

EVALUATIONS ARE ACCESSIBLE FROM 4/18/2022 TO 6/30/2022

Electronic Evaluation Process for

STAFF
2022



Performance Management Tools & When to use them

ANNUAL PERFORMANCE EVALUATION

COMPLETED AT THE END OF EACH FISCAL YEAR AND DUE BY JUNE 30TH

PERFORMANCE IMPROVEMENT PLAN

COMPLETED AFTER A LOW ANNUAL SCORE OR WHEN IT IS NOTICED THAT AN EMPLOYEE'S COMPETENCIES ARE MISALIGNED WITH JOB REQUIREMENTS

PROBATIONARY EVALUATION (ANNIVERSARY)

COMPLETED AFTER SIX MONTHS OF EMPLOYMENT AND IF AN EMPLOYEE IS TRANSFERRED TO A NEW DEPARTMENT. CAN ALSO BE DONE AT SUPERVISOR'S DISCRETION IF THERE IS A LACK OR DECLINE IN THE EMPLOYEE'S PERFORMANCE.



Required Roles:

We All Have Roles in This Process

Human Resources

- Oversight of Entire Process
- Setting up Programs
- Setting Eligibility Criteria

Supervisors

- Perform Primary Evaluation of Employees and Tasks
- Oversees Invitation of others for an Employee Review
- Invites Co-Reviewers
- Org Charts

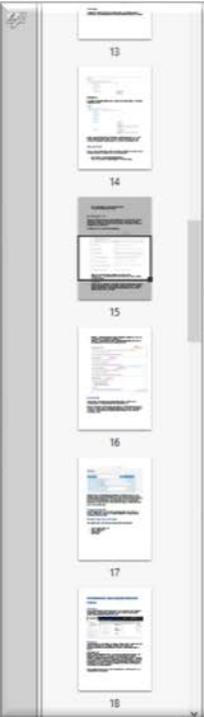
Staff

- Also Known as "Subject"
- Acknowledges their own Plan and Evaluation

Notifications

Email Snippets

► Regular employees, supervisors, and second level supervisors will receive an email when it is time to perform a task. The email will instruct the receiver on which tasks to complete as well as when they should be completed.



Subject Line	Your Performance Management Action Items
Email Opening Text	There are Performance Management Action Items that need your attention.
Email Closing Text	Please log into the Tennessee State University Employee Portal and complete your action items. Contact HR if you have any questions.
Action Items Overdue Description	You have at least one action item that is now overdue. Please complete overdue action items as soon as possible.
Action Items Due Description	You have at least one action item that is due today.
Action Items Coming Due Description	You have at least one action item coming due within the next 7 days.
Action Items Open Description	You have at least one action item open.

- Subject Line – This will show on the subject line of the email that is sent.
- Email Opening Text – The opening of the email that will inform the recipient as to why they are receiving the email.
- Email Closing Text – The text that will show after all tasks are listed in their appropriate due

Action Item Due - 1

Action Items
Due Description

You have at least one action item that is due today.

- Manual Task One (Due 09/16/2013)

[View your Action item in the PeopleAdmin Master Gold Employee Portal »](#)

Action Item Coming Due - 1

Action Items Coming
Due Description

You have at least one action item coming due within the next 7 days.

- Manual Task Two (Due 09/21/2013)

[View your Action item in the PeopleAdmin Master Gold Employee Portal »](#)

Open Action Item - 6

Action Items
Open Description

You have at least one action item open.

- Complete Supervisor Evaluation
- Manual Task Four (Due 09/24/2013)

Employee Portal



- ▶ Access to any of the performance management tools must be done through the *Employee Portal*. The design of the Employee Portal is simplified and has task driven focus which allows users to have a positive experience throughout the Performance Review process. Supervisors and regular employees will have different views as they will be assigned different tasks to complete.
- ▶ Once signed into their own Employee Portals, both regular employees and supervisors will be able to navigate through the programs and keep track of items that need to be completed.

Logging In

<https://jobs.tnstate.edu/hr/sessions/new>

After going to the link above, use the single-sign-on authentication. Do not attempt to put in a username or password because an error will occur, and the user will not be able to access the evaluation platform.

Tennessee State University

Username

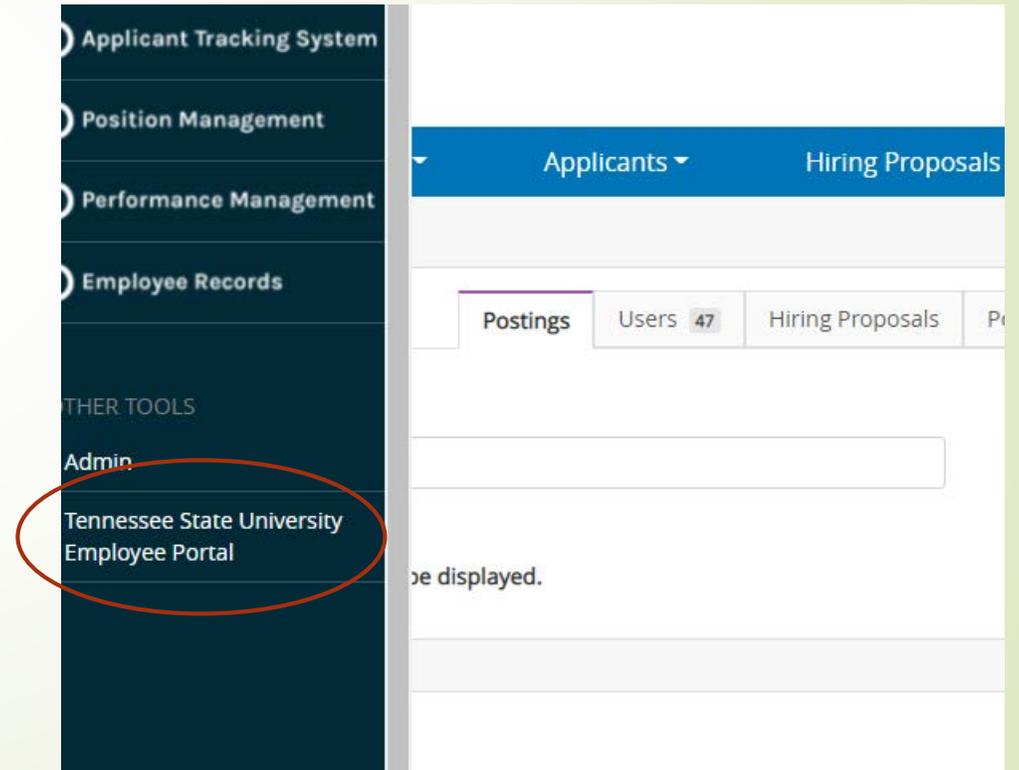
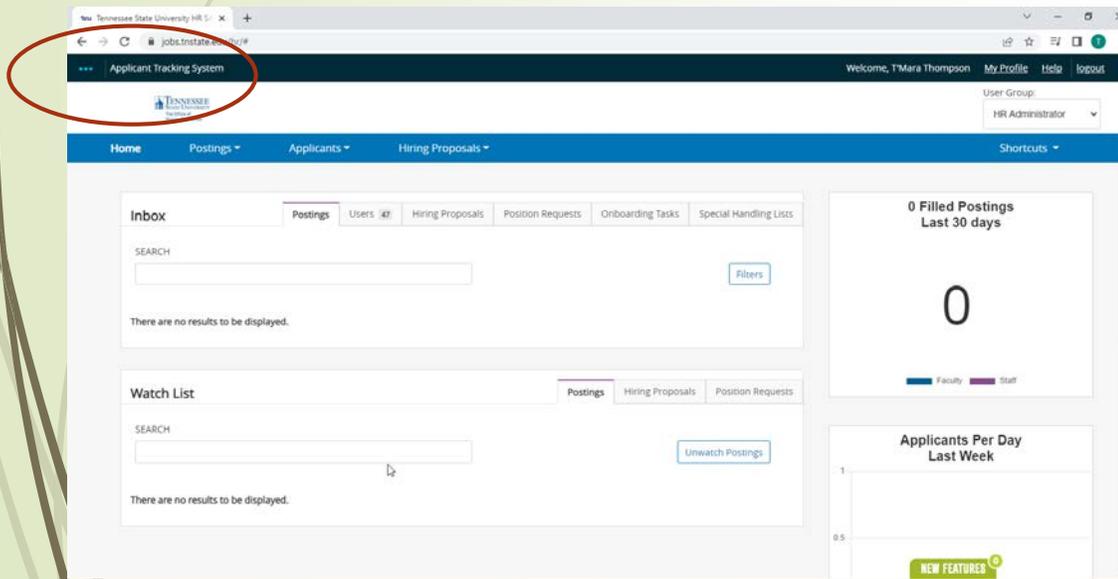
Password

Log In

Authenticate with single sign-on?SSO Authentication

First time here?Request an account

Click on the ellipses (...)



Employee's View

For regular employees, their main navigation on the Performance Management home page includes :

- **Home** - Clicking this returns the employee portal homepage. If there are open action items that will be listed here.



The screenshot shows the Tennessee State University Employee Portal. The top navigation bar includes 'Home', 'Performance', and 'Progress Notes'. The main content area is titled 'Your Action Items' and contains a search box and a table of action items.

Item	Description	Due Date	Status
Annual Evaluation - 05/26/2021 AJ 2022 for Marlo Wilt	Employee Completes Self Evaluation and Current Year Annual Goals	n/a	Available
Annual Evaluation - 05/26/2021 AJ for Marlo Wilt	Employee Completes Self Evaluation and Current Year Annual Goals	n/a	Available

Showing 1 to 2 of 2 entries

SUPERVISOR'S VIEW



If an employee is listed as the supervisor for another employee in the system, they will automatically be assigned additional views in the system. Once in the Employee Portal the supervisor will see:

- **Performance** - This menu displays different options, depending on whether the user is a supervisor.
- **Dashboard** - Clicking this takes user to a page with graphs detailing review and step progress. This menu item is only available to supervisors.
- **My Reviews** - Clicking this takes user to a list of all current and historical reviews for the employee. This menu item is available to everyone.
- **My Employees' Reviews** - Clicking this takes the supervisor to a list of all current and historical reviews for their employees. Second-level supervisors will also see all reviews for the supervisors they oversee and can filter by supervisor to see who has in-progress reviews.

Tennessee State University Employee Portal

Home Performance Progress Notes

Welcome to the Employee Portal, Retta Guy

Go to Tennessee State University HR Site PeopleAdmin

My Reviews

My Employees' Reviews

Your Action Items

Start typing to search

Item	Description	Due Date	Status
Annual Evaluation - 05/26/2021 AJ 2022 for Retta Guy	Employee Completes Self Evaluation and Current Year Annual Goals	n/a	Available
Annual Evaluation - 05/26/2021 AJ for Retta Guy	Employee Completes Self Evaluation and Current Year Annual Goals	n/a	Available
PIP Evaluation Program - 05/26/2021 - AJ for Marlo Wilt	Supervisor Creates the PIP Plan	n/a	Available
PIP Evaluation Program - 05/26/2021 - AJ for Trena Barksdale	Supervisor Creates the PIP Plan	n/a	Available
Probationary Performance Evaluation - 05/26/2021 AJ for Marlo Wilt	Supervisor Creates the Plan	n/a	Available



Annual Evaluation

- ▶ The *Annual Performance Evaluation* is the most extensive as it has the most steps and a longer process to be completed. Once employees receive an email from EVALS4HR@tnstate.edu , once there use the sign-on authentication(**SSO**) link so no employees will need to create a user ID or a password. There is a digital dialog between the supervisors and the employees who are being reviewed, meaning that the duties of both parties serve as a pre- requisite for the other's tasks. This back and forth will continue until the total task is complete.
- ▶ *Annual Evaluations* are initiated by the employee. The first task is to complete and submit their *Self-Evaluation* based on their job performance and behavior for the current fiscal year. As well as the Annual Goal-Setting form which lists the goals that they will aim to complete in the upcoming fiscal year..



Review: Annual Evaluation - 05/26/2021 AJ

Actions

Subject: TMara Thompson
Position Type: Staff
Department: Tennessee State University
Supervisor: Pamela Trent
Co-reviewer: [Redacted]

[Redacted] 20 - N/A
Status: Open
Created: May 26, 2021

Overview | Steps | Plan | Evaluations | Acknowledgements | HR Notes

Task	Task Owner	Date Opened	Date Completed	Due Date
1 Employee Completes Self Evaluation and Current Year Annual Goals	TMara Thompson		06/11/2021	
2 Supervisor Acknowledges Self Evaluation and Current Year Annual Goals	Pamela Trent Supervisor			
3 Supervisor Annual Evaluation	Pamela Trent Supervisor			
4 2nd Level Supervisor	Sandra Brown Reviewing Officer			
5 Employee Acknowledges the Annual Evaluation.	TMara Thompson			

Dashboard

Objectives

The first step in the *Annual Evaluation Process* is for the employee to review and acknowledge their objectives based on the following:

- Dependability
- Cooperation
- Adaptability
- Initiative
- Judgement
- Attendance
- Punctuality
- Knowledge, Skills, Abilities
- Quality of Work
- Work Habits
- Communication
- Customer Service

The screenshot shows the 'Plan for T'Mara Thompson' page in the PeopleAdmin system. The page includes a navigation bar with 'Home', 'Performance', and 'Progress Notes'. The user is identified as 'T'Mara Thompson' with supervisor 'Pamela Trent'. The page features a 'Plan' section with a message: 'Proceed With Reviewing Objectives. Address Goals on Current Fiscal Year's Evaluation and Complete the Self-Evaluation Forms.' Below this are tabs for 'Objectives', 'Current Year Goals', and 'Employee Self Evaluation'. The 'Objectives' section lists several behavioral traits with descriptions:

- Name:** BEHAVIORAL TRAITS - Dependability
Description: Consider the amount of time spent directing the employee and how well he/she monitors projects, exercises follow-through, adheres to time frames, arrives on time for meetings and appointments, and responds appropriately to instructions and procedures.
- Name:** BEHAVIORAL TRAITS - Cooperation
Description: Consider how the employee interacts with co-workers and supervisors as a contributing team member, demonstrates consideration of others, maintains rapport with others, and helps others willingly.
- Name:** BEHAVIORAL TRAITS - Adaptability
Description: Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors, work environment, new ideas or approaches to work, and how well he/she responds to constructive criticism and suggestions for work improvement.
- Name:** BEHAVIORAL TRAITS - Initiative
Description:

The right sidebar shows 'Annual Evaluation - 05/26/2021 AJ 2022' with a 'Review Status: Open' and 'Evaluation Type: Annual'. The program timeframe is '01/01/20 to -' and it was last updated on 'June 02, 2021 10:58'.

T'Mara Thompson

Supervisor: Pamela Trent

Position Description: Human Resources Data Assistant

Department: Tennessee State University

Overview

Plan

Supervisor Evaluation

My Reviews

The Plan has been marked as complete.

Actions

Annual Evaluation - 05/26/2021 AJ 2022

Review Status: Open

Evaluation Type: Annual

Program Timeframe: 01/01/20 to -

Last Updated: June 10, 2021 23:42

Last Completed Step: Employee Completes Self Evaluation and Current Year Annual Goals

Objectives

Name

BEHAVIORAL TRAITS - Dependability

Description

Consider the amount of time spent directing the employee and how well he/she monitors projects, exercises follow-through, adheres to time frames, arrives on time for meetings and appointments, and responds appropriately to instructions and procedures.

Name

BEHAVIORAL TRAITS - Cooperation

Description

Consider how the employee interacts with co-workers and supervisors as a contributing team member, demonstrates consideration of others, maintains rapport with others, and helps others willingly.

Annual Goal Setting (Upcoming Year)

The screenshot displays the 'Plan for T'Mara Thompson' page in the PeopleAdmin system. The page is titled 'Plan for T'Mara Thompson' and includes a navigation menu with 'Home', 'Performance', and 'Progress Notes'. The user's name, 'T'Mara Thompson', is displayed, along with their supervisor, Pamela Trent, and their position, Human Resources Data Assistant. The page also shows the department, Tennessee State University, and the current year's goals section. The 'Current Year Goals' section contains a form with two required fields: '* Goal/Objective/Project/Special Assignment' and '* Description'. There is an 'Add Entry' button at the bottom of the form and 'Save Draft' and 'Save & Continue' buttons at the bottom right. The page also includes a 'Check spelling' link and a 'Required fields are indicated with an asterisk (*)' note.

Employees should list two to three goals to work towards in the upcoming fiscal year. Once all are done, save and continue.



Employee Self-Evaluation

The screenshot displays the Tennessee State University Employee Portal interface. The user is logged in as T'Mara Thompson, a Resources Data Assistant. The page shows the 'Employee Self-Evaluation' form for the current year. The form includes several text input fields for providing feedback and goals. The interface is clean and professional, with a dark blue header and a light gray sidebar.

Tennessee State University Employee Portal

Home Performance Progress Notes

Hello, T'Mara My Account Log Out

T'Mara Thompson

Supervisor: Pamela Trent
Position Description: Human Resources Data Assistant
Department: Tennessee State University

Annual Evaluation - 05/26/2021 AJ 2022
Review Status: **Open**
Evaluation Type: Annual
Program Timeframe: 01/01/20 to -
Last Updated: June 02, 2021 10:58

Plan for T'Mara Thompson

Proceed With Reviewing Objectives. Address Goals on Current Fiscal Year's Evaluation and Complete the Self-Evaluation Form.

Objectives Current Year Goals Employee Self-Evaluation

Employee Self-Evaluation

What were your most significant work-related accomplishments? (Include projects, assignments, new skills or knowledge gained.)

How do these accomplishments relate to your key responsibilities and goals for you and your unit/department?

What didn't you accomplish that you had planned on accomplishing? Why?

What are your goals for the next evaluation period?

How will you accomplish these goals?

Remove Entry?

Add Entry

What do you need to accomplish these goals?



Remove Entry?

Add Entry

What do you need to accomplish these goals?

How can your supervisor help you to work more effectively and support your goals?

How can your team help you achieve your goals?

What additional training or development would help you improve and/or enhance your work performance?

What feedback or suggestions do you have to improve your unit and/or department?

Remove Entry?

Add Entry

Save Draft Complete



Support & Training



Annual Performance Evaluation...

SCHEDULE AND INSTRUCTIONS

Steps	Task Item	Instruction	Open	End
Step 1	Employee creates Plan	Employee Completes Annual (New) Goal-Setting Plan & Self-Evaluation		
Step 2	Supervisor Acknowledges Plan	Supervisor Acknowledges Employee's Submitted Documents.		
Step 3	Supervisor Evaluation	Supervisor Completes Annual Evaluation		
Step 4	Second Level Signature	If Applicable, A Second Level Supervisor Acknowledges the Evaluation		
Step 5	Supervisor/Employee Meet	Supervisor and Employee Meet to Discuss Details of the Evaluation.		
Step 6	Employee Acknowledges the Final Evaluation	Employee Acknowledges the Submitted Evaluation.		

To begin an Annual Performance Evaluation:

- Employee will receive a notification from EVALS4HR@tnstate.edu informing them that it is time to complete their annual goal setting form as well as the self-evaluation.
- Follow steps 1 -6 in the table to the left.
- Any employees who scores less than "Meets Expectations (3), there will need to have an Improvement Plan completed.

Ratings

The rating system will still be the same and can be interpreted as:

- Unsatisfactory = 1
- Needs Improvement = 2
- Meets Expectations = 3
- Exceeds Expectations = 4
- Superior = 5

The system will provide the average at the end of the evaluation.

The screenshot displays a web-based performance review interface. The browser address bar shows the URL: `tenstate-sb.peopleadmin.com/portal/performance/reviews/5903/evaluations/8401`. The interface is divided into several sections:

- Left Navigation Panel:** Contains links for "Supervisor Evaluation", "Approvals & Acknowledgements", "History", "My Reviews", and "My Employees' Reviews".
- Top Right:** Shows "Year Annual Goals" and a "Co-reviewer: Add Co-reviewer" link.
- First Evaluation Section:**
 - Name:** BEHAVIORAL TRAITS - Dependability
 - Description:** Consider the amount of time spent directing the employee and how well he/she monitors projects, exercises follow-through, adheres to time frames, arrives on time for meetings and appointments, and responds appropriately to instructions and procedures
 - * Rating:** A dropdown menu is open, showing options: "Please select", "Unsatisfactory", "Needs Improvement", "Meets Expectations", "Exceeds Expectations", and "Superior".
- Second Evaluation Section:**
 - Name:** BEHAVIORAL TRAITS - Cooperation
 - Description:** Consider how the employee interacts with co-workers and supervisors as a contributing team member, demonstrates consideration of others, maintains rapport with others, and helps others willingly.
 - * Rating:** A dropdown menu is open, showing options: "Please select" and "Comments".

Performance Improvement Plan

- **Performance Improvement Plan (PIP)** For any staff member who receives less than a 3.0 on their annual performance evaluation. In Addition, any staff members who have displayed a noticeable decline in their performance and/or behavior may be required to begin a performance improvement plan, which is usually a three-month (90-days) period. At the end of this period, there are three possible outcomes:
- The improvement period can be extended because the employee is putting forth great effort to improve their job performance and/or behavior.
- Secondly, the supervisor could recommend that the staff member should be terminated if no effort of improvement has been shown.
- The final and preferred decision is to continue employment. Our goal is to have the best suited incumbents in our positions as we strive to encompass the qualities rooted in the mission statement and vision of our university.
- PIPS do not require the signature of a second level supervisor.



Performance Improvement Plan...

SCHEDULE AND INSTRUCTIONS

Steps	Task Item	Instruction	Schedule
Step 1	Supervisor Creates the PIP Plan	Supervisor lists the lack of performance being displayed by the employee.	
Step 2	Employee Acknowledges the PIP Plan	The employee acknowledges what is expected and given a time frame in which they must correct any issues and/or concerns	
Step 3	Supervisor/Employee Meet	Supervisor re-evaluates the employee.	
Step 4	Employee Acknowledges the final Evaluation	Supervisor determines in the employee has improved	

To begin a *Performance Improvement Plan* :

- The immediate supervisor will need to contact Human Resources to request that the employee is activated in within the program as a user.
- HR contacts that supervisor to confirm that the employee has been added to the program.
- Follow steps 1 to 4 in the table to the left.
- Each improvement plan will be different so the schedule will be made accordingly.



Overview

Tennessee State University Employee Portal

Go to Tennessee State University HR Site PeopleAdmin

Home Performance Progress Notes Hello, T'Mara My Account Log Out

T'Mara Thompson

Supervisor: Pamela Trent
Position Description: [Human Resources Data Assistant](#)
Department: Tennessee State University

- Overview
- Plan
 - Supervisor Evaluation
 - Approvals & Acknowledgements
- My Reviews

Task	Task Owner	Date Opened	Date Completed	Due Date
1 Supervisor Creates the PIP Plan	T'Mara Thompson Supervisor		2021-06-13	
2 Employee Acknowledges the PIP Plan	T'Mara Thompson		2021-06-13	
3 Supervisor/Employee Meet	T'Mara Thompson Supervisor		2021-06-13	
4 Employee Acknowledges the final Evaluation	T'Mara Thompson		2021-06-13	

PIP Evaluation Program - 05/26/201 - AJ
Review Status: **Complete**
Evaluation Type: Annual
Program Timeframe: 01/01/21 to -
Last Updated: June 13, 2021 13:03
Last Completed Step: Employee Acknowledges the final Evaluation

A dashboard view of the tasks completed in a Performance Improvement Plan

Probationary Evaluation

- Supervisors must submit a *Probationary Evaluation* to Human Resources no later than a week after the employee's six-month anniversary (187days) and if an employee is transferred to another department
- Used to determine if an employee is the correct fit for the job that they were hired to perform. It is important in any company to assure that they have employees seated in the best roles for their skill set to have optimal performance.
- Since the Probationary Evaluation is referred to as the "Anniversary Evaluation", the schedule is noted in days. The number of days shown indicates the number of days since the hire date.
- This evaluation does not require the signature of a second level supervisor.



Probationary Evaluation...

SCHEDULE AND INSTRUCTIONS

Steps	Task Item	Instruction	Schedule
1	Supervisor Creates Plan	Supervisor Creates Probationary Evaluation	30 days
2	Employee Acknowledges Plan	Employee Reviews Supervisor's Comments	40 days
3	Employee/Supervisor Meet	Supervisors and Employee Discuss the Final Evaluation	185 days
4	Employee Accept/Disputes Evaluation	Employee Either Accepts or Disputes the Evaluation	187 days

To begin a *Probationary Evaluation* :

- The immediate supervisor will receive an email snippet informing them that they have an employee coming up on their 6-month anniversary.
- The supervisor will open the email, click the link for the single sign-on authentication.
- Open employee portal
- Click on "My Employee's Reviews"
- Find the employee's name who is being reviewed.
- Follow steps 1 to 4 in the table to the left.
- There is a schedule to be followed and it is encouraged to do so, to ensure that everyone hasample time to complete their assigned tasks.

Actions



Review: Probationary Performance Evaluation - 05/26/2021 AJ

Subject: [Redacted] Type: **Anniversary**
Position Type: **Staff** Timeframe: 01/01/21 - N/A
Department: [Redacted] Status: **Completed**
Center: [Redacted] Created: **May 26, 2021**
Supervisor: [Redacted]
Co-reviewer: [Add Co-reviewer](#)

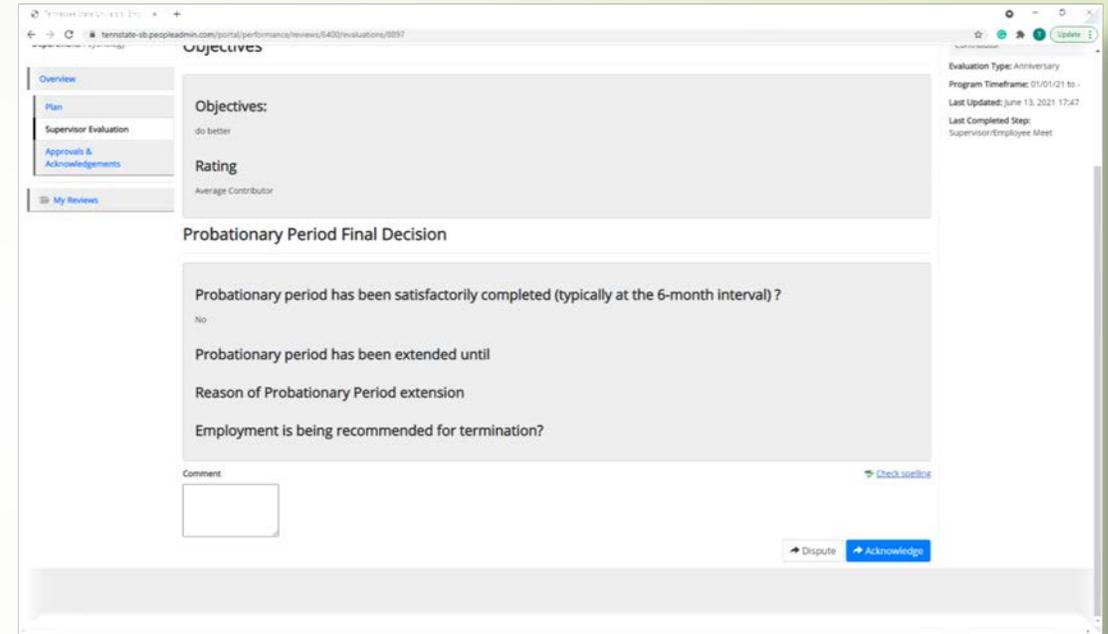
- Overview
- Steps
- Plan
- Evaluations
- Acknowledgements
- HR Notes

Task	Task Owner	Date Opened	Date Completed	Due Date
1 Supervisor Creates the Plan	[Redacted] Supervisor	02/17/2021	06/02/2021	ACTION
2 Employee Acknowledges the Plan	[Redacted]	02/17/2021	06/02/2021	ACTION
3 Supervisor/Employee Meet	[Redacted] Supervisor	02/17/2021	06/02/2021	ACTION
4 Employee Acknowledges the final Evaluation	[Redacted]	02/17/2021	06/02/2021	ACTION

A dashboard view of the tasks completed in a Probationary Evaluation

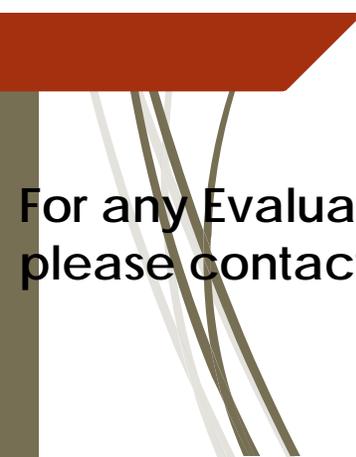
The Dispute Button:

- Upon the end of the probationary evaluation the supervisor can recommend termination or continued employment. There is a comment box at the acknowledgement portion of the task, but here – the employee will also notice “Dispute” Button, it welcomes more dialog between the supervisor and the employee – maybe even the second level supervisor. However, it does not mean that employment will continue. The dashboard indicator box for the employee’s acknowledgement will still be green because the task was completed, but it will now be outlined in red to show that there is a dispute.





THANK YOU!



For any Evaluation questions and concerns
please contact:

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