


A&P ePerformance Quick Reference - Supervisor and Employee Actions

Navigation to Current Performance Documents: myFSU > HR > Manager Self Service > Performance Management > Current Documents.

Note: An **Overview** link located to the left of the screen serves as a reminder of each of the steps outlined below.

Supervisor Actions

Step	Action
1.	Click the Human Resources (HR) link.
2.	Using the drop down arrow (at the top of the page), click the Manager Self Service link.
3.	Click the Performance Management tile.
4.	Under the Current Documents tab you will see links to the performance evaluations that have been assigned to you.
5.	Click the Employee Name link
6.	Click Expand All link to review document categories.
7.	Fill out the performance evaluation document by rating the employee in all applicable sections and include comments in the Manager Comments section. Click the Save button.
8.	Schedule and hold a performance evaluation review meeting with your employee.
NOTE	<ul style="list-style-type: none"> • As an option, you can make the document available to the employee to review prior to the review discussion, by marking the document Share with Employee. Otherwise, the document should remain In Progress until after the review discussion is held. • You may print a PDF copy of the evaluation by selecting the printer icon.
9.	To make the evaluation document available for the employee to review online via self-service, click the Share with Employee button.
10.	Click the Confirm button.
11.	Click on the Refresh icon and select reload . Steps and Tasks 
12.	You must confirm that the performance evaluation review meeting has been held by completing the next action. Click the Request Acknowledgement link.
13.	Click the Confirm button.
NOTE	Document Progress Status will now indicate Pending Acknowledgement .
NOTE	<p>STOP!! DO NOT click the Override Acknowledgement button, unless the employee has refused to acknowledge their evaluation.</p> <p><i>An automated email notification will now be sent to the employee instructing them to review the performance evaluation, make comments, and acknowledge the performance evaluation online via Self Service.</i></p>

Employee Actions

Review and acknowledge your performance evaluation using the ePerformance evaluation tool.

Step	Action
NOTE	You will receive a system generated email that indicates your A&P Performance Review form is ready for your acknowledgement. A web link will be provided in the text. Click on the link and it will take you directly to your performance review document (IF you are not currently logged in to OMNI you will be prompted to log in). Or follow the below steps.
14.	Click the Human Resources (HR) link.
15.	Using the drop down arrow (at the top of the page), click on Employee Self Service link.
16.	Click the Performance Management tile.
17.	Under My Current Documents you will see a link to your evaluation. Click on AP Performance Review link.
18.	Click Expand All link to review document categories.
19.	Review and Scroll down the page to the Employee Comments section.
NOTE	Optional: You may provide comments regarding your performance evaluation ratings.
NOTE	If your department requires a signed copy of performance evaluations, select the printer icon to print and sign this evaluation. HR does not require a printed version of the ePerformance evaluation.
20.	Click the Save button.
21.	Click the Acknowledge button.
22.	Click the Confirm button.
	<i>An automated email notification will now be sent to the supervisor indicating the evaluation has been acknowledged.</i>

Supervisor Actions

Review any **Employee Comments** and finalize the performance evaluation using the ePerformance evaluation tool.

Step	Action
NOTE	You will receive a system generated email that indicates the employee has acknowledged the A&P Performance Review form. A web link will be provided in the text. Click on the link and it will take you directly to the performance review document (IF you are not currently logged in to OMNI you will be prompted to log in). Or follow the steps below.
23.	Click the Human Resources (HR) link.
24.	Using the drop down arrow (at the top of the page), click on Manager Self Service link.
25.	Click the Performance Management tile.
26.	Under the Current Documents tab, click on the Employee Name link.

27.	Click Expand all link to review document categories.
28.	Review Employee Comments (Section 6 of the Evaluation Document) .
29.	Click the Complete button.
30.	Click the Confirm button.

Employee Actions

Step	Action
NOTE	You will receive a system generated email that indicates your A&P Performance Review Document has been completed by your Manager. A web link will be provided in the text. Click on the link and it will take you directly to your completed performance review document to view if desired.

Employee and Supervisor Actions

The current performance evaluation process is complete. The document is now viewable as a historical document to both the Employee and Supervisor. **Navigation to Historical Performance Documents:** myFSU > HR > Employee Self Service **or** Manager Self Service > Performance Management > My Historical Documents **or** Historical Documents.

Below are additional **Supervisor Actions** if the **Employee Refuses** to Acknowledge the Performance Evaluation:

Step	Action
1.	Click the Human Resources (HR) link.
2.	Using the drop down arrow (at the top of the page), click on Manager Self Service link.
3.	Click the Performance Management tile.
4.	Under the Current Documents tab, click on the Employee Name link.
5.	Click Override Acknowledgement button.
6.	Click Employee Refused icon.
NOTE	The following message will appear: <i>You have chosen to acknowledge the performance evaluation on behalf of the employee. Please enter your reason for doing so. I certify that I have reviewed and discussed the Performance Evaluation document with the employee and am acknowledging on behalf of the employee for the reason indicated. The employee has received a copy of the evaluation document. Where appropriate, a printed signed copy of the evaluation will be submitted to HR.</i> <input type="radio"/> Employee Signed Printed Copy <input checked="" type="radio"/> Employee Refused to Sign
7.	To confirm that you would like to acknowledge the performance evaluation on behalf of the employee, click the Confirm button.

NOTE: If the employee does not refuse to acknowledge the evaluation, but is just not available to acknowledge the document, contact **Employee & Labor Relations** for guidance at 850-644-6475.