

EMPLOYEE'S GUIDE

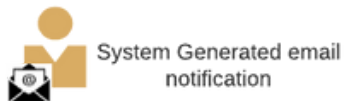
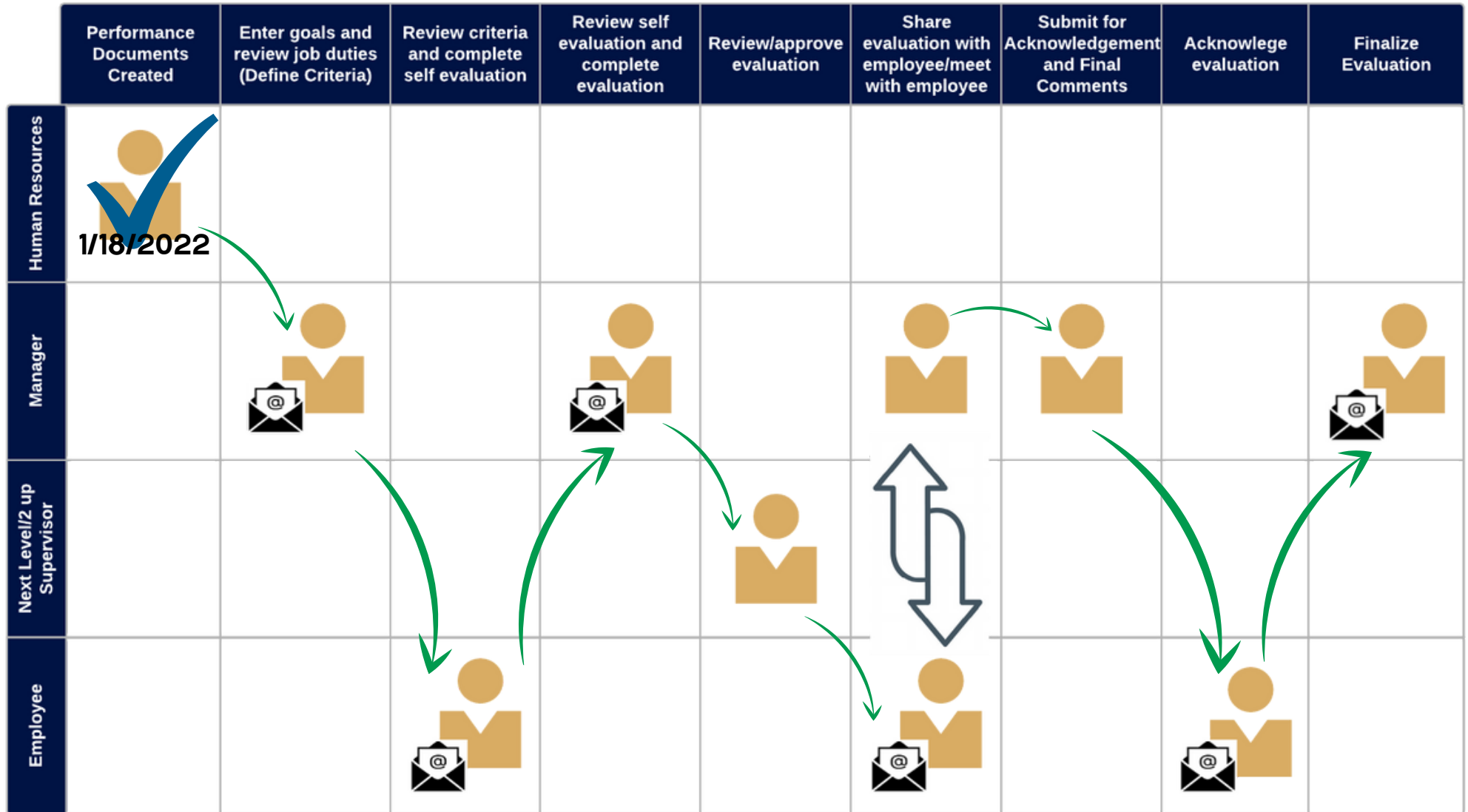
ANNUAL PERFORMANCE EVALUATIONS

UTILIZING ONEUSG EPERFORMANCE MODULE

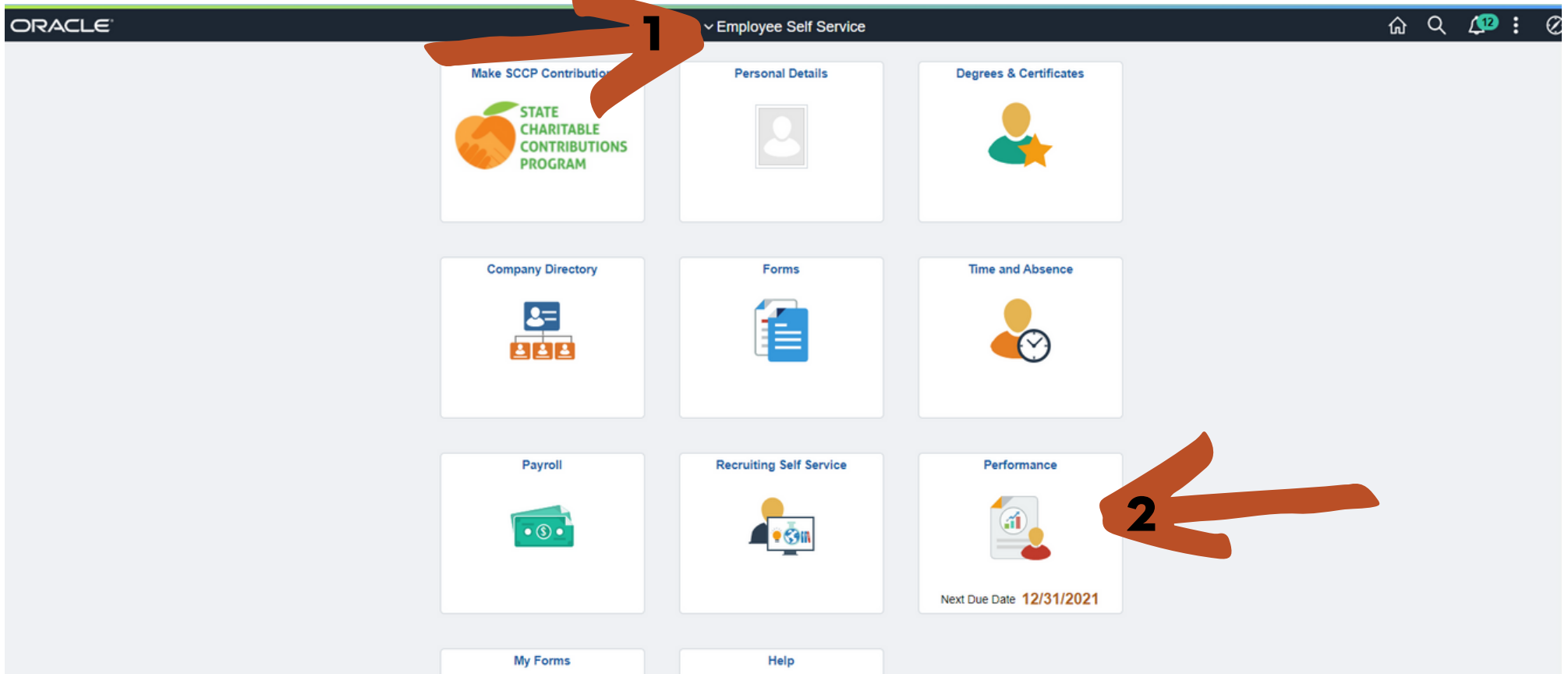
2022



ePerformance Process



EMPLOYEE: NAVIGATING TO SELF EVALUATION



Log into OneUSG Connect.

1. Select Employee Self Service (if you are completing your own evaluation).
2. Select Performance.





DISREGARD ANY DUE DATES LISTED ON THIS TILE!


NOTE: Employees cannot do the self evaluation until the manager defines criteria.


EMPLOYEE: NAVIGATING TO SELF EVALUATION

< Employee Self Service

Performance





Rosalind Calles 
Human Resources Manager
0048921

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My Historical Documents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	01/01/2021 12/31/2021	12/31/2021	>

This screen shows the evaluation documents available. There will not be anything here until your manager defines the criteria for your evaluation. Once they've completed it, you should only have one document to choose from in the list. Click the document.

DISREGARD NEXT DUE DATE! This is a system generated due date and does not align with our process.

EMPLOYEE: SELF EVALUATION

The screenshot shows the 'Performance Process' interface for 'USG Annual Review for Staff'. The 'Steps and Tasks' sidebar on the left has three items: 'Define Criteria' (Due Date: 12/31/2021), 'Complete Self Evaluation' (Due Date: 12/31/2021), and 'Update and Complete' (highlighted in yellow). A large orange arrow labeled '3' points to the 'Update and Complete' step. The main content area is titled 'Self-Evaluation - Update and Complete'. It displays 'Employee Data' for Employee ID 0048921, Department 0350101, and Human Resources, Office Of. Below this, there is a section for 'Section 1 - Goals' with a 'Goal 1' description: 'Provide Excellent Customer Service in the the Service Center!'. The 'Employee Rating' is set to 0.00. A large orange arrow labeled '4' points to the 'Save' button in the top right corner. The 'Goals Summary' at the bottom shows a 'Summary Weight' of 25% and an 'Employee Rating' of 0.00.



Your manager has entered the goals set on last year's evaluation that you were to accomplish this year. You will provide a rating on each goal using the 5 point rating scale.

3. For ease of use on any tab, click Expand to provide a full view of each item on that tab.
4. Click SAVE often! If you have made edits and leave the system (or it logs you out automatically due to inactivity), you will lose anything you have not saved.

While it appears that you can edit the Section Weight, the system will not allow you to alter this.

EMPLOYEE: SELF EVALUATION/GOALS

The screenshot shows the 'Performance Process' interface for a 'Self-Evaluation - Update and Complete'. It features a sidebar with 'Steps and Tasks' including 'Define Criteria', 'Complete Self Evaluation', and 'Review Manager Evaluation'. The main area displays 'Goal 1' with a description, start/end dates, an 'Employee Rating' dropdown set to '5 - Exemplary', and a text area for 'Employee Comments'. Below this is a 'Goals Summary' section with a 'Summary Weight' of 25% and an 'Employee Rating' of 0.00. An 'Attachments' section shows no attachments, and an 'Audit History' section shows creation and modification dates. A '5 POINT RATING SCALE' graphic is shown to the right, with a hand holding a magnifying glass over the scale. Three orange arrows with black numbers point to specific elements: arrow 5 points to the 'Complete Self Evaluation' step in the sidebar; arrow 6 points to the 'Attachments' section; and arrow 7 points to the 'Save' button in the top right corner.

Your manager has entered the goals set on last year's evaluation that you were to accomplish this year. You will provide a rating on each goal using the 5 point rating scale.

5. Select the rating for each goal listed on each tab. For any rating other than "3 - Successful" you should add comments to explain why you selected this rating. You can use the formatting functions as you would in a Word document (lists, bold, italics, etc).
6. You can attach documents to support anything in the evaluation (certificates, list of training completed, etc). However, there is no requirement to upload attachments.
7. Click SAVE often!

While it appears that you can edit the Section Weight, the system will not allow you to alter this.

EMPLOYEE: SELF EVALUATION/JOB DUTIES

The screenshot shows the 'Performance Process' interface for 'USG Annual Review for Staff'. The main section is 'Self-Evaluation - Update and Complete'. On the left, a 'Steps and Tasks' sidebar lists: 'Complete Self Evaluation' (Due Date: 12/31/2021), 'Update and Complete' (highlighted), and 'Review Manager Evaluation' (Due Date: 12/31/2021). The main content area shows two evaluation items. The first item, 'Employee Rating 3 - Successful', has a comment box containing 'Assisted with investigations as needed and provided supporting documentation.' The second item, 'Employee Rating 5 - Exemplary', has a comment box containing 'Developed a SOP for administrative parts of hearings.' Below these is the 'Job Duties & Knowledge Summary' section, which includes a 'Summary Weight' of 40% and an 'Employee Rating' of 0.00. At the bottom, there is an 'Attachments' section with a button to 'Add Attachment'. On the right side of the interface, there are buttons for 'Save', 'Complete', 'Print', and 'Notify'. Three orange arrows with numbers point to specific parts: Arrow 8 points to the 'Update and Complete' step in the sidebar; Arrow 9 points to the 'Attachments' section; Arrow 10 points to the 'Save' and 'Complete' buttons.



Your Job Duties have been defined by your position description and reviewed by your manager.

8. Provide a rating to each Job Duty. If the rating is higher or lower than "3-Successful", you should provide comments to support the rating.
9. You can attach documents to support anything in the evaluation (certificates, list of training completed, etc). However, there is no requirement to upload attachments.
10. Click SAVE often!

While it appears that you can edit the Section Weight, the system will not allow you to alter this.

EMPLOYEE: SELF EVALUATION/PERFORMANCE FACTORS

Performance Process

USG Annual Review for Staff
Self-Evaluation - Update and Complete

Employee Comments

I did not have any instances of unscheduled leave this evaluation period. I completed 90% of all assigned tasks before the provided deadlines

Created By: Template 12/16/2021 8:23AM

Critical Thinking

Description: The extent to which the employee demonstrates proper judgment in decision-making and displays effective problem-solving skills.

Employee Rating: 4 - Superior 4.00

Employee Comments

Created By: Template 12/16/2021 8:23AM

Performance Factors Summary

Summary Weight: 20% (not less than 20%)

Employee Rating: 0.00

Attachments

No Attachments have been added

Add Attachment

Audit History

Created By: Carol Lique 12/16/2021 8:23:41AM

Save Complete

Print Notify

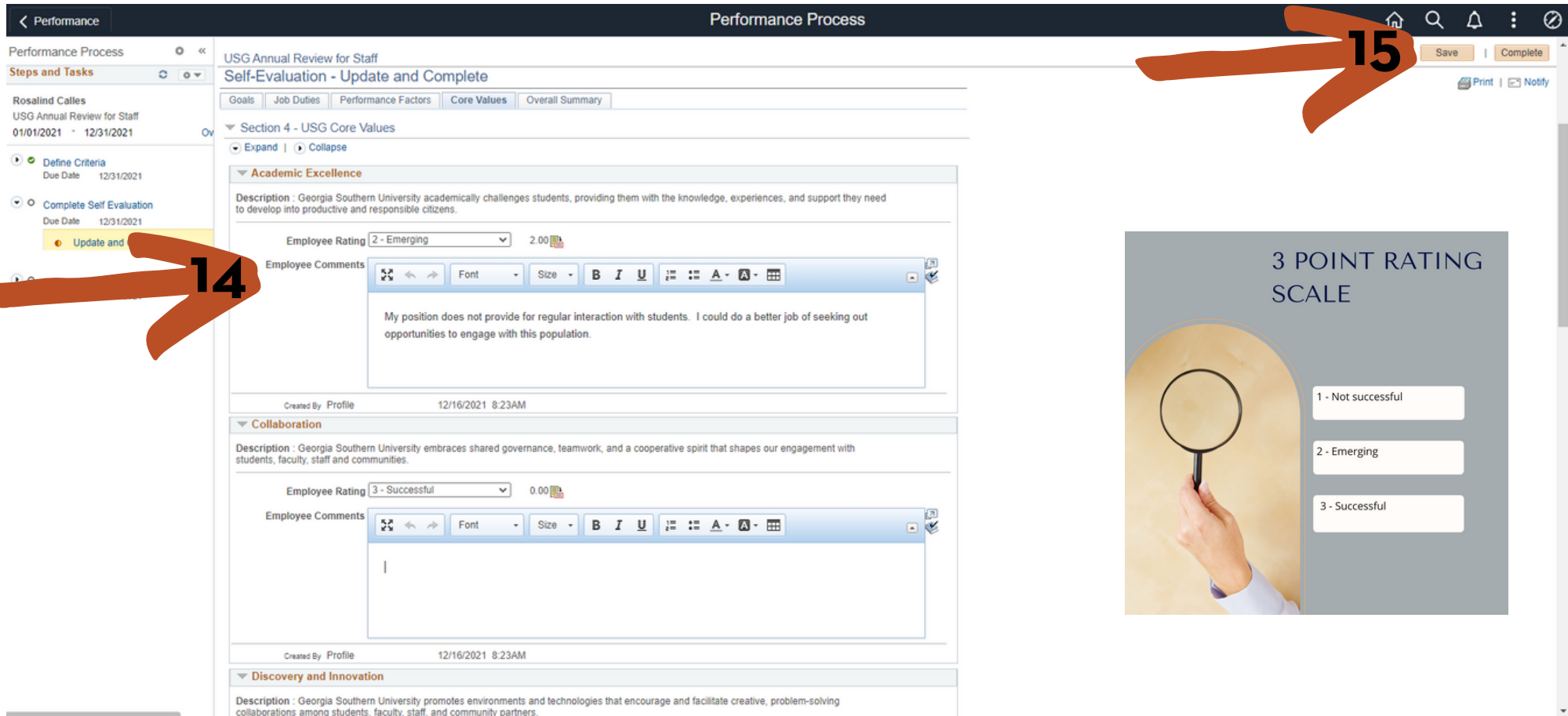


Performance Factors are defined at the University System of Georgia level for all employees.

11. Provide a rating to each Performance Factor. If the rating is higher or lower than "3-Successful", you should provide comments to support the rating.
12. You can attach documents to support anything in the evaluation (certificates, list of training completed, etc). However, there is no requirement to upload attachments.
13. Click SAVE often!

While it appears that you can edit the Section Weight, the system will not allow you to alter this.

EMPLOYEE: SELF EVALUATION/VALUES



The screenshot shows the 'Performance Process' interface for a 'Self-Evaluation - Update and Complete'. The left sidebar lists 'Steps and Tasks' with 'Update and Complete' highlighted. The main content area shows 'Section 4 - USG Core Values' with three categories: 'Academic Excellence', 'Collaboration', and 'Discovery and Innovation'. Each category has a description, an 'Employee Rating' dropdown, and a text area for 'Employee Comments'. An orange arrow labeled '14' points to the 'Update and Complete' task in the sidebar. Another orange arrow labeled '15' points to the 'Save' button in the top right corner of the interface.

Performance Process

USG Annual Review for Staff

Self-Evaluation - Update and Complete

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

Section 4 - USG Core Values

Expand | Collapse

Academic Excellence

Description : Georgia Southern University academically challenges students, providing them with the knowledge, experiences, and support they need to develop into productive and responsible citizens.

Employee Rating 2 - Emerging 2.00

Employee Comments

My position does not provide for regular interaction with students. I could do a better job of seeking out opportunities to engage with this population.

Created By Profile 12/16/2021 8:23AM

Collaboration

Description : Georgia Southern University embraces shared governance, teamwork, and a cooperative spirit that shapes our engagement with students, faculty, staff and communities.

Employee Rating 3 - Successful 0.00

Employee Comments

Created By Profile 12/16/2021 8:23AM

Discovery and Innovation

Description : Georgia Southern University promotes environments and technologies that encourage and facilitate creative, problem-solving collaborations among students, faculty, staff, and community partners.

14

15

Save | Complete

Print | Notify



All employees will be evaluated on their support of the Institutional Values. Values are rated on a 3 point scale.

14. Provide a rating to each Institutional Value. You can attach documents to support anything in the evaluation (certificates, list of training completed, etc). However, there is no requirement to upload attachments.
15. Click SAVE often!

While it appears that you can edit the Section Weight, the system will not allow you to alter this.

EMPLOYEE: SELF EVALUATION/OVERALL SUMMARY

Performance Process

USG Annual Review for Staff

Self-Evaluation - Update and Complete

Rosalind Calles
USG Annual Review for Staff
01/01/2021 - 12/31/2021

Define Criteria
Due Date 12/31/2021

Complete Self Evaluation
Due Date 12/31/2021

Update and Complete

Review Manager Evaluation
Due Date 12/31/2021

Employee ID 0048921
Department 0350101 Human Resources, Office Of

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

Calculate All Ratings

Goals Job Duties Performance Factors Core Values Overall Summary

Section 5 - Overall Summary

Employee Rating 4 - Superior 4.13

Employee Comments

I have created multiple SOPs. I have collaborated with other areas of the department to provide streamlined services to clients. In the last year, I have developed new skills to develop my areas of responsibility. For example, I have learned and implemented the use of scheduling software for new hire processing that prevents clients from having extended waiting periods for a staff member to be available to assist.

Attachments

No Attachments have been added to this document

Add Attachment

Audit History

Created By Carol Lightle	12/16/2021 8:23:41AM
Last Modified By Vickie Shaw	12/16/2021 3:47:29PM

Save Complete

Print Notify

16. The system will automatically calculate the overall rating for your self evaluation. On this tab, you will add any overall comments you have. Consider adding any particular successes/accomplishments or challenges you faced this past year.

17. You can attach documents to support anything in the evaluation (certificates, list of training completed, etc). However, there is no requirement to upload attachments.

18. Click SAVE one last time and then click COMPLETE.

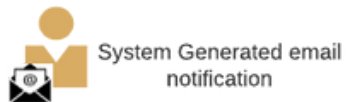
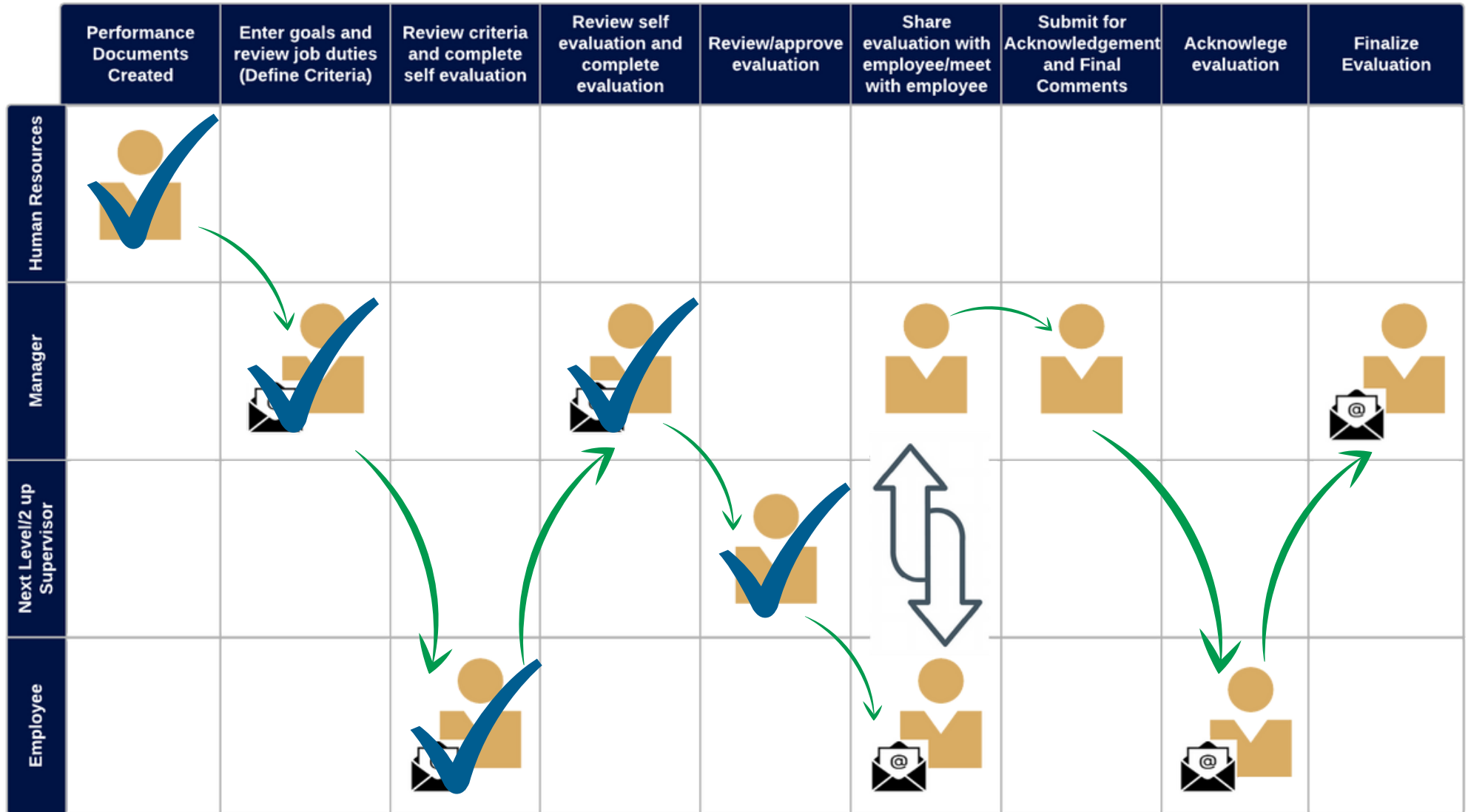
EMPLOYEE: SELF EVALUATION/CONFIRMATION

The screenshot displays a web application interface for the 'Performance Process'. At the top, a dark header bar contains a back arrow, the text 'Performance', the title 'Performance Process', and navigation icons (home, search, notifications, menu, and a circular arrow). Below the header, the main content area is titled 'Complete Evaluation'. On the left, a sidebar lists the steps of the process: 'Steps and Tasks' (highlighted), 'Define Criteria' (Due Date: 12/31/2021), 'Complete Self Evaluation' (Due Date: 12/31/2021, with a sub-item 'Update and Complete' highlighted in yellow), and 'Review Manager Evaluation' (Due Date: 12/31/2021). The main panel shows a message: '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.' Below this message are two buttons: 'Confirm' and 'Cancel'.

To confirm completion of your self evaluation, click COMPLETE. If you'd like to go back and make changes, click cancel to make the changes and follow the steps to get back to this screen.

Your self evaluation will be available for your manager to review once you click complete and you cannot make any further changes.



ePerformance Process



EMPLOYEE: REVIEW MANAGER EVALUATION/MEET WITH MANAGER

[Employee Self Service](#)

Performance

**Rosalind Calles** 
Human Resources Manager
0048921

My Current Documents 1

My Historical Documents

Evaluations of Others 0

Historical Evaluations of Others

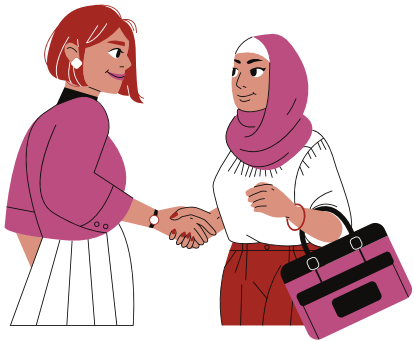
My Current Documents

Document Type	Document Status	Period Begin / Period End	Next Due Date
USG Annual Review for Staff	Shared with Employee	01/01/2021 12/31/2021	12/31/2021 >

Navigate to your evaluation through Employee Self Service. Click the current document.

You should also have a meeting with your manager to discuss/review your performance as well as set goals for the coming year.

EMPLOYEE/MANAGER: EVALUATION MEETING



The performance evaluation meeting is an opportunity to have an honest conversation between the employee and the manager. The employee should be given an opportunity to share their thoughts on their performance, any challenges they've faced, what they think they accomplished in the last year and ways the manager has either supported or hindered their progress. The manager should have the opportunity to reinforce feedback given throughout the year, highlight accomplishments of the employee and discuss what they observe as opportunities for growth and development. After a review of the performance evaluation document, the manager and employee should set goals for the coming year. It is completely acceptable to ask the employee to come to the evaluation with several goals in mind for the coming year.

SETTING GOALS

You will need to set and document goals for the coming year with each employee. Here are some tips to consider:

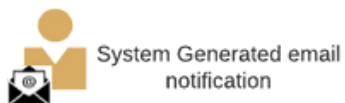
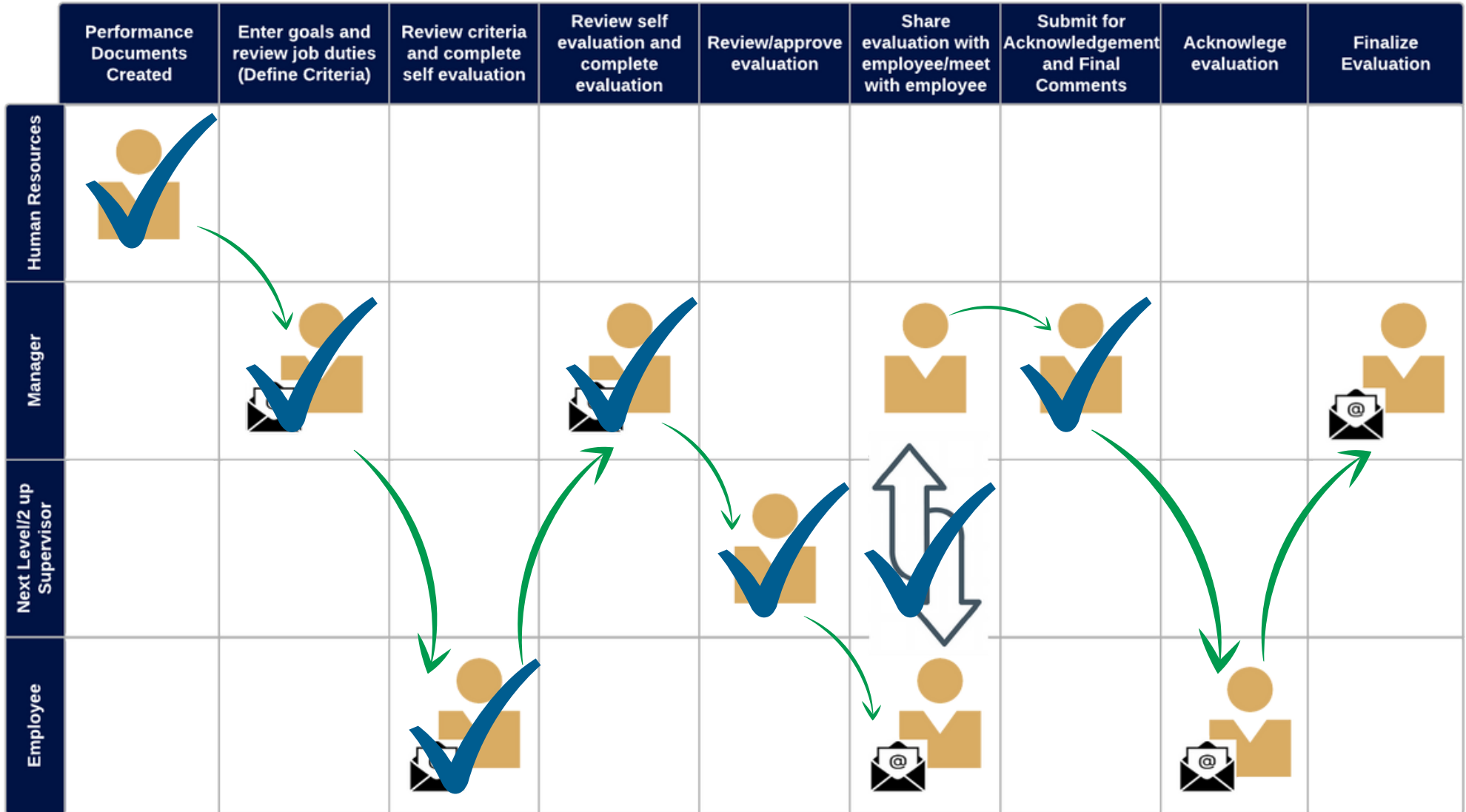
- *Set goals that align with the strategic plan, our strategic pillars and the values of the University.
 - *Ask the employee about any job specific goals that are meaningful to them.
- *Set SMART goals (specific, measurable, achievable, relevant and time-based)
 - *Don't be overly ambitious or unrealistic.
- *Set consistent goals for employees with similar responsibilities within your department.
- *Goals may be centered around one of the following: Job description, project goals, behavioral goals, stretch goals

Note:

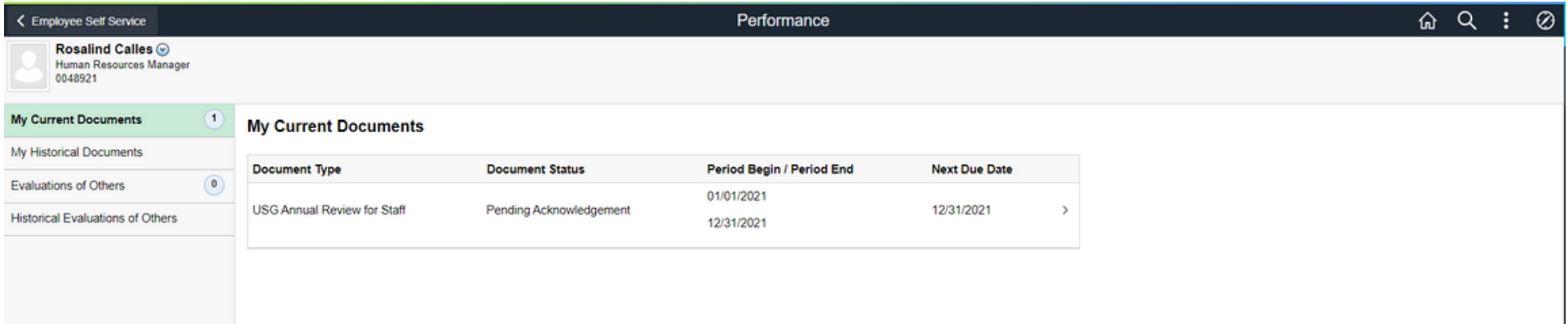
You will not be able to enter the new goals in the system at the time of this year's evaluation.



ePerformance Process



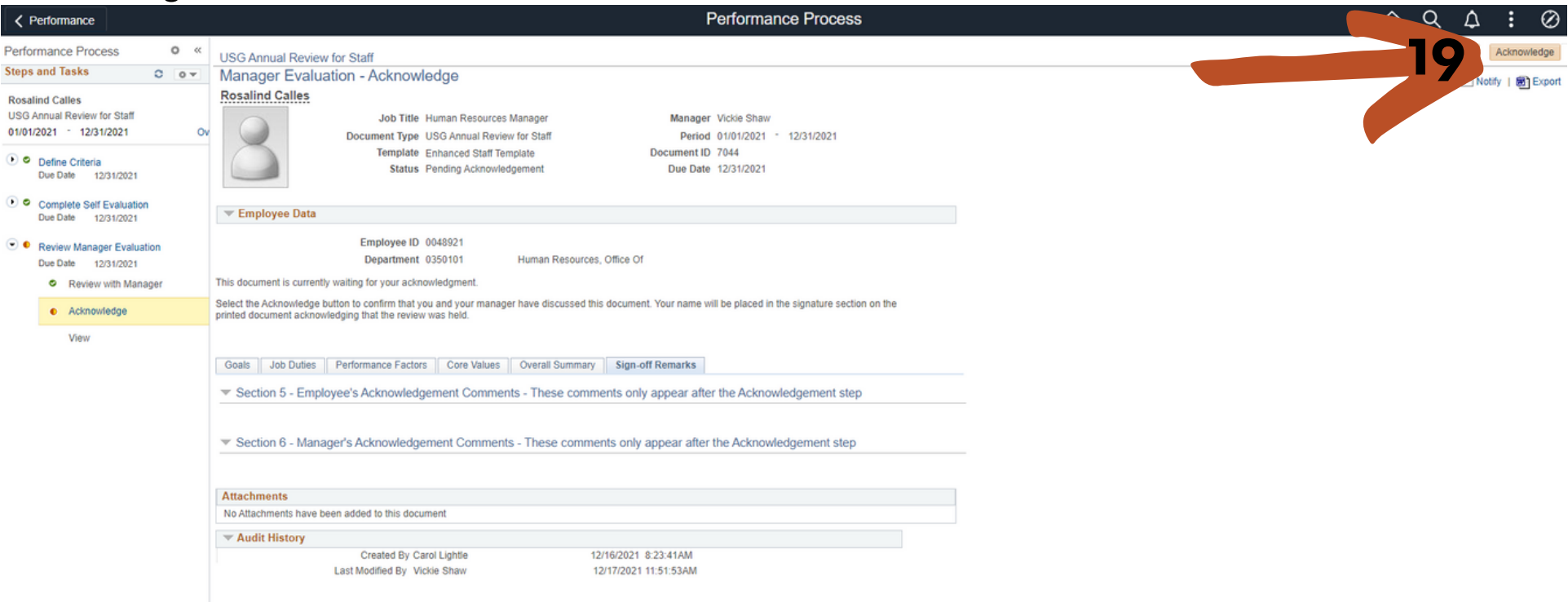
EMPLOYEE: ACKNOWLEDGE EVALUATION



The screenshot shows the 'Employee Self Service' interface with a 'Performance' header. The user is Rosalind Calles, Human Resources Manager (0048921). On the left, a sidebar lists 'My Current Documents' (1), 'My Historical Documents', 'Evaluations of Others' (0), and 'Historical Evaluations of Others'. The main area displays a table of documents:

Document Type	Document Status	Period Begin / Period End	Next Due Date
USG Annual Review for Staff	Pending Acknowledgement	01/01/2021 12/31/2021	12/31/2021

Navigate to your evaluation through Employee Self Service. Click on the document that says "Pending Acknowledgement".



The screenshot shows the 'Performance Process' interface for 'Manager Evaluation - Acknowledge'. The user is Rosalind Calles. The left sidebar shows the 'Steps and Tasks' list: 'Define Criteria' (Due Date: 12/31/2021), 'Complete Self Evaluation' (Due Date: 12/31/2021), 'Review Manager Evaluation' (Due Date: 12/31/2021), and 'Acknowledge' (highlighted). The main area displays the 'USG Annual Review for Staff' document, 'Manager Evaluation - Acknowledge' for Rosalind Calles. It shows job title, document type, template, status, manager, period, document ID, and due date. Below this, there is a section for 'Employee Data' and a message: '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.' At the bottom, there are tabs for 'Goals', 'Job Duties', 'Performance Factors', 'Core Values', 'Overall Summary', and 'Sign-off Remarks'. A large orange arrow points to the 'Acknowledge' button in the top right corner.

19. Click Acknowledge.

EMPLOYEE: ADD FINAL COMMENTS

Performance Process

Performance Process

Steps and Tasks

Rosalind Calles
USG Annual Review for Staff
01/01/2021 - 12/31/2021

Define Criteria
Due Date 12/31/2021

Complete Self Evaluation
Due Date 12/31/2021

Review Manager Evaluation
Due Date 12/31/2021

Acknowledge

View

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

We have met and I feel this was a fair evaluation of my performance. I understand the areas where I need to focus in the next year

Confirm Cancel

20. Add final comments to the evaluation and click Confirm. You will get the below confirmation screen.

Performance Process

Performance Process

Steps and Tasks

Rosalind Calles
USG Annual Review for Staff
01/01/2021 - 12/31/2021

Define Criteria
Due Date 12/31/2021

Complete Self Evaluation
Due Date 12/31/2021

Review Manager Evaluation
Due Date 12/31/2021

Acknowledge

View

USG Annual Review for Staff

Confirmation - Employee Acknowledgement

You have successfully acknowledged this document.

Accessibility Statement

If you need this document in an additional format - reach out to Michael McLeod - 706-864-1440