

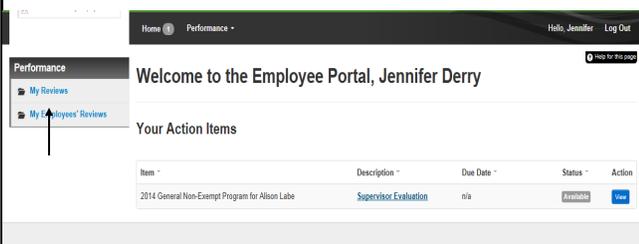
Villanova University Human Resources

Performance Management Process: Supervisor Evaluation

An honest assessment of your employees' performance during the last year is critical in order to:

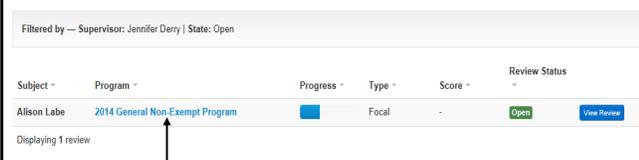
- Increase your employees' understanding of your expectations for the upcoming year.
- Allow your employees to identify areas they would like to develop further.
- Ensure that their performance contributes to the success of the department and University goals.
- Allow both you and your employee (s) to explore their strengths and career aspirations.

1 - Home Screen: When you log into the Performance Management System, you will see any action items which require your attention. If you are beginning an evaluation for a direct report, you will see "Supervisor Evaluation" under your action items. Clicking this is a direct path to the evaluation, but you may also click "My Employees' Reviews" on the left menu.

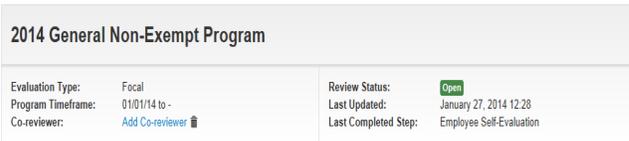
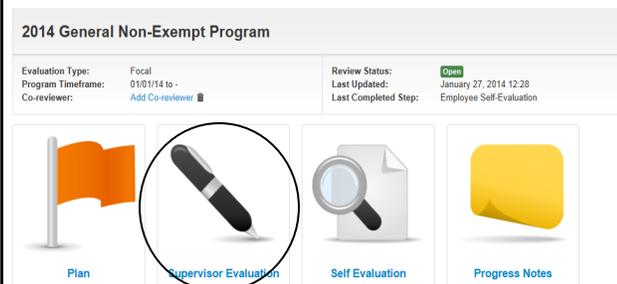


2- My Employees' Reviews: If you click "My Employees' Reviews" on the left menu, you will see a list of your employees and the performance programs which are assigned to them. Click on the respective program for each employee.

My Employees' Reviews



3- "Supervisor Evaluation" You will see the screen below. Clicking on the circled icon below will direct you to your action item, the Supervisor Evaluation.



Supervisor Evaluation for Alison Labe (Score: Unrated)

Your employee has completed their self-evaluation and your evaluation of their performance for the prior year should now be created. An honest assessment of your employee's performance during the last year is critical in order to:

4- Completing the Evaluation Under the blue text box shown above, you will see several tabs. You may click on these tabs in any order, or navigate your way through them sequentially by clicking the "next" button in the bottom right corner of each screen. Below is an explanation of each tab:

- **Introduction:** The first tab is an introduction to the Supervisor Evaluation process and includes definitions for each rating. Please read this information carefully and click "next".
- **Competencies:** Here you will find a list of competencies specific to the job of the person you are evaluating. You may see as many as 6 competencies or as few as one. For *Non-Exempt* staff, you will rate each the staff member's performance relative to each competency. Comments are encouraged but optional. For *Exempt and Professional and Management* staff, competencies are not rated but simply have a comment box for you to write a short narrative.
- **Goals Progress:** This tab offers you an opportunity to comment on the progress the staff member made toward each of his or her goals. You will notice that their goals have automatically been pulled in from the employee's plan form.
- **Achievements/Strengths:** This tab gives you a space to acknowledge the staff member's achievements over the past year that were not necessarily part of their goals or possibly even their job description. There is also a space in this tab to write about the staff member's strengths.
- **Overall Performance:** In the last tab, you will assign an overall rating to the staff member's performance over the past year. This is also your space for setting goals for this individual for the year ahead.

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Setting Goals: In order to complete the Supervisor Evaluation, you must set a minimum of one goal for the staff member in the “Overall Performance” tab. Any goal(s) set here will later pull into the employee’s Plan Form for the next performance management cycle. When that Plan Form opens in June 2015, you will have an opportunity to set additional goals at that time.

If you would prefer to set goals as a collaborative process with your employee, you have some options:

1. Have employees indicate their goals in their Self Evaluation, and incorporate them into the Supervisor Evaluation form.
2. Leave the Future Goals section of the Supervisor Evaluation blank, save the evaluation as a draft, print the draft to a PDF and email it to the employee for review prior to your evaluation meeting. Set the employee’s goals together during the evaluation meeting, then enter them into the Supervisor Evaluation draft and press the Complete button at that point to finalize the evaluation.
3. Enter a general or placeholder goal into the Supervisor Evaluation form and press the Complete button to release it to the staff member. Discuss the employee’s goals during the evaluation meeting, record them in a separate document (or have the employee enter them into the Comments box in their Evaluation Acknowledgement form), and wait until the Plan Form opens in June 2015 to enter those goals.

Important: In the “Overall Performance” tab: Rate the employee’s overall performance for the current review period. Be sure to review the rating definitions in the Introduction tab, as the definitions have changed. A rating of “Exemplary” requires approval from your Vice President or Dean before you finalize the evaluation. If you plan to rate an employee as “Unsuccessful”, contact Human Resources prior to starting the evaluation process.

Attachments: Upload any relevant documents under the “Attachments” tab **before** clicking “Complete” in the “Overall Performance” tab. If you have completed all of the steps above, you may submit your evaluation.

Once your evaluation is complete, schedule a meeting with your employee to discuss his/her performance for the review period. This meeting should be held no sooner than a day or two after submitting the evaluation, in order to allow your employee (s) time to review the information you submitted.



Do not click “Complete” until you are ready for the employee to read and acknowledge his/her review.

Once you click “Complete”, you will no longer be able to make any changes to the Supervisor Evaluation.