

DIRECTIONS FOR EMPLOYEE PERFORMANCE REVIEW FORM - SUPERVISOR REVIEW

Sign into One Tech

Click on Employee

Click on Banner Self-Service

Click on Employee

Click on Performance Review

You should see Employee Performance Review Main Menu

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Employee Performance Review Main Menu

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Employee Performance Review Main Menu

Employee Performance Review Main Menu

Employees

You are responsible for the following:

- Self Review** - You are responsible for performing a self review. Click **Begin** to start your self review and fill out the form in its entirety. When you are done and ready to submit, click **Save & Submit** to successfully complete your self review.
- Supervisor Review** - You are responsible for reviewing the performance review completed by your supervisor. When the review is complete, you will be prompted to respond with any comments you may have about the review. When you have completed your response, click **Save & Submit** to successfully complete your supervisor's review of you.

Supervisors

You are responsible for the following:

- Employee Self Review** - You are responsible for managing your subordinate's self reviews. Once their self review has been submitted, you can click **Review** to access the self review.
- Employee Review** - You are responsible for providing performance reviews for all your employees. Each review must have a Strategic Plan goal populated which is uniquely defined for each employee. When the review is complete, the employee will be asked to provide any comments they may have about the review. Once the comments have been submitted, you will be asked to confirm the performance review by clicking **Save & Finalize**. No further changes can be made after this action.

The following are the 3 possible statuses for self performance reviews:

- Not Started** - The performance review has not been started.
- In Progress** - The performance review is in the process of being completed. Changes can be made by the employee.
- Completed** - The performance review has been completed in its entirety and submitted. No changes can occur.

The following are the 5 possible statuses for employee performance reviews:

- Not Started** - The performance review has not been started.
- In Progress** - The performance review is in the process of being completed. Changes can be made by the supervisor.
- Employee Response** - Your supervisor has completed a performance review for you and is requesting you to review and populate a response (if necessary). Changes can be made by the supervisor.
- Supervisor Review** - You have reviewed your performance review and populated a response (if necessary). Your supervisor will now review your response and finalize the review. Changes can be made by the supervisor.
- Completed** - The performance review has been completed in its entirety and finalized. No changes can be made.

Filter Controls

Review Year: 2021 | Report Level: 2

On this screen, you will see directions for Employees and directions for Supervisors.

There is color-coding (green, red, and yellow) concerning the status of the self-performance review.

Green signifies: **Completed** - The performance review has been completed in its entirety and finalized. No changes can be made.

Red signifies: The performance review has not been started.

Yellow signifies: **In Progress** - The performance review is in the process of being completed. The employee can make changes.

There is color-coding (green, red, and yellow) concerning the status of the employee performance review.

The following are the five possible statuses for employee performance reviews:

Green signifies: Completed - The performance review has been completed in its entirety and finalized. No changes can be made.

Red signifies: The performance review has not been started.

Yellow signifies: In Progress - The performance review is in the process of being completed. The supervisor can make changes.

And/or

Employee Response - Your supervisor has completed a performance review for you and is requesting you to review and populate a response (if necessary). The supervisor can make changes.

And/or

Supervisor Review - You have reviewed your performance review and populated a response (if necessary). Your supervisor will now review your response and finalize the review. The supervisor can make changes.

Filter Controls: This will be where reviews will be electronically stored for referring to in the future.

Filter Controls	
Review Year: 2021	Report Level: 2

Self Performance Review

Position Number	Employee Name	Job Title	Department	Employee Type	Supervisor	Supervisor Email	Review Year	Final Score ?	Status	Action
010436		Director of Human Resources	Human Resources	Non-Classified			2021	-	-	Begin

Supervisor's Performance Review

Position Number	Employee Name	Job Title	Department	Employee Type	Supervisor	Supervisor Email	Review Year	Final Score ?	Status	Action
010436		Director of Human Resources	Human Resources	Non-Classified			2021	-	-	

Your Employees' Self Performance Reviews

Position Number	Employee Name	Job Title	Department	Employee Type	Review Year	Final Score ?	Status	Action
010429		Project/Program Administrator	Human Resources	Non-Classified	2021	-	-	
810701		Human Resources Assistant	Human Resources	Classified	2021	-	-	
010441		Project/Program Specialist	Human Resources	Non-Classified	2021	-	-	
133701		Human Resources Specialist	Human Resources	Classified	2021	-	-	
010440		Project/Program Specialist	Human Resources	Non-Classified	2021	-	-	
132431		Human Resources Prg Rep	Human Resources	Classified	2021	-	-	

Your Employees' Performance Reviews

Position Number	Employee Name	Job Title	Department	Employee Type	Review Year	Final Score ?	Status	Action
010429		Project/Program Administrator	Human Resources	Non-Classified	2021	-	-	Begin
810701		Human Resources Assistant	Human Resources	Classified	2021	-	-	Begin
010441		Project/Program Specialist	Human Resources	Non-Classified	2021	-	-	Begin
133701		Human Resources Specialist	Human Resources	Classified	2021	-	-	Begin
010440		Project/Program Specialist	Human Resources	Non-Classified	2021	-	-	Begin
132431		Human Resources Prg Rep	Human Resources	Classified	2021	-	In Progress	Update

Supervisor Performance Review

Click on Begin (under Action) on the far right of the bar with the employee's name on it.

You will see the Performance Review Form

Employee Performance Review Form v2.0

Home > Employee Performance Review v2.0

Performance Review Form Print Friendly Version

Position Number: 010129
Position Title: Project/Program Administrator
Department: Human Resources
Supervisor Name: Stolarz, Christina M.
Employee Name: Jones, Linda G.
Employee Type: Non-Classified
Review Year: 2022
Status: In Progress
Last Modified: 28-SEP-2021
Modified By: Jones, Linda G.

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INSTRUCTIONS FOR SUPERVISOR'S PERFORMANCE REVIEW

1. Supervisor will complete the Supervisor Performance Review Form independently.
2. Rate employee's performance by clicking the corresponding rating for each general factor that indicates the level of performance-Indicate N/A for not applicable.
3. Any rating of Unsatisfactory or Exceptional must have a comment entered.
4. Assign the weight value for each applicable general factor and enter that value under the weight column. All non-applicable factors will have a corresponding weight of (0) zero.
5. Total combined weight value of all factors must equal 100%.
6. Rating points will be totaled and averaged for an overall performance score.

Essential Duties and Responsibilities defined in the employee's position description.
Will perform specialized duties including research projects. Will perform data analysis. Will be responsible for position control; and partner with departments and the Arkansas Department of Higher Education (ADHE) accordingly. Will reconcile and process payments for various benefits. Will reconcile payroll regarding accurate benefit premiums. Will perform other administrative tasks and projects as assigned. Will collaborate with human resources team regarding benefits administration and claims management. Will collaborate with human resources team regarding annual open enrollment and new employee orientation.

Review the employee's General Factors in relation to the employee's Essential Duties and Responsibilities as described above.

Review Criteria

Rating	Description
(U) Unsatisfactory	An overall performance of duties which is unacceptable in quality, accuracy, and timeliness. (Comments required)
(S) Satisfactory	An overall evaluation which demonstrates competency in the performance of the duties and responsibilities of the job.
(AA) Above Average	An overall evaluation which demonstrates performance of the duties and responsibilities of the job at a level which is above the satisfactory level of performance.
(E) Exceptional	An overall evaluation which demonstrates performance of the duties and responsibilities of the job at a level exceeding the above average evaluation. (Comments required)
(NA) Not Applicable	Not applicable to position.

On this screen, you will see a variety of information related to the employee's position (e.g. position number, position title, department, supervisor name, etc.)

You will also see the **INSTRUCTIONS FOR SUPERVISOR'S PERFORMANCE REVIEW**

1. Supervisor will complete the Supervisor Performance Review Form independently.
2. Rate employee's performance by clicking the corresponding rating for each general factor that indicates the level of performance-Indicate N/A for not applicable.
3. Any rating of Unsatisfactory or Exceptional must have a comment entered.
4. Assign the weight value for each applicable general factor and enter that value under the weight column. All non-applicable factors will have a corresponding weight of (0) zero.
5. Total combined weight value of all factors must equal 100%.
6. Rating points will be totaled and averaged for an overall performance score.

You will also see the **Essential Duties and Responsibilities defined in the employee's position description.**

If this section is blank, meaning there are no essential duties and responsibilities defined for this position, the employee should have contacted you. You and your employee must work together to complete and enter job description before proceeding any further with this form.

Review Criteria: There are five (5) rating categories and please note two (2) of them (Unsatisfactory and Exceptional) **require Comments**. Comments are encouraged in all categories.

As you scroll through the form, the **General Factors** (Core Competencies) will appear.

There are seven (7) General Factors for all employees with an additional four (4) Supervisory General Factors for all supervisors. These factors all count towards 5% of the overall score.

General Factor 7 (Demonstrates applicable Goals Set Forth in ATU’s Strategic Plan) will need “Enter the goal of action item which corresponds to this employee’s review year.” This is because each position affects ATU’s Strategic Plan in its own manner.

General Factors	Rating	Weight	Comments
1 Job Knowledge - Evaluate the extent of practical and technical knowledge of procedures, materials, and techniques, etc. required for current job. Displays understanding of how job relates to others.	<input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Above Average <input type="radio"/> Exceptional	5 /100	Enter comments here...
2 Service Excellence/Quality of Work - Evaluate commitment to provide excellent service to internal and external customers as well as the accuracy, completeness, attention to detail, and follow-through of tasks. Responds promptly to requests in a respectful, informative, and professional manner. Monitors own work to ensure quality and apply feedback to improve performance.	<input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Above Average <input type="radio"/> Exceptional	5 /100	Enter comments here...
3 Initiative/Adaptability - Evaluate the ability to self-start and adjust to a variety of situations. Employee exhibits flexibility to meet the demand of changes in the work place and is resourceful, creative, and willing to do more than the minimum duties of the position. Seeks out creative approaches to provide or improve services and necessary results.	<input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Above Average <input type="radio"/> Exceptional	5 /100	Enter comments here...
4 Teamwork - Evaluate interpersonal relationships with other employees, students, faculty and willingness to help others accomplish tasks. Fosters team cooperation. Finds opportunities to pass on own knowledge and transfer skills to others.	<input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Above Average <input type="radio"/> Exceptional	5 /100	Enter comments here...
5 Dependability - Evaluate punctuality, regularity in attendance, meeting required deadlines, performing work, and adhering to policy without close supervision.	<input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Above Average <input type="radio"/> Exceptional	5 /100	Enter comments here...
6 Demonstrates applicable Goals Set Forth in ATU's Strategic Plan - The Strategic Plan can be found here . Enter the goal or action item which corresponds to this employee's review year.	<input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Above Average <input type="radio"/> Exceptional	5 /100	Enter comments here...
7 Planning/Organizing - Evaluate the ability to plan, prioritize, and complete tasks. Uses time wisely to set goals for work demands, develop efficient ways to complete objectives, and establish priorities. Uses available resources to organize and efficiently keep track of information.	<input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Above Average <input type="radio"/> Exceptional	5 /100	Enter comments here...
8 Leadership - Evaluate areas such as creating compelling vision of the future and communicating it to others in a way that inspires their commitment, ability to inspire others through energy, enthusiasm, and optimism, setting realistic expectations for team members. Encourages efficient, productive performance; provides good managerial example; moves plans forward toward a specific course of action.	<input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Above Average <input type="radio"/> Exceptional	5 /100	Enter comments here...
9 Managing Conflict - Ensures productive resolution of conflict; recognizes different viewpoints; brings conflict into the open, and encourages those involved to find appropriate solutions.	<input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Above Average <input type="radio"/> Exceptional	5 /100	Enter comments here...
10 Managing Performance - Sets Clear goals and expectations for staff; follows progress against goals; provides regular feedback; addresses performance issues promptly; fosters learning and development; provides public and private recognition of staff accomplishments.	<input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Above Average <input type="radio"/> Exceptional	5 /100	Enter comments here...
11 Delegating - Evaluate areas such as utilizing capabilities of people and resources, distributing work, regulating work, and regulating work flow.	<input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Above Average <input type="radio"/> Exceptional	5 /100	Enter comments here...

At the end of the **General Factors** There are Goals. These will be auto-populated from the Goal Setting, which occurred the previous review year (unless this is the first review for this employee).

If there are not goals in this section due to the new hire or transfer, they will need to be manually entered into the "Goal 4" section for the first review. They will auto-populate for future years.

1	Goal #1 from last review. To be met for this review period. No previous year goal #1 found.	<input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Above Average <input type="radio"/> Exceptional <input type="radio"/> Not Applicable	<input type="text"/> /100	Enter comments here...
2	Goal #2 from last review. To be met for this review period. No previous year goal #2 found.	<input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Above Average <input type="radio"/> Exceptional <input type="radio"/> Not Applicable	<input type="text"/> /100	Enter comments here...
3	Goal #3 from last review. To be met for this review period. No previous year goal #3 found.	<input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Above Average <input type="radio"/> Exceptional <input type="radio"/> Not Applicable	<input type="text"/> /100	Enter comments here...
4	Replacement/Additional Goal Based On New Task. Use this field only if Goals 1-3 are no longer valid for your position, or in the event a new goal took priority that was not defined during the previous review year.	<input type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Above Average <input type="radio"/> Exceptional <input type="radio"/> Not Applicable	<input type="text"/> /100	Enter comments here...

Supervisor and Employee's Agreed Goals and Objectives to be working toward during next review period:

Next Review Year Goal #1

Next Review Year Goal #2

Next Review Year Goal #3

Next Review Year Goal #4 (optional)

Next Review Year Goal #5 (optional)

Next Review Year Goal #6 (optional)

Employee's Response:

Employee's Response

By clicking Save & Submit, I acknowledge that I have read, reviewed, and been given the opportunity to discuss any questions, comments, and concerns regarding this non-classified staff performance review. Also, clicking Save & Submit does not indicate I am in agreement of this non-classified staff performance review.

Save Save & Submit

Click [here](#) to go back.

At the end of the form, there are open text boxes for **Supervisor and Employee's Agreed Goals and Objectives to be working toward during next review period:**

There is also an open text box for **Supervisor's Comments** and **Employee's Response:**

Please note the Save button and the Save and Submit button.

By clicking Save & Submit, I acknowledge that I have read, reviewed, and been given the opportunity to discuss any questions, comments, and concerns regarding this staff performance review. In addition, clicking Save & Submit does not indicate I am in agreement of this staff performance review.

Clicking Save: Saves the form as a work-in-progress for completion at a later date.

Clicking Save & Submit: Saves the form as final and submits the form for the next step in the process.