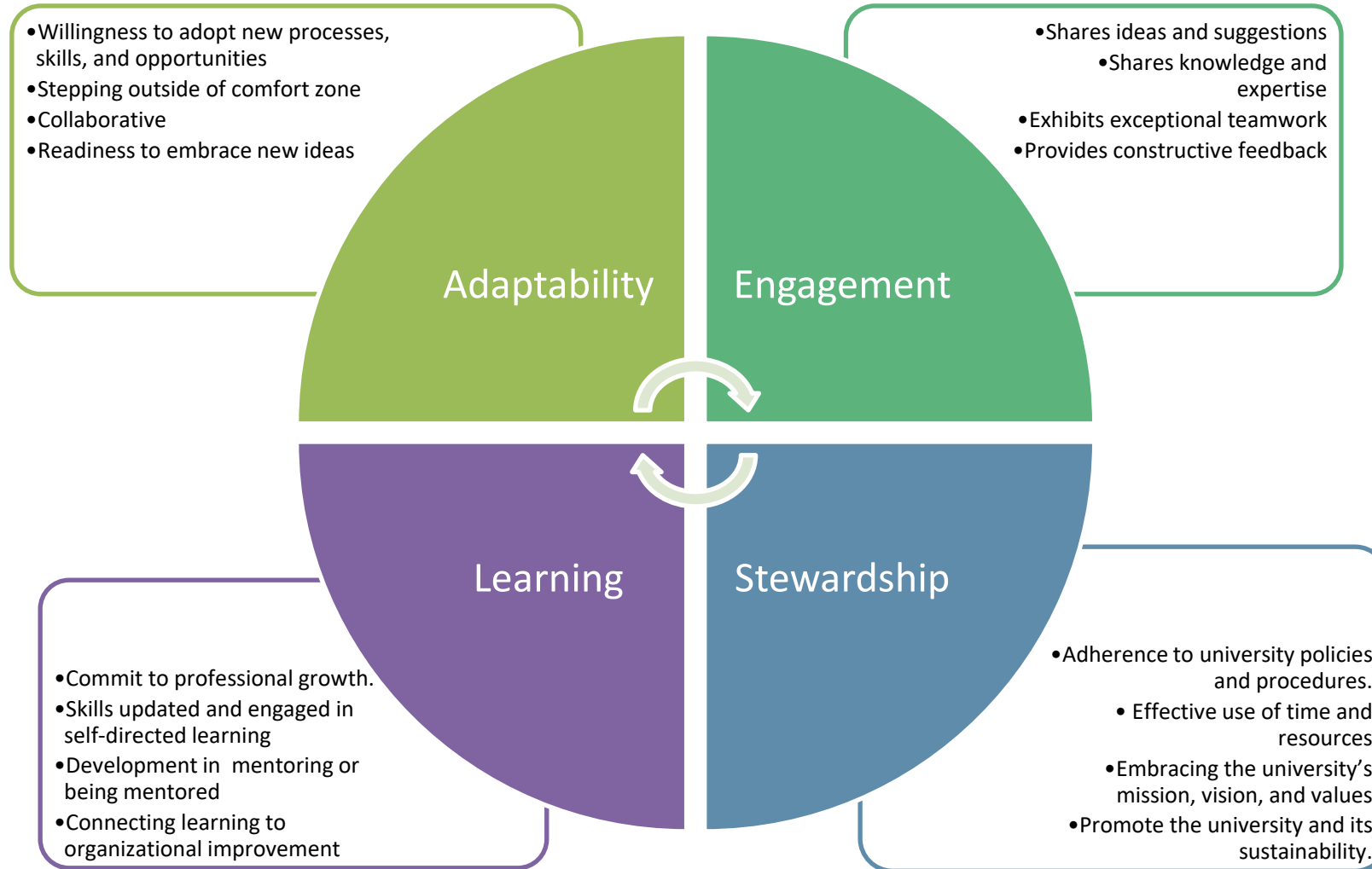
Additional Performance Factors for Leaders Only

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

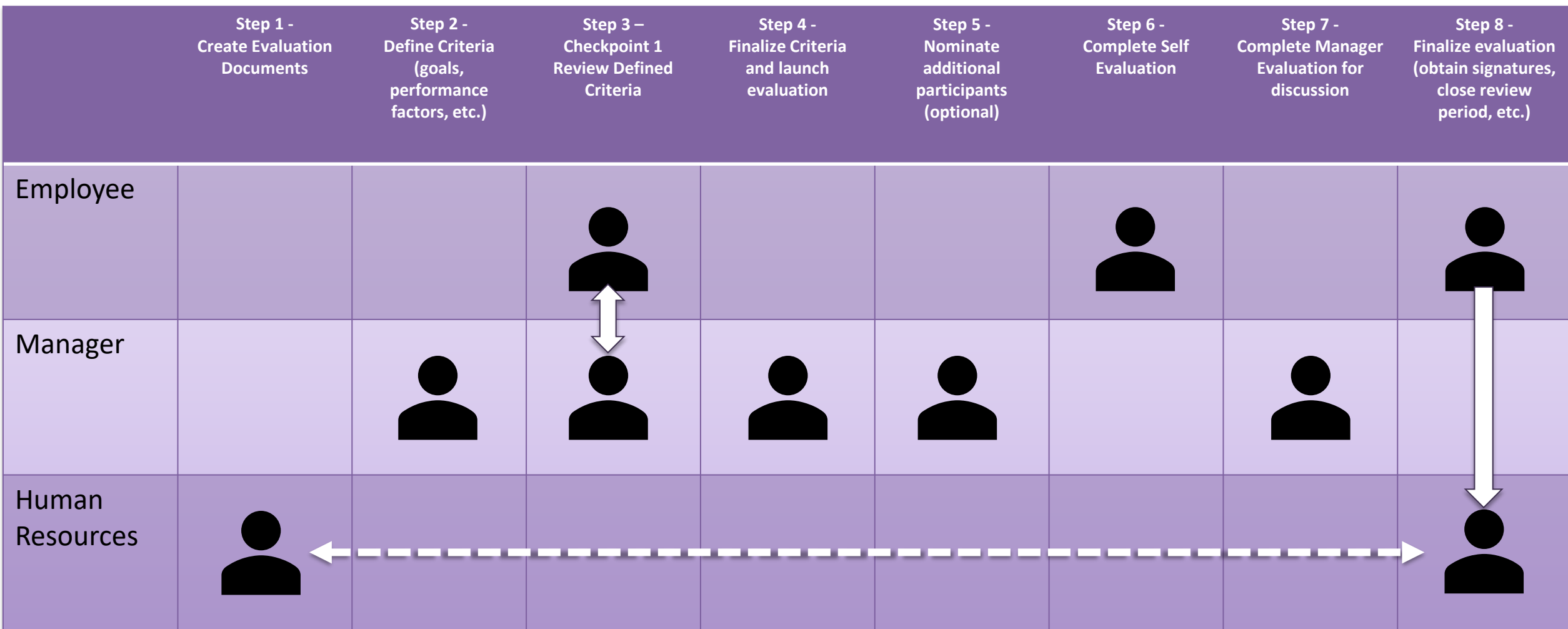
Rating Scale	Definition	Behavioral Indicators
Exemplary	Outstanding performance that constantly exceeds milestones.	• Displays advanced knowledge and skills • Proactively seeks new challenges.
Superior	Good, solid performance that fully meets milestones and on occasion exceeds milestones.	• Demonstrates 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

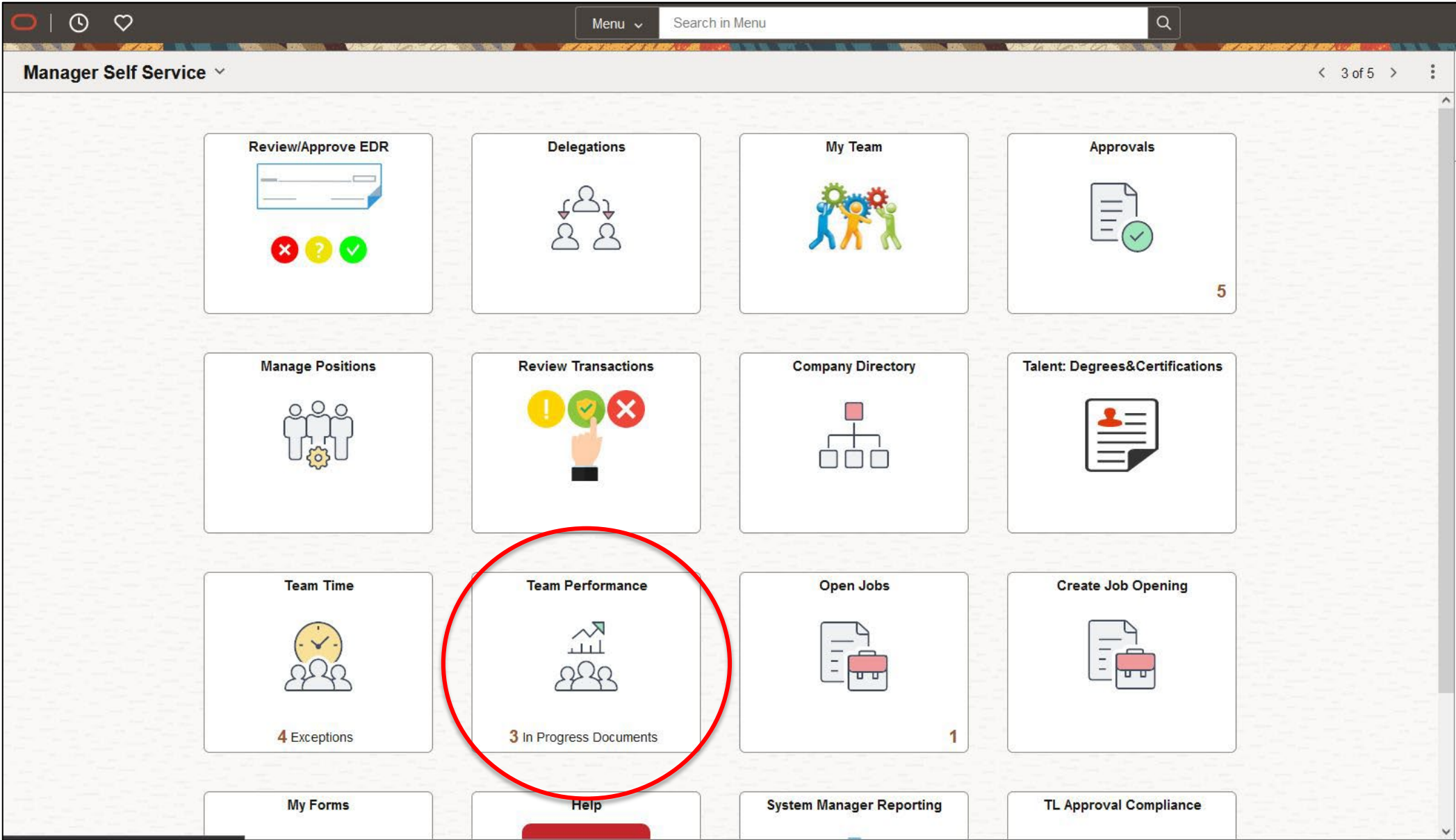


Middle Georgia State University

Performance Evaluations Process Flow



Define Criteria: Log into OneUSG. In Manager Self Service, Choose Team Performance Tile.



Define Criteria: Under “Current Documents”, choose the team member to evaluate.

Search in Menu

Team Performance

Current Documents

Delegated Documents

Historical Documents

View-Only Documents

Approve Documents

View Approval Status

Current Documents

3 rows

Name / Job Title		Document Type	Document Status	Period Begin / Period End	Next Due Date	
Sylvia Register Payroll & System Implement Mgr		USG Annual Review for Staff	Define Criteria	01/01/2024 12/31/2024	12/31/2024	>
Tiffany Leslie Human Resources Generalist		USG Annual Review for Staff	Define Criteria	01/01/2024 12/31/2024	12/31/2024	>
Ruby Ronca Human Resources Specialist		USG Annual Review for Staff	Define Criteria	01/01/2024 12/31/2024	12/31/2024	>

Define Criteria: Add Goals for Annual Evaluation.

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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

Update and Approve

Checkpoint 1

Due Date 11/01/2024

Finalize Criteria

Due Date 12/31/2024

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Save

Approve

Define Criteria - Update and Approve

Print | Notify | Export

Tiffany Leslie

Actions

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 12/31/2024

1. Review the performance criteria (goals and/or responsibilities) that the employee plans to accomplish during this the performance period.

2. Make any necessary adjustments to the criteria and review your changes with the employee.

3. Once the performance criteria is correct select the approve button to complete this step.

Goals

Job Duties

Performance Factors

Values

Section 1 - Goals

Goals will be evaluated by: Employee, Manager, Other

Add Item

Goals Summary

Section Weight 25 % (not less than 25%)

Audit History

Created By Ruby Ronca

03/18/2024 10:27:06AM

Define Criteria: Add Goals (cont.)

Goals

Job Duties

Performance Factors

Values

Section 1 - Goals

Goals will be evaluated by: Employee, Manager, Other

Add Item

Goals Summary

Section Weight

25

% (not less than 25%)

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

Update and Approve

Checkpoint 1

Due Date 11/01/2024

Finalize Criteria

Due Date 12/31/2024

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Add Item

Add pre-defined item

Add your own Item

Copy item from my Documents

Copy Item from My Team's Documents

Next

Return

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

Update and Approve

Checkpoint 1

Due Date 11/01/2024

Finalize Criteria

Due Date 12/31/2024

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

Complete Manager Evaluation

Due Date 12/31/2024

Add Your Own Item

Title

Goal 1

Description

Enter description of the Goal

Start Date

01/01/2024

End Date

12/31/2024

Add

Return

Define Criteria: Add Goals (cont.)

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

Update and Approve

Checkpoint 1

Due Date 11/01/2024

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Due Date 12/31/2024

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Define Criteria - Update and Approve

Tiffany Leslie

Actions

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

In Progress

Due Date

12/31/2024

1. Review the performance criteria (goals and/or responsibilities) that the employee plans to accomplish during this the performance period.

2. Make any necessary adjustments to the criteria and review your changes with the employee.

3. Once the performance criteria is correct select the approve button to complete this step.

Goals

Job Duties

Performance Factors

Values

Section 1 - Goals

Goals will be evaluated by: Employee, Manager, Other

Expand

Collapse

Add Item

Goal 1

Description : Enter description of the Goal

Start Date : 01/01/2024

End Date : 12/31/2024

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

Goals Summary

Section Weight 25 % (not less than 25%)

Define Criteria: Review Job duties

Uncategorized Job Duties

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

Update and Approve

Checkpoint 1

Due Date: 11/01/2024

Finalize Criteria

Due Date: 12/31/2024

Nominate Participants

Due Date: 12/31/2024

Review Participant Evaluations

Due Date: 12/31/2024

Review Self Evaluation

Due Date: 12/31/2024

Complete Manager Evaluation

Due Date: 12/31/2024

USG Annual Review for Staff

Define Criteria - Update and Approve

Section 2 - Job Duties & Knowledge

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

Expand Collapse

> Duty 1

> Duty 10

> Duty 11

> Duty 12

> Duty 13

> Duty 14

> Duty 15

> Duty 16

> Duty 17

> Duty 18

> Duty 19

> Duty 2

> Duty 3

> Duty 4

> Duty 5

> Duty 6

Categorized Job Duties

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

Update and Approve

Checkpoint 1

Due Date: 11/01/2024

Finalize Criteria

Due Date: 12/31/2024

Nominate Participants

Due Date: 12/31/2024

Review Participant Evaluations

Due Date: 12/31/2024

Review Self Evaluation

Due Date: 12/31/2024

Complete Manager Evaluation

Due Date: 12/31/2024

USG Annual Review for Staff

Define Criteria - Update and Approve

GoalsJob DutiesPerformance FactorsValues

Section 2 - Job Duties & Knowledge

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

ExpandCollapse

> Employee Administration & Support

> Recruiting and Onboarding

> Benefits Administration

Job Duties & Knowledge Summary

Section Weight40% (not less than 40%)

Define Criteria: Review Job duties (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

Update and Approve

Checkpoint 1

Due Date 11/01/2024

Finalize Criteria

Due Date 12/31/2024

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Define Criteria - Update and Approve

Print | Notify | Export

Tiffany Leslie

Actions



Job Title

Human Resources Generalist

Document Type

USG Annual Review for Staff

Template

Staff-No Add/No April/Inst Val

Status

In Progress

Manager

Pamela Booker

Period

01/01/2024 - 12/31/2024

Document ID

35150

Due Date

12/31/2024

1. Review the performance criteria (goals and/or responsibilities) that the employee plans to accomplish during this the performance period.

2. Make any necessary adjustments to the criteria and review your changes with the employee.

3. Once the performance criteria is correct select the approve button to complete this step.

Goals

Job Duties

Performance Factors

Values

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

Define Criteria: Review Performance Factors

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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
Update and Approve

Checkpoint 1
Due Date 11/01/2024

Finalize Criteria
Due Date 12/31/2024

Nominate Participants
Due Date 12/31/2024

Review Participant Evaluations
Due Date 12/31/2024

Review Self Evaluation
Due Date 12/31/2024

Complete Manager Evaluation
Due Date 12/31/2024

USG Annual Review for Staff

Save Approve

Print | Notify | Export

Define Criteria - Update and Approve

Section 3 - Performance Factors

Performance Factors will be evaluated by: Employee, Manager, Other
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

Section Weight 20 % (not less than 20%)

Define Criteria: Review MGA Core Values

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

Update and Approve

Checkpoint 1

Due Date 11/01/2024

Finalize Criteria

Due Date 12/31/2024

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Save

Approve

Print

Notify

Export

Tiffany Leslie

Actions

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

12/31/2024

1. Review the performance criteria (goals and/or responsibilities) that the employee plans to accomplish during this the performance period.

2. Make any necessary adjustments to the criteria and review your changes with the employee.

3. Once the performance criteria is correct select the approve button to complete this step.

Goals

Job Duties

Performance Factors

Values

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%)

Define Criteria: Confirm and Approve Criteria

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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

Update and Approve

Checkpoint 1

Due Date 11/01/2024

Finalize Criteria

Due Date 12/31/2024

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Save

Approve

Print

 |

Notify

 |

Export

Define Criteria - Update and Approve

Tiffany Leslie

Actions

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

12/31/2024

1. Review the performance

2. Make any necessary ad

3. Once the performance c

Goals

Job Duties

Section 4 - Values

Values will be evaluated by: Employee, Manager, Other

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.

Created By

Profile

03/18/2024 10:27AM

Learning

Define Criteria: Confirm and Approve Criteria (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

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✔️

Define Criteria

Due Date 12/31/2024

▶️

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Checkpoint 1

Due Date 11/01/2024

▶️

○

Finalize Criteria

Due Date 12/31/2024

▶️

○

Nominate Participants

Due Date 12/31/2024

▶️

○

Review Participant Evaluations

Due Date 12/31/2024

▶️

○

Review Self Evaluation

Due Date 12/31/2024

▶️

○

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Confirmation - Performance Criteria Approved

✔️ You have successfully approved and completed the Define Criteria Step.

Checkpoint 1: Click on “Checkpoint 1” on left side of the screen. Then select “Update and Share”

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

Update and Share

Review with Employee

Finalize Criteria

Due Date 12/31/2024

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Confirmation - Performance Criteria Approved

You have successfully approved and completed the Define Criteria Step.

Checkpoint 1: Add Manager Comments on Goals and Goals Summary

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

Update and Share

Review with Employee

Finalize Criteria

Due Date: 12/31/2024

Nominate Participants

Due Date: 12/31/2024

Review Participant Evaluations

Due Date: 12/31/2024

Review Self Evaluation

Due Date: 12/31/2024

Complete Manager Evaluation

Due Date: 12/31/2024

USG Annual Review for Staff

Save

Skip Checkpoint

Share with Employee

Checkpoint 1 - Update and Share

Print

Notify

Export

Tiffany Leslie

Actions

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

In Progress

Due Date

11/01/2024

Your comments are currently not shared with your employee

1. Enter your comments on the employees progress against their performance criteria.

2. When ready select the Share with Employee button save your changes and notify the employee your comments have been shared. This can be done before or after you meet with the employee to discuss their progress.

3. Once you have shared your comments and had a discussion select the Complete Checkpoint button to mark this step as complete.

Goals

Job Duties

Performance Factors

Values

Overall Summary

Section 1 - Goals

Goals will be evaluated by: Employee, Manager, Other

Expand

Collapse

Add Item

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

Checkpoint 1: Add Manager Comments on Goals and Goals Summary (cont.)

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

Update and Share

Review with Employee

Finalize Criteria

Due Date 12/31/2024

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

SaveSkip CheckpointShare with Employee

PrintNotifyExport

Checkpoint 1 - Update and Share

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

Created By Ruby Ronca

03/18/2024 10:27:06AM

Approved By Pamela Booker

03/25/2024 12:00:12PM

Last Modified By Pamela Booker

03/25/2024 12:00:12PM

Checkpoint 1: Choose “Share with Employee” from the top menu.

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

Update and Share

Review with Employee

Finalize Criteria

Due Date 12/31/2024

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Save

Skip Checkpoint

Share with Employee

Print

Notify

Export

Checkpoint 1 - Update and Share

Tiffany Leslie

Actions

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

In Progress

Due Date

11/01/2024

Your comments are currently not shared with your employee

1. Enter your comments on the employees progress against their performance criteria.

2. When ready select the Share with Employee button save your changes and notify the employee your comments have been shared. This can be done before or after you meet with the employee to discuss the review.

3. Once you have shared your comment the employee will be notified.

Goals

Job Duties

Performance

Section 5 - Overall Summary

Overall Summary will be evaluated by:

Audit History

Created By

Ruby Ronca

03/18/2024 10:27:06AM

Approved By

Pamela Booker

03/25/2024 12:00:12PM

Last Modified By

Pamela Booker

03/25/2024 12:00:12PM

Share Comments

Select confirm to share your comments with the employee.

Confirm

Cancel

Checkpoint 1: Choose “Share with Employee” from the top menu. (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

▶️ **Update and Share**

▶️ Review with Employee

▶️ **Finalize Criteria**

Due Date 12/31/2024

▶️ **Nominate Participants**

Due Date 12/31/2024

▶️ **Review Participant Evaluations**

Due Date 12/31/2024

▶️ **Review Self Evaluation**

Due Date 12/31/2024

▶️ **Complete Manager Evaluation**

Due Date 12/31/2024

USG Annual Review for Staff

Confirmation - Comments Shared with Employee

✔️ Your comments are shared.

javascript:submitAction_win25(document.win25,'EP_BTN_LINK_WRK_EP_HELP_PB');

Checkpoint 1: Click “Complete Checkpoint” when done sharing the checkpoint with the employee

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

Update and Share

Review with Employee

Finalize Criteria

Due Date 12/31/2024

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Save

Skip Checkpoint

Stop Sharing

Complete Checkpoint

Checkpoint 1 - Review with Employee

Print

Notify

Export

Tiffany Leslie

Actions

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

Your comments are shared with your employee

1. Enter your comments on the employees progress against their performance criteria.

2. When ready select the Share with Employee button save your changes and notify the employee your comments have been shared. This can be done before or after you meet with the employee to discuss.

3. Once you have shared your comments

Goals

Job Duties

Performance

Section 1 - Goals

Goals will be evaluated by: Employee, Manager

Expand

Collapse

Add Item

Goal 1

Goals Summary

Section Weight

25 % (not less than 25%)

Manager Comments

Overall Goal Comments

Complete Checkpoint

Select confirm to indicate a review was held with the employee and this checkpoint is complete.

Confirm

Cancel

Checkpoint 1: “Complete Checkpoint” (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

▶️🕒 Nominate Participants

Due Date 12/31/2024

▶️🕒 Review Participant Evaluations

Due Date 12/31/2024

▶️🕒 Review Self Evaluation

Due Date 12/31/2024

▶️🕒 Complete Manager Evaluation

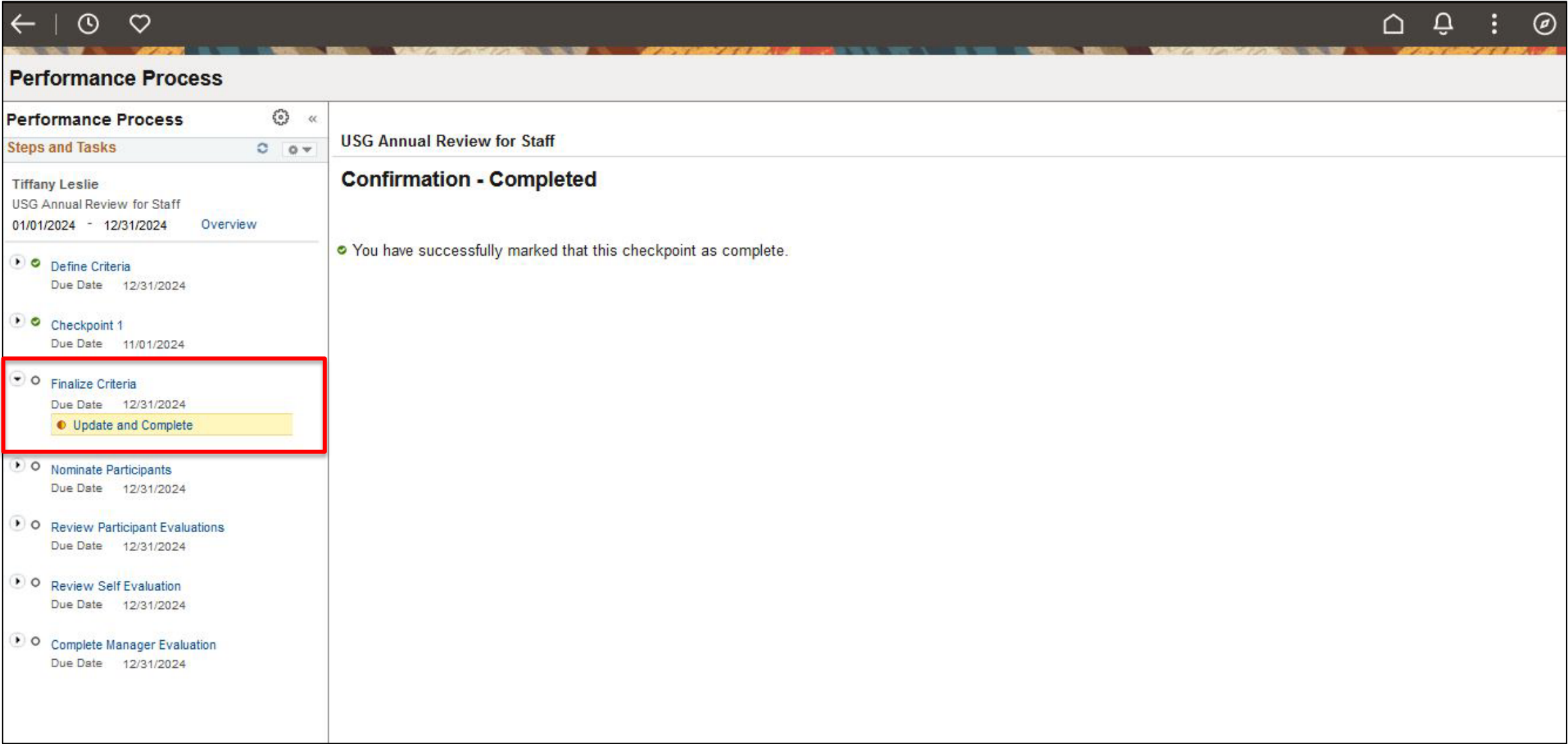
Due Date 12/31/2024

USG Annual Review for Staff

Confirmation - Completed

✔️ You have successfully marked that this checkpoint as complete.

Finalize Criteria: Click on “Finalize Criteria” on left side of the screen. Then select “Update and Complete”



Finalize Criteria: Update Manager Comments on Goals and Goals Summary if needed.

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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

Update and Complete

Nominate Participants
Due Date 12/31/2024

Review Participant Evaluations
Due Date 12/31/2024

Review Self Evaluation
Due Date 12/31/2024

Complete Manager Evaluation
Due Date 12/31/2024

USG Annual Review for Staff

Save Share with Employee Complete

Print | Notify | Export

Finalize Criteria - Update and Complete

Section 1 - Goals

Goals will be evaluated by: Employee, Manager, Other

Expand | Collapse | Add Item

Goal 1

Description : Enter description of the Goal

Start Date : 01/01/2024

End Date : 12/31/2024

Manager Comments

↩️ ↪️ A[Ⓢ] A[Ⓛ] A B I U !: := 📅

Edit Comments on Goals

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

Goals Summary

Section Weight 25 % (not less than 25%)

Manager Comments

↩️ ↪️ A[Ⓢ] A[Ⓛ] A B I U !: := 📅

Edit Overall Goal Summary

Audit History

Finalize Criteria: Choose “Complete” from the top menu after making final review.

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

Update and Complete

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Finalize Criteria - Update and Complete

Tiffany Leslie

Actions

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

In Progress

Due Date

12/31/2024

Your comments are currently not shared with your employee

Just prior to starting the final evaluation update the performance criteria if necessary and select the Complete button if applicable.

Goals

Job Duties

Performance

Section 1 - Goals

Goals will be evaluated by: Employee, Manager

Expand Collapse Add Item

Goal 1

Goals Summary

Section Weight

25 % (not less than 25%)

Manager Comments

← → A A B I U

Edit Overall Goal Summary

Audit History

Save

Share with Employee

Complete

Print

Notify

Export

Finalize Criteria

Select confirm to complete the Finalize Criteria Step.

Confirm

Cancel

Created By

Ruby Ronca

03/18/2024 10:27:06AM

Finalize Criteria: “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

▶️ ○ Nominate Participants

Due Date 12/31/2024

▶️ ○ Review Participant Evaluations

Due Date 12/31/2024

▶️ ○ Review Self Evaluation

Due Date 12/31/2024

▶️ ○ Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Confirmation - Criteria Finalized

✅ You have successfully completed the Finalize Criteria Step.

Nominate Participants (Optional): Click “Nominate Participants” ONLY if inviting someone to participate in the evaluation (i.e. previous supervisor). **SKIP THIS SECTION** if not inviting anyone else to comment on the evaluation. If nominating participants, then select “Add Nominees”

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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

▼ ⚠️ Nominate Participants

Due Date 12/31/2024

[Add Nominees](#)

[Track Nominations](#)

▶️ ○ Review Participant Evaluations

Due Date 12/31/2024

▶️ ○ Review Self Evaluation

Due Date 12/31/2024

▶️ ○ Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Confirmation - Criteria Finalized

✓ You have successfully completed the Finalize Criteria Step.

Nominate Participants (Optional): Click on “Search”. The Document ID is for the ID of the current Performance evaluation open.

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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

▶️ 🟡 Nominate Participants
Due Date 12/31/2024
Add Nominees
Track Nominations

▶️ ○ Review Participant Evaluations
Due Date 12/31/2024

▶️ ○ Review Self Evaluation
Due Date 12/31/2024

▶️ ○ Complete Manager Evaluation
Due Date 12/31/2024

Nominate Participant (Hidden)

Find an Existing Value

▼ Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches Choose from recent searches ⌵ ✎

🔖 Saved Searches Choose from saved searches ⌵ ✎

Search by: Document ID ⌵ =
⌵ Show more options

Search

Clear



Nothing yet
Your search results will appear here

Nominate Participants (Optional): Click on “Add Other”.

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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
View

Finalize Criteria
Due Date 12/31/2024
View
Reopen

Nominate Participants
Due Date 12/31/2024
Add Nominees
Track Nominations

Review Participant Evaluations
Due Date 12/31/2024

Review Self Evaluation
Due Date 12/31/2024

Complete Manager Evaluation
Due Date 12/31/2024

USG Annual Review for Staff

Nominate Participants - Add Nominees

Save

Notify

Tiffany Leslie

Actions



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 12/31/2024

Participant Role: Other Minimum Required: 1 Maximum Available: 1

Nominations

Currently there are no nominees in your nomination list.

+

 Add Other

Nominate Participants (Optional): Search for who nominee to add as a Participant.

USG Annual Review for Staff

Nominate Participants - Add Nominees

Tiffany Leslie

Actions

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

12/31/2024

Part

Nomi

Current

+

Ac

Person Search

×

Add New Participants

Nominate Participants

Instructions

Search Criteria

Name

SYLVIA

Last Name

REGISTER

Second Last Name

First Name

Search

Search Results

☒ Sylvia Register

OK

Return to Previous Page

USG Annual Review for Staff

Nominate Participants - Add Nominees

Tiffany Leslie

Actions

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

12/31/2024

Participant Role: Other

Minimum Required: 1

Maximum Available:1

Nominations

Currently there are

+

Add Other

Person Search

×

Add New Participants

Details for Sylvia Register

Personal Data

Description

Employee

Personal Data Details

Type

EMP

Active

Department

1615000

Human Resources

Location

MAC

MGA - Macon

Select This Person

Return to List

Nominate Participants (Optional): Nominees will be listed after they have been added.

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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

View

▼ ✓ Finalize Criteria

Due Date 12/31/2024

View

Reopen

▼ ⚠️ Nominate Participants

Due Date 12/31/2024

Add Nominees

Track Nominations

▶️ ○ Review Participant Evaluations

Due Date 12/31/2024

▶️ ○ Review Self Evaluation

Due Date 12/31/2024

▶️ ○ Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Save | Submit Nominations

Nominate Participants - Add Nominees

Notify

Tiffany Leslie

Actions ▼

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 12/31/2024

◆ Participant Role: Other

Minimum Required: 1 Maximum Available:1

Nominations

Nominee	Delete
Sylvia Register	

+

 Add Other

Nominate Participants (Optional): Click “Submit Nominations” and the nominees will be added to the 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

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View

Finalize Criteria

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View

Reopen

Nominate Participants

Due Date 12/31/2024

Add Nominees

Track Nominations

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Nominate Participants - Add Nominees

Tiffany Leslie

Actions

Job Title

Human Resources Generalist

Document Type

USG Annual Review for Staff

Template

Staff-No Add/No Aprv/Inst Val

Status

In Progress

Manager

Pamela Booker

Period

01/01/2024 - 12/31/2024

Document ID

35150

Due Date

12/31/2024

Participant Role: Other

Minimum Required: 1

Maximum Available:1

Nominations

Nominee	Delete
Sylvia Register	

+ Add Other

Save

Submit Nominations

Notify

Submit Nominations

Select confirm to submit nomination requests to the listed nominee's.

Confirm

Cancel

Nominate Participants (Optional): “Submit Nominations” (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

▶️ 🟡 Nominate Participants

Due Date 12/31/2024

▶️ ⚪ Review Participant Evaluations

Due Date 12/31/2024

▶️ ⚪ Review Self Evaluation

Due Date 12/31/2024

▶️ ⚪ Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Confirmation - Nominations Submitted

You have submitted the nominations. You can track the nominees responses by selecting the Track Nominations hyperlink under Nominate Participants.

Nominate Participants (Optional): Click “Track Nominations” to view if Nominee has accepted or declined the offer.

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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

▼ 🟡 Nominate Participants

Due Date 12/31/2024

[Add Nominees](#)

[Track Nominations](#)

▶️ ⚪ Review Participant Evaluations

Due Date 12/31/2024

▶️ ⚪ Review Self Evaluation

Due Date 12/31/2024

▶️ ⚪ Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Confirmation - Criteria Finalized

✅ You have successfully completed the Finalize Criteria Step.

Nominate Participants (Optional): Click on “Search”. The Document ID is for the ID for the current Performance evaluation open.

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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

▼ 🟡 Nominate Participants
Due Date 12/31/2024
Add Nominees
Track Nominations

▶️ ○ Review Participant Evaluations
Due Date 12/31/2024

▶️ ○ Review Self Evaluation
Due Date 12/31/2024

▶️ ○ Complete Manager Evaluation
Due Date 12/31/2024

Track Nominations (Hidden)

Find an Existing Value

▼ Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches Choose from recent searches ▼ ✎

🔖 Saved Searches Choose from saved searches ▼ ✎

Search by: Document ID ▼ = 35150

▼ Show more options

Search

Clear



Nothing yet

Your search results will appear here

Nominate Participants (Optional): “Track Nominations” (cont.). The Status of the Nominees is seen here. Status can be Pending, Accepted, or Declined.

Performance Process

Performance Process

Steps and Tasks

Tiffany Leslie

USG Annual Review for Staff

01/01/2024 - 12/31/2024

Overview

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Add Nominees

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View

Review Self Evaluation

Due Date 12/31/2024

Complete Manager Evaluation

Due Date 12/31/2024

Update and Share

Pending Acknowledgement

USG Annual Review for Staff

Nominate Participants - Track Nominations

Tiffany Leslie

Actions

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

12/31/2024

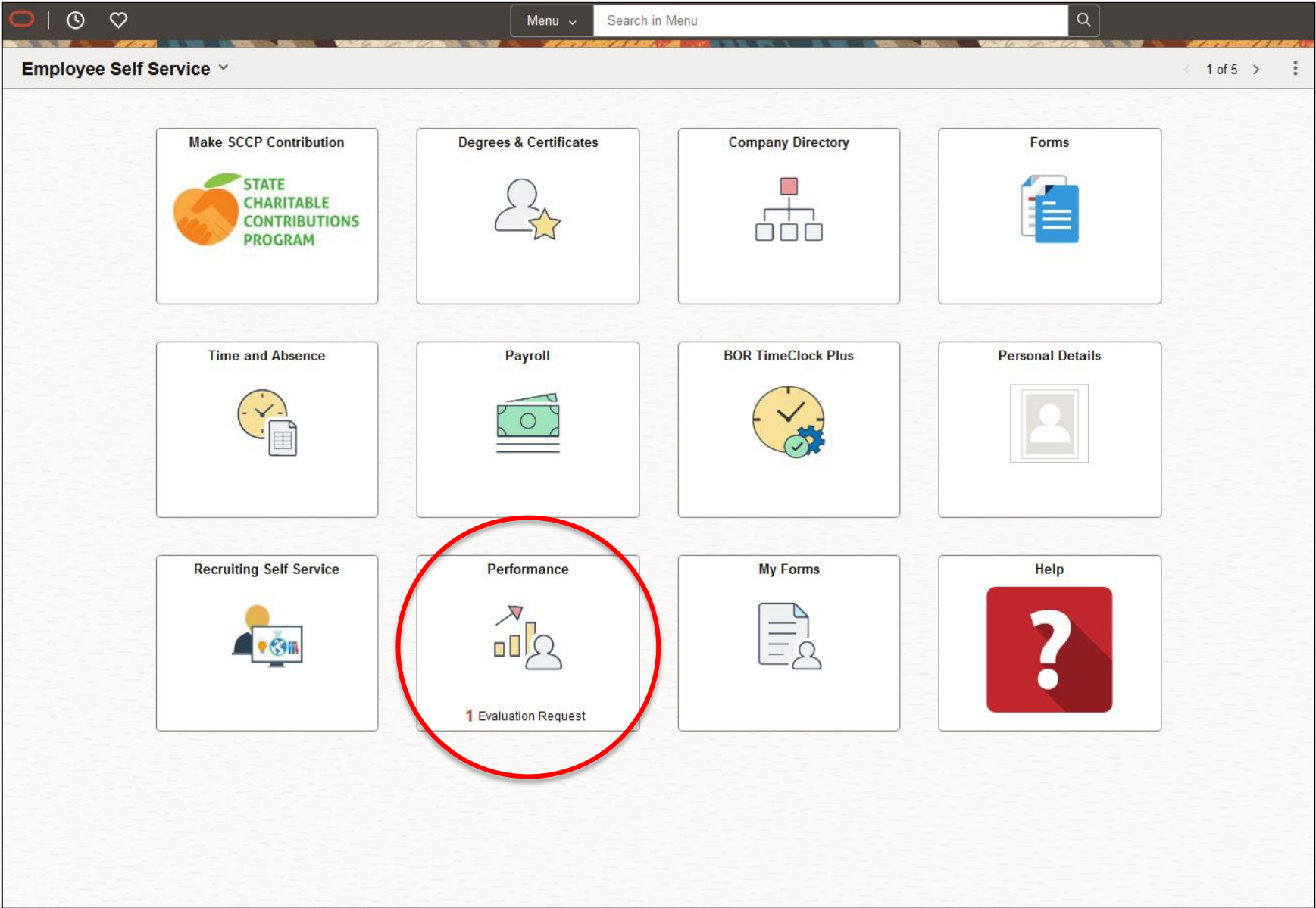
Participant Role: Other

Minimum Required: 0 Maximum Available:0

Nominations

Nominee	Status
Sylvia Register	Accepted

Nominate Participants (Optional): If nominees are selected, nominee will see request in the “Performance” tile in Employee Self Service.



Nominate Participants (Optional): In “Evaluations of Others”. The Nominee will see that they have Pending Evaluation Request. They can either “Accept” or “Decline” the request.

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🔍 Search in Menu

🏠

⋮

⌕

Performance



Sylvia Register ✓
Payroll & System Implement Mgr
0151783

My Current Documents 1

My Historical Documents

Evaluations of Others 1

Historical Evaluations of Others

Evaluations of Others

Pending Evaluation Requests

☐ Name	Document Type	Due Date
☐ Tiffany Leslie	USG Annual Review for Staff	12/31/2024

Accept

Decline

Current Evaluations

No data exists

Nominate Participants (Optional): If the request is Accepted, the Evaluation will now look like this.

Sylvia Register

Payroll & System Implement Mgr

0151783

My Current Documents

1

My Historical Documents

Evaluations of Others

1

Historical Evaluations of Others

Evaluations of Others

Current Evaluations

Name	Document Type	Document Status	Period Begin / Period End	
Tiffany Leslie	USG Annual Review for Staff	Not Started	01/01/2024 12/31/2024	>

Nominate Participants (Optional): Participant will be able to complete an Evaluation for the Employee. They will give ratings and comments on each section. Goals:

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Other Evaluation

USG Annual Review for Staff

Save | Complete

Other Evaluation

Print | Notify

Tiffany Leslie



Job TitleHuman Resources Generalist

Document TypeUSG Annual Review for Staff

TemplateStaff-No Add/No Aprvl/Inst Val

StatusEvaluation in Progress

ReviewerSylvia Register

ManagerPamela Booker

Period01/01/2024 - 12/31/2024

Document ID35150

Due Date12/31/2024

RoleOther

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

📊 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

Rating3 - Successful

Comments

↩ | ↪ | A | AI | A | A | B | I | U | | = | : | = | 📅 | ▼

Completed all tasks effectively and efficiently

Created ByPamela Booker

03/25/2024 11:51AM

▼ Audit History

Nominate Participants (Optional): Participant Evaluation (cont.) Job Duties:

Other Evaluation

USG Annual Review for Staff

Job Title

Human Resources Generalist

Document Type

USG Annual Review for Staff

Template

Staff-No Add/No Aprvl/Inst Val

Status

Evaluation in Progress

Reviewer

Sylvia Register

Manager

Pamela Booker

Period

01/01/2024 - 12/31/2024

Document ID

35150

Due Date

12/31/2024

Role

Other

Print

 |

Notify

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

Calculate All Ratings

Goals

Job Duties

Performance Factors

Values

Overall Summary

Section 2 - Job Duties & Knowledge

Expand

 |

Collapse

> Employee Administration & Support

> Recruiting and Onboarding

> Benefits Administration

Job Duties & Knowledge Summary

Summary Weight

40 %

(not less than 40%)

Rating

3 - Successful

3.00

Comments

Always completed job duties well.

Nominate Participants (Optional): Participant Evaluation (cont.)

Only a rating for Performance Factors Summary can be given in this section. Performance Factors:

Other Evaluation

USG Annual Review for Staff

Other Evaluation

GoalsJob DutiesPerformance FactorsValuesOverall Summary

Section 3 - Performance Factors

ExpandCollapse

Communication

Customer Service

Initiative

Innovation

Job Knowledge

Adherence to University Policies

Quality of Work

Interpersonal Relationships

Reliability/Attendance

Critical Thinking

Performance Factors Summary

Summary Weight20 % (not less than 20%)

Rating3 - Successful

SaveComplete

PrintNotify

Nominate Participants (Optional): Participant Evaluation (cont.) MGA Core Values:

Other Evaluation

USG Annual Review for Staff

SaveComplete

Other Evaluation

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

PrintNotify

Calculate All Ratings

Goals

Job Duties

Performance Factors

Values

Overall Summary

Section 4 - Values

ExpandCollapse

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.

Rating3 - Successful3.00

Comments

Always bringing new ideas to the table that help our departments overall mission.

Created ByProfile

03/18/2024 10:27AM

Learning

Stewardship

Values Summary

Summary Weight15 %

(not less than 15%)

Rating3 - Successful3.00

Nominate Participants (Optional): Participant Evaluation (cont.) Click on “Complete” in the top right corner when the evaluation has been completed:

Other Evaluation

USG Annual Review for Staff

Save

Complete

Print

Notify

Other Evaluation

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

Reviewer

Sylvia Register

Role

Other

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

Calculate All Ratings

Goals

Job Duties

Performance Factors

Values

Overall Summary

Section 5 - Overall Summary

Rating

3 - Successful

2.55

Comments

Great Employee who works hard and completes tasks accurately and efficiently

Audit History

Created By

Ruby Ronca

03/18/2024 10:27:06AM

Last Modified By

Sylvia Register

03/25/2024 12:32:50PM

Complete Evaluation

If you have no further changes to make to this document select confirm to complete this evaluation.

Confirm

Cancel

Nominate Participants (Optional): “Complete” (cont.)

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Other Evaluation

USG Annual Review for Staff

Confirmation - Document Completed

✔

You have successfully completed your evaluation.

Nominate Participants (Optional): Once completed the Evaluation will move in to the “Historical Evaluations of Others” tab for the Participant.

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Search in Menu

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Performance



Sylvia Register

Payroll & System Implement Mgr

0151783

My Current Documents

1

My Historical Documents

Evaluations of Others

0

Historical Evaluations of Others

Historical Evaluations of Others

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

Nominate Participants (Optional): Once completed the Participant has completed their Evaluation, the Supervisor will select “Review Participant Evaluation” and click on “View

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

▼

Nominate Participants

Due Date 12/31/2024

Add Nominees

Track Nominations

▼

Review Participant Evaluations

Due Date 12/31/2024

View

▶

Review Self Evaluation

Due Date 12/31/2024

▼

Complete Manager Evaluation

Due Date 12/31/2024

Update and Share

Pending Acknowledgement

Nominate Participants (Optional): “Review Participant Evaluation” (cont.) Search using the preloaded Document ID. Then, Select the Participant Evaluation to view

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

Nominate Participants

Due Date 12/31/2024

Add Nominees

Track Nominations

Review Participant Evaluations

Due Date 12/31/2024

View

Review Self Evaluation

Due Date 12/31/2024

Complete Manager Evaluation

Due Date 12/31/2024

Update and Share

Pending Acknowledgement

Track Nominations (Hidden)

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Search by:

Document ID

=

35150

Show more options

Search

Clear

Participant Evaluation

Participant Evaluations

Participant	Role	Status	Due Date
Sylvia Register	Other	Completed	12/31/2024

Return

Nominate Participants (Optional): View the Participant's Evaluation.

Other Evaluation

USG Annual Review for Staff

Other Evaluation

Tiffany Leslie

Actions

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

Completed

Due Date

12/31/2024

Reviewer

Sylvia Register

Role

Other

The document status is Completed.

Reopen

Goals

Job Duties

Performance Factors

Values

Overall Summary

Section 1 - Goals

Expand | Collapse

Goal 1

Audit History

Created By

Ruby Ronca

03/18/2024 10:27:06AM

Completed By

Sylvia Register

03/25/2024 12:46:32PM

Last Modified By

Sylvia Register

03/25/2024 12:46:32PM

Manager Evaluation: Manager will be able to review the “Participant Evaluation” and the “Self Evaluation” once they are submitted.

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

▶

⚠

Nominate Participants

Due Date 12/31/2024

▶

⚠

Review Participant Evaluations

Due Date 12/31/2024

▶

✔

Review Self Evaluation

Due Date 12/31/2024

View

▶

⚠

Complete Manager Evaluation

Due Date 12/31/2024

⚠

Update and Share

Pending Acknowledgement

Manager Evaluation: Click on “Complete Manager Evaluation” and then “Update and Share” to open the 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

▶

⚠

Nominate Participants

Due Date 12/31/2024

▶

⚠

Review Participant Evaluations

Due Date 12/31/2024

▶

✔

Review Self Evaluation

Due Date 12/31/2024

View

▶

⚠

Complete Manager Evaluation

Due Date 12/31/2024

⚠ Update and Share

Pending Acknowledgement

Manager Evaluation: Add Manager Ratings and Comments on Goals. Click on the Calculator to Calculate Summary Rating. Employee Comments and Ratings as well as Participant Comments and Ratings (if applicable) will be visible.

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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

Nominate Participants
Due Date 12/31/2024

Review Participant Evaluations
Due Date 12/31/2024

Review Self Evaluation
Due Date 12/31/2024
View

Complete Manager Evaluation
Due Date 12/31/2024

USG Annual Review for Staff

Manager Evaluation - Update and Share

Print | Notify | Export

Save | Share with Employee

Calculate All Ratings

Goals | Job Duties | Performance Factors | Values | Overall Summary | Sign-off Remarks

Section 1 - Goals

Expand | Collapse

Goal 1

Description : Enter description of the Goal

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

Manager Rating 3 - Successful 3.00

Manager Comments
Completed Goals for the year.

Employee Rating 3 - Successful

Created By Pamela Booker 03/25/2024 11:51AM
Last Modified By Pamela Booker 03/25/2024 1:17PM

Goals Summary

Summary Weight 25 % (not less than 25%)

Manager Rating 3 - Successful 3.00

Employee Rating 3 - Successful

Manager Evaluation: Complete the “Manager’s Evaluation”. Add Manager Ratings and Comments on Job Duties. Click on the Calculator to Calculate Summary Rating. Employee Comments and Ratings as well as Participant Comments and Ratings (if applicable) will be visible.

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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

Nominate Participants
Due Date 12/31/2024

Review Participant Evaluations
Due Date 12/31/2024

Review Self Evaluation
Due Date 12/31/2024
View

Complete Manager Evaluation
Due Date 12/31/2024

USG Annual Review for Staff

Manager Evaluation - Update and Share

Calculate All Ratings

Print | Notify | Export

Goals | Job Duties | Performance Factors | Values | Overall Summary | Sign-off Remarks

Section 2 - Job Duties & Knowledge

Expand | Collapse

Employee Administration & Support

Recruiting and Onboarding

Benefits Administration

Job Duties & Knowledge Summary

Summary Weight 40 % (not less than 40%)

Manager Rating 0.00

Manager Comments

Overall completes job duties successfully.

Employee Rating 3 - Successful

Participant Feedback

Display Name	Role	Rating	Results
Sylvia Register	Other	3 - Successful	Always completed job duties well.

Manager Evaluation: Complete the “Manager’s Evaluation”. Add Manager Ratings and Comments on Performance Factors. Click on the Calculator to Calculate Summary Rating. Employee Comments and Ratings as well as Participant Comments and Ratings (if applicable) will be visible.

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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

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

View

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Manager Evaluation - Update and Share

Calculate All Ratings

Print | Notify | Export

Goals | Job Duties | Performance Factors | Values | Overall Summary | Sign-off Remarks

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%)

Manager Rating 3 - Successful 3.00

Manager Comments

Completes all Performance Factors Successfully

Employee Rating 3 - Successful

Performance Factors Summary

Summary Weight 20 % (not less than 20%)

Manager Rating 3 - Successful 3.00

Manager Comments

Completes all Performance Factors Successfully

Employee Rating 3 - Successful

Manager Evaluation: Complete the “Manager’s Evaluation”. Add Manager Ratings and Comments on MGA Core Values. Click on the Calculator to Calculate Summary Rating. Employee Comments and Ratings as well as Participant Comments and Ratings (if applicable) will be visible.

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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

Nominate Participants
Due Date 12/31/2024

Review Participant Evaluations
Due Date 12/31/2024

Review Self Evaluation
Due Date 12/31/2024
View

Complete Manager Evaluation
Due Date 12/31/2024

USG Annual Review for Staff

Save | Share with Employee

Manager Evaluation - Update and Share

Goals | Job Duties | Performance Factors | Values | Overall Summary | Sign-off Remarks

Print | Notify | Export

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.

Manager Rating 3 - Successful 3.00

Manager Comments

Contributes in the conversation at team meetings

Employee Rating 3 - Successful

Employee Comments

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

Created By Profile 03/18/2024 10:27AM

Learning

Stewardship

Values Summary

Summary Weight 15 % (not less than 15%)

Manager Rating 3 - Successful 3.00

Employee Rating 3 - Successful

Values Summary

Summary Weight 15 % (not less than 15%)

Manager Rating 3 - Successful 3.00

Employee Rating 3 - Successful

Manager Evaluation: Complete the “Manager’s Evaluation”. Add Manager Ratings and Comments on Overall Summary. Click on the Calculator to Calculate Summary Rating. Employee Comments and Ratings as well as Participant Comments and Ratings (if applicable) will be visible.

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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

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

View

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Save

Share with Employee

Manager Evaluation - Update and Share

Print

 |

Notify

 |

Export

Goals | Job Duties | Performance Factors | Values | Overall Summary | Sign-off Remarks

Section 7 - Overall Summary

Manager Rating

3 - Successful

3.30

Manager Comments

Writing Tools

Essential member of the team who is accurate and persistent when it comes to their work.

Employee Rating

3 - Successful

Employee Comments

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

Participant Feedback

Display Name	Role	Rating	Results
Sylvia Register	Other	3 - Successful	Great Employee who works hard and completes tasks accurately and efficiently

Attachments

File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By
Sample_Document_2.pdf	Project B	Employee and Manag	03/25/2024 1:17:35PM	Pamela Booker

Manager Evaluation: Add Attachment to Evaluation if necessary

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

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

View

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Save

Share with Employee

Manager Evaluation - Update and Share

Manager Comments

Completed Goals for the year.

Employee Rating 3 - Successful

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

Goals Summary

Summary Weight

25

%

(not less than 25%)

Manager Rating

3 - Successful

3.00

Employee Rating

3 - Successful

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

Manager Evaluation: Add Attachment to Evaluation if necessary (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

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

View

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Save

Share with Employee

Manager Evaluation - Update and Share

Print | Notify | Export

Employee Rating 3 - Successful

Created By Pamela Booker

03/25/2024 11:51AM

Last Modified By Pamela Booker

03/25/2024 1:17PM

Goals Summary

Summary Weight 25 % (not less than 25%)

Manager Rating 3 - Successful 3.00

Employee Rating 3 - Successful

Attachments

File Name	Description	Attachment Audience	Last Update Date/Time	Uploaded By	
Sample_Document_2.pdf	Project B	Employee and Manag	03/25/2024 1:17:35PM	Pamela Booker	

+ Add Attachment

Audit History

Created By Ruby Ronca

03/18/2024 10:27:06AM

Last Modified By Pamela Booker

03/25/2024 1:17:35PM

Manager Evaluation: Once the Evaluation has been completed, click on “Share with Employee” in the top right corner. “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

Nominate Participants

Due Date 12/31/2024

Review Participant Evaluations

Due Date 12/31/2024

Review Self Evaluation

Due Date 12/31/2024

View

Complete Manager Evaluation

Due Date 12/31/2024

USG Annual Review for Staff

Manager Evaluation - Update and Share

Tiffany Leslie

Actions

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 Aprv/Inst Val

Document ID

35150

Status

Evaluation in Progress

Due Date

12/31/2024

Employee Data

Employee

Department

Enter ratings and comments for each section

Calculate All Ratings

Goals

Job Duties

Performance

Section 7 - Overall Summary

Manager Rating

3 - Successful

3.30

Manager Comments

Writing Tools

Essential member of the team who is accurate and persistent when it comes to their work.

Employee Rating

3 - Successful

Employee Comments

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

Save

Share with Employee

Print

Notify

Export

Share with Employee

Select confirm to share this document with the employee. Next, you should meet with the employee to discuss your evaluation.

The overall rating you have assigned to this employee is 3 - Successful.

Comments should be entered in the Overall Summary section to justify a Rating of a 1 or a 5. Upon selecting confirm, your electronic signature will be added to this document.

Confirm

Cancel

Manager Evaluation: “Share with Employee” (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

▶️

✔️

Nominate Participants

Due Date 12/31/2024

▶️

✔️

Review Participant Evaluations

Due Date 12/31/2024

▶️

✔️

Review Self Evaluation

Due Date 12/31/2024

▶️

🔴

Complete Manager Evaluation

Due Date 12/31/2024

✔️

Update and Share

🔴

Pending Acknowledgement

USG Annual Review for Staff

Confirmation - Shared with Employee

✔️ You have successfully shared your evaluation with the employee.

Historical Documents: Once Employee has “acknowledged” and “signed” the Manager Evaluation. Managers will be able to access past performance documents in the “My Historical Documents” section of the Team Performance Tile in Manager Self Service.

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🔍 Search in Menu

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Team Performance

📊 Current Documents

📄 Delegated Documents

📅 Historical Documents

👁️ View-Only Documents

📋 Approve Documents

📋 View Approval Status

⏸

Historical Documents

☰

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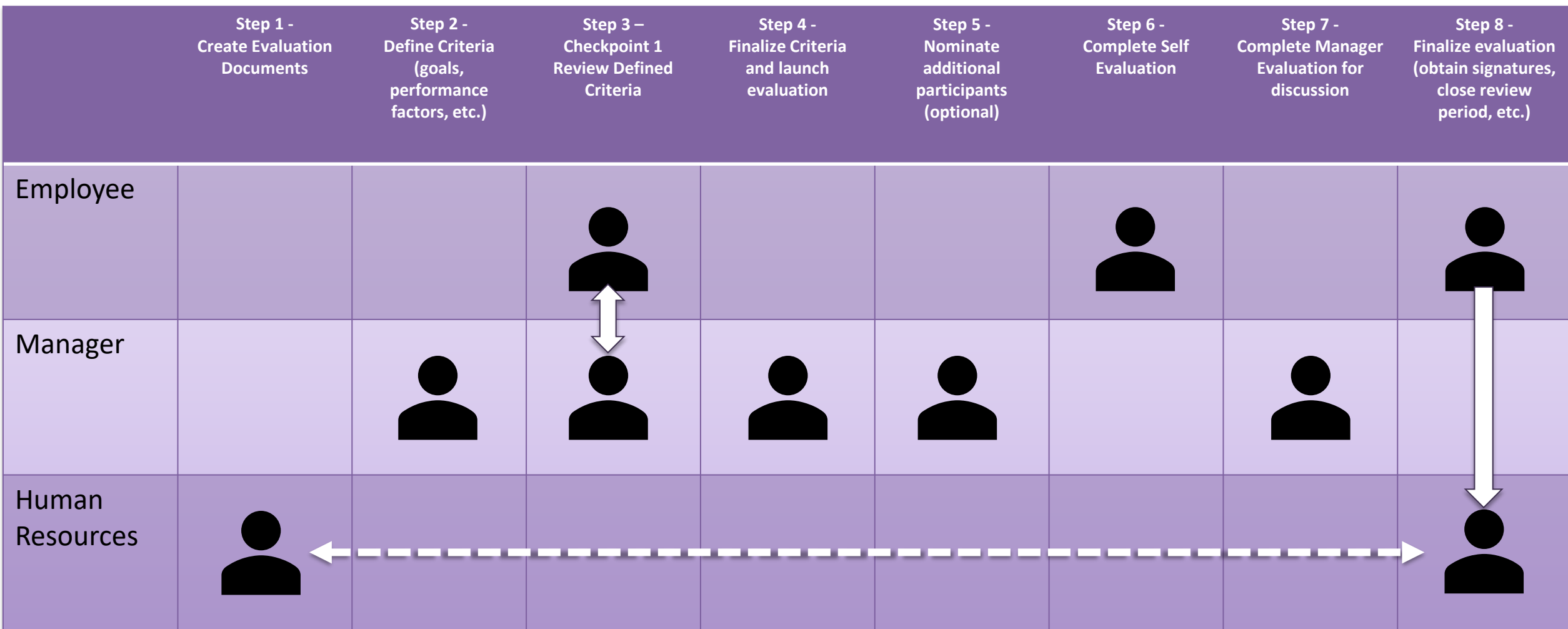
Name / Job Title	Document Type	Document Status	Period Begin / Period End
👤 Tiffany Leslie Human Resources Generalist	USG Annual Review for Staff	Completed	01/01/2024 12/31/2024 >

Employee

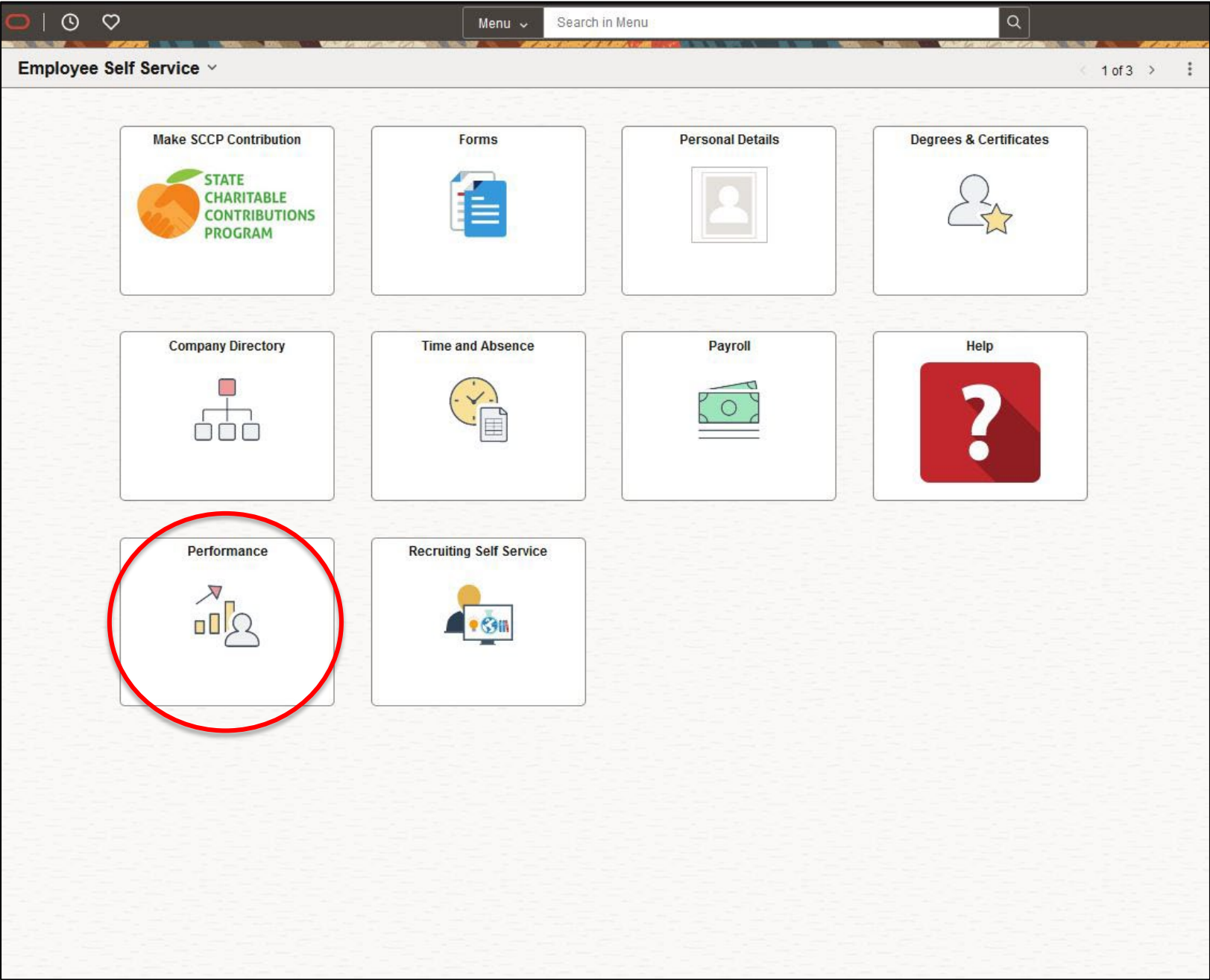


Middle Georgia State University

Performance Evaluations Process Flow



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



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

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Search in Menu

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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	Track Progress - Checkpoint 1	01/01/2024 12/31/2024	11/01/2024 >

Checkpoint 1: Review 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

Print

 |

Notify

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

In Progress

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 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_GRPUBGX5003

Pamela Booker

03/25/2024 11:51AM

Checkpoint 1: Review 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

Print | Notify

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

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

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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 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 [Print](#) | [Notify](#)

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 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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Search in Menu

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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

Save 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

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 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

Self-Evaluation - Update and Complete

Calculate All Ratings

GoalsJob DutiesPerformance FactorsValuesOverall Summary

Section 1 - Goals

ExpandCollapse

Goal 1

Description : Enter description of the Goal

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

Employee Rating3 - Successful3.00

Employee Comments

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

Created By: Pamela Booker03/25/2024 11:51AM

Goals Summary

Summary Weight25% (not less than 25%)

Employee Rating3 - Successful3.00

Attachments

No Attachments have been added to this document

SaveCompletePrintNotify

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

Goals | Job Duties | Performance Factors | Values | Overall Summary

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 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

Goals Job Duties Performance Factors Values Overall 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 Rating 3 - Successful 3.00

Employee Comments

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

Created By Profile 03/18/2024 10:27AM

Learning

Stewardship

Values Summary

Summary Weight 15 % (not less than 15%)

Employee Rating 3 - Successful 3.00

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

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 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
-----------	-------------	---------------------	-----------------------	-------------

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 to finalize 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”, an USG Annual Review for Staff in the Status of “Pending Acknowledgment” will be visible. Click on this tile.

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🔍 Search in Menu

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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	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

Acknowledge

View

USG Annual Review for Staff

Manager Evaluation - Acknowledge

Tiffany Leslie

Job Title

Human Resources Generalist

Document Type

USG Annual Review for Staff

Template

Staff-No Add/No Aprv/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

Department

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

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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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



Deadline to share Checkpoint 1 with employee but can be shared prior to this date.



Employee must be given a minimum of 2 weeks to review their Defined Criteria for the upcoming year.

April 30, 2024



Deadline to Finalize Criteria

Dec. 2024 – Feb. 2025



Self Evaluations and Participant Evaluations (if applicable) should be completed



Complete Manager Evaluation and plan to meet with employee to review Annual Evaluation for 2024

March 1, 2025



Annual Evaluations 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

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

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 from January through December. Annual evaluations will be due by March 1, 2025.



When will goals for the next year be established?

In the future, we will be sending out Performance Evaluations in January. This is when goals will be established for the year.



If there is an error in employees listed or job descriptions, what should I do?

Contact Human Resources if there are any issues regarding employees missing or incorrect employees showing up in your Team Members for evaluations.



What will happen with New Hires throughout the year?

Anyone who is hired during the year will be subject to a Provisional Performance Evaluation. This evaluation will be started on their first day of employment and go through the first 6 months of their employment.



Can I Copy Goals from Multiple Employees?

Yes, select “Copy Items from My Team’s Documents” to copy one employee's goals and paste them into another employee.

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.

Questions?