

## **People Admin Interim Evaluations Instructions**

1. Log in as supervisor. If not logged in as supervisor, select change user type to supervisor.
2. Click 'Begin New Performance Evaluation'
3. Select the evaluation type you would like to do (Probation, Interim, Final) by clicking 'Start Action'
4. Use the search criteria to find the employee you would like to do the evaluation on. You can search by position # or seated employee. Click search.
5. Select 'Start Action' to begin performance evaluation/competency assessment.
6. On the first page, 'Evaluation Details' insert the evaluation delivery date, answer the 'is this a career banded position?', select other supervisors in the department who need access to this evaluation. Click 'Continue to next page'
7. On the 'Core Work Values' page, insert comments for each of the 7 core work values. Click 'Continue to next page.'
8. On the 'Supervisor/Managerial Core Work Values' page, do not insert comments for employees who are not supervisors. If the employee is a supervisor, you will need to make comments for each of the 3 supervisor/managerial core work values. Click 'Continue to next page.'
9. On the 'Performance Evaluation' page, for each job responsibility/duty, click edit and insert comments for that job duty, click save changes. You will need to do this for each of the job duties. Click 'Continue to next page.'
10. On the 'Competency Assessment' page, for each functional competency, click edit and select the employee competency level and insert final results. You will need to do this for each functional competency. Click 'Continue to next page.'
11. On the 'Overall Comments' page, insert overall performance comments, select overall employee competency level, answer question "has competency level of this employee changed?," and insert overall competency comments. Click 'Continue to next page.'
12. On the 'Attach Documents' page, if you have a document to attach, click attach, then browse to find the document on your computer, click attach, click confirm. Click 'Continue to next page.'
13. On the 'Career Development' page, click add new entry, select career development category, insert goal and/or expectation, insert resources/support needed, insert projected due date, click add entry. You can repeat this process for however many career development records you need. Click 'Continue to next page.'
14. Select 'Submit evaluation to employee for initial review'. Click continue, then confirm.