

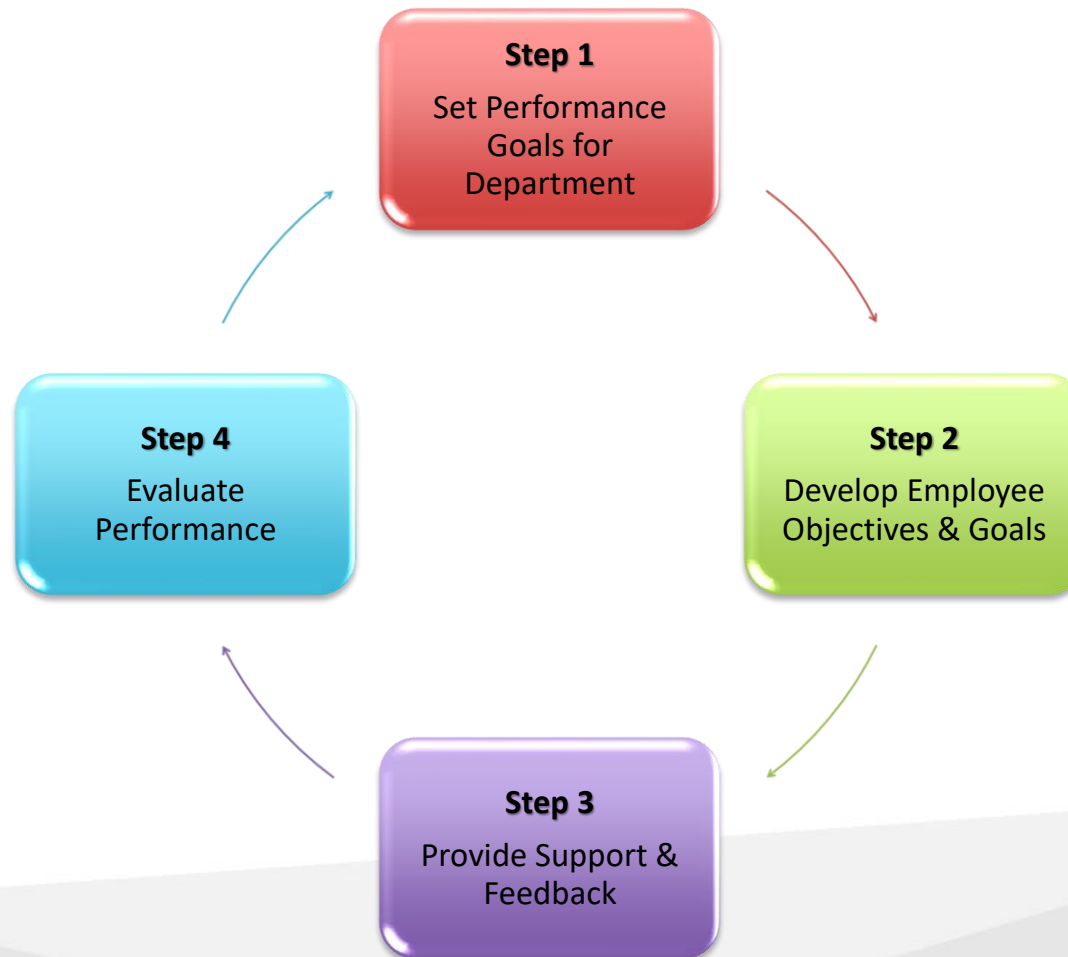


*and proud.*

# 2023 Performance Evaluations

# Performance Management Cycle

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# NEOED Performance Management

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- Provides timely reminders and direct access
- Creates a paperless flow that streamlines our process



# NEOED TERMS

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- Draft- when paused, evaluations go into DRAFT status, allowing for edits to the Content or Process as well as any changes to an evaluation's settings.
- Before Ratings- Complete various tasks, set up content in employee's evaluations, and review evaluation goals with employees.
- Rating- Supervisor give their direct report(s) an evaluation rating, and employees have the option to complete a self-rating.
- Approval- Print and review the evaluation with your direct report(s). Approve the evaluation and have the direct report sign the evaluation to complete the evaluation process.



# CONTENT & GOALS

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- Content is not editable by the supervisor and may follow criteria based on collective bargaining agreements.
- Supervisors may create goals for their employees that are within the scope of the position description and **SMART** (Specific, Measurable, Achievable, Relevant and Time-bound). **Helpful Adjectives and Verbs** handout is available to assist you in writing a goal.



# SMART GOALS

S

- **Specific:** State exactly what you want to accomplish (Who, What, Where, Why, When)

M

- **Measurable:** How will you demonstrate and evaluate the extent to which the goal has been met.

A

- **Achievable:** Stretch challenging goals within ability to achieve outcome. What is the action-oriented verb?

R

- **Relevant:** How does the goal tie into your key responsibilities? How does it align to the department objectives?

T

- **Time-bound:** Set 1 or more target dates, to explain "by when" this goal should be achieved (include deadlines, dates, and/or frequency)



# MID YEAR CHECK-IN

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- Supervisors meet with employees midway through the evaluation period to discuss progress.
- Supervisors acknowledge the check-in the system.
- Employees have no action at this step.



# EVALUATE

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- Supervisors meet with employees to discuss the evaluation period.
- Plan to discuss ratings and feedback at this meeting.
- Enter feedback and ratings in the system.
- Employee will receive a notice to sign the evaluation.





# PERFORMANCE RATINGS

Level	Description of Performance Ratings
<b>Outstanding/ Excellent</b>	<p>Has exceeded all of the performance expectations for this characteristic or goal.</p> <ul style="list-style-type: none"> <li>• Performance is consistently &amp; significantly beyond established standards.</li> <li>• Achieves performance objectives at a fully outstanding level and demonstrates exceptional skill levels.</li> <li>• Performance exceeds expectations by an exceptional degree.</li> </ul>
<b>Exceeds Requirements/ Frequently Exceeds/ Very Good/ Good</b>	<p>Regularly works beyond majority a of the performance expectations for this characteristic or goal.</p> <ul style="list-style-type: none"> <li>• Performance is above satisfactory and expected level of performance.</li> <li>• Contributions and work activities consistently exceed job requirements.</li> <li>• Accomplishments toward goals and demonstrated personal skills generally surpass job requirements.</li> <li>• Frequently performs work in an excellent manner and exceeds expected results.</li> </ul>
<b>Satisfactory/ Meets Requirements/ Average/ Adequate</b>	<p>Has met the performance standards for this characteristic or goal.</p> <ul style="list-style-type: none"> <li>• Job requirements are performed in a full and complete manner.</li> <li>• Consistently performs work in a satisfactory and acceptable manner and achieves expected results.</li> <li>• Performance consistently meets job requirements. Achieves performance objectives stated.</li> </ul>
<b>Needs Improvement</b>	<p>Has failed to meet one or more of the significant performance expectations for this characteristic or goal.</p> <ul style="list-style-type: none"> <li>• Some improvement needed to fully achieve the expected level of performance.</li> <li>• Work activities do not consistently meet requirements due to specific weaknesses observed in one or more areas.</li> <li>• Employee's work does not consistently meet expectations. Employee must improve performance to achieve expected results.</li> <li>• Performance is less than expected and needs improvement. Direction, supervision and learning are required if performance objectives are to be achieved.</li> </ul>
<b>Unsatisfactory/ Below Minimum/ Poor</b>	<p>Has failed to meet most or all of the significant performance expectations for this characteristic or goal.</p> <ul style="list-style-type: none"> <li>• Employee displays poor work performance; immediate remedial action is needed.</li> <li>• Performance is substantially weak. Performance objectives are not met. Substantial improvement by the employee is required.</li> </ul>
<b>N/A</b>	<p>Employee is not rated on this characteristic or goal.</p> <ul style="list-style-type: none"> <li>• This characteristic or goal does not apply.</li> </ul>



# SCHEDULE

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1. Supervisor Creates Evaluation/Goals (due by January 31<sup>st</sup> each year)
  - Supervisors review the content (and goals, if applicable) with employee(s) for the upcoming year
  - Employees receive an email to acknowledge the content/goals they will be evaluated on (due about 1 week after the January 31<sup>st</sup> deadline)
2. Supervisor Check-in (due by July 1<sup>st</sup> each year)
  - Supervisors have a discussion with employee(s) regarding their performance to date and indicate in the system that they have completed the Mid Year Check-In.
3. Supervisor Evaluation (due by January 31<sup>st</sup> each year)
  - Supervisors receive an email reminding them to evaluate their employee's performance for the period ending on December 31st for the previous year
  - Employees receive an email notifying them that they have an evaluation to acknowledge/dispute. (due about 1 week before the January 31<sup>st</sup> deadline)



# HOW TO GET STARTED

Human Resources Website: [ysu.edu/human-resources](https://ysu.edu/human-resources)

*Human Resources*

## WELCOME TO THE OFFICE OF HUMAN RESOURCES

The Office of Human Resources supports the mission and vision of Youngstown State University by providing campus-wide human resources services and solutions in the areas of Recruitment, Benefits

New Workforce Management Platform

NEOED

## Penguin Portal- Human Resources

The screenshot shows the Penguin Portal interface. On the left is a red navigation menu with the following items: Home, Students, Library, Faculty/Staff, Human Resources (highlighted), Research Services, My Page, and Banner. The main content area has a header for 'Human Resources' with a breadcrumb trail 'Home Community / Human Resources'. Below this is a red banner for 'HR Workforce Management Platforms'. The central focus is the 'PeopleAdmin' logo with the tagline 'Better Talent. Better Future.' and the 'NEOED' logo below it.



# INSTRUCTION GUIDES

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The following Instruction Guides will be available on the Training website: [ysu.edu/human-resources/training](https://ysu.edu/human-resources/training)

Under the Performance Management section:

- Supervisor- How to set up a Performance Evaluation
- Supervisor- Accessing the Evaluation and Adding Journal Entries
- Employee- Acknowledges Content/Goals for Annual Performance Evaluation





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**Thank You!**