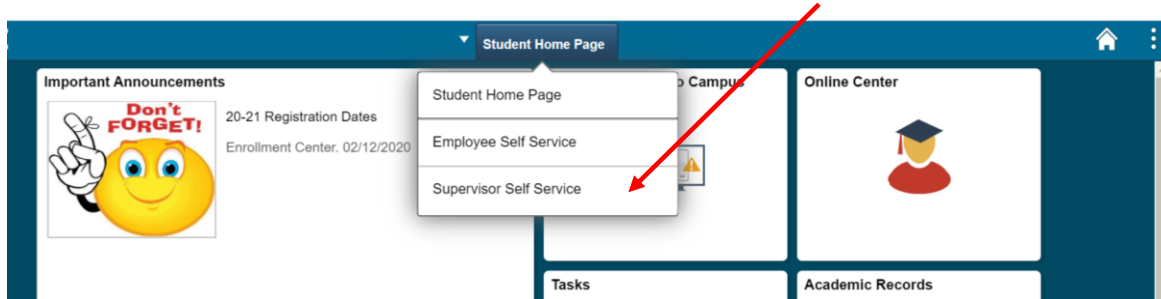
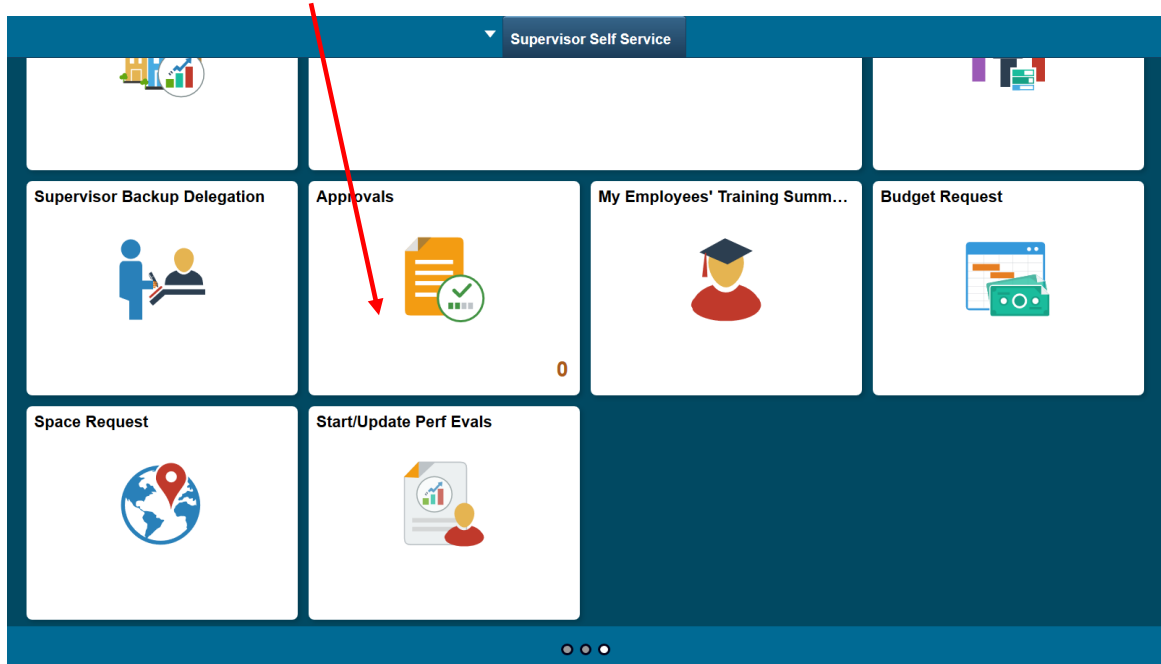


Supervisor Self Service – How to complete the Performance Evaluation form as the Supervisor's Supervisor.

1. Login to the [Online Center](#) / Click the Supervisor Self Service Option

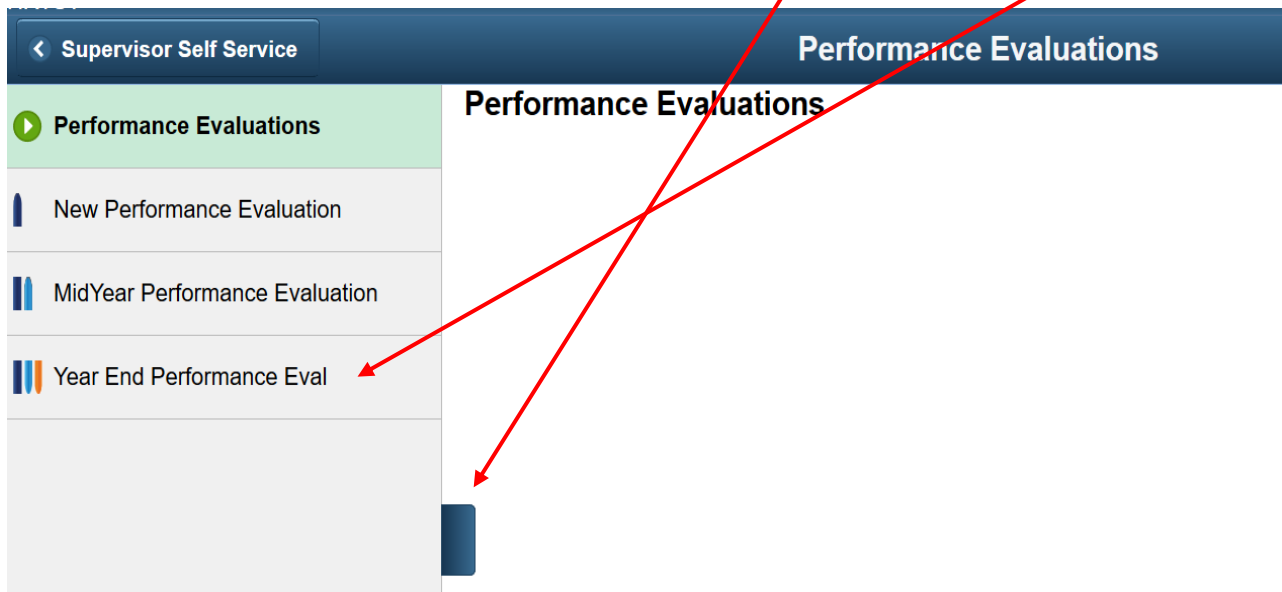


2. Click the Approvals tab



- Continued on Next Page -

3. Open the left side menu by clicking the blue tab (if not already open), then select Year End Performance Evaluation.



4. This will populate the approvals page. If there are any employee's performance evaluations to review as the supervisor's supervisor, they will be located in this list.

The screenshot shows the 'Supervisor Self Service' interface for 'Pending Approvals'. The left sidebar has a 'View By' dropdown set to 'Type' with two options: 'All' (5) and 'GT eForm' (5). The main content area shows a list of 5 rows of pending approvals, all of type 'GT eForm'.

All			5 rows
GT eForm	104556 Mary Jo Chisholm	Routed 02/08/2021	>
GT eForm	104639 Mary Jo Chisholm	Routed 02/15/2021	>
GT eForm	104632 Mary Jo Chisholm	Routed 02/15/2021	>
GT eForm	105076 Mary Jo Chisholm	Routed 05/07/2021	>
GT eForm	105489 Mary Jo Chisholm	Routed 05/10/2021	>

- Continued on Next Page -

5. To begin, click the drop-down menu to select the employee's name, then click Next to proceed.

Form Page

Plan Performance Evaluation : Instructions

Form ID 104272

Performance Evaluation

The purpose of the Performance Evaluation process is to record your planned work this fiscal year – established from your individual goals, department action plans and/or College Action Plan – and monitor your progress (Section I). Section II allows you to discuss professional development goals for the upcoming year and to monitor your 20 hours of development. In addition, this evaluation assesses the effectiveness of your job performance for the this fiscal year (Section III).

- **Initial Assessment:** Section I and II and Section III. (identify job knowledge/top responsibilities only) completed within July 1 through August 31 time frame
- **Mid year assessment** of Section I and Section II completed by February 1
- **Final assessment** of Section I and II, and III must be completed by the supervisor in May and submitted to HR by June 1.

Please have ready projects and outcomes, professional development, and the top five job responsibilities from the job description. When you are ready to begin the initial assessment click "Next >>"

Select Employee

Employee

EMPLID

Employee Information

Employee ID
Name
Business Title
Fiscal Year Range 2020-2021

Supervisor Name
Supervisor ID
Job Record
Fiscal Year 2021

Supervisor information will populate here

Next >> Save

6. Projects and Goals is the first section. You will see the text from the initial and mid-year performance evaluations populated. **Please review each project and goal.**

Form Page

Projects and Goals

Evaluation of project work (from individual, department action plans, or College Action Projects).

Please evaluate the identified projects and goals using the available ranking system within the Evaluation field. Comments are required for each item. If additional items were assigned since the Mid-Year Evaluation, you may click the '+' to insert a new row. To remove a project, click the '-' to delete a row.

Goal	Outcome 1	Outcome 2	Outcome 3	Mid Year Review	*Evaluation	*Comment	Points	Insert A Row	Delete A Row
1 Complete Performance Evaluation	Meet with Employee throughout			Successful initial meeting & goal setting.	3 - Highly Effective	Successful mid-year meeting. Excellent progress on goal.	3	+	-

Helpful Tip: You may expand any comment fields by clicking & dragging the downward arrow in the bottom right corner of the comment box.

- Continued on Next Page -

- At the bottom of each page, you will see the weighted value of the section on the overall evaluation, as well as the average score for the section based upon the evaluation ratings.

Goals and Projects Summary

Goals and projects are weighted at 40% of evaluation. The result will be added to the final evaluation score.

Goals/Projects Total Points 0

Goals/Projects Score (Average) 0.00

[Previous](#) [Next](#) [Save and Exit](#)

Helpful Tip: You may navigate through the performance evaluation by utilizing the Previous or Next buttons. Your work will automatically be saved upon clicking Next, however, if you need to exit the evaluation, please click the Save and Exit button.

- Note: The Save and Exit button will only be available prior to the evaluation being submitted to the employee.

- Professional development. The Supervisor's supervisor will review the training summary and then click the Next button. To go back to review Projects and Goals click the Previous Button.

Performance Evaluations Form Page

[Reload from Training Summary](#)

Completed Training

16 rows

Date	Class/Training/Conference	Internal/External	Other (Wellness/Volunteer)	Actual Hours	Valid Hours	Note	Status	Insert A Row
1 10/12/2020	How To Stay Secure At Home	Internal	<input type="radio"/> No	1.00	1.00		Completed	+
2 10/21/2020	FMLA-What's in it for you?	Internal	<input type="radio"/> No	1.50	1.50		Completed	+
3 11/06/2020	Mindful Eating	Internal	<input checked="" type="radio"/> Yes	1.00	1.00		Completed	+

- Continued on Next Page -

9. Job Knowledge, please **review each job knowledge area listed in their respective fields. These fields are required.**

- a. **Note:** only the first 3 entries will appear. Scroll down to see the remaining job knowledge areas.

Performance Evaluations Form Page

Fiscal Year 2020-2021 Fiscal Year 2021

Evaluation Type

Standard Hours 0.00

Job Knowledge

Please evaluate the top job responsibilities from the job description using the available ranking system within the Evaluation field. Comments are required for each item. If additional job responsibilities were assigned since the Mid-Year Evaluation, you may click the '+' to insert a new row. To remove a job responsibility, click the '-' to delete a row.

Job Knowledge Area	Evaluation	Comment	Points	Insert A Row	Delete A Row
1 GRCC's Mission, Vision, Values & Goals	3 - Highly Effective	Employee has a clear understanding of GRCC's Mission, Vision, Values, & Goals.	3	+	-

10. The final section is Professional Skills. **Please evaluate and comment on each job knowledge area listed in their respective fields.**

- a. **Note:** Evaluation and comment fields are required for each professional skill, with the exception of Supervision/Management Skills as this may not be applicable to all employees.

Performance Evaluations Form Page

Supervision/management Skills (If applicable)

Embraces performance management system for direct reports. Gives constructive feedback. Effectively communicates mission, vision, values to department work. Recognizes and rewards appropriately. Fiscally responsible leader (BCO's have additional responsibilities)

If not applicable to this employee - leave blank

Evaluation

Comment

Leadership Skills

Provides leadership of projects, department teams or cross college teams. Effectively links GRCC mission, vision and values. Plans and coordinates work. Develops others and personally models in a team environment.

*Evaluation 3 - Highly Effective

*Comment Employee takes initiative on new projects and leads clear, concise meetings.

11. Once you have updated the performance evaluation, a final evaluation summary will appear. Please review the information listed within this page for accuracy. If all information is correct, click the Next button to proceed.

- a. **Note:** If corrections are needed, you may navigate to the desired section(s) using the Previous/Next buttons. You may also click Save and Exit at any time prior to submitting to the employee.

Professional Skills Summary

Professional Skills is weighted as 25% of evaluation.

Professional Skills Score 2.50

Points 0.63
toward final evaluation

Final Evaluation Score and Merit Increase

The merit increase is a recommendation based on the employee's performance. The Board of Trustees will review the budget in June to determine the merit compensation increase. Contingent upon approval, Human Resources will seek the final recommendation and implement the merit increase effective July 1.

Employee Quartile 1

Final Evaluation Score 2.78

Merit Increase Recommendation 2.50

Previous

Next

Save and Exit

- Continued on Next Page -

12. The last step is to make an overall comment regarding the employee's performance for the year, then submit to the employee for their review and acknowledgement. You may click:
- Save and Exit** if you have yet to review the evaluation with the employee. If this still needs to take place, Human Resources recommends you schedule a time to meet with the employee and go through each page of the evaluation together. Making edits (if necessary) as you have your discussion.
 - Submit** if you have met with the employee and you are ready to have them approve the form.

NOTE: By Submitting this form to your employee, you approve of the information contained within.



Year End Review : Last Step

Last Step

When you are finished with the evaluation, click 'Submit' to route to your employee for review and approval.

Overall
Performance

By clicking on the **Submit** button you are acknowledging all areas of the performance evaluation are completed and are ready for employee review/acknowledgement. Please click **Save/Exit** if you plan to return to the performance evaluation and make additional comments.

Previous

Save and Exit

Submit

13. After you have submitted the form to the employee for review, a transaction summary for the evaluation will populate on the Form Result page.

Performance Evaluations

Form Result

The eForm has been routed to the next approval step. Nicole T Noviskey.

View Approval Route

Transaction / Signature Log

6 rows

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 02/18/2021 10:30:06AM	Saved	LCAULK	Laura Smoes Caulk	Save	
2 04/26/2021 3:43:28PM	Saved	W0376949	LAURA CAULK	Save	67 days 5 hours 13 minutes
3 04/26/2021 3:47:34PM	Initiated	W0376949	LAURA CAULK	Submit	4 minutes
4 04/26/2021 4:09:57PM	Saved	W0319758	Nicole T Noviskey	Save	22 minutes
5 04/26/2021 4:19:46PM	[PEMC1C_PR:GRCC_PRIM_OPRID]	W0319758	Nicole T Noviskey	Recycle	9 minutes
6 05/01/2021 9:22:39AM	Resubmitted	W0376949	LAURA CAULK	Resubmit	4 days 17 hours 2 minutes

Print

- Continued on Next Page -

Note: The employee will need to login to their Online Center and go to Employee Self Service to review/acknowledge the evaluation. Please refer to the separate set of instructions to view the performance evaluation as the employee.

Helpful Tip: You are able to print a copy of the final Performance Evaluation from the Form Result page. After you submit to the employee, click on the Print Button, then from the drop-down menu select Year End Full Report and click the Print button within the pop-up window.

RISI
Performance Evaluations
Form Result

The eForm has been routed to the next approval step. Nicole T Noviskey.

View Approval Route

Transaction / Signature Log
6 rows

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	02/18/2021 10:30:06AM	Saved			Save	
2	04/26/2021 3:43:28PM	Saved			Save	67 days 5 hours 13 minutes
3	04/26/2021 3:47:34PM	Initiated			Submit	4 minutes
4	04/26/2021 4:09:57PM	Saved			Save	22 minutes
5	04/26/2021 4:19:46PM	[PEMC1C_PR:GRCC_PRIM_OPRID]			Recycle	9 minutes
6	05/01/2021 9:22:39AM	Resubmitted			Resubmit	4 days 17 hours 2 minutes

Cancel
Approval
Done

Report Name

Print
Year End Full Report

Print

The next page contains a sample of the printed Performance Evaluation Report.

Final Performance Evaluation 5/1/2021

Employee:

Supervisor:

Title:

Year: 2020-2021

Projects and Goals

• Complete Performance Evaluation	Evaluation Highly Effective	Score 3
Average for Projects and Goals Score		3.00

Professional Development

Completed Hours: 15
Professional Development Score
3.00

Job Knowledge

• GRCC's Mission, Vision, Values & Goals	Highly Effective	3
Job Knowledge Score		3.00

Professional Skills

• Supervision/Management skills (if applicable)		
• Leadership	Highly Effective	3
• Communication skills	Highly Effective	3
• Critical Thinking / Problem Solving / Decision Making	Highly Effective	3
• Diversity and Community	Highly Effective	3
• Personal skills used for developing employment relationships	Highly Effective	3
• Technology	Highly Effective	3
• Overall Performance	Highly Effective	3
Professional Skills Score		3.00

Final Evaluations	Raw Score	Section Weight	Weighted Score
Average for Projects and Goals Score	3.00	40%	1.20
Professional Development Score	3.00	10%	0.30
Job Knowledge Score	3.00	25%	0.75
Professional Skills Score	3.00	25%	0.75
		100%	3.00
Quartile:			3
Evaluation Score (Out of 3):			3.00
Recommended Merit Increase %:			2.50%

Employee Comment: *Please update Project #3 on my list to completed. Thank you!*

Any comments made by the Supervisor's Supervisor will appear here

- End -