



The Employee guide covers the following Performance Management steps:



*Proceed to next slide (Index) for guide navigation*

**RETURN TO INDEX**



UNIVERSITY OF NORTH CAROLINA  
**SCHOOL OF THE ARTS**

**HUMAN RESOURCES**

**PERFORMANCE MANAGEMENT LEARNING**  
**EMPLOYEE GUIDE**  
**JOB AID RESOURCE INDEX**

**Direct Access to Employee Steps:**

[Step 4: Employee Plan Acknowledgement](#)

[Step 5: Employee Self Evaluation](#)

[Step 9: Acknowledge Appraisal](#)

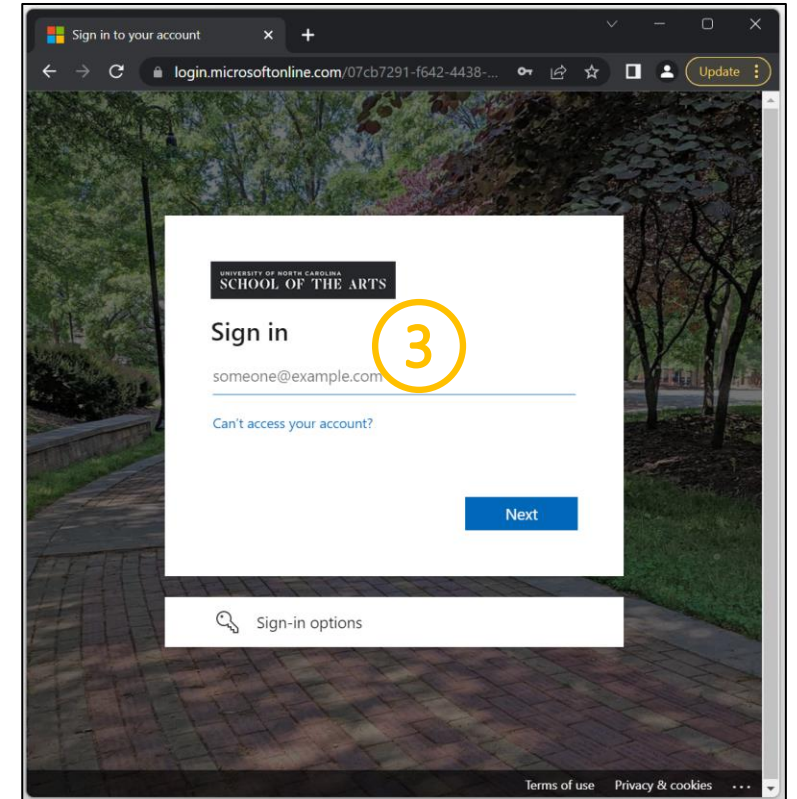
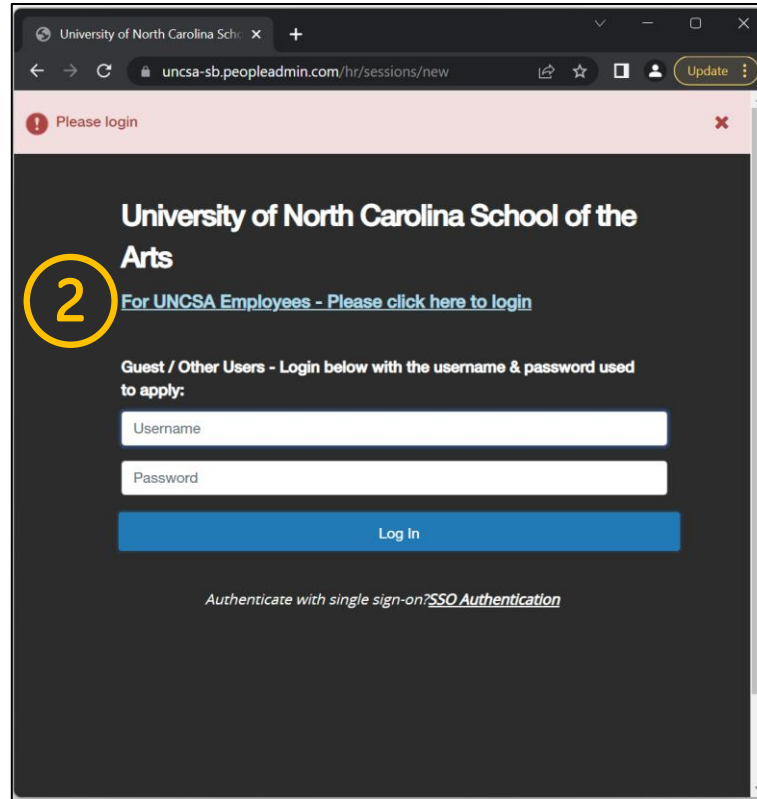
*Note: Click Link to Navigate Directly*

*Slide Navigation: Click Return to Index button at any time to return here*



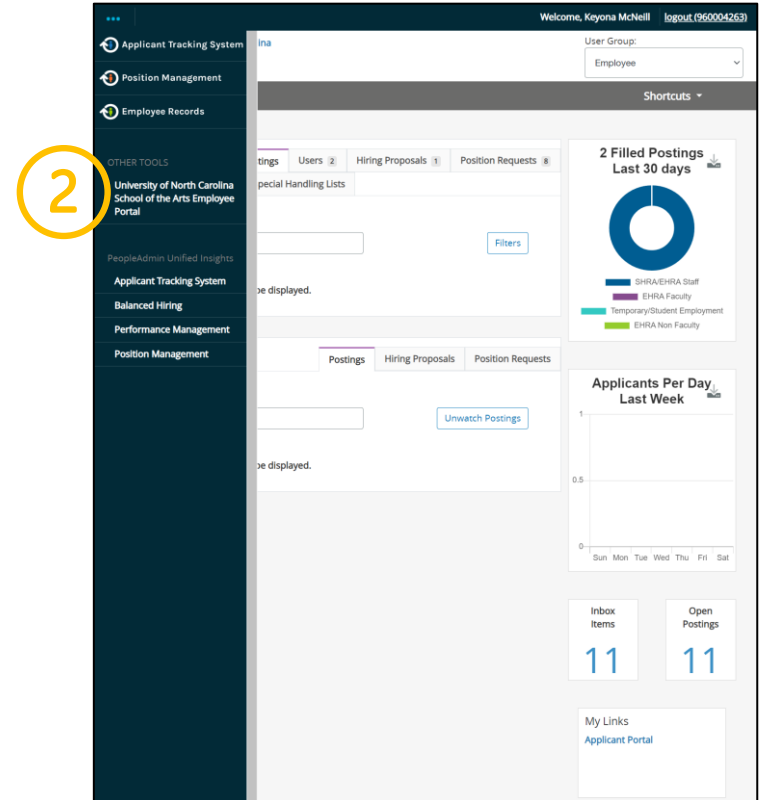
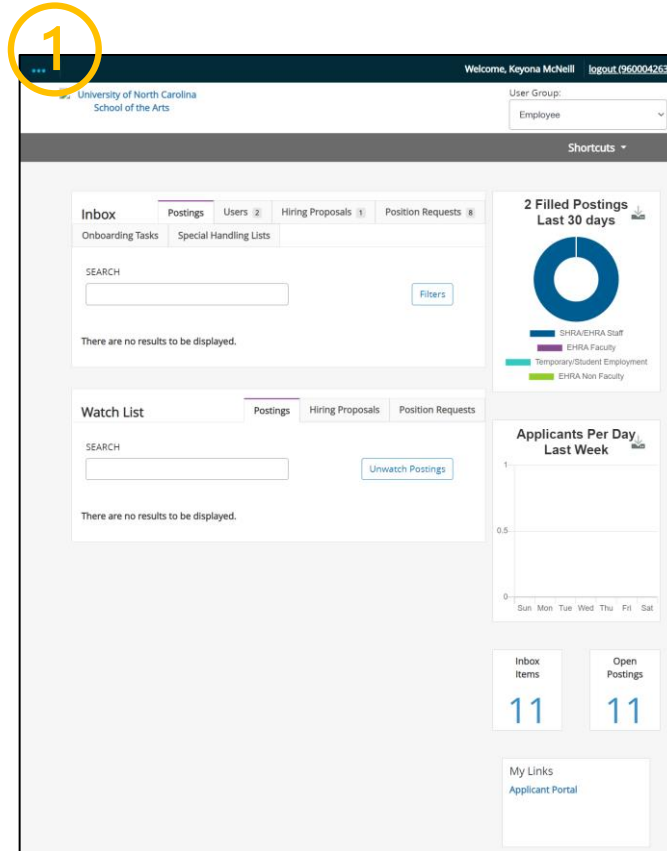
## STEPS

1. Access [People Admin](#)
2. Click For UNCSA Employees
3. Login with Microsoft



## STEPS

1. Click the three-dot menu
2. Click UNCSA Employee Portal



# EMPLOYEE: ACKNOWLEDGE PLAN | Select Employee Plan to Acknowledge

## STEPS

1. Review Action Items List
2. Click Item Link

The screenshot shows the 'Your Action Items' section of the Employee Portal. The heading 'Your Action Items' is circled in yellow with the number '1'. Below it is a search bar with the placeholder text 'Start typing to search'. A table with the following columns: Item, Description, Due Date, and Status. The table contains one entry: 'SHRA Performance Evaluation Test Oct 18th for Aretha Sutton' (circled in yellow with the number '2'), Employee Plan Acknowledgement, n/a, and Available. The status 'Available' is in green. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'.

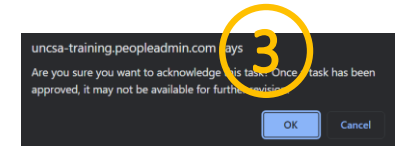
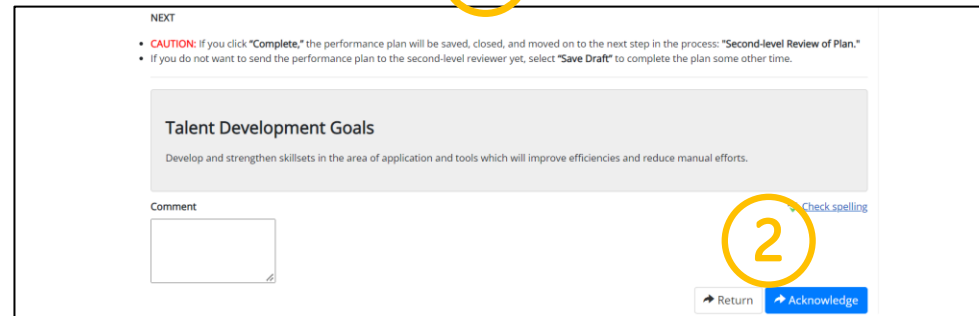
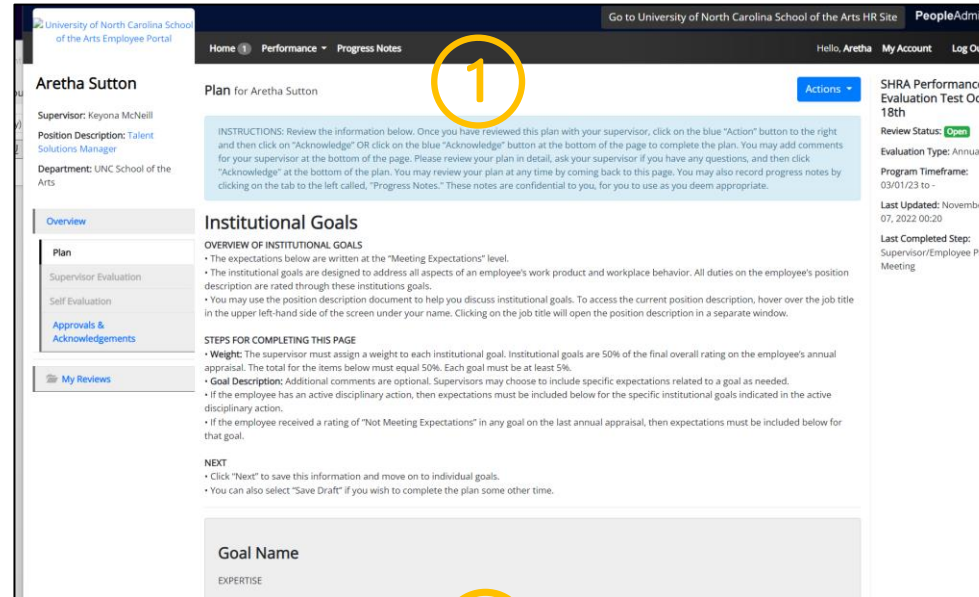
| Item  | Description                   | Due Date | Status    |
|---|-------------------------------|----------|-----------|
| <a href="#">SHRA Performance Evaluation Test Oct 18th for Aretha Sutton</a> | Employee Plan Acknowledgement | n/a      | Available |



# EMPLOYEE: ACKNOWLEDGE PLAN | Review & Acknowledge Employee Plan

## STEPS

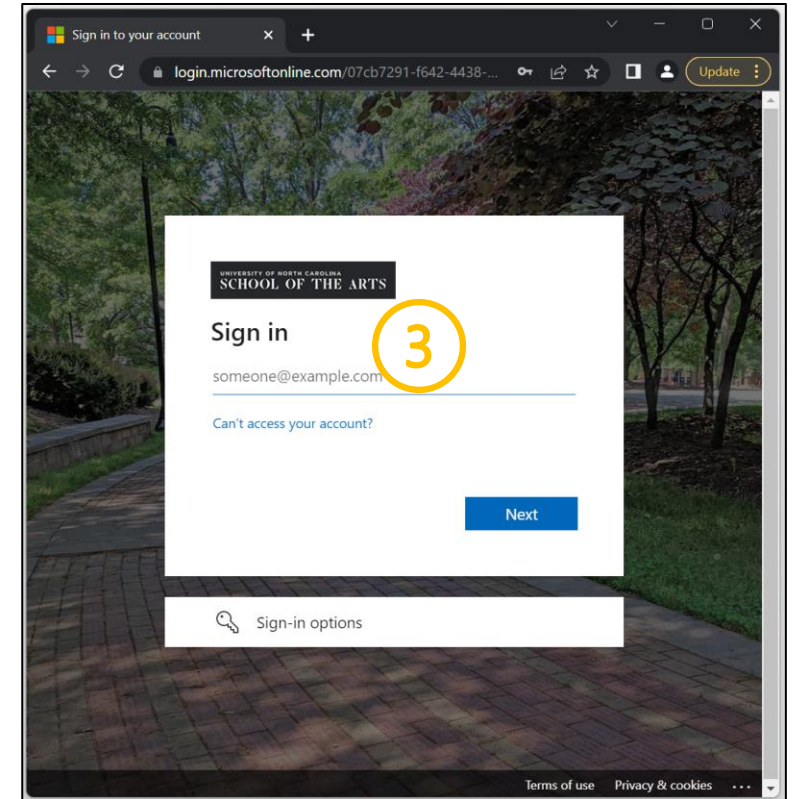
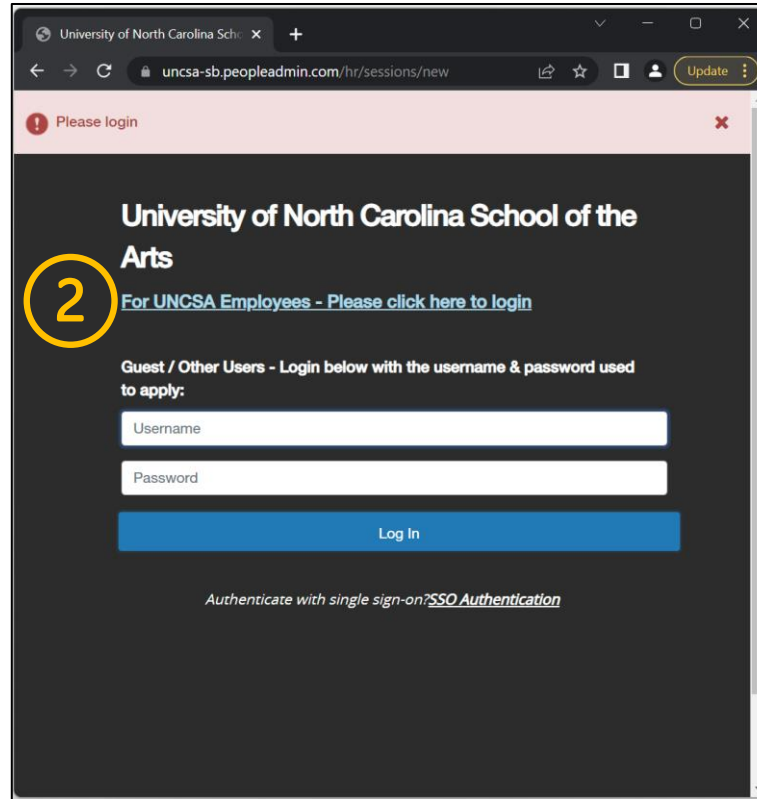
1. Review Instructions & Plan
2. Once Review is Complete, Select Acknowledge or Return  
Add Comment as Needed
3. Select OK on Pop Up if Acknowledging





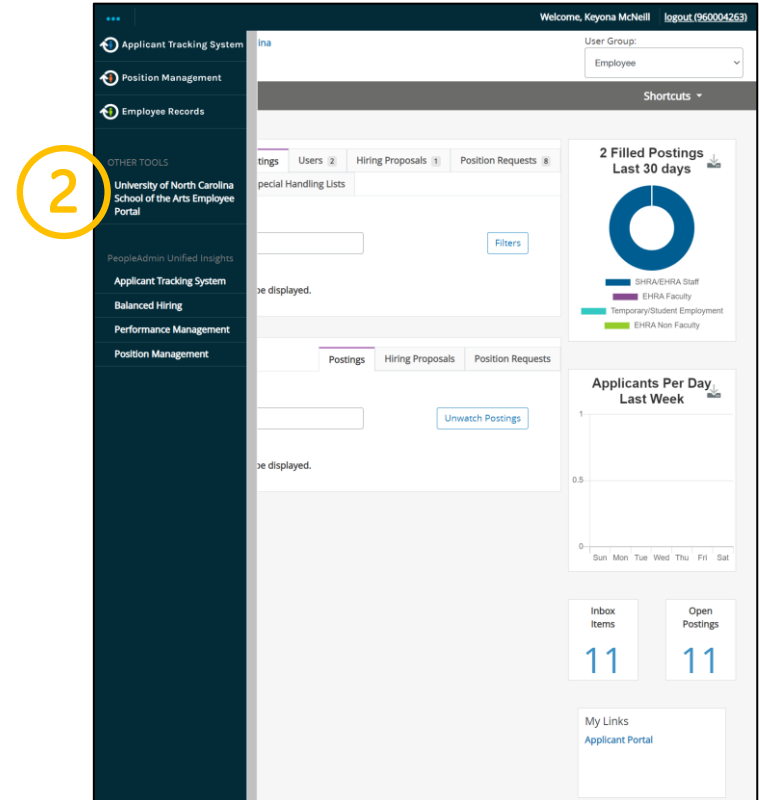
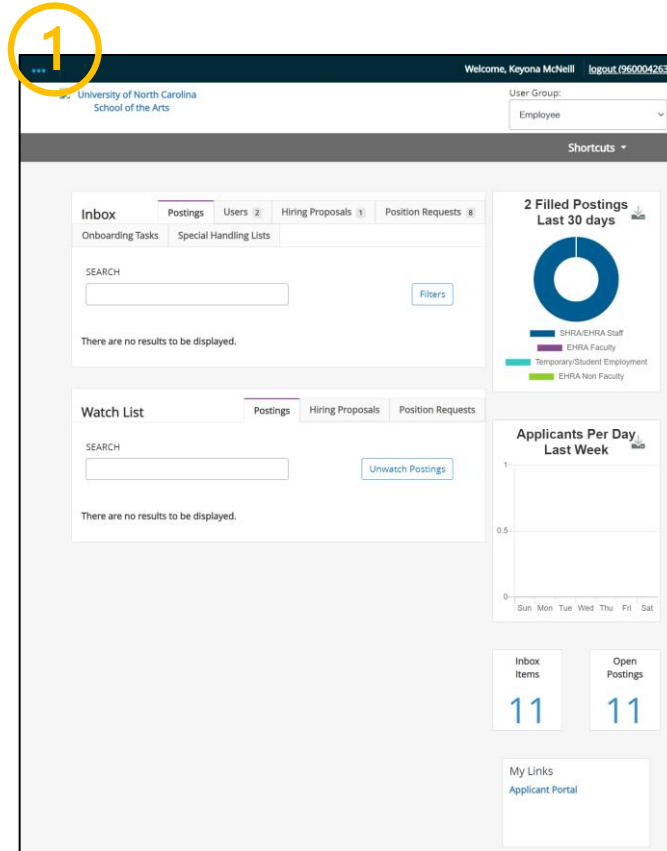
## STEPS

1. Access [People Admin](#)
2. Click For UNCSA Employees
3. Login with Microsoft



## STEPS

1. Click the three-dot menu
2. Click UNCSA Employee Portal





# EMPLOYEE: SELF EVALUATION | Select Self Evaluation to Begin

## STEPS

1. Review Action Items List
2. Click Item Link

University of North Carolina School of the Arts Employee Portal

Go to University of North Carolina School of the Arts HR Site PeopleAdmin

Home Performance Progress Notes Hello, Aretha My Account Log Out

Welcome to the Employee Portal, Aretha Sutton

[My Reviews](#) **Your Action Items** 1

Start typing to search

| Item  | Description              | Due Date | Status    |
|---|--------------------------|----------|-----------|
| 2 <a href="#">SHRA Performance Evaluation Test Oct 18th for Aretha Sutton</a> | Employee Self Evaluation | n/a      | Available |

Showing 1 to 1 of 1 entries



## STEPS

1. Review Self Evaluation Guidelines
2. Click Save & Continue

The screenshot displays the 'Self Evaluation' interface for Aretha Sutton. The page includes a navigation bar with 'Home', 'Performance', and 'Progress Notes'. The user's name 'Aretha Sutton' and supervisor 'Keyona McNeill' are shown. The 'Individual Goals' tab is selected and highlighted with a yellow circle containing the number '1'. Below this, there are instructions for completing ratings and a 'NEXT' section. At the bottom right, the 'Save & Continue' button is highlighted with a yellow circle containing the number '2'. Other elements include a sidebar with navigation options like 'Overview', 'Plan', and 'Self Evaluation', and a right-hand panel with performance evaluation details.

# EMPLOYEE: SELF EVALUATION | Institutional Goals Self Ratings

## STEPS

1. Select Self Ratings for ALL Goals
2. Click Save & Continue

University of North Carolina School of the Arts Employee Portal

Go to University of North Carolina School of the Arts HR Site

PeopleAdmin

Home Performance Progress Notes Hello, Aretha My Account Log Out

Aretha Sutton

Supervisor: Keyona McNeill

Position Description: Talent Solutions Manager

Department: UNC School of the Arts

Overview

Plan

Supervisor Evaluation

Self Evaluation

Approvals & Acknowledgements

My Reviews

Self Evaluation for Aretha Sutton

Before You Get Started... Institutional Goals Individual Goals Talent Development Goals Attachments 0

Required fields are indicated with an asterisk (\*).

Check spelling

Actions

SHRA Performance Evaluation Test Oct 18th

Review Status: Open

Evaluation Type: Annual

Program Timeframe: 03/01/23 to -

Last Updated: November 07, 2022 00:36

Last Completed Step: Employee Plan Acknowledgement

Institutional Goals

Goal Name:

EXPERTISE

1

Description:

a. Precision: Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to meet the requirements of the employee's position and profession.

b. Resourcing: Makes efficient and appropriate use of materials and documents work appropriately.

c. Innovation: Looks for ways to improve efficiency or quality.

d. Development: Maintains technical skills and relevant professional credentials.

Weight:

13%

Plan Comments:

\* Rating

Please select

Comments

2

2



# EMPLOYEE: SELF EVALUATION | Individual Goals Self Ratings

## STEPS

1. Select Self Ratings for ALL Goals
2. Click Save & Continue

The screenshot displays the 'Self Evaluation for Aretha Sutton' interface. The 'Individual Goals' tab is active, showing a goal named 'Streamline HR Processes Across UNCSCA' with a weight of 20%. The 'Goal Name' field is highlighted with a yellow circle containing the number 1. Below the goal name is a 'Plan Comments' section with a text area containing the text: 'Deliver process improvements across UNCSCA to drive efficiencies and improvements for all hiring managers and supervisors.' To the right of the main form, there is a sidebar with a 'Save & Continue' button highlighted by a yellow circle containing the number 2. The sidebar also displays 'SHRA Performance Evaluation Test Oct 18th' with a 'Review Status: Open' and 'Evaluation Type: Annual'.



## STEPS

1. Add Comments for Development Goal
2. Click Complete
3. Select OK

University of North Carolina School of the Arts Employee Portal

Go to University of North Carolina School of the Arts HR Site | PeopleAdmin

Home | Performance | Progress Notes | Hello, Aretha | My Account | Log Out

**Aretha Sutton**  
Supervisor: Keyona McNeill  
Position Description: Talent Solutions Manager  
Department: UNC School of the Arts

Self Evaluation for Aretha Sutton

Before You Get Started... | Institutional Goals | Individual Goals | Talent Development Goals | Attachments | Actions

**Talent Development Goals**

Description:  
Develop and strengthen skillsets in the area of application and tools which will improve efficiencies and reduce manual efforts.

Comments

Save Draft | Complete

SHRA Performance Evaluation Test Oct 18th  
Review Status: Open  
Evaluation Type: Annual  
Program Timeframe: 03/01/23 to -  
Last Updated: November 07, 2022 00:36  
Last Completed Step: Employee Plan Acknowledgement

Self Evaluation is Now Complete!

uncsa-training.peopleadmin.com says

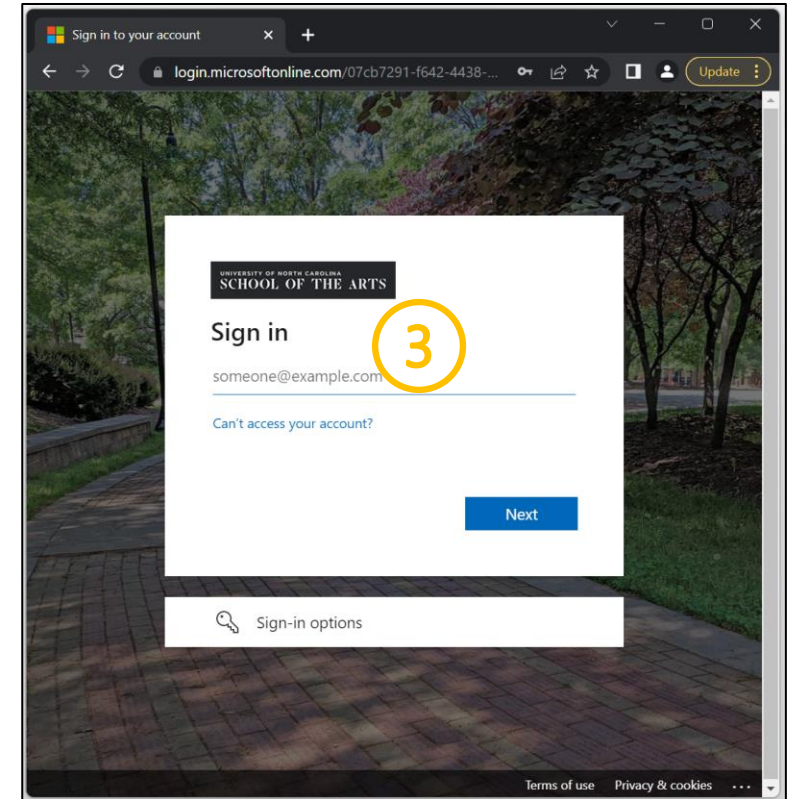
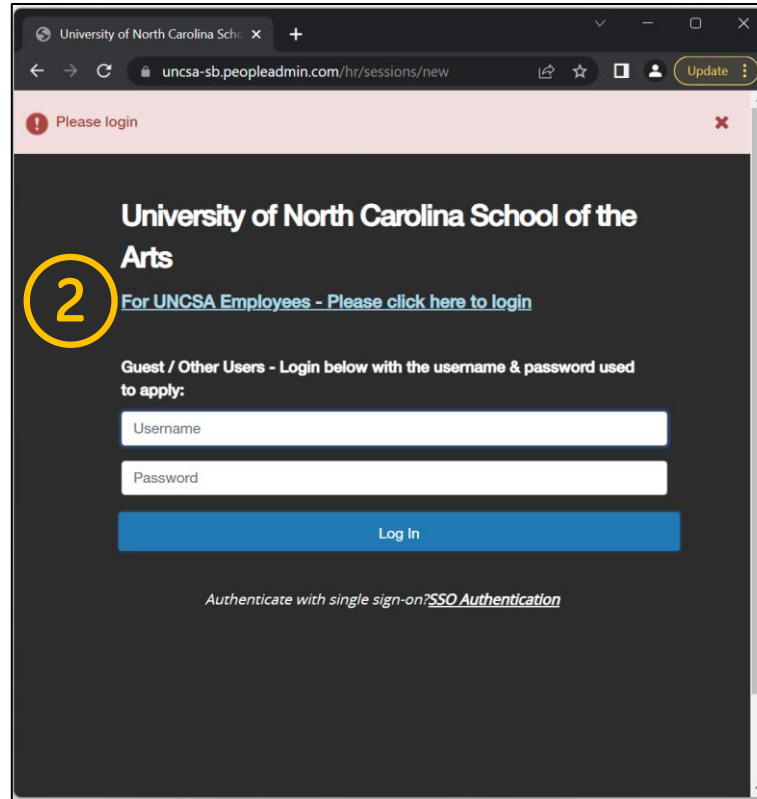
Are you sure you want to complete this self evaluation?

OK | Cancel



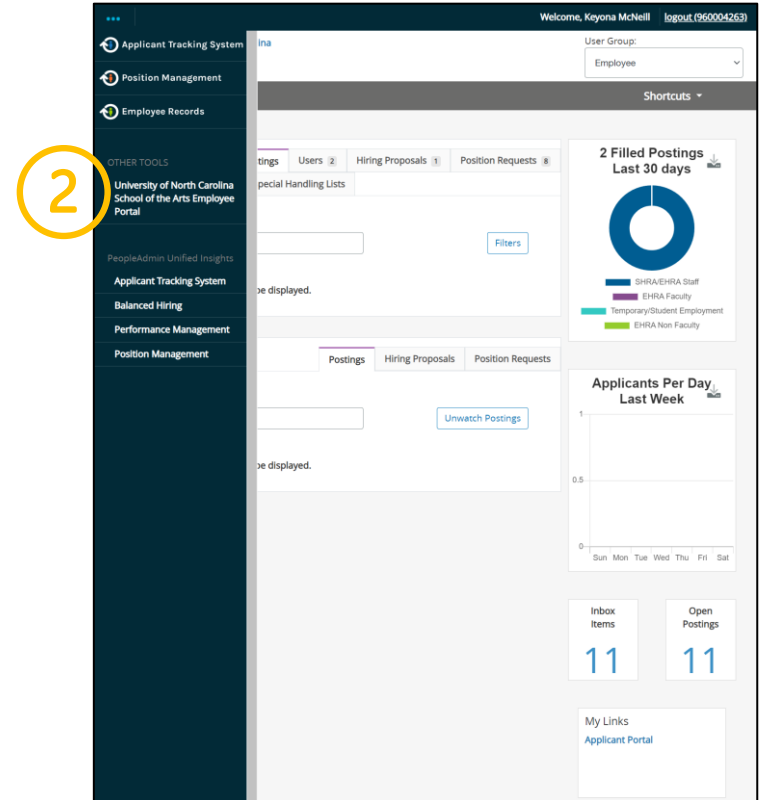
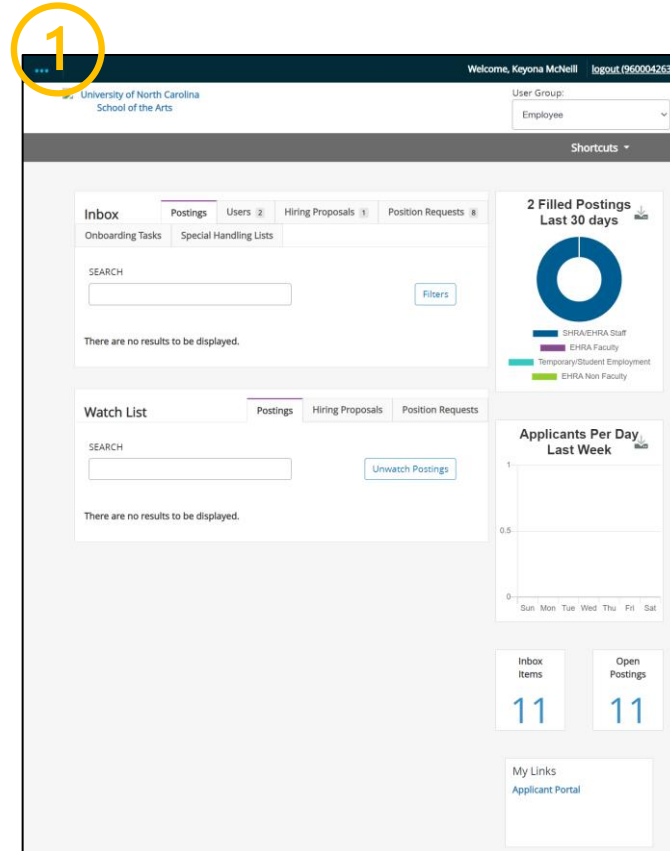
## STEPS

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## STEPS

1. Click the three-dot menu
2. Click UNCSA Employee Portal





# EMPLOYEE: ACKNOWLEDGE EVALUATION | Select Employee Evaluation Acknowledgement to Begin

## STEPS

1. Review Action Items List
2. Click Item Link

The screenshot shows the 'Your Action Items' section of the Employee Portal. A search bar is highlighted with a yellow circle '1'. Below it is a table with one entry highlighted by a yellow circle '2'.

| Item  | Description                         | Due Date | Status    |
|---|-------------------------------------|----------|-----------|
| <a href="#">SHRA Performance Evaluation Test Oct 18th for Aretha Sutton</a> | Employee Evaluation Acknowledgement | n/a      | Available |

Showing 1 to 1 of 1 entries



# EMPLOYEE: ACKNOWLEDGE EVALUATION | Review & Acknowledge Evaluation

## STEPS

1. Review Instructions & Appraisal
2. Once Review is Complete, Select Acknowledge or Dispute  
Add Comment as Needed
3. Select OK on Pop Up if Acknowledging

The Acknowledge Evaluation Step is Complete!

University of North Carolina School of the Arts Employee Portal

Go to University of North Carolina School of the Arts HR Site PeopleAdmin

Home Performance Progress Notes Hello, Aretha My Account Log Out

Aretha Sutton

Supervisor: Keyona McNeill  
Position Description: Talent Solutions Manager  
Department: UNC School of the Arts

Supervisor Evaluation for Aretha Sutton

INSTRUCTIONS: Review the information below. Once you have had your performance review session with your supervisor to review this appraisal, click on the blue "Action" button to the right and then click on "Acknowledge" OR click on the blue "Acknowledge" button at the bottom of the page. You may add comments for your supervisor at the bottom of the page. For additional information on appeal rights or related issues, contact the Office of Human Resources.  
SHRA Employee Grievance Policy

Employee Acknowledgement I understand that my acknowledgement indicates the following: (1) I have received this annual performance appraisal, (2) my signature does not necessarily imply my agreement with the ratings given or the comments included, and (3) I may write a response in the comments to include with this appraisal document, if I so choose.

SHRA Performance Evaluation Test Oct 18th

Review Status: Open

Overall Rating: Meeting Expectations

Evaluation Type: Annual

Program Timeframe: 03/01/23 to:

Last Updated: November 07, 2022 01:03

Last Completed Step: Send Appraisal to Employee

Overview

Plan

Supervisor Evaluation

Self Evaluation

Approvals & Acknowledgements

My Reviews

Institutional Goals

Goal Name:

EXPERTISE

Description:

a. Precision: Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to meet the requirements of the employee's position and profession.  
b. Researching: Makes efficient and appropriate use of materials and documents work appropriately.  
c. Innovation: Looks for ways to improve efficiency or quality.  
d. Development: Maintains technical skills and relevant professional credentials.

Weight:

13%

Plan Comments:

Rating

Meeting Expectations

Comments

Goal Name:

ACCOUNTABILITY

Overall Performance Comments

Employee Met Expectations

Was there an active disciplinary action from this performance cycle?

No

Comment

Check spelling

Dispute Acknowledge

uncsa-training.peopleadmin.com says

Are you sure you want to acknowledge this task? Once a task has been approved, it may not be available for further review.

OK Cancel



