



The Employee guide covers the following Performance Management steps:



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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](#)

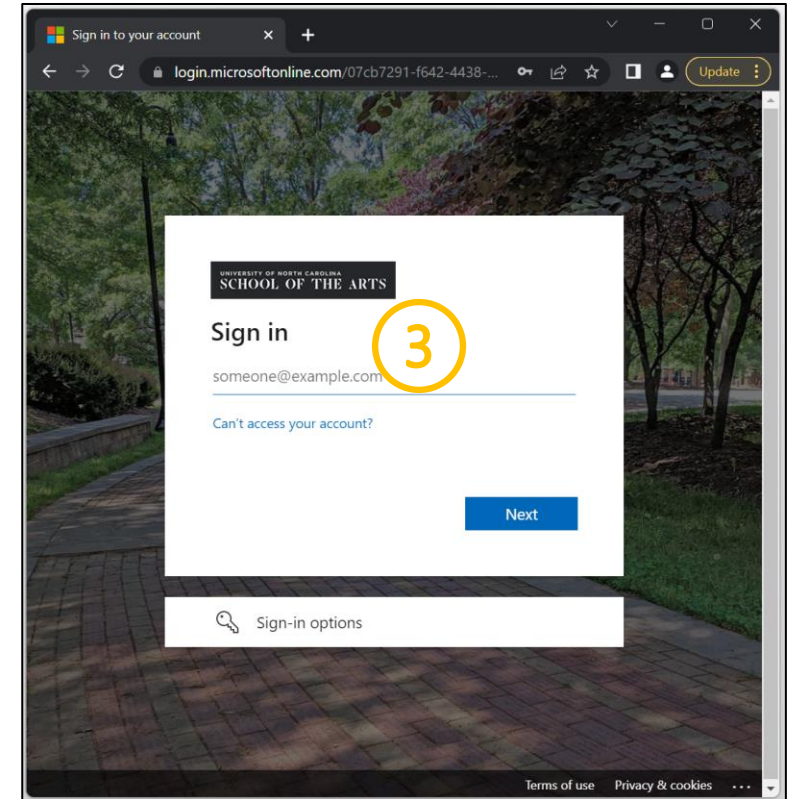
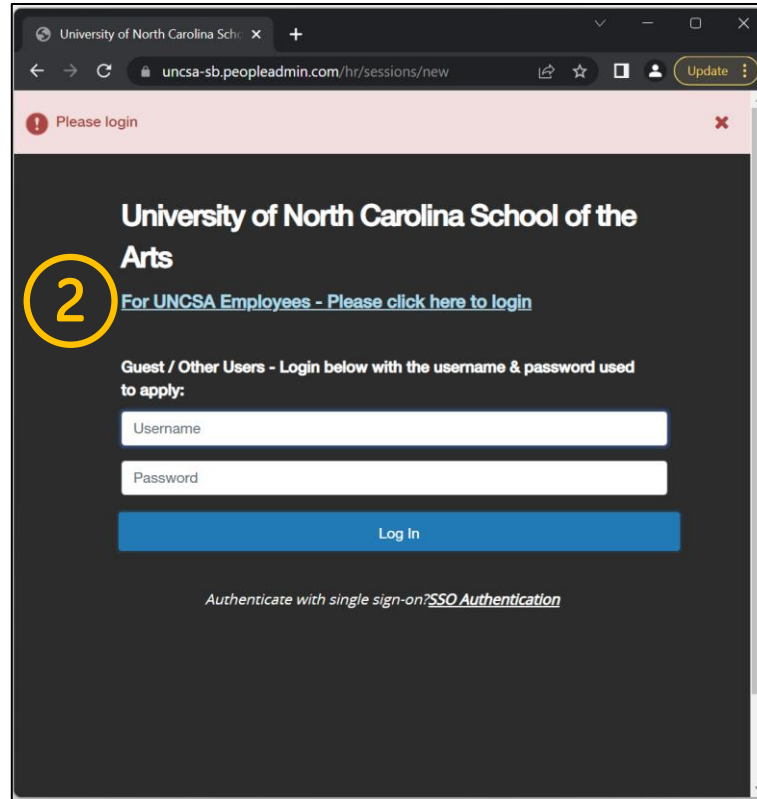
Note: Click Link to Navigate Directly

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



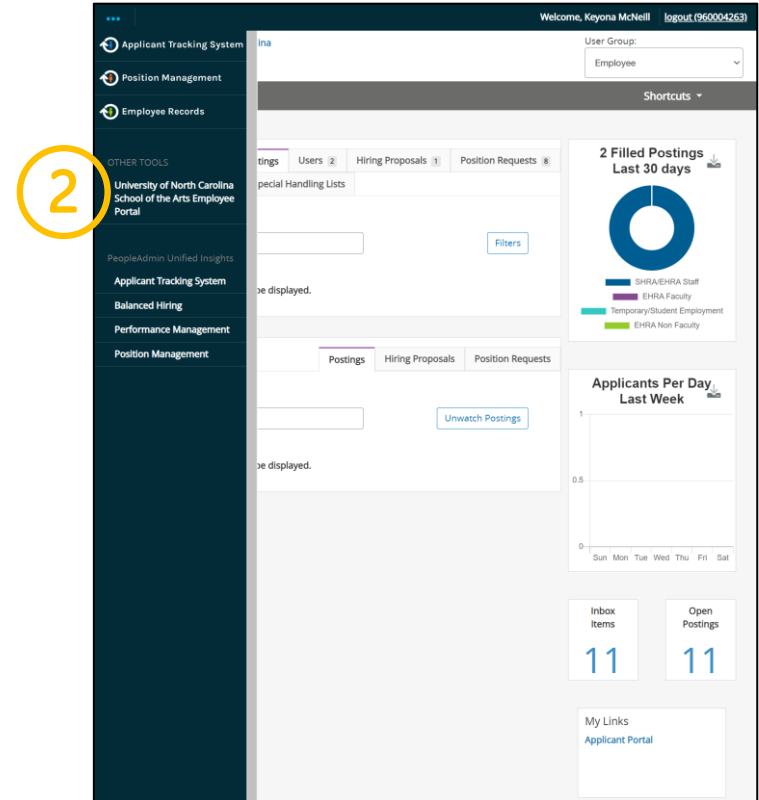
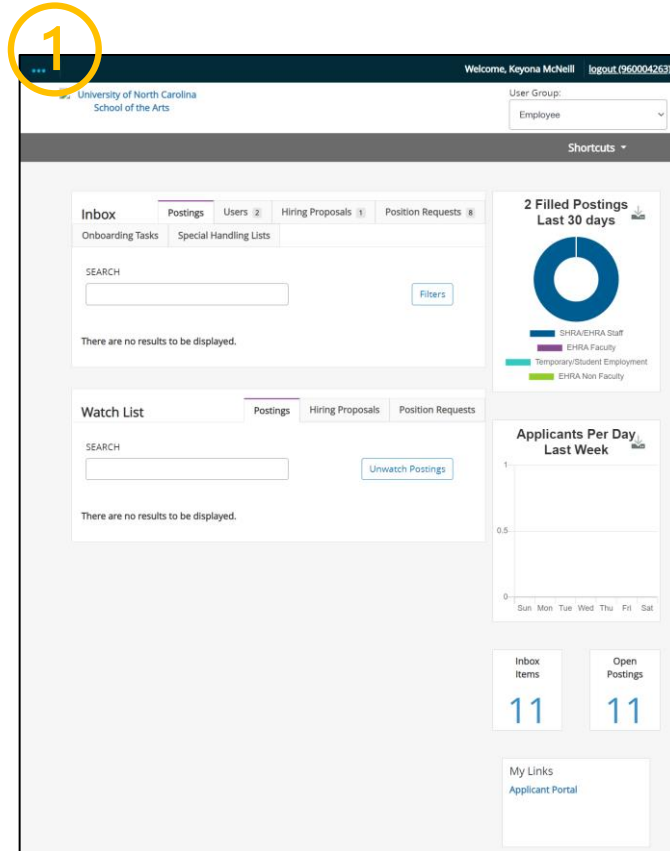
STEPS

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

University of North Carolina School of the Arts Employee Portal

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

Home 1 Performance Progress Notes Hello, Aretha My Account Log Out

Welcome to the Employee Portal, Aretha Sutton

Your Action Items 1

Start typing to search

Item	Description	Due Date	Status
2 SHRA Performance Evaluation Test Oct 18th for Aretha Sutton	Employee Plan Acknowledgement	n/a	Available

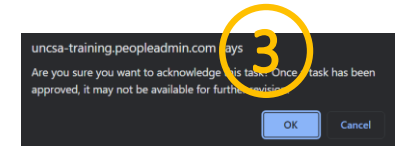
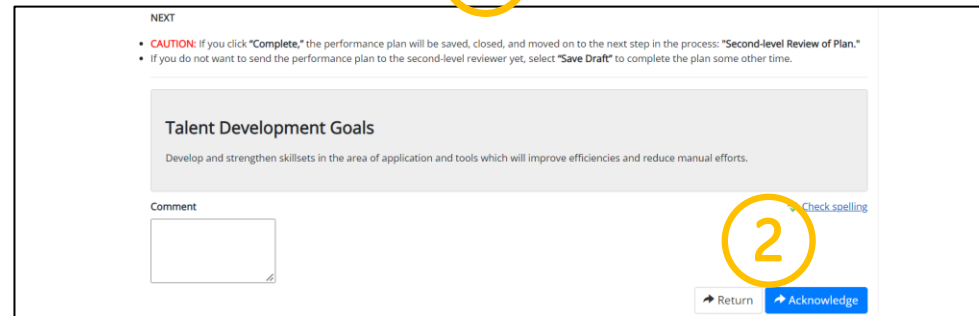
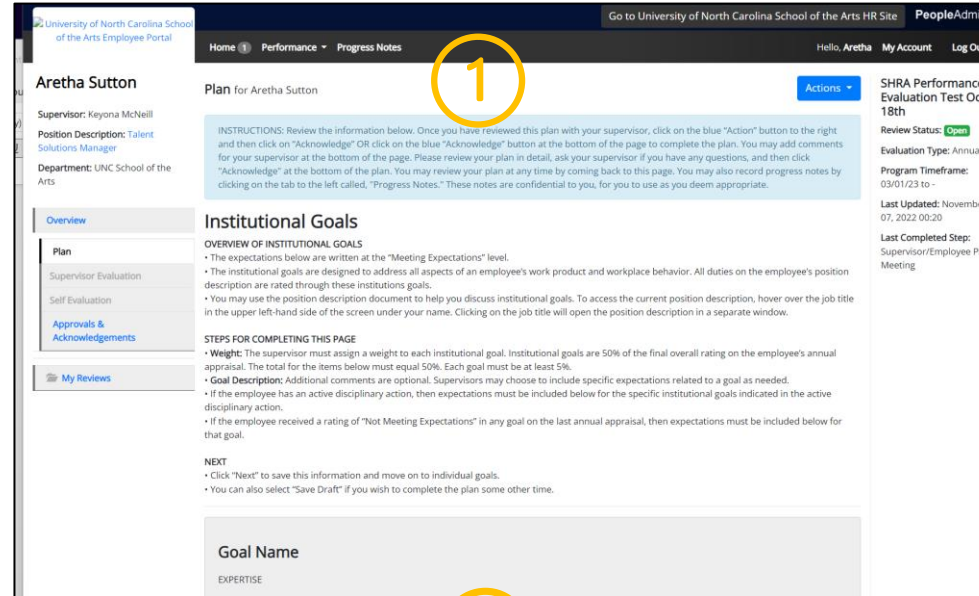
Showing 1 to 1 of 1 entries



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

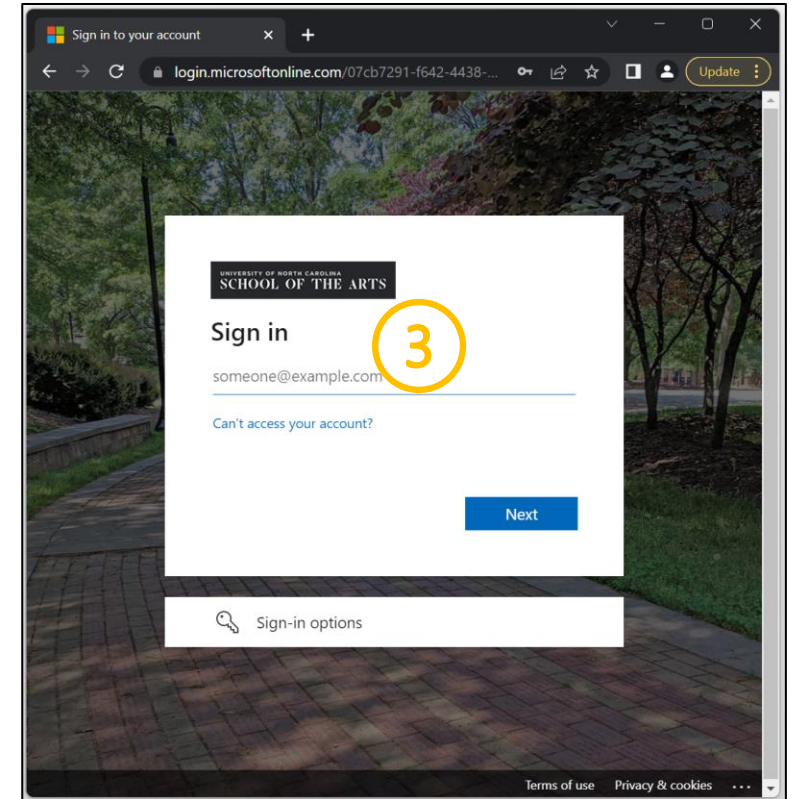
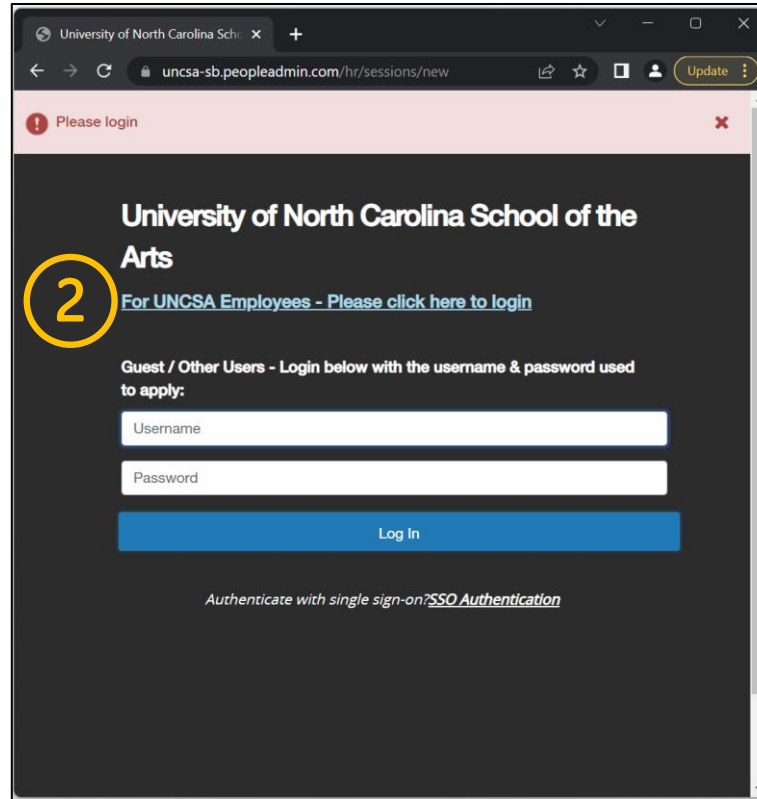


The Acknowledge Plan Step is Complete!



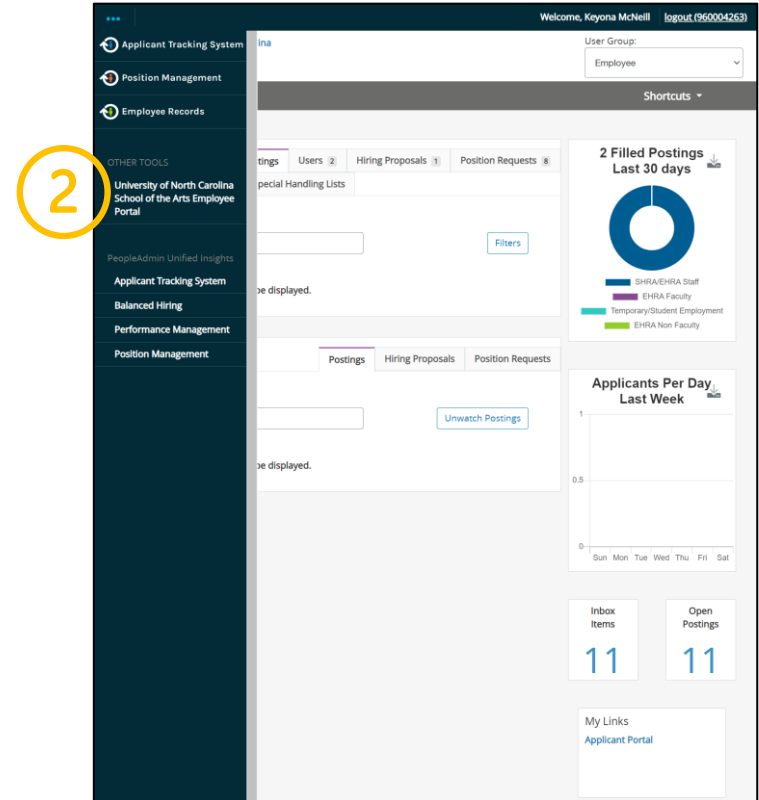
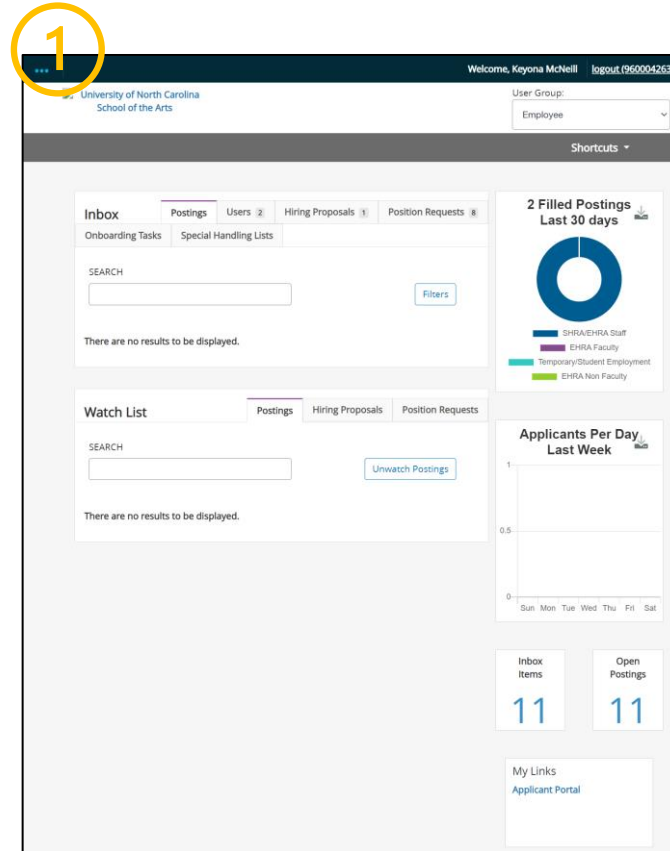
STEPS

1. Access [People Admin](#)
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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

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 lists the action items with columns for 'Item', 'Description', 'Due Date', and 'Status'. The first item is 'SHRA Performance Evaluation Test Oct 18th for Aretha Sutton', which is circled in yellow with the number '2'. The description is 'Employee Self Evaluation', the due date is 'n/a', and the status is 'Available'. The table also shows 'Showing 1 to 1 of 1 entries' at the bottom.

Item	Description	Due Date	Status
SHRA Performance Evaluation Test Oct 18th for Aretha Sutton	Employee Self Evaluation	n/a	Available



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, instructions for completing ratings are provided. At the bottom right, the 'Save & Continue' button is highlighted with a yellow circle containing the number '2'. Other buttons like 'Save Draft' and 'Check spelling' are also visible.



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

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

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. **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

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

My Reviews



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' section 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' field with the text 'Deliver process improvements across UNCSCA to drive efficiencies and improvements for all hiring managers and supervisors.' A dropdown menu for '* Goal Rating' is set to 'Please select'. On the right side, the 'SHRA Performance Evaluation Test Oct 18th' details are visible, including 'Review Status: Open', 'Evaluation Type: Annual', and 'Program Timeframe: 03/01/23 to -'. A yellow circle with the number 2 highlights the 'Save & Continue' button at the bottom right of the form.



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

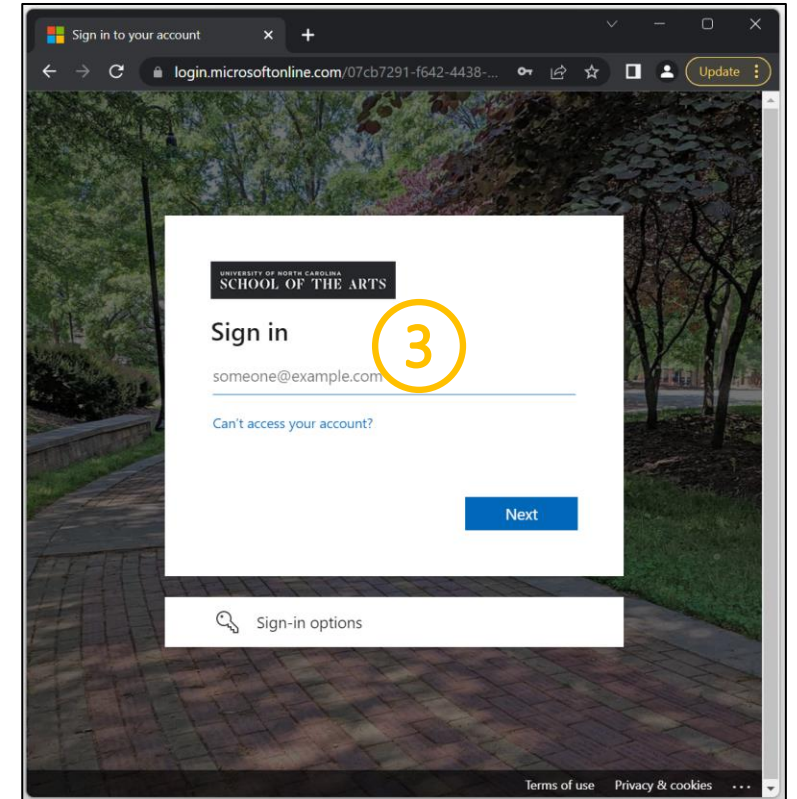
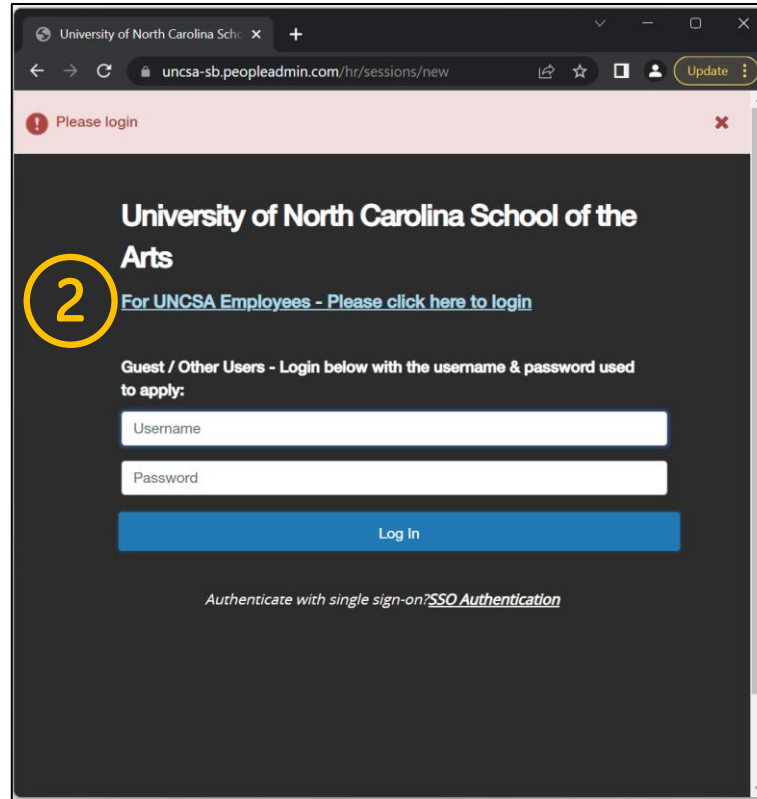
Are you sure you want to complete this self evaluation?

OK | Cancel



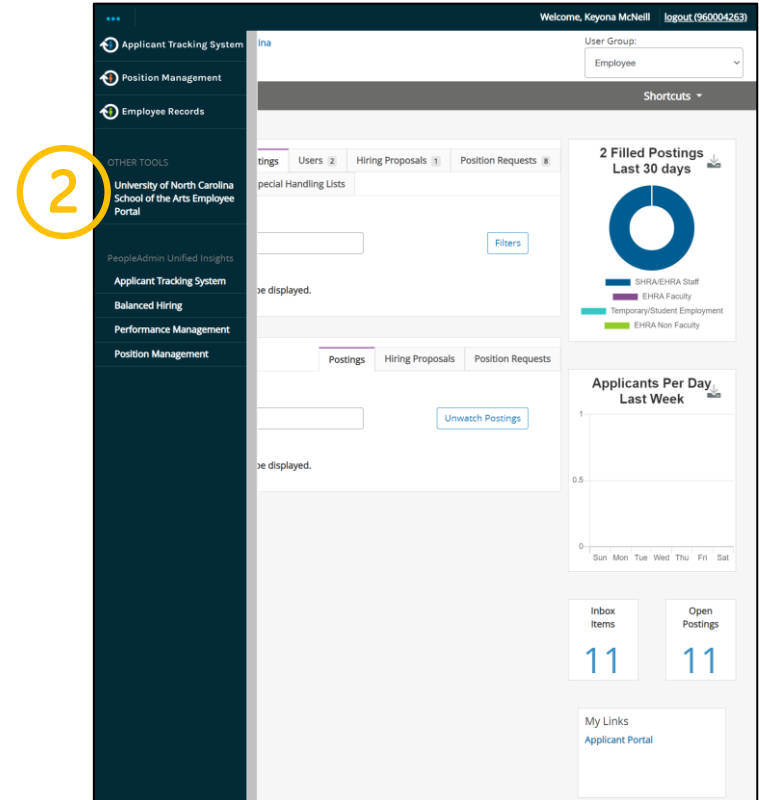
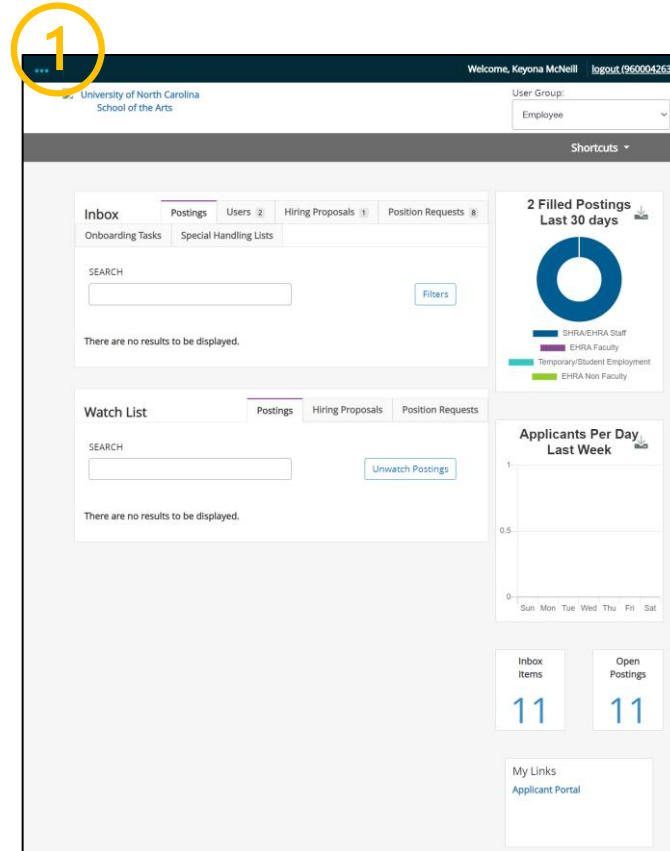
STEPS

1. Access [People Admin](#)
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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 row highlighted by a yellow circle '2'. The table has columns for Item, Description, Due Date, and Status.

Item	Description	Due Date	Status
SHRA Performance Evaluation Test Oct 18th for Aretha Sutton	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



