

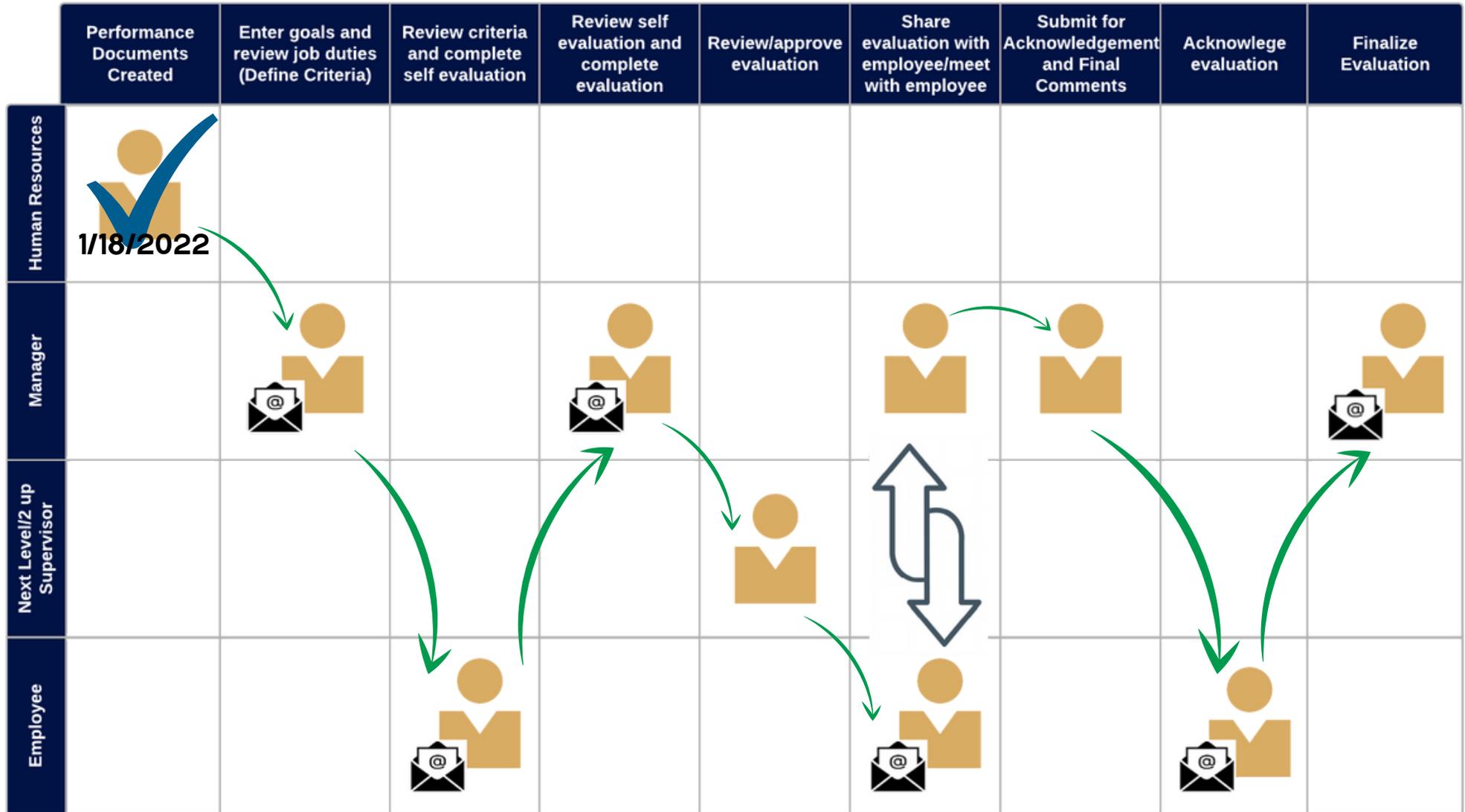
EMPLOYEE'S GUIDE

ANNUAL PERFORMANCE
EVALUATIONS
UTILIZING ONEUSG EPERFORMANCE MODULE

2022

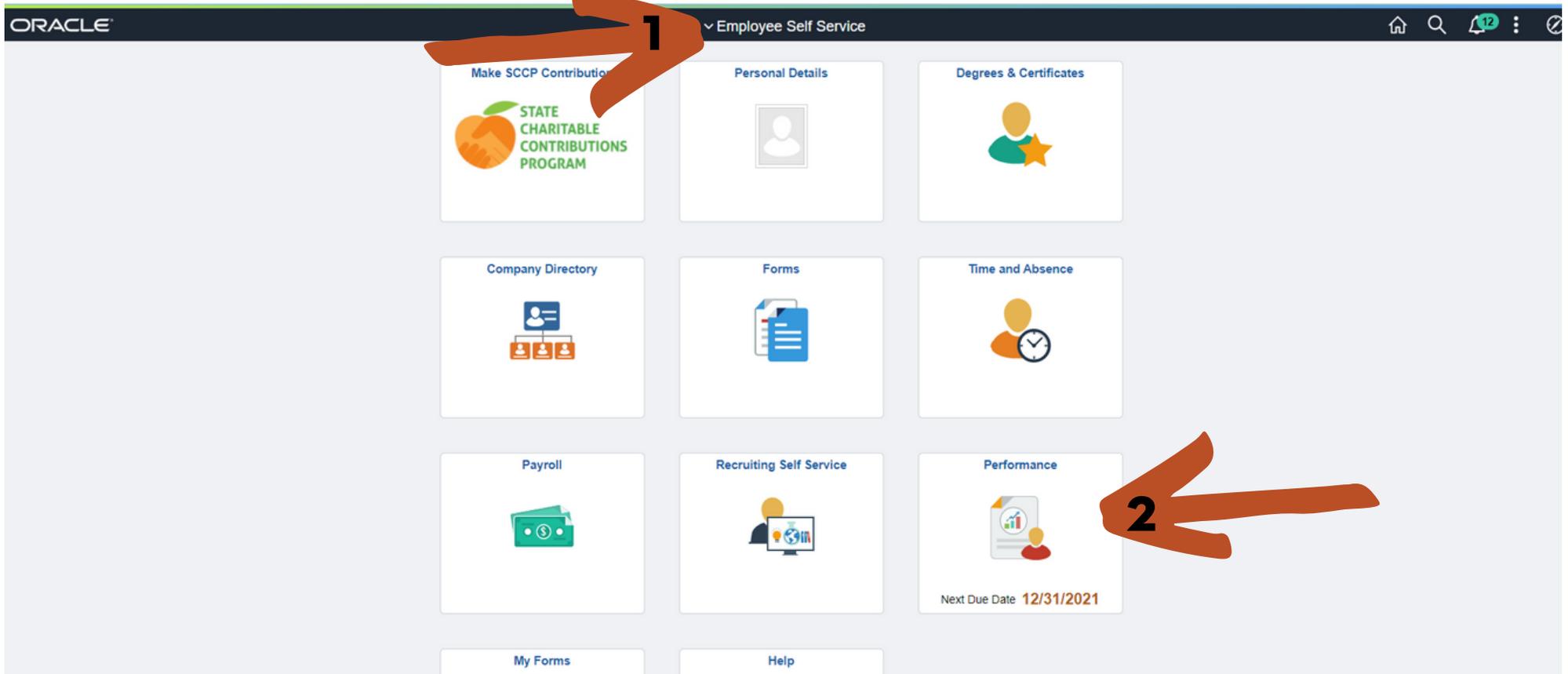


ePerformance Process




 System Generated email notification

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

The screenshot shows the 'Employee Self Service' interface. At the top, there is a navigation bar with 'Employee Self Service' on the left and 'Performance' in the center. On the right of the navigation bar are icons for home, search, and settings. Below the navigation bar, the user's profile is displayed: 'Rosalind Calles', Human Resources Manager, with ID 0048921. A sidebar on the left contains navigation options: 'My Current Documents' (with a '1' badge), 'My Historical Documents', 'Evaluations of Others' (with a '0' badge), and 'Historical Evaluations of Others'. The main content area is titled 'My Current Documents' and contains a table with the following data:

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

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

Employee Data

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 1 - Goals

Expand Collapse

Goal 1

Description : Provide Excellent Customer Service in the the Service Center!

Start Date :
End Date :

Employee Rating 0.00

Employee Comments

Created By Vickie Shaw 12/16/2021 3:45PM
Last Modified By Vickie Shaw 12/16/2021 3:45PM

Goals Summary

Summary Weight 25 % (not less than 25%)
Employee Rating 0.00

5 POINT RATING SCALE

1 - Not Successful
2 - Partially Successful
3 - Successful
4 - Superior
5 - Exemplary

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 displays the 'Performance Process' interface for a 'Self-Evaluation - Update and Complete' task. The main content area shows 'Goal 1' with a description: 'Provide Excellent Customer Service in the the Service Center'. The 'Employee Rating' is set to '5 - Exemplary' with a score of 5.00. The 'Employee Comments' section is empty. The 'Goals Summary' section shows a 'Summary Weight' of 25% (not less than 25%) and an 'Employee Rating' of 0.00. The 'Attachments' section is empty. The 'Audit History' section shows the goal was created by Carol Lightle on 12/16/2021 at 8:23:41AM and last modified by Vickie Shaw on 12/16/2021 at 3:47:29PM. A '5 POINT RATING SCALE' graphic is shown to the right of the screenshot, with a hand holding a magnifying glass over the scale. The scale has five levels: 1 - Not Successful, 2 - Partially Successful, 3 - Successful, 4 - Superior, and 5 - Exemplary. Three orange arrows with numbers 5, 6, and 7 point to the 'Complete Self Evaluation' step, the 'Attachments' section, and the 'Save' button respectively.

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 a web application interface for a performance review. The top navigation bar includes 'Performance Process' and 'Performance Process'. The main content area is titled 'USG Annual Review for Staff' and 'Self-Evaluation - Update and Complete'. It features a sidebar with 'Steps and Tasks' including 'Complete Self Evaluation' and 'Review Manager Evaluation'. The main area displays two job duties with their respective ratings and comments. The first job duty is 'Organize formal hearings' with a rating of '3 - Successful' and a comment 'Assisted with investigations as needed and provided supporting documentation.' The second job duty is 'Developed a SOP for administrative parts of hearings' with a rating of '5 - Exemplary' and a comment 'Developed a SOP for administrative parts of hearings.' Below the job duties is a 'Job Duties & Knowledge Summary' section with a 'Summary Weight' of 40% and an 'Employee Rating' of 0.00. At the bottom, there is an 'Attachments' section with a '+ Add Attachment' button. Three orange arrows with numbers 8, 9, and 10 point to the 'Update and Complete' button, the 'Add Attachment' button, and the 'Save' button, respectively.



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

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 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 Liggins 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

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.

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 Data

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.

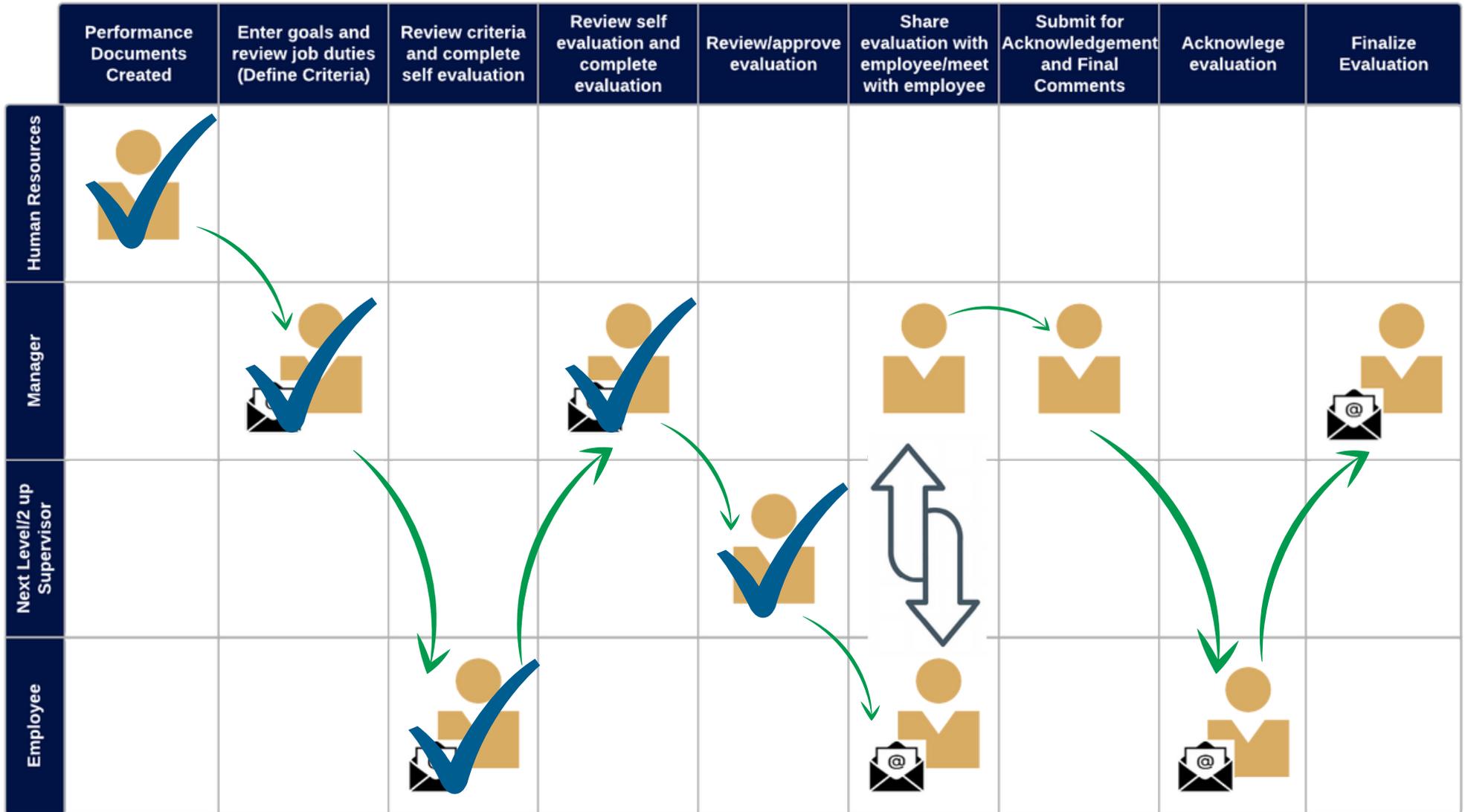
EMPLOYEE: SELF EVALUATION/CONFIRMATION



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



 System Generated email notification

EMPLOYEE: REVIEW MANAGER EVALUATION/MEET WITH MANAGER

The screenshot shows the 'Employee Self Service' interface. At the top, there is a navigation bar with 'Employee Self Service' on the left and 'Performance' in the center. On the right of the navigation bar are icons for home, search, and settings. Below the navigation bar is a user profile section for Rosalind Calles, Human Resources Manager, with ID 0048921. A sidebar on the left contains menu items: 'My Current Documents' (with a '1' badge), 'My Historical Documents', 'Evaluations of Others' (with a '0' badge), and 'Historical Evaluations of Others'. The main content area is titled 'My Current Documents' and contains a table with the following data:

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:

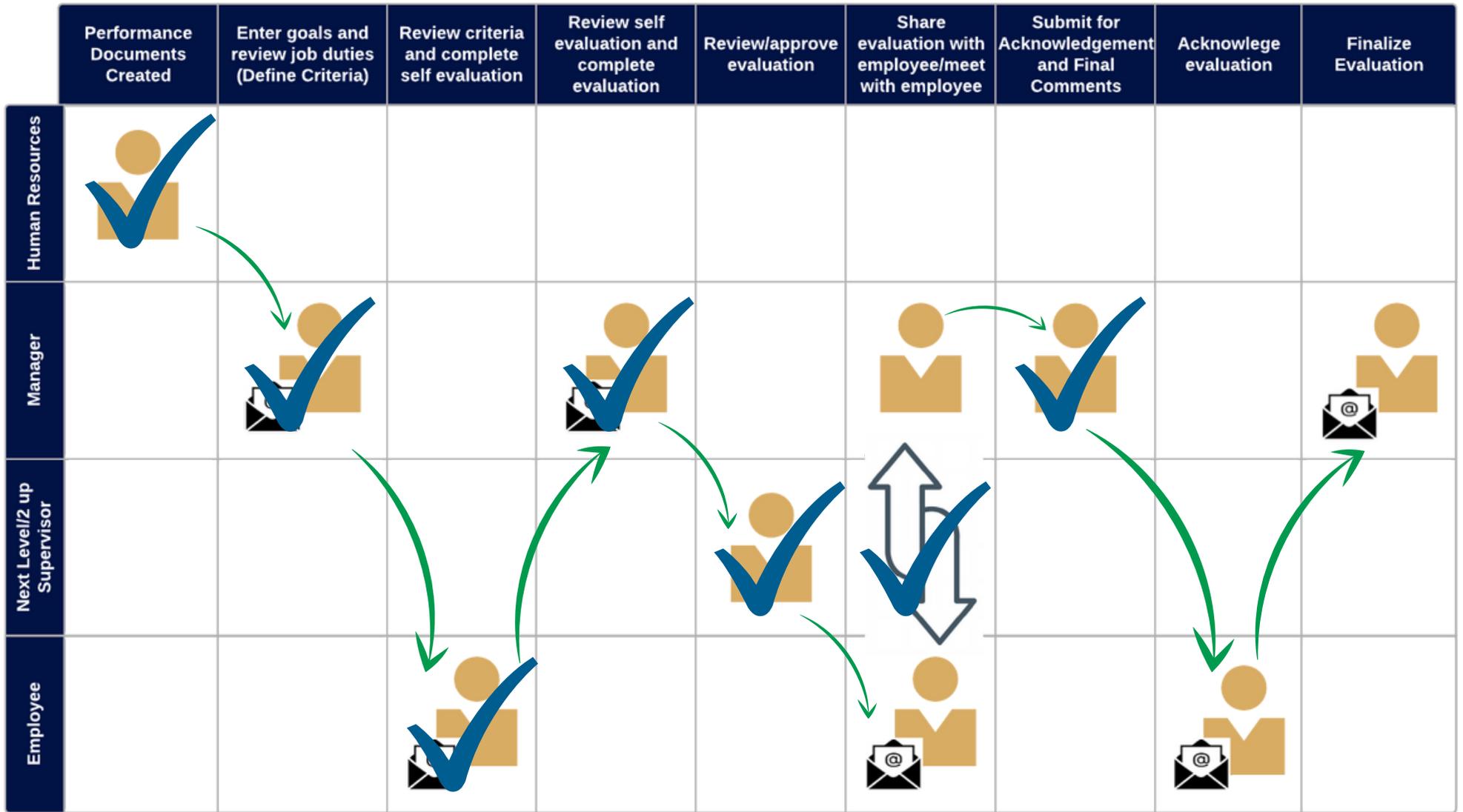
- *Set goals that align with the strategic plan, our strategic pillars and the values of the University.
 - *Ask the employee about any job specific goals that are meaningful to them.
 - *Set SMART goals (specific, measurable, achievable, relevant and time-based)
 - *Don't be overly ambitious or unrealistic.
 - *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.

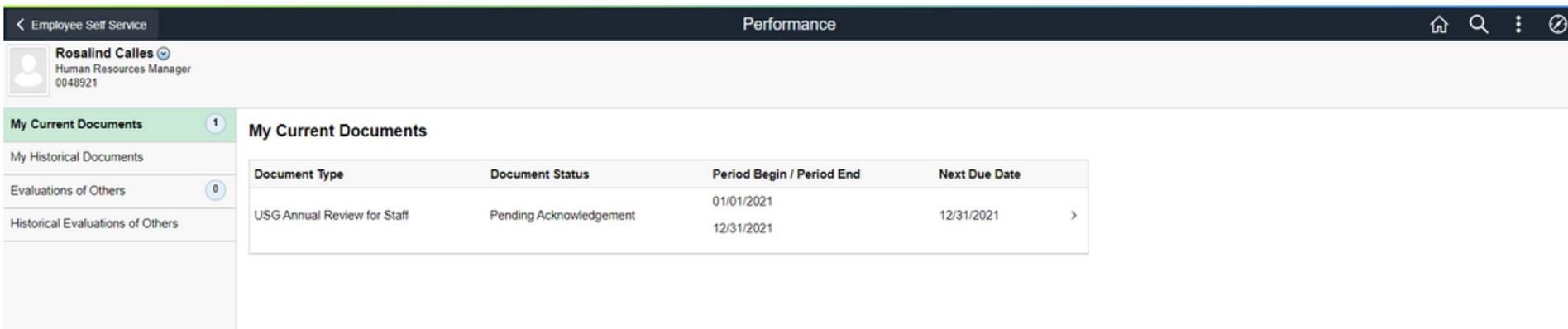


ePerformance Process



System Generated email notification

EMPLOYEE: ACKNOWLEDGE EVALUATION



Employee Self Service Performance

Rosalind Calles
Human Resources Manager
0048921

My Current Documents 1

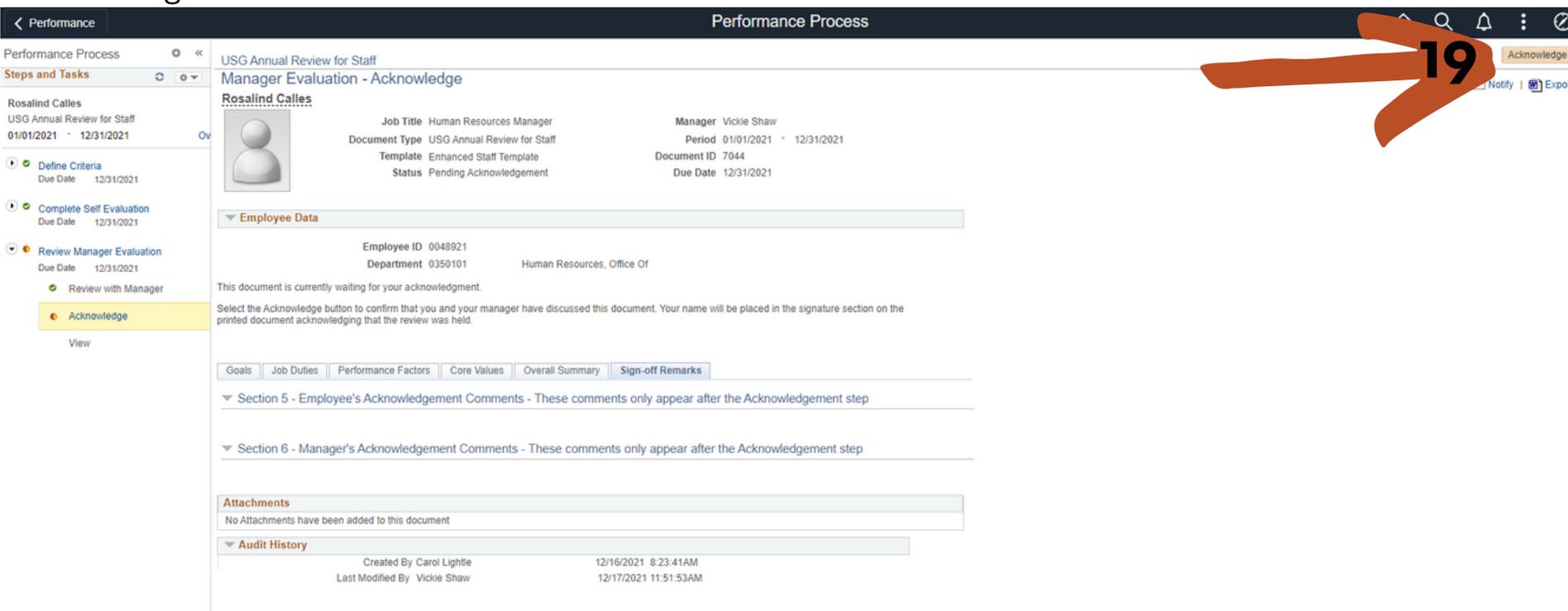
My Historical Documents

Evaluations of Others 0

Historical Evaluations of Others

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".



Performance Process Performance Process

USG Annual Review for Staff
Manager Evaluation - Acknowledge

Rosalind Calles

Job Title Human Resources Manager
Document Type USG Annual Review for Staff
Template Enhanced Staff Template
Status Pending Acknowledgement

Manager Vickie Shaw
Period 01/01/2021 - 12/31/2021
Document ID 7044
Due Date 12/31/2021

Employee Data

Employee ID 0048921
Department 0350101 Human Resources, Office Of

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 Core Values Overall Summary Sign-off Remarks

Section 5 - Employee's Acknowledgement Comments - These comments only appear after the Acknowledgement step

Section 6 - Manager's Acknowledgement Comments - These comments only appear after the Acknowledgement step

Attachments
No Attachments have been added to this document

Audit History

Created By	Carol Lightie	12/16/2021 8:23:41AM
Last Modified By	Vickie Shaw	12/17/2021 11:51:53AM

19 Acknowledge

19. Click Acknowledge.

EMPLOYEE: ADD FINAL COMMENTS

Performance Process

Performance Process

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

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

Performance Process

Performance Process

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