The following instructions are for a Manager completing anual evaluation for a noteaching direct report

Login to

3



1. Select the Evaluations link.



- 2. To access an employee caluation before first submission in a step, select the evaluation in Task list.
- 3. To access an employee's evaluation if you have already submitted information into it previously, the box for "Show completed and expired tasksthen select the employee evaluation in Task list.

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STEP ONEPLANNING AND MIREVIEW The first step of the review process is Planning and Mid-Review. During Planning, t

Options

Manages willhave various options available in the Options menu during Steps 1, 3, 5.

Options may include:

Rate Competencies

Manages must rate eachompetencyaccording to the employee's performance throughout the review period.

- Review comments added by the employee during Step 2 – Self-Evaluati
- 2. Click the dropdown menu to select the rating for the first competencyClick the to read the definition of each rating.
- 3. Add comments to eachompetency explaining the rating, either positive or negative.
- 4. Scroll down to the next ompetency to continue rating.
- When you are finished with each competency clickSave and Continuto advance of the next section.

	Adaptability	•
	Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.	
o	 Expresses willingness to do things differently. Understands and recognizes the value of other points of view and ways of doing things. Displays a positive attitude in the face of ambiguity and change. Changes own behavior or approach to suit the situation. Flexibly applies rules or procedures, while remaining guided by the organization's values. Address of the situation. Flexibly applies rules or procedures, while remaining guided by the organization's values. Address of the situation. Flexibly applies rules or procedures, while remaining guided by the organization's values. Address of the situation. Flexibly applies rules of procedures, while remaining guided by the organization's values. Address of the situation. Flexibly applies rules of procedures, while remaining guided by the organization's values. Address of the situation. Flexibly applies rules of procedures are separated by the organization's values. Address of the situation. Flexibly applies rules of the situation. Address of the situation of the situatio	
	✓ Select	
	New: 2016-2017 Time: 1/29/2016 4:00 PM	t se a
	Meets Expectations	
	Exceeds Expectations	
	Exceptional	

Goals Planning and Review

This section is optional and will not be weighed or rated during the end of the review periodadd godugoals during the Planning or MidReviewand wishto comment on any goals at this time, a comment box is available lower half of the page Oick Save and Contine to advance to the next section.

Comments: Goal 1	
Comments:	
sed on managingrising during the	February 18 - Randi is progressing very well on her goal. She has been focu development. The project is still on schedule to launch March 1.

Additional Comments

In the Additional Comments section, the manager will be able to enter summary comments for the overall review period



RatingSummary

In the Summary section, the manage ill be able to view overall rating calculations after the completion of their ratings. It is also used to print the review or upload attachments at the end of the review period. Click the Options button to print the evaluation, if desire the options, you maglick Nex.

Overall ratings take weights into consideration, and are autionally calculated by the software:

- a. The Competencies are weighted equally.
- b. The Competencies account for 100% of the Overall Rating.

Options •
Employee Details Print Review
100%
Manager Review
Meets Expectations
NA
Neets Expectations
Dural Submit

Submit Review

*The review will now advance to Step Amployee Signature for their signature and any additional comments. Once the employee electronically signs and submits the review, the evaluation will return to the manager to complete Step 5 – Manager Signature.

STEP FIVEMANAGER SIGNATURE

During the Step, the manager will be able to view comments from the employee and/or indirect managetter the ratings wereassigned. The manager can add additional comments the evaluation.

Login through myWSU and access the revise page 1 for instructions)

Review Step Progression

This screen summarizes the review steps for the review period.totic Get Starte button.



Competencies This section allows the manager