



The Supervisor Role guide covers the following Performance Management steps:

1: Supervisor Creates the Plan

4: Employee Plan Acknowledgement

7: Second-Level Review of Appraisal

2: Second-Level Review of Plan

5: Employee Self Evaluation

8: Send Appraisal to Employee

3: Supervisor/Employee Plan Meeting

6: Annual Appraisal Creation

9: Acknowledge Appraisal

Proceed to next slide (Index) for guide navigation

RETURN TO INDEX





Direct Access to Supervisor Role Steps:

[**Step 1: Create Plan**](#)

[**Step 3: Supervisor/Employee Plan Meeting**](#)

[**Step 6: Annual Appraisal Creation**](#)

[**Step 8: Send Appraisal to Employee**](#)

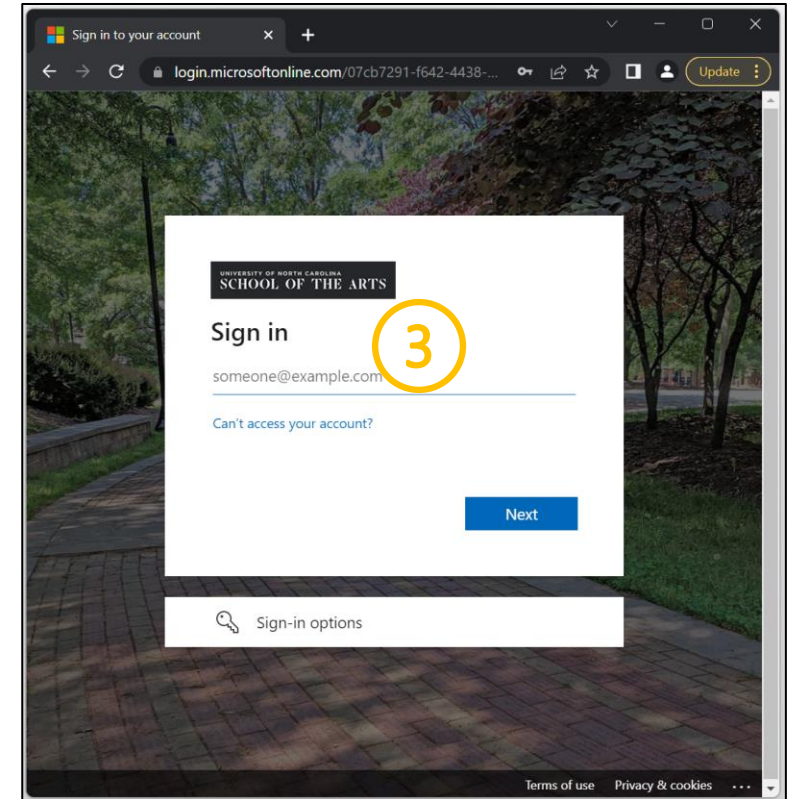
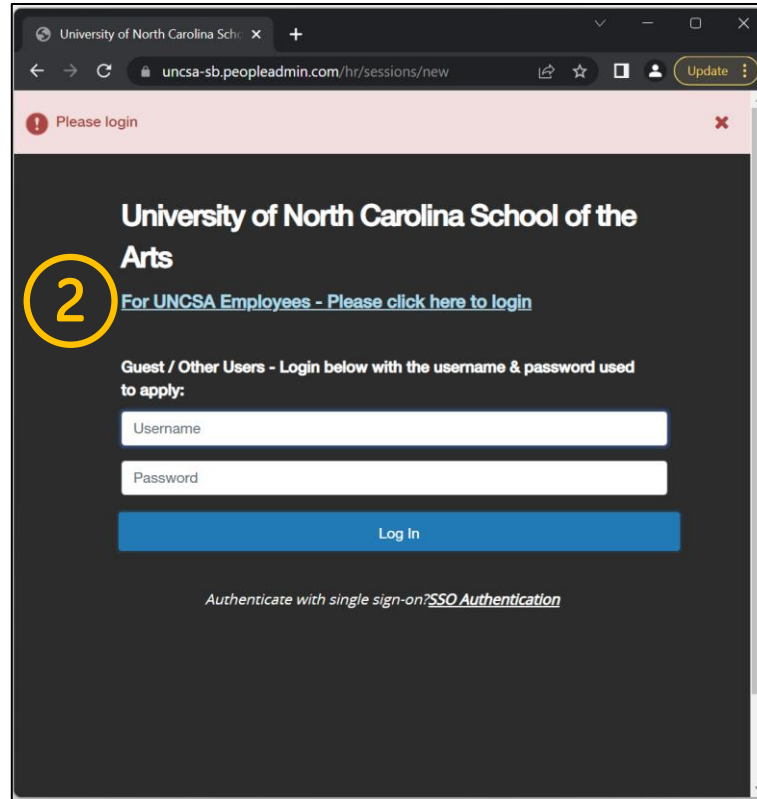
Note: Click Link to Navigate Directly

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



STEPS

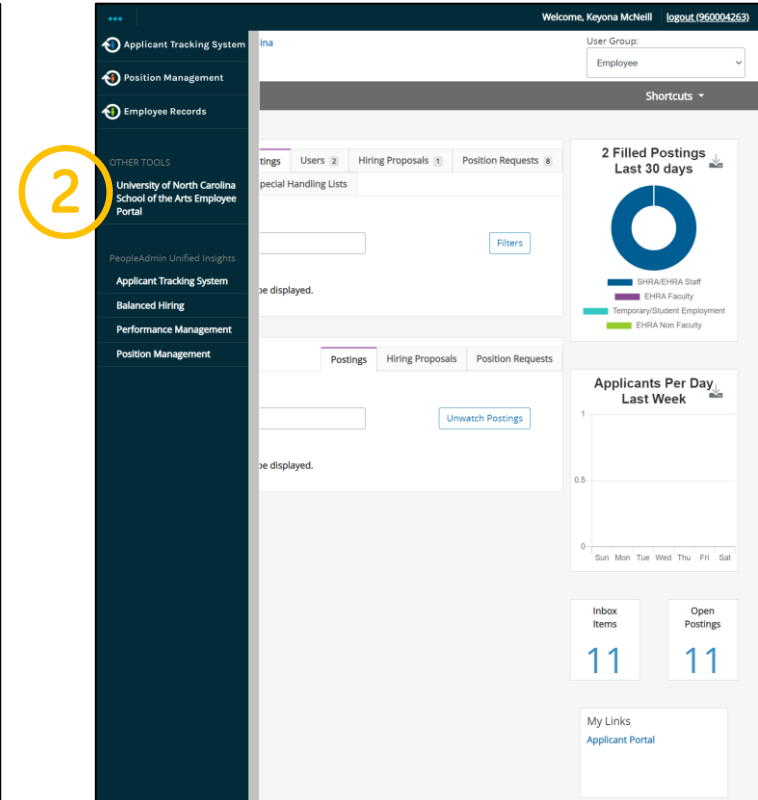
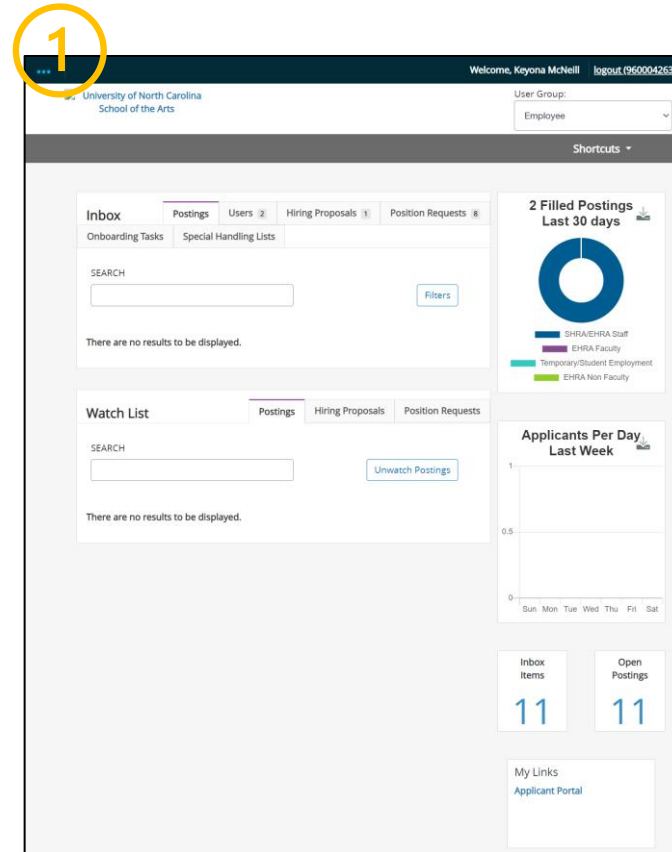
1. Access [People Admin](#)
2. Click For UNCSA Employees
3. Login with Microsoft



SUPERVISOR ROLE: CREATE PLAN | Navigate to Employee Portal

STEPS

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



SUPERVISOR ROLE: CREATE PLAN | Review Action Items & Select Employee to Start Plan

STEPS

1. Review Action Items List
2. Click Item Link with Employee Name to Start Plan

The screenshot shows the 'Your Action Items' section of the PeopleAdmin portal. A search bar is highlighted with a yellow circle '1'. Below it is a table with three entries, each with a yellow circle '2' next to the item link. 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	Supervisor creates the plan	n/a	Available
SHRA Performance Evaluation Test Oct 18th for Cappi Shelton	Supervisor creates the plan	n/a	Available
SHRA Performance Evaluation Test Oct 18th for Kemora Brownlee	Supervisor creates the plan	n/a	Available

Showing 1 to 3 of 3 entries



SUPERVISOR ROLE: CREATE PLAN | Review Guidelines & Begin

STEPS

1. Review Guidelines

[Visit Resource for More Info](#)

2. Begin Institutional Goals by Clicking 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, Keyona My Account Log Out

Aretha Sutton

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

Plan for Aretha Sutton

It is now time to create the Performance Plan for your employees. This plan allows you, and UNCSA, to set proper and clear expectations of how employees will be successful in their role.

Before You Get Started... Institutional Goals Individual Goals

1

Overview

- Plan
- Supervisor Evaluation
- Self Evaluation
- Multi-rater Feedback

History

- My Reviews
- My Employees' Reviews

Part 1: PERFORMANCE PLAN. Performance plans must be issued annually between April 1 and May 30. The plan defines how well the employee needs to perform job duties in order to meet business needs. It also includes targeted individual goals for the employee.

Part 2: INSTITUTIONAL GOALS. These are University system-wide performance standards for all SHRA positions that provide the supervisor and employee a way to discuss performance expectations. Each job duty has performance expectations that are described in the institutional goals (for example, level of accuracy, quality of analysis, efficiency of process management, the impact of absenteeism, how interactions with others affect the work produced, adherence to policy and procedure, etc.). Each institutional goal is weighted no less than 5% of the final overall rating. The total for the institutional goals must equal 50% of the final overall rating.

Part 3: INDIVIDUAL GOALS. The supervisor defines 3-5 individual goals for each employee each cycle. These are not intended to cover all aspects of employee work product (institutional goals do that). The focus is on key results/outcomes/ deliverables, not steps in the process. Types of individual goals include: **Division-Wide Goals** that are often tied to University strategic goals or initiatives; **Work-Unit / Job-Class Goals** that improve/sustain work product or related team dynamics; and **Employee-Specific Goals** that may emphasize key aspects of employee essential job duties or provide "stretch goals" that broaden or deepen an employee's skillset or work product. Each institutional goal is weighted no less than 5% of the final overall rating. The total for the individual goals must equal 50% of the final overall rating.

Part 4: TALENT DEVELOPMENT PLAN. The University recommends that each employee have at least one talent development goal each performance cycle. The supervisor determines with the employee the appropriate development goal(s) for the cycle. The supervisor is expected to set development goals to address performance deficiencies for employees who received any rating of Not Meeting Expectations on their last appraisal.

Part 5: SIGNATURES FOR PERFORMANCE APPRAISAL. Once reviewed and signed by the manager/supervisor the employee shall review, sign, and date the annual performance appraisal document. The employee's signature confirms only that the employee has received the document.

Part 6: ANNUAL PERFORMANCE APPRAISAL. Annual performance appraisals must be issued annually between April 1 and May 30. Use the three-point rating scale (Not Meeting, Meeting, or Exceeding Expectations) for each goal and for the final overall rating. Individual goals equal 50% of final rating and institutional goals equal 50% of final rating. Add up the scores for each rating (Rating x Weight = Score) to determine the overall score.

Part 7: SUPERVISOR COMMENTS. Any comments related to the individual and institutional goals as well as any overall comments. Comments should serve to justify ratings above and below the meeting expectations level.

Part 8: SIGNATURES FOR PERFORMANCE APPRAISAL. Once reviewed and signed by the manager/supervisor the employee shall review, sign, and date the annual performance appraisal document. The employee's signature confirms only that the employee has received the document.

Part 9: APPEALS. Employees may appeal a final overall rating of Not Meeting Expectations through the University SHRA Employee Grievance Policy.

2

Save Draft Save & Continue

SHRA Performance Evaluation Test Oct 18th
Review Status: Open
Evaluation Type: Annual
Program
Timeframe: 03/01/23 to -
Last Updated: October 18, 2022 07:00
Co-reviewer: Add Co-reviewer



SUPERVISOR ROLE: CREATE PLAN | Institutional Goals

STEPS

1. Review Outline of Institutional Goals
2. Apply Percentage Weights to Each Goal.

Ensure Weights Add to 50%
3. When Complete, Click Save & Continue

INSTITUTIONAL GOALS: These are University system-wide performance standards for all SHRA positions that provide the supervisor and employee a way to discuss performance expectations. Each job duty has performance expectations that are described in the institutional goals (for example, level of accuracy, quality of analysis, efficiency of process management, the impact of absenteeism, how interactions with others affect the work produced, adherence to policy and procedure, etc.). Each institutional goal is weighted no less than 5% of the final overall rating. The total for the institutional goals must equal 50% of the final overall rating.



The screenshot displays the 'Plan for Aretha Sutton' page in the HR system. The 'Institutional Goals' section is highlighted with a yellow circle containing the number '1'. Below this, two goal entries are visible. The first entry, 'EXPERTISE', has a yellow circle with the number '2' next to it. The second entry, 'ACCOUNTABILITY', has a yellow circle with the number '3' next to it. A yellow downward arrow icon is positioned to the right of the second goal entry. The page also includes a 'NEXT' section with instructions and a 'Required fields are indicated with an asterisk (*)' note.

SUPERVISOR ROLE: CREATE PLAN | Individual Goals

STEPS

1. Review Outline of Individual Goals
2. Enter 3-5 Goals and Weights. Ensure Weights Add to 50%
3. When Complete, Click Save & Continue

INDIVIDUAL GOALS: The supervisor defines 3-5 individual goals for each employee each cycle. These are not intended to cover all aspects of employee work product (institutional goals do that). The focus is on key results/outcomes/ deliverables, not steps in the process. Types of individual goals include Division-Wide Goals that are often tied to University strategic goals or initiatives; Work-Unit / Job-Class Goals that improve/sustain work product or related team dynamics; and Employee-Specific Goals that may emphasize key aspects of employee essential job duties or provide “stretch goals” that broaden or deepen an employee’s skillset or work product. Each institutional goal is weighted no less than 5% of the final overall rating. The total for the individual goals must equal 50% of the final overall rating.



SUPERVISOR ROLE: CREATE PLAN | Talent Development Goals

STEPS

1. Review Outline of Development Goals
2. Enter At Least 1 Goal.
3. When Complete, Click Complete!

TALENT DEVELOPMENT PLAN: The University recommends that each employee have at least one talent development goal each performance cycle. The supervisor determines with the employee the appropriate development goal(s) for the cycle. The supervisor is expected to set development goals to address performance deficiencies for employees who received any rating of Not Meeting Expectations on their last appraisal.

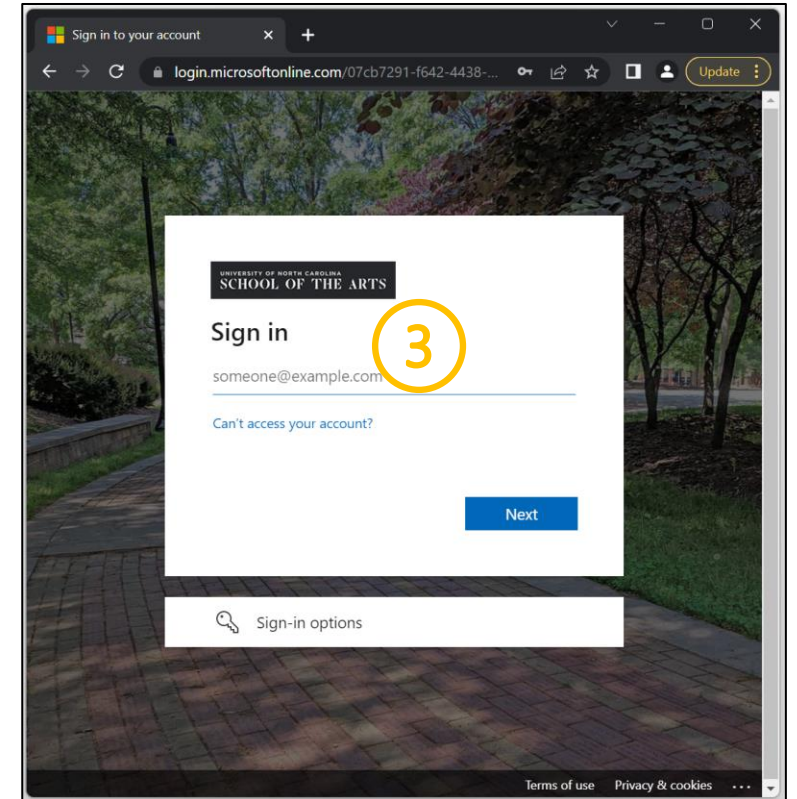
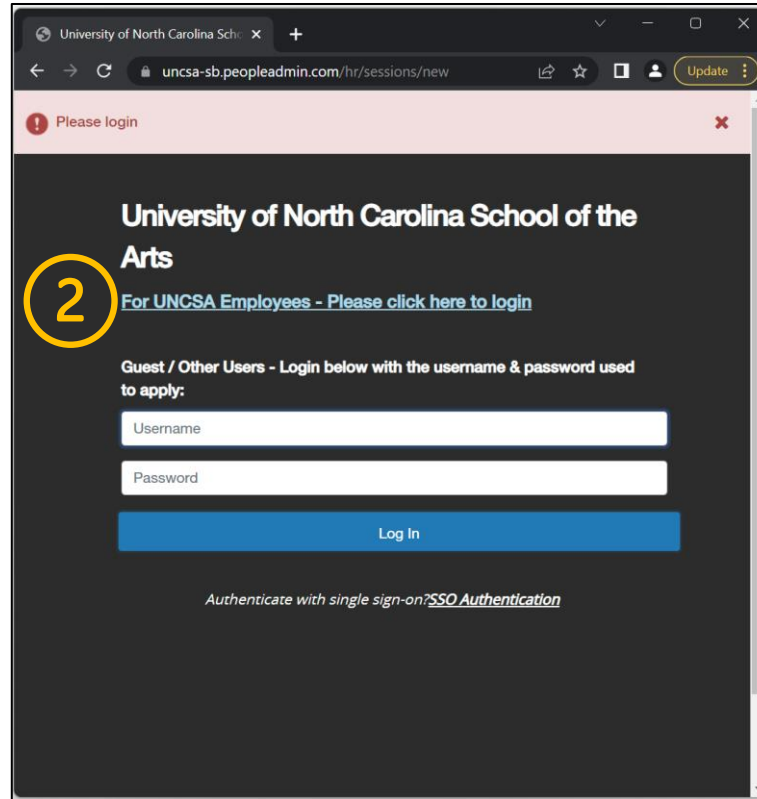
The Create Plan Step is Complete! It Will Now Route to 2nd Level Approval

The screenshot displays the 'Plan for Aretha Sutton' interface in the PeopleAdmin system. The page is titled 'Plan for Aretha Sutton' and includes a navigation menu on the left with options like 'Overview', 'Plan', 'Supervisor Evaluation', 'Self Evaluation', 'Multi-rater Feedback', 'History', 'My Reviews', and 'My Employees' Reviews'. The main content area features a 'Talent Development Goals' section with a text input field and an 'Add Entry' button. A 'CAUTION' message is visible, stating: 'If you click "Complete," the performance plan will be saved, closed, and moved on to the next step in the process: "Second-level Review of Plan." If you do not want to send the performance plan to the second-level reviewer yet, select "Save Draft" to complete the plan some other time.' The right sidebar shows 'SHRA Performance Evaluation Test Oct 18th' with a 'Review Status: Open' indicator and other details like 'Evaluation Type: Annual' and 'Program Timeframe: 03/01/23 to -'. Three yellow circles with numbers 1, 2, and 3 highlight specific elements: 1. The 'Individual Goals' tab in the navigation menu. 2. The 'Talent Development Goals' text input field. 3. The 'Complete' button at the bottom right of the page.



STEPS

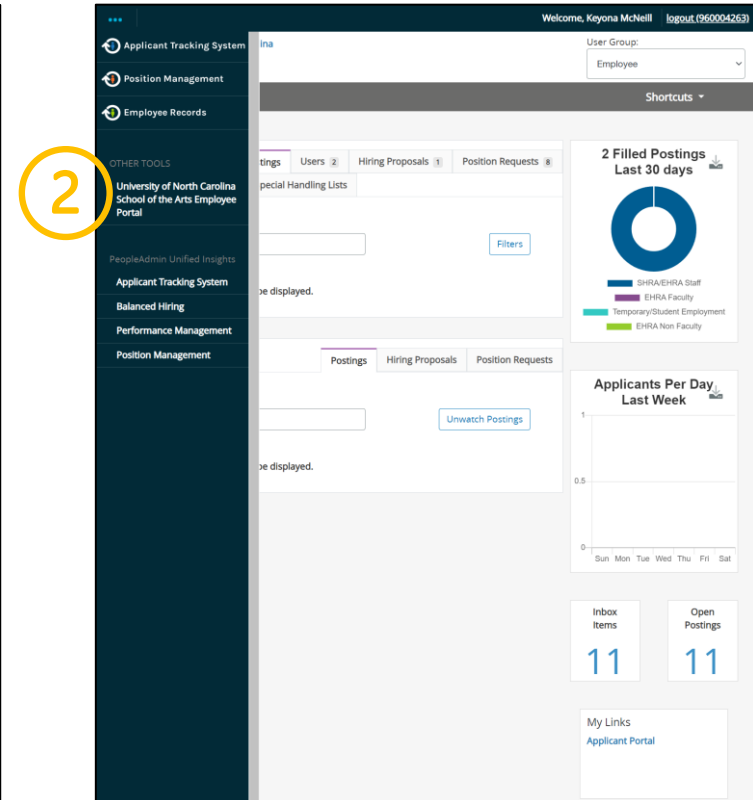
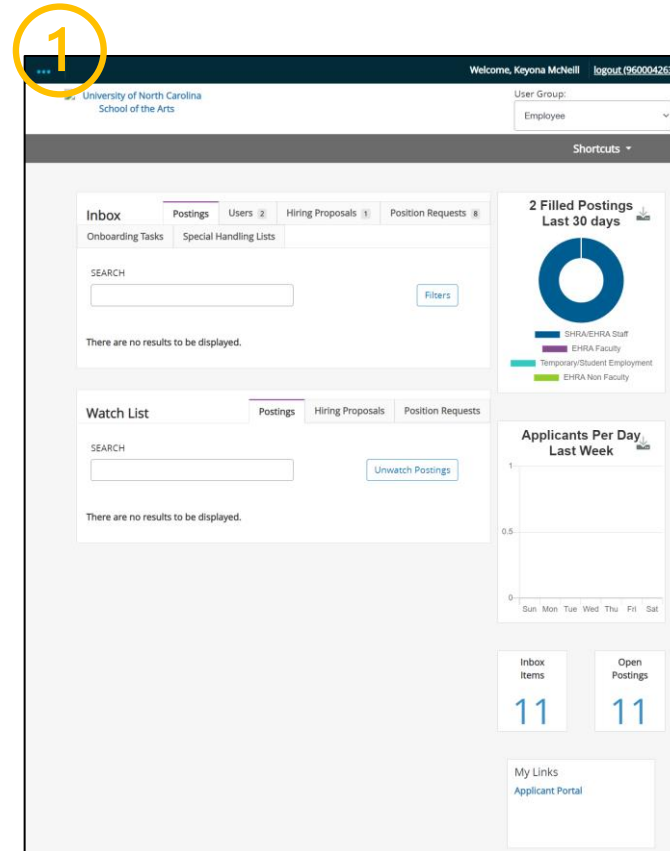
1. Access [People Admin](#)
2. Click For UNCSA Employees
3. Login with Microsoft



SUPERVISOR ROLE: SUPERVISOR/EMPLOYEE PLAN MEETING | Navigate to Employee Portal

STEPS

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



STEPS

1. Review Action Items List
2. Click Item Link with Employee Name to Plan Meeting
3. Schedule a Face-to-Face Meeting with Employee

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, Keyona My Account Log Out

Welcome to the Employee Portal, Keyona McNeill

Your Action Items ①

Start typing to search

Item	Description	Due Date	Status
SHRA Performance Evaluation Test Oct 18th for Aretha Sutton ②	Supervisor/Employee Plan Meeting	n/a	Available
SHRA Performance Evaluation Test Oct 18th for Cappi Shelton	Supervisor creates the plan	n/a	Available
SHRA Performance Evaluation Test Oct 18th for Kemora Brownlee	Supervisor creates the plan	n/a	Available

Showing 1 to 3 of 3 entries



SUPERVISOR ROLE: SUPERVISOR/EMPLOYEE PLAN MEETING | Conduct Face-to-Face Meeting & Complete

STEPS

1. Review Plan with Employee
2. Once Review is Complete, Select Acknowledge or Return
3. Select OK on Pop Up if Acknowledging

Add Comment as Needed

The Plan Meeting Step is Complete! It Will Now Route to Employee to Acknowledge

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, Keyona My Account Log Out

Aretha Sutton

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

Plan for Aretha Sutton

Performance plans must be reviewed face to face with the employee to ensure understanding of the employee's responsibilities and your expectations. Clicking "Complete" will send the plan to the employee for review.

Institutional Goals

OVERVIEW OF INSTITUTIONAL GOALS

- The expectations below are written at the "Meeting Expectations" level.
- The institutional goals are designed to address all aspects of an employee's work product and workplace behavior. All duties on the employee's position description are rated through these institutions goals.
- You may use the position description document to help you discuss institutional goals. To access the current position description, hover over the job title in the upper left-hand side of the screen under your name. Clicking on the job title will open the position description in a separate window.

STEPS FOR COMPLETING THIS PAGE

- Weight:** The supervisor must assign a weight to each institutional goal. Institutional goals are 50% of the final overall rating on the employee's annual appraisal. The total for the items below must equal 50%. Each goal must be at least 5%.
- Goal Description:** Additional comments are optional. Supervisors may choose to include specific expectations related to a goal as needed.
- If the employee has an active disciplinary action, then expectations must be included below for the specific institutional goals indicated in the active disciplinary action.
- If the employee received a rating of "Not Meeting Expectations" in any goal on the last annual appraisal, then expectations must be included below for that goal.

NEXT

- Click "Next" to save this information and move on to individual goals.
- You can also select "Save Draft" if you wish to complete the plan some other time.

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%
Comments

NEXT

- CAUTION:** If you click "Complete," the performance plan will be saved, closed, and moved on to the next step in the process: "Second-Level Review of Plan."
- If you do not want to send the performance plan to the second-level reviewer yet, select "Save Draft" to complete the plan some other time.

Talent Development Goals

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

Comment

Return Acknowledge

uncca-training.peopleadmin.com says

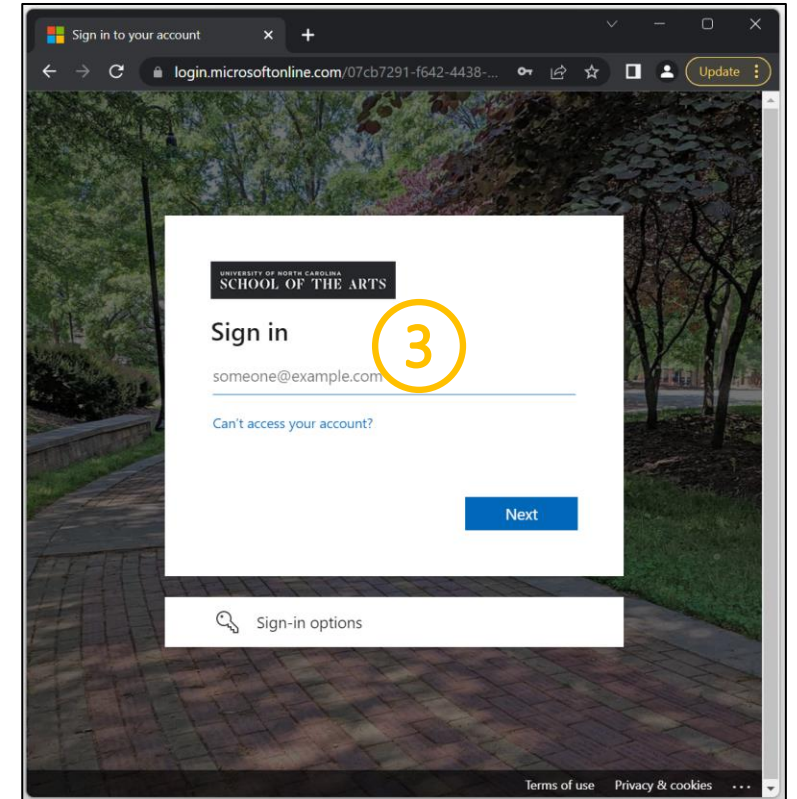
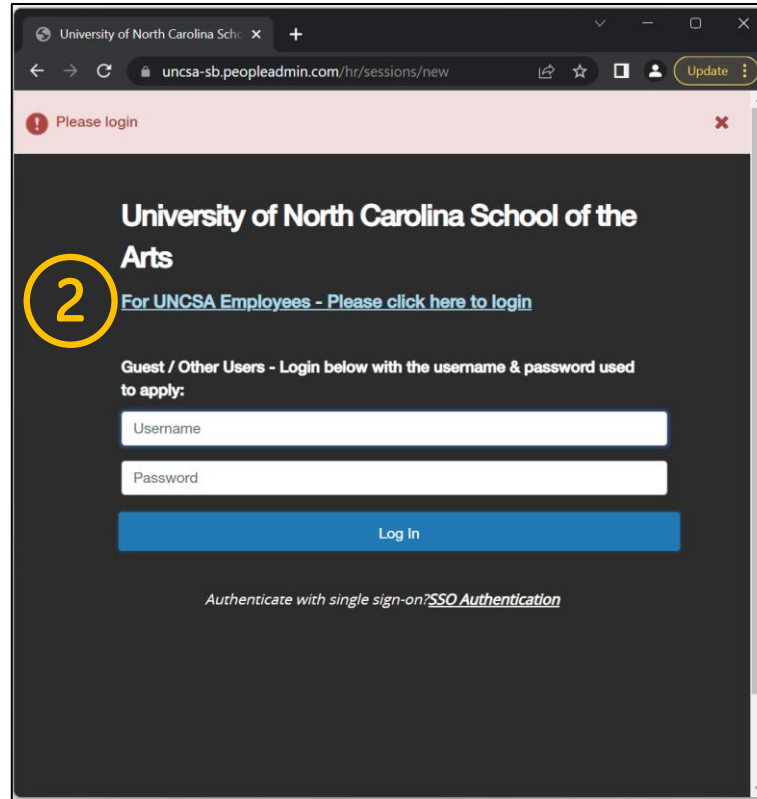
Are you sure you want to acknowledge this task? Once a task has been approved, it may not be available for further revision.

OK Cancel



STEPS

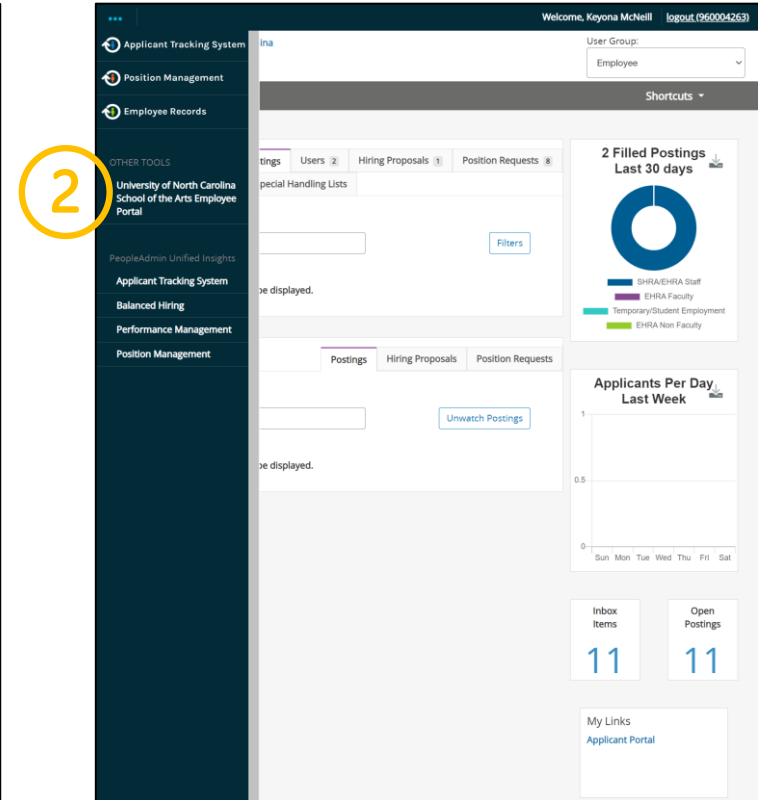
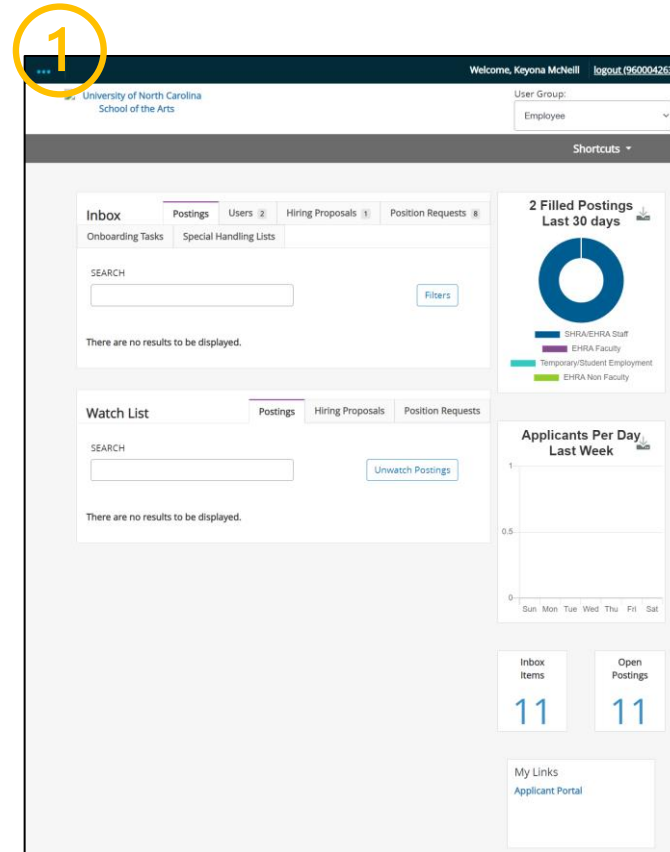
1. Access [People Admin](#)
2. Click For UNCSA Employees
3. Login with Microsoft



SUPERVISOR ROLE: ANNUAL APPRAISAL CREATION | Navigate to Employee Portal

STEPS

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



STEPS

1. Review Action Items List

2. Click Item Link with Employee

Name to Begin Appraisal

The screenshot shows the 'Your Action Items' section of the PeopleAdmin interface. 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 three items, with the first item's link circled in yellow with the number '2'.

Item	Description	Due Date	Status
SHRA Performance Evaluation Test Oct 18th for Aretha Sutton	Annual Appraisal Creation	n/a	Available
SHRA Performance Evaluation Test Oct 18th for Cappi Shelton	Supervisor creates the plan	n/a	Available
SHRA Performance Evaluation Test Oct 18th for Kemora Brownlee	Supervisor creates the plan	n/a	Available

Showing 1 to 3 of 3 entries



SUPERVISOR ROLE: ANNUAL APPRAISAL CREATION | Create Annual Appraisal

STEPS

1. Review Instructions
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, Keyona 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 (Score in progress: Unrated) Actions

Once you have completed the annual appraisal the second level will be notified to approve it. You will meet with your employee after the reviewer has approved the performance review.

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

STEPS FOR COMPLETING RATINGS ON INSTITUTIONAL AND INDIVIDUAL GOALS

- **Enter Ratings:** For each institutional and individual goal, select the appropriate rating from the dropdown options.
- **Comments:** You are not required to enter comments for each institutional and individual goal, but may choose to do so. Overall comments will be required later in the appraisal. Please note that if you assign a rating of "Not Meeting Expectations" or "Exceeding Expectations" you will have to explain the reasons for the rating in the Overall Comments section.
- **Disciplinary Actions:** If the employee has an active disciplinary action, then the affected goals must be rated "Not Meeting Expectations." Contact Human Resources for additional guidance.

AFTER THE SUPERVISOR COMPLETES THE ANNUAL APPRAISAL

- The assigned second-level reviewer will initiate the next step: "Second-Level Review of Appraisal."
- Once the second-level reviewer has approved the appraisal, it will route back to the supervisor.
- When the supervisor is ready to issue the appraisal to the employee, the supervisor will initiate the next step: "Send Appraisal to Employee."
- The supervisor also must meet with the employee to review the annual appraisal.
- After the review meeting, the employee will initiate the final step: "Employee Acknowledgement of Appraisal."

NEXT

- Click **Next** at the bottom of each page to save the ratings and continue to the next section.
- You may select **Save Draft** to save this information and complete the appraisal some other time.

Save Draft Save & Continue

SHRA Performance Evaluation Test Oct 18th

Review Status: Open

Evaluation Type: Annual

Program Timeframe: 03/01/23 to -

Last Updated: November 07, 2022 00:40

Last Completed Step: Employee Self Evaluation

Co-reviewer: Add Co-reviewer



SUPERVISOR ROLE: ANNUAL APPRAISAL CREATION | Create Annual Appraisal

STEPS

1. Complete Ratings for ALL Goals
2. Click Save & Continue

The screenshot displays the 'Supervisor Evaluation' form for Aretha Sutton. The form is titled 'Supervisor Evaluation for Aretha Sutton (Score in progress: Unrated)'. It includes a navigation bar with 'Home', 'Performance', and 'Progress Notes'. The form is divided into several sections: 'Overview', 'Plan', 'Supervisor Evaluation', 'Self Evaluation', 'Multi-rater Feedback', 'Approvals & Acknowledgements', 'History', 'My Reviews', and 'My Employees' Reviews'. The 'Institutional Goals' section is currently active, showing a goal for 'EXPERTISE' with a description and a list of sub-goals (Precision, Resourcing, Innovation, Development). A yellow circle with the number '1' is overlaid on the 'Description' field. Below the goal, there is a 'Weight' field (13%), a 'Plan Comments' field, and a '* Rating' dropdown menu. A yellow circle with the number '2' is overlaid on the 'Rating' dropdown. A yellow arrow pointing down is overlaid on the right side of the form, indicating the next step.



SUPERVISOR ROLE: ANNUAL APPRAISAL CREATION | Create Annual Appraisal

STEPS

1. Complete Ratings for ALL Goals
2. Click Save & Continue

The screenshot displays the 'Supervisor Evaluation' form for Aretha Sutton. The form is titled 'Supervisor Evaluation for Aretha Sutton (Score in progress: Meeting Expectations)'. It includes a notification that the evaluation has been saved. The form is divided into several sections: 'Before You Get Started...', 'Institutional Goals', 'Individual Goals', 'Talent Development Goals', and 'Overall Performance'. The 'Individual Goals' section is currently active, showing two goal entries. The first goal is 'Streamline HR Processes Across UNCOSA' with a weight of 20%. A yellow circle with the number '1' is overlaid on the 'Goal Name' field. The second goal is 'Drive Adoption of HR Management Systems' with a weight of 20%. A yellow circle with the number '2' is overlaid on the 'Weight' field. A yellow arrow points down from the '2' circle to the 'Save & Continue' button at the bottom right of the form.



SUPERVISOR ROLE: ANNUAL APPRAISAL CREATION | Create Annual Appraisal

STEPS

1. Add Comments for Development Goal
2. Click Save & Continue

The screenshot displays the 'Supervisor Evaluation' interface for Aretha Sutton. The 'Talent Development Goals' section is active, showing a 'Description' field with the text 'Develop and strengthen skillsets in the area of application and tools which will improve efficiencies and reduce manual efforts.' and a 'Comments' field. A yellow circle with the number '1' is placed over the 'Description' field, and another yellow circle with the number '2' is placed over the 'Comments' field. The interface includes a sidebar with navigation options like 'Overview', 'Plan', and 'History', and a main content area with tabs for 'Before You Get Started...', 'Institutional Goals', 'Individual Goals', 'Talent Development Goals', and 'Overall Performance'. A 'Save & Continue' button is visible at the bottom right.



SUPERVISOR ROLE: ANNUAL APPRAISAL CREATION | Create Annual Appraisal

STEPS

1. Complete Overall Performance

Comments and Answers

2. Click Complete

3. Click OK

The screenshot shows the 'Supervisor Evaluation' form for Aretha Sutton. The form is titled 'Supervisor Evaluation for Aretha Sutton (Score in progress: Meeting Expectations)'. It includes a sidebar with navigation options like 'Overview', 'Plan', 'Supervisor Evaluation', 'Self Evaluation', 'Multi-rater Feedback', 'Approvals & Acknowledgements', 'History', 'My Reviews', and 'My Employees' Reviews'. The main content area has tabs for 'Before You Get Started...', 'Institutional Goals', 'Individual Goals', 'Talent Development Goals', 'Overall Performance', and 'Attachments'. The 'Overall Performance' tab is active, showing a text area for 'Overall Performance Comments' and a dropdown menu for 'Was there an active disciplinary action from this performance cycle?'. A yellow circle with the number '1' highlights the 'Overall Performance Comments' section, and a yellow circle with the number '2' highlights the dropdown menu. The form also includes a 'Save Draft' button and a 'Complete' button.

The Appraisal Will Now Route to for

2nd Level Review

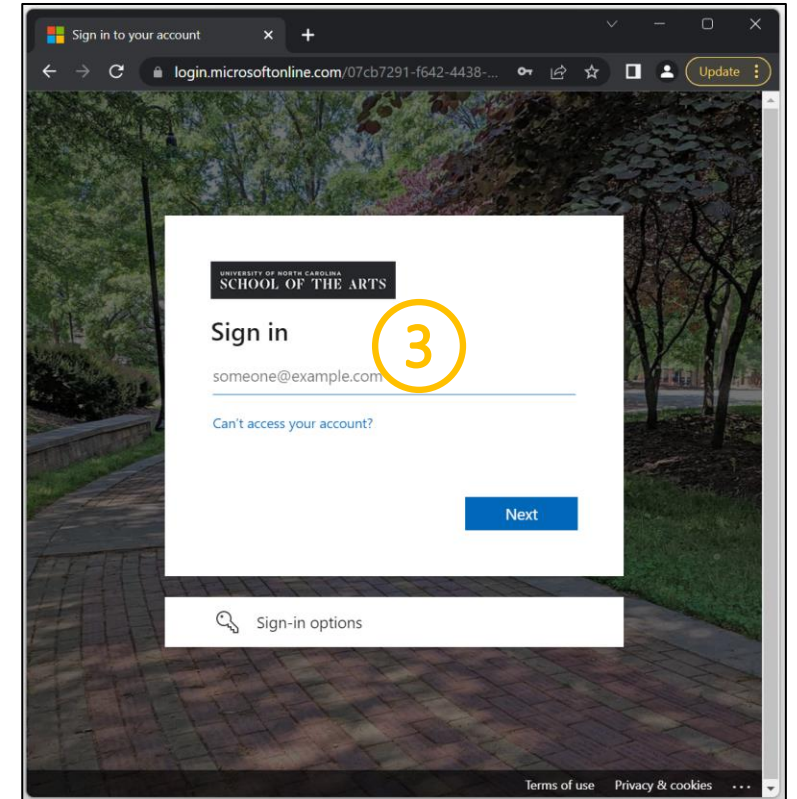
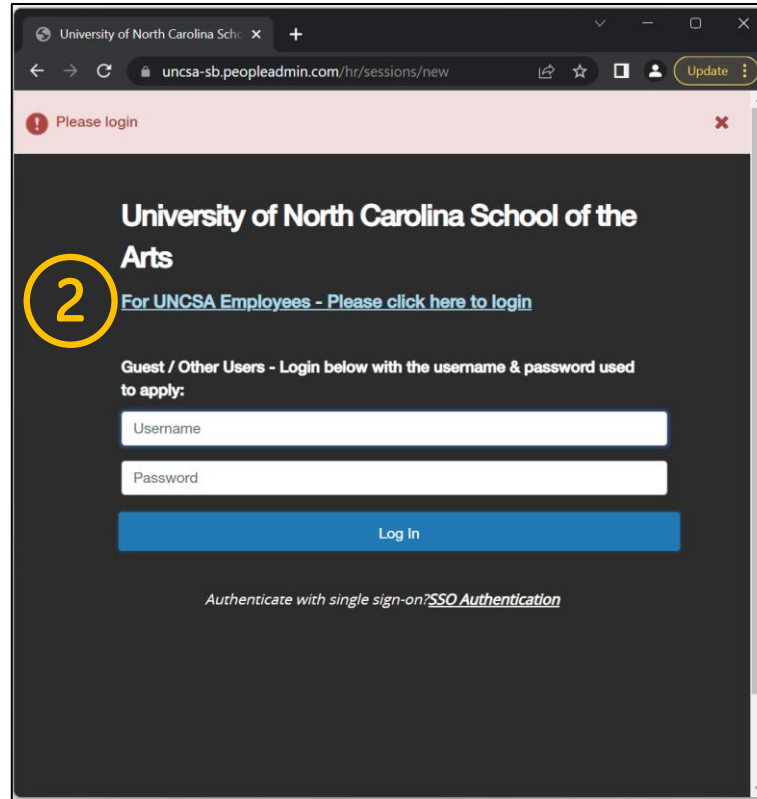
The screenshot shows a confirmation dialog box from uncsa-training.peopleadmin.com. The dialog text reads 'Are you sure you want to complete this supervisor evaluation?'. It has two buttons: 'OK' and 'Cancel'. A yellow circle with the number '3' highlights the 'OK' button.



SUPERVISOR ROLE: SEND APPRAISAL TO EMPLOYEE | Login

STEPS

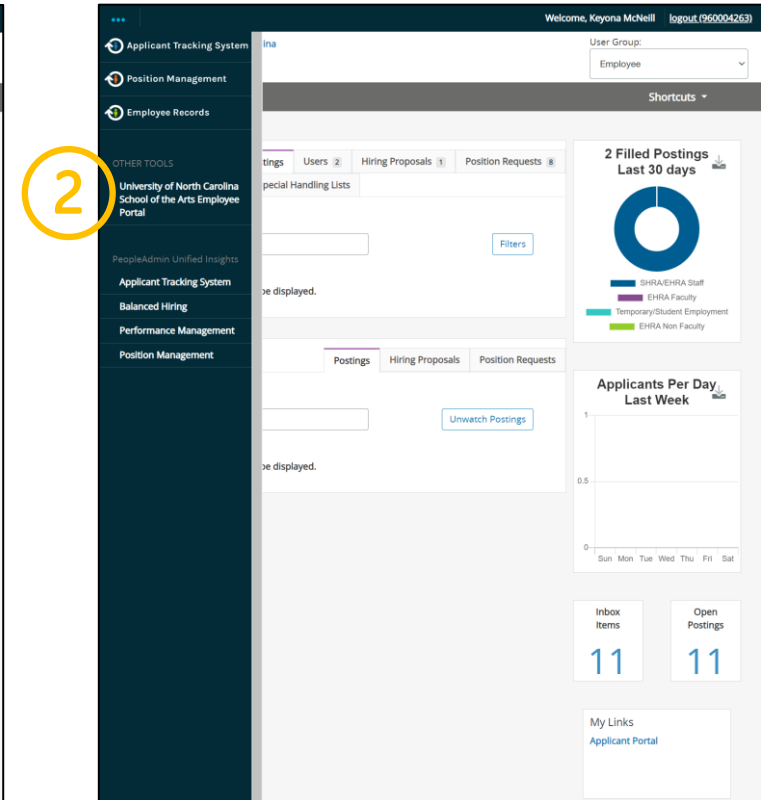
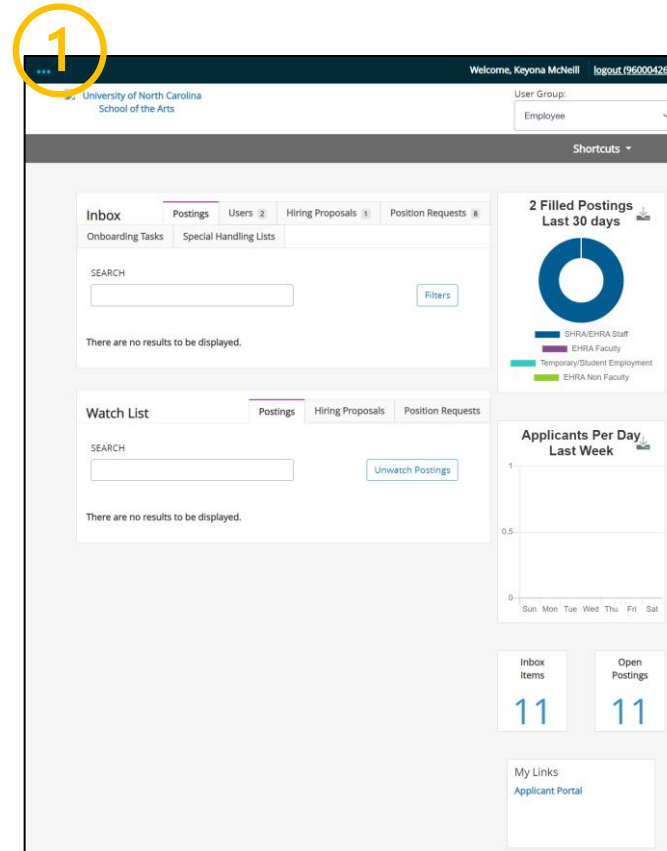
1. Access [People Admin](#)
2. Click For UNCSA Employees
3. Login with Microsoft



SUPERVISOR ROLE: SEND APPRAISAL TO EMPLOYEE | Navigate to Employee Portal

STEPS

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



SUPERVISOR ROLE: SEND APPRAISAL TO EMPLOYEE | Review Action Items & Access Appraisal to Send

STEPS

1. Review Action Items List
2. Click Item Link with Employee Name to Open Appraisal

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 three entries, each highlighted with a yellow circle '2'.

Item	Description	Due Date	Status
SHRA Performance Evaluation Test Oct 18th for Aretha Sutton	Send Appraisal to Employee	n/a	Available
SHRA Performance Evaluation Test Oct 18th for Cappi Shelton	Supervisor creates the plan	n/a	Available
SHRA Performance Evaluation Test Oct 18th for Kemora Brownlee	Supervisor creates the plan	n/a	Available

Showing 1 to 3 of 3 entries



SUPERVISOR ROLE: SUPERVISOR/EMPLOYEE PLAN MEETING | Send Appraisal & Conduct Face-to-Face Review

STEPS

1. Review Appraisal and Schedule

Meeting with Employee

Send Appraisal to Employee Prior to
Performance Review Meeting

2. Acknowledge or Return

3. Select OK on Pop Up if Acknowledging

4. Hold Performance Review Meeting

with Employee

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, Keyona My Account Log Out

Aretha Sutton | Supervisor Evaluation for Aretha Sutton (Score: Meeting Expectations) | Actions

Instructions: Select "Complete" once you are ready to issue the appraisal to the employee for review and acknowledgement. It is recommended that you send the appraisal to the employee prior to holding the performance review session with the employee.

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 01:01 | Last Completed Step: Second-Level Review of Appraisal | Co-reviewer: N/A | Acknowledgements: Second-Level Review of Appraisal | Decision: Approve | Task Owner: Daniel Houle | Completed On: 11/07/22 01:01:46 AM | Comments: No comment given

Overview | Plan | Supervisor Evaluation | Self Evaluation | Multi-rater Feedback | Approvals & Acknowledgements | History | My Reviews | My Employees' Reviews

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: 1 | Rating: Meeting Expectations | Comments

1



Overall Performance Comments

Employee Met Expectations

Was there an active disciplinary action from this performance cycle?

No

Comment

Check spelling

2 | Return | Acknowledge

uncea-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 revision.

3 | OK | Cancel



