2025 PERFORMANCE EVALUATIONS

STEPS FOR COMPLETION ON EMPLOYEE SELF SERVICE (ESS)

BASIC EVALUATION FLOW

- HR generates blank evaluation forms and posts them to ESS for supervisor completion
- Supervisor completes evaluation/scoring in ESS
- ***OPTIONAL*** – Others in the employee's departmental chain of command review
- Evaluation is submitted to HR for approval; HR approval releases evaluation to employee
    - ***Due Date for Submitting Evaluations to HR is 12/19/2025***
- Employee reviews/acknowledges evaluation on ESS in conjunction with supervisor discussion
- Evaluations are stored in ESS for future access by employees and supervisors
- HR calculates pay increase, generates PAF, and process pay change (if applicable).

INSTRUCTIONS FOR COMPLETING EMPLOYEE EVALUATIONS:

- Log in to ESS (Use your desktop/laptop; phone not recommended for evaluations)
    - If you have difficulty accessing the system, have difficulty logging in, or if you get locked out of your account, contact Human Resources
- If, with initial login, your ESS account opens to a blank page ("Home"), click "Employee Self-Service" (The selection menus are on the right edge of the screen).
- Click "Performance Management"
- Below "Performance Management", click "Evaluations."
- You should now be on a screen that shows a list of employees ("Evaluation Status" page).
    - You may see employees listed here who do not report directly to you. This is due to multiple level permissions; depending on department, you may see not only your direct reports, but their direct reports, and so on.
    - You will focus on those employees who report directly to you, or for whom you are tasked with conducting the evaluation.
- Decide which employee you wish to evaluate, then click "Edit" on the far right to open the evaluation. The evaluation will open, with several tabs across the top (Overview, Basic Info, Competencies, Recommendations). You may click freely back and forth between these tabs; however, DO NOT hit "Submit" at the bottom of any of these pages until you are completely finished with the evaluation and ready to submit it to HR.
- **OVERVIEW** tab:
    - (***Optional***) If you wish to add an attachment to the evaluation, click "Choose File", then locate the document you wish to attach. (Examples might include new certifications, employee-submitted lists of accomplishments, etc.) Anything added here will become part of the evaluation and stored in the employee file.
    - In "Other Comments on Performance" box, add comments about employee's overall performance, contributions to the team, or other general remarks.
- **BASIC INFO** tab:
    - Review Type = Annual Evaluation
    - Date Completed = Enter the date you are completing the evaluation.

- Post Online = Leave this box as is (whether checked or unchecked); the system will post online once released and approved.
- Review Period Begins = 11/01/2024
- Review Period Ends = 10/31/2025

- **COMPETENCIES** tab:
  - Competencies to be evaluated are listed here, along with definitions. Non-supervisors will have 10 competencies; employees with supervisory responsibilities will have 14. If the number of competencies is incorrect, please notify HR BEFORE completing the evaluation.
  - To evaluate each individual competency:
    - Click the pencil (edit) icon beside a competency to open the scoring box
    - Select a score (1 to 5) from the drop-down box
    - Under "Comments", type your comments about that specific competency. (Comments are required for any score less than 3; recommended for all competencies.)
    - (While still in the scoring box) Click "Save" to save the score and comments for this competency.
    - Scroll down, select the next competency and repeat until all competencies are scored. (Be sure you select a rating for EACH competency listed on this page.)
- **RECOMMENDATIONS** tab:
  - In "Recommendations for Training/Development" box, enter:
    - Any mutually agreed-upon performance goals for the coming year.
    - Any recommended or required training or performance improvement initiatives
  - In "Name of Rater/Evaluator" box, type your name (the name of the person completing the evaluation). This is a required field.

WHEN READY TO SUBMIT

- **Due date for submitting completed evaluations is 12/19/2025**
- Before submitting, please:
  - Review each competency to ensure that each one has been scored
  - Verify that you have included explanatory comments for any score of less than 3
  - Obtain any necessary chain of command review (if required in your department)
  - Recommended: Discuss evaluation contents with employee before submitting
- Click "Submit" at the bottom of any of the tabs.
- A message will remind you that you are submitting the evaluation
- Click "OK" (or, if you need to make changes, "Cancel")
- The evaluation will be reviewed by HR. Once it is approved by HR, it will be visible in the employee's ESS.
- Remind employee to acknowledge the evaluation from within his/her own ESS account (see "Employee Acknowledgement" below).
- You should receive an email after employee acknowledges receipt of evaluation; the email will include any comments made by employee.

- Once the evaluation has been submitted, that employee will move to the "Complete" tab on the Evaluation Status page.

SAVING AND SUBMITTING OPTIONS:

"**Save and close**" allows you to pause before completing the evaluation; use this when you need to exit the evaluation but are not yet ready to submit it. Status will still show as "pending."

"**Submit**" should be used only when the evaluation is finished and ready to be released to HR. Once you submit, HR will receive a notification to approve the evaluation.

MERIT INCREASES FOR THIS FISCAL YEAR

Merit increases of up to 1% (exact percentage varies by evaluation score) are available for full-time employees, as well as some part-time employees. (To qualify, **part-time employees must be classified under the pay plan and must have worked at least 1,040 hours in the evaluation period**. Seasonal employees are not eligible for merit increases.)

PROCESS RECOMMENDATIONS:

- If your department requires additional supervisor or department head review before the evaluation is submitted:
    - Do not "Submit" until your departmental review is complete
    - Supervisors in the upward chain of command should be able to access the evaluation (and, if desired, make edits) at any time BEFORE it is submitted for approval
    - Individual supervisors and departments are responsible to ensure proper chain of command review has occurred prior to submitting evaluation
- Meet with employee to discuss evaluation and its contents before selecting "Submit"
    - This allows discussion with employee BEFORE evaluation appears on employee's ESS
    - You may print the evaluation, if needed, for employee discussion. (Document will not be formatted for printing but can still be used as a discussion tool.)
    - Releasing the evaluation to employee's ESS does not substitute for discussing performance directly with employee.

EMPLOYEES ON FMLA OR OTHER LEAVE OF ABSENCE

Employees on FMLA or other Leave of Absence should be evaluated along with other employees, and their evaluation submitted to HR by the deadline. However, the meeting/discussion with employee must be delayed until the employee returns to work. Do not allow any FMLA, ADA, Military, or other protected leave to impact scoring on a performance evaluation, and do not mention or reference the leave when completing the evaluation. Contact Joleen Orfield in HR with any questions.

EMPLOYEE ACKNOWLEDGEMENT

Once evaluation has been completed, submitted, and approved, it is released to the employee through ESS. To access it, employee should:

- Log in to ESS
- Select “Performance Management” from the right side menu
- Click on “View and Acknowledge” (center of screen, under evaluation details) to open the evaluation
- Review the scores and remarks that supervisor made
- Scroll down the page and, if desired, add comments in the “Employee Comments” box
- Continue scrolling down the page and click on “I ACKNOWLEDGE THIS EVALUATION” button