Completing the Performance Evaluation

Overview: Understanding the USPS Performance Evaluation Process

The performance evaluation process commences with a supervisor (rater) completing the performance evaluation document by rating the employee in all applicable sections. After the document has been completed, the rater must submit the document to the higher lever supervisor, if applicable

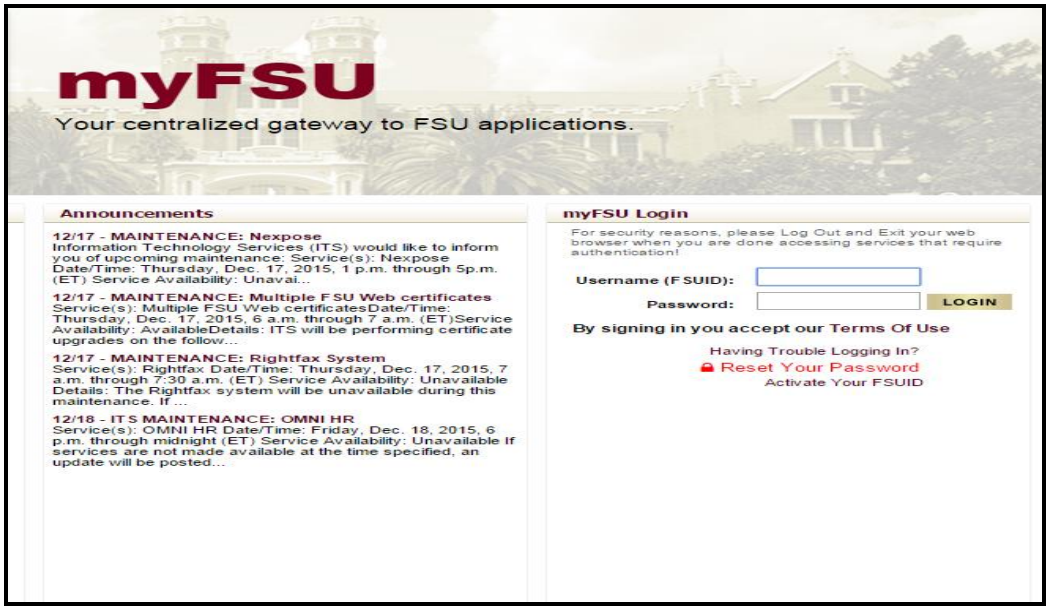
After the document is reviewed/approved by the higher level supervisor, the supervisor (rater) should schedule a review discussion with the employee. After the review discussion is held with the employee, the supervisor (rater) must select the *Share with Employee* button, select the *Request Acknowledgement* button, and then select *Confirm* to indicate that the evaluation has been discussed, in person, with the employee. After the Confirm button has been selected by the supervisor (rater), an automated email notification is sent to the employee with instructions to review the performance evaluation, make any necessary comments and acknowledge the performance evaluation online via Self Service.

Once the employee has acknowledged the performance evaluation document and added any necessary comments, the supervisor (rater) must finalize the evaluation by navigating to the employee's performance document and marking it as *Complete*.

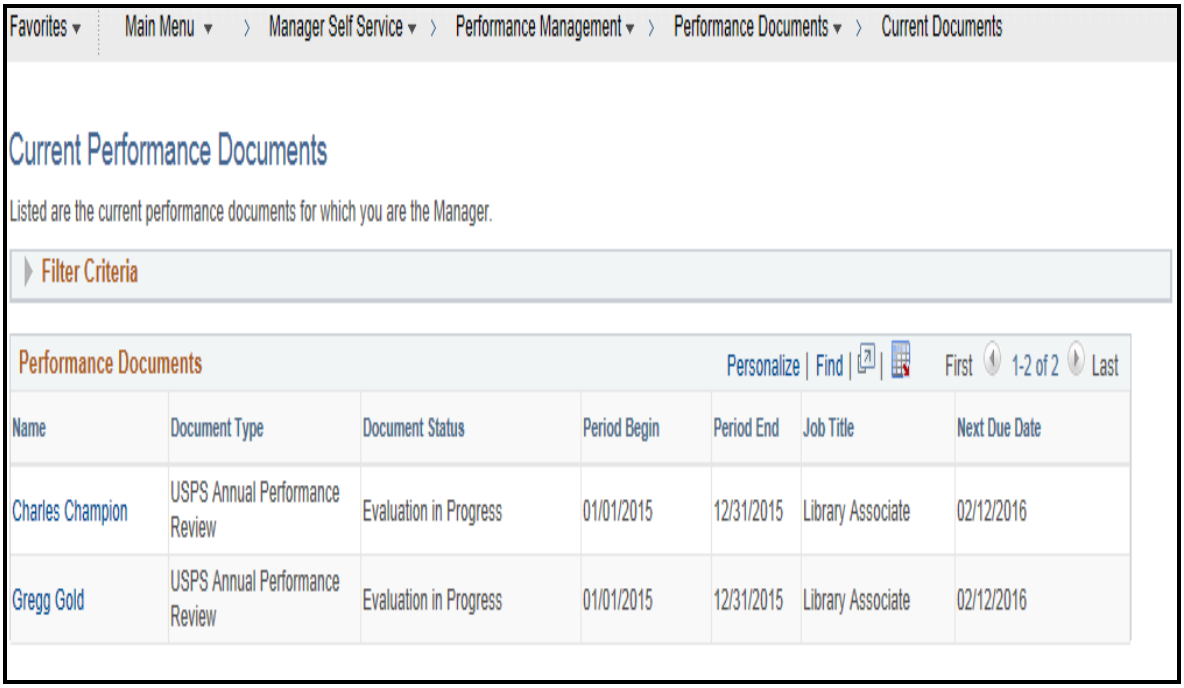
Note: The performance evaluation document is not considered complete until it has been completed by the supervisor (rater), reviewed by the higher level supervisor (where applicable), discussed with the employee, acknowledged by the employee and finalized by the rater.

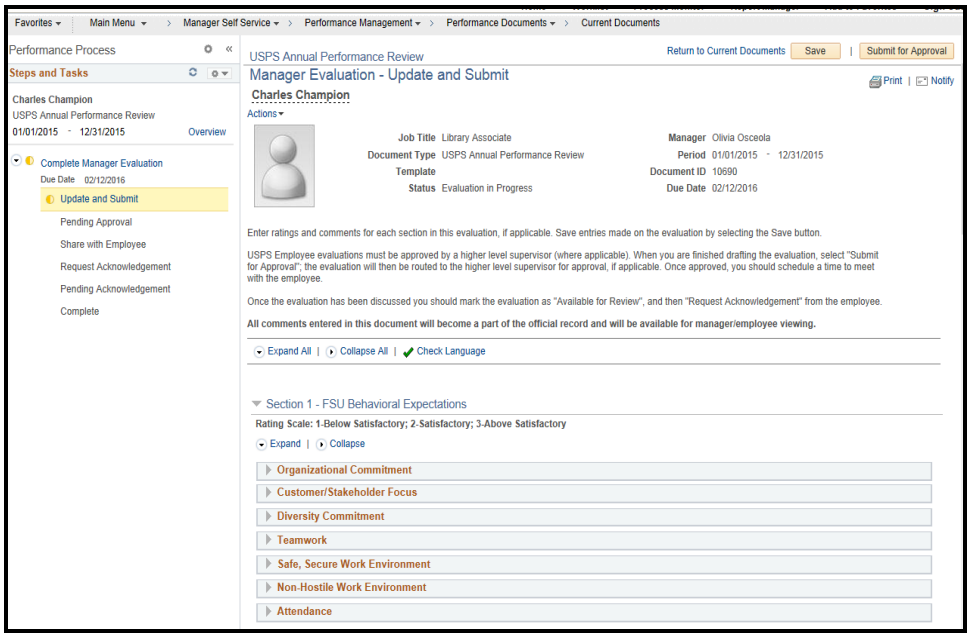
Procedure

This section provides step-by-step guidance in completing the performance evaluation.

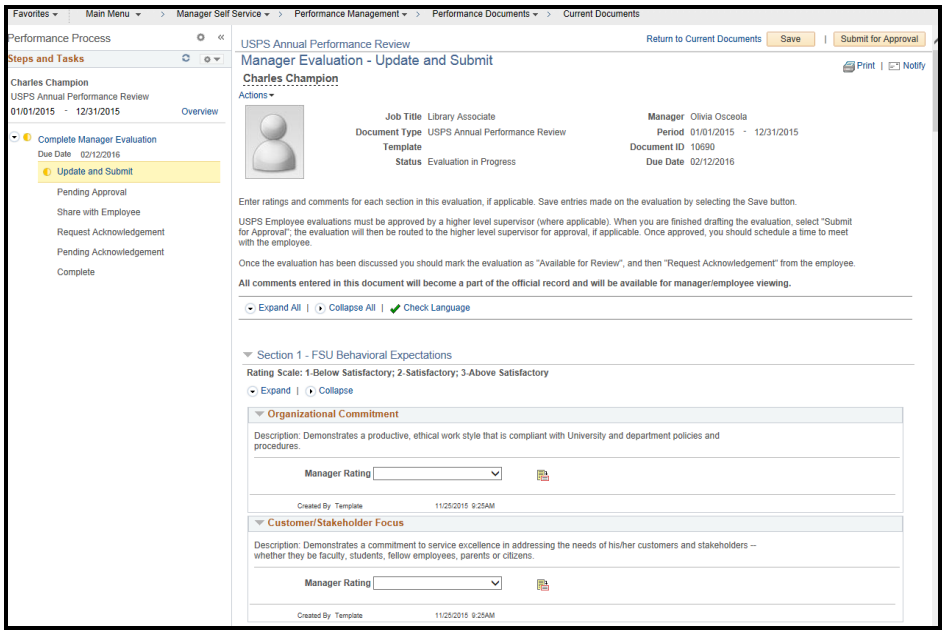


Step	Action
1.	Login to my FSU – my.fsu.edu.
2.	Click the **Human Resources** link. HR
3.	Click the **Main Menu** link**.**
4.	Click the **Manager Self-Service** link.
5.	Click the **Performance Management** link. Performance Management
6.	Click the **Performance Documents** link. Performance Documents
7.	Click the **Current Documents** link. Current Documents
8.	Click the **Employee Name** link.

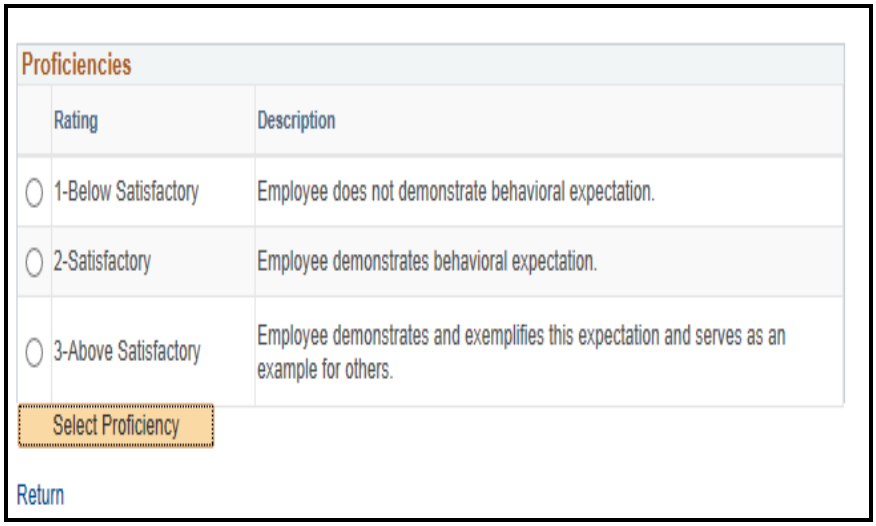




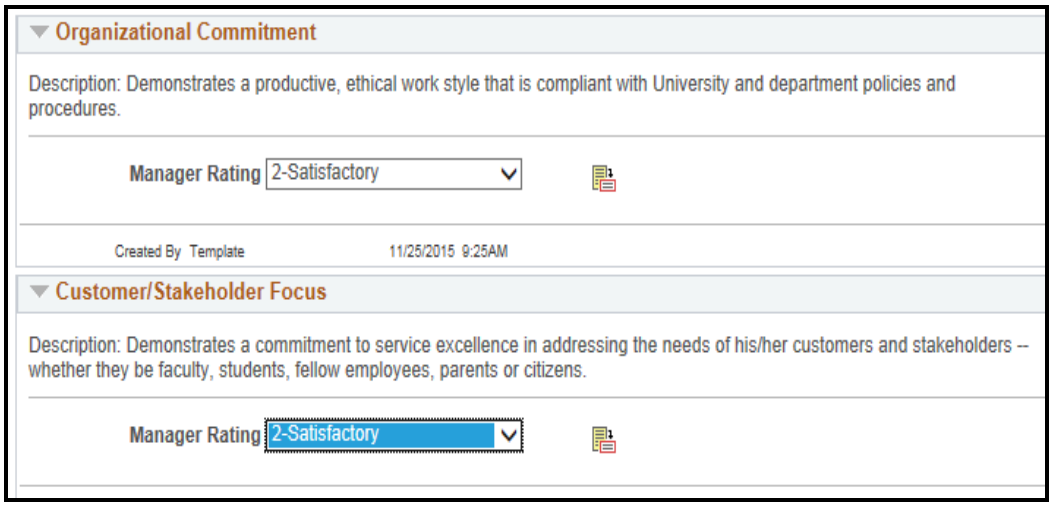
Step	Action
9.	Expand all the sections by clicking the **Expand All** link.



Step	Action
10.	Click the **Rating Description** icon to view a description of applicable ratings for the **FSU Behavioral Expectations** Section.
11.	Rate employee appropriately.
12.	Click the **Select Proficiency** button.

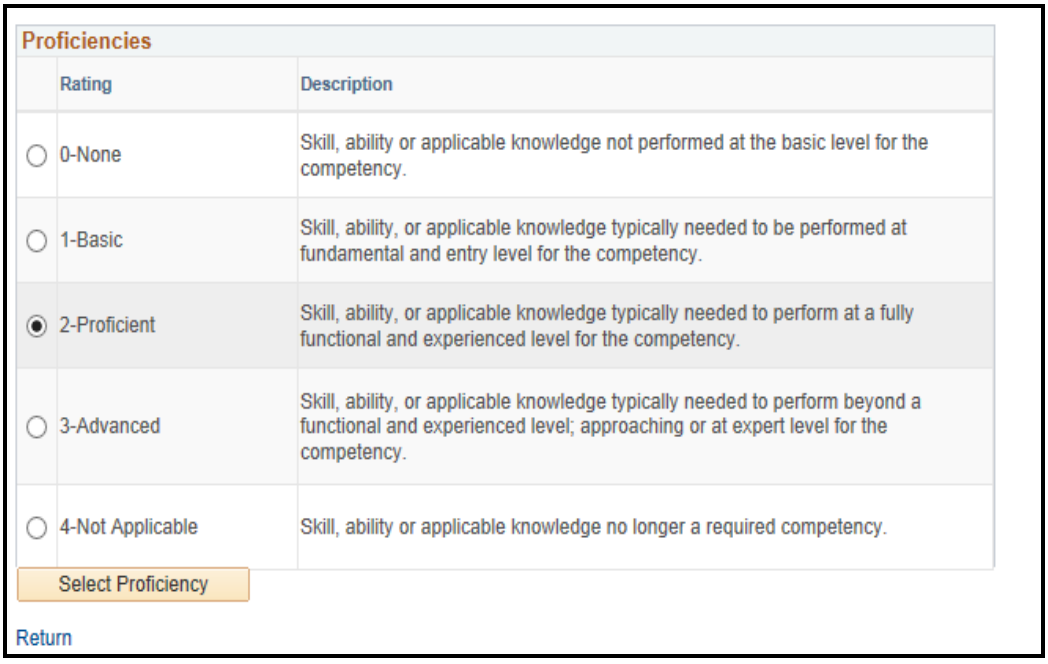


Step	Action
13.	Continue to rate the employee appropriately in all areas under **FSU Behavioral Expectations** and add comments at the end of the Section. *NOTE: Ratings may also be selected by clicking the drop down rating box and selecting the appropriate rating.*

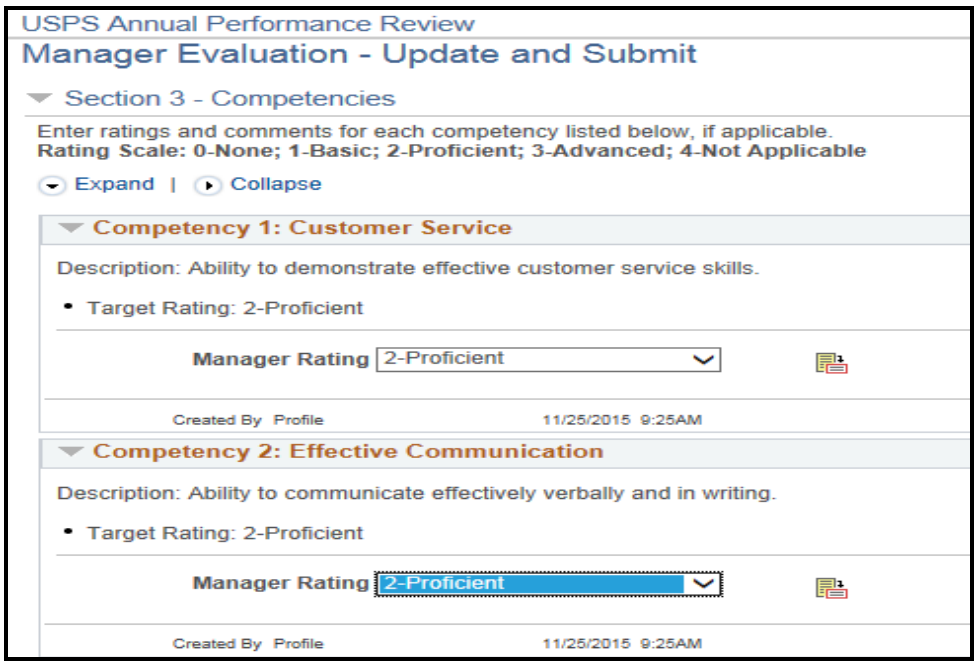


Step	Action
14.	**Section 2**: **Responsibilities** on the Position Profile represent the Essential and Marginal functions on the employee's position description. The **Responsibilities** section of performance evaluations are populated from corresponding data in the Position Profile. The description field will only display the first 254 characters of the Responsibility Description. If you find discrepancies in these sections, you may need to update the employee's position description.
15.	Continue to select appropriate ratings for the **Responsibilities** section. Click the **Manager Rating** drop down. Manager Rating
16.	Add Comments at the end of the **Responsibilities** section. Comments are recommended, especially if an employee receives a rating of **Below Satisfactory** within a section.

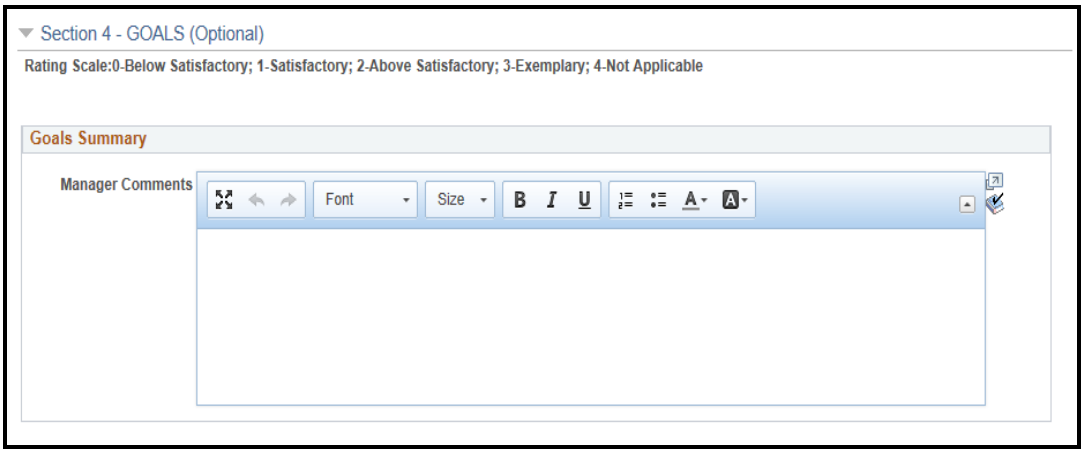
Step	Action
17.	**Section 3**: **Competencies** on the Position Profile represent the Knowledge, Skills and Abilities section of the Position Description. Reminder: The Competencies section of the performance evaluation is populated from corresponding data in the Position Profile. The description field will only display the first 254 characters of a Competency Description. If you find discrepancies in these sections, you may need to update your employee's position description.
18.	Click the **Rating Description** icon to view a description of applicable ratings for the **Competencies** Section.
19.	Rate the employee appropriately. The example below shows the employee's rating for Competency 1 as **Proficient.** Click the **2-Proficient** option.
20.	Click the **Select Proficiency** button.



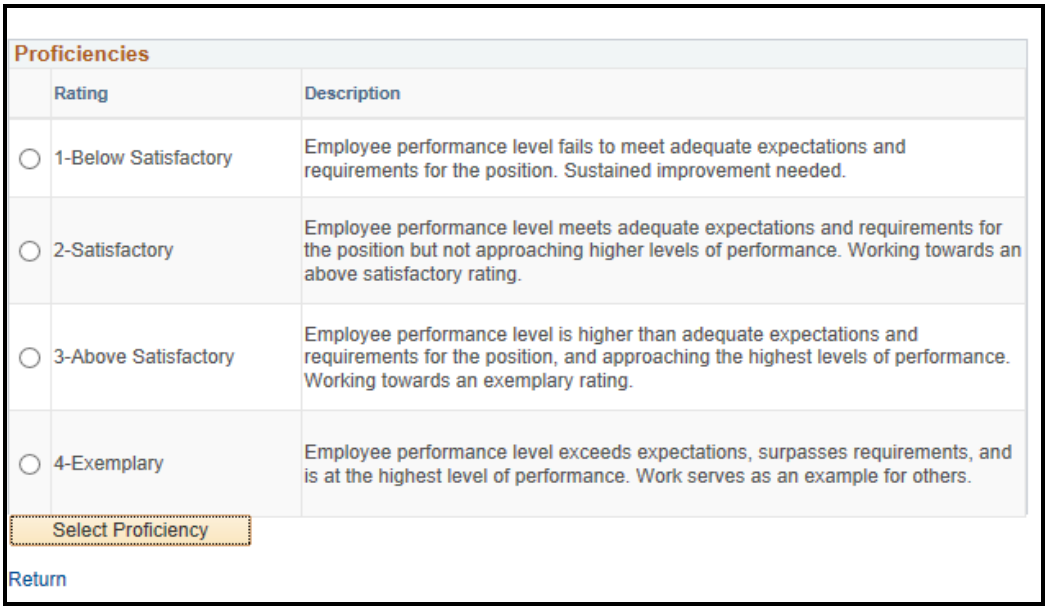
Step	Action
21.	Continue to select appropriate ratings for the **Competencies** section and add comments under "Competencies Summary".



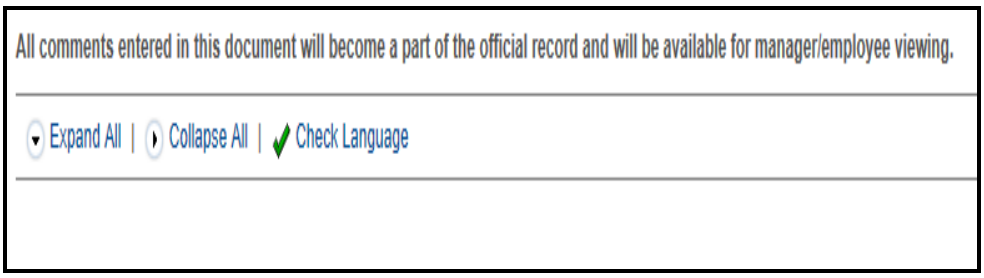
Step	Action
22.	**Section 4:** The **Employee Goals** section is Optional for USPS employees. If performance goals are established for the employee, then the supervisor may use the Manager Comment Box to list the goals, and to rate the employee's performance.



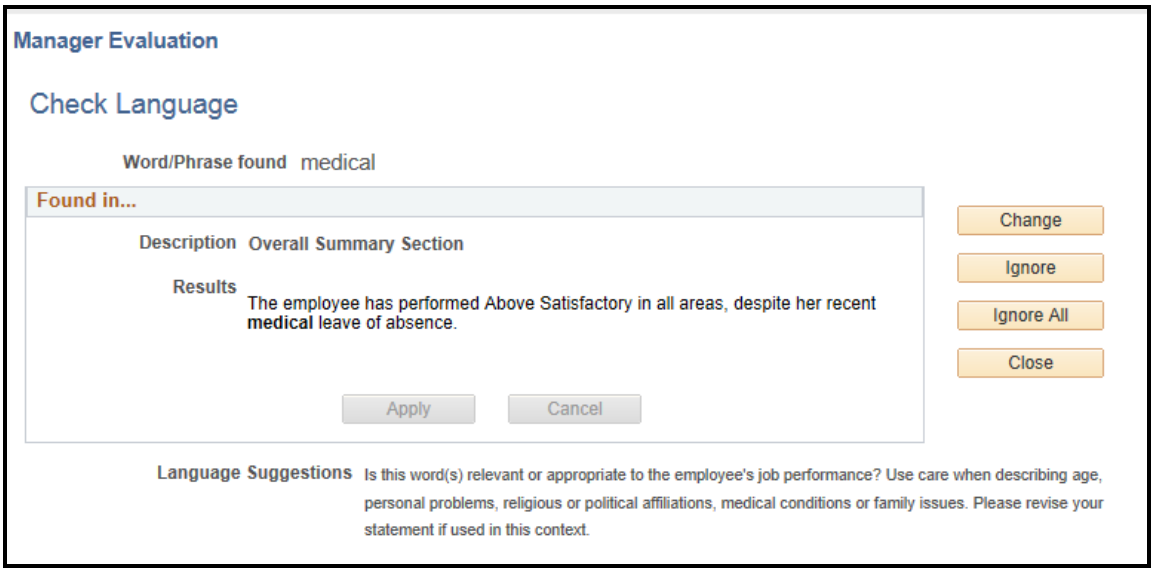
Step	Action
23.	**Section 5:** Click the **Rating Description** icon to view a description of applicable **Overall Summary** ratings.
24.	Rate the employee's **Overall Summary** appropriately.
25.	Click the **Select Proficiency** button. Select Proficiency



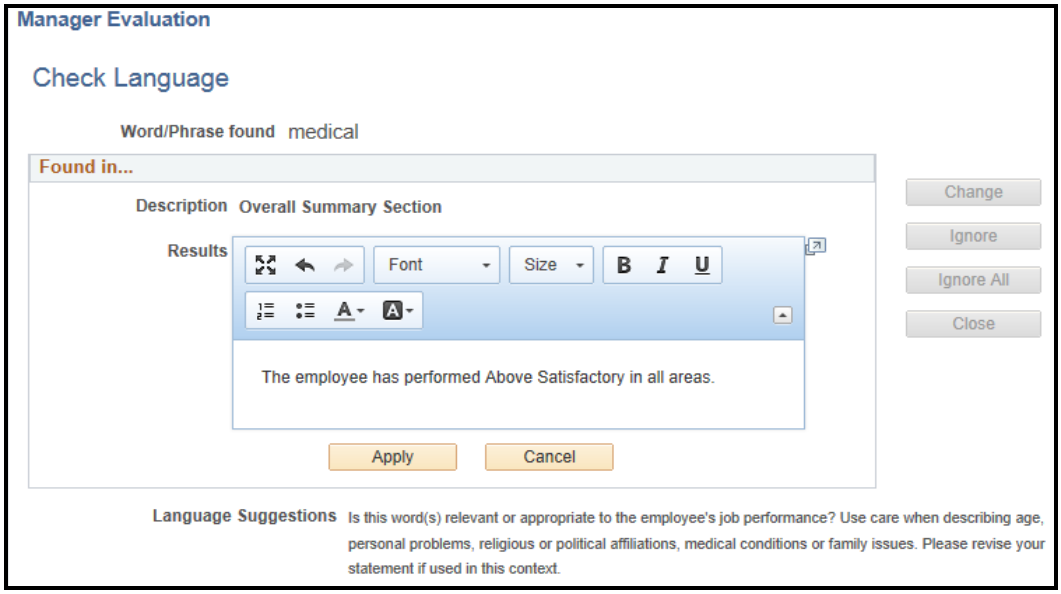
Step	Action
26.	Add Comments at the end of the **Overall Summary** section. Comments are recommended, especially if an employee receives a rating of **Below Satisfactory** within a section. For an Overall **Below Satisfactory** rating, you must contact Employee and Labor Relations in the Office of Human Resources prior to issuing the evaluation to the employee. Enter **Comments** appropriately.
27.	Click the **Check Language** button located near the top of the page to check the performance evaluation document for inappropriate language used to describe the employee's performance in the Comments sections.



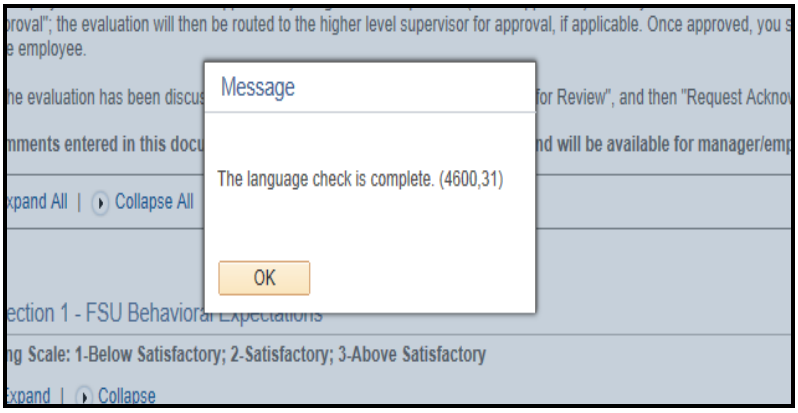
Step	Action
28.	If the language is used in an appropriate context, select the **Ignore** button. If inappropriate language is found, review the **Language Suggestions** table for suggestions. Select the **Change** button to edit the text.



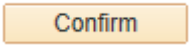
Step	Action
29.	Edit the language or phrase to remove the inappropriate reference. For questions on appropriate language content, please contact Employee and Labor Relations in the Office of Human Resources.
30.	Click the **Apply** button.

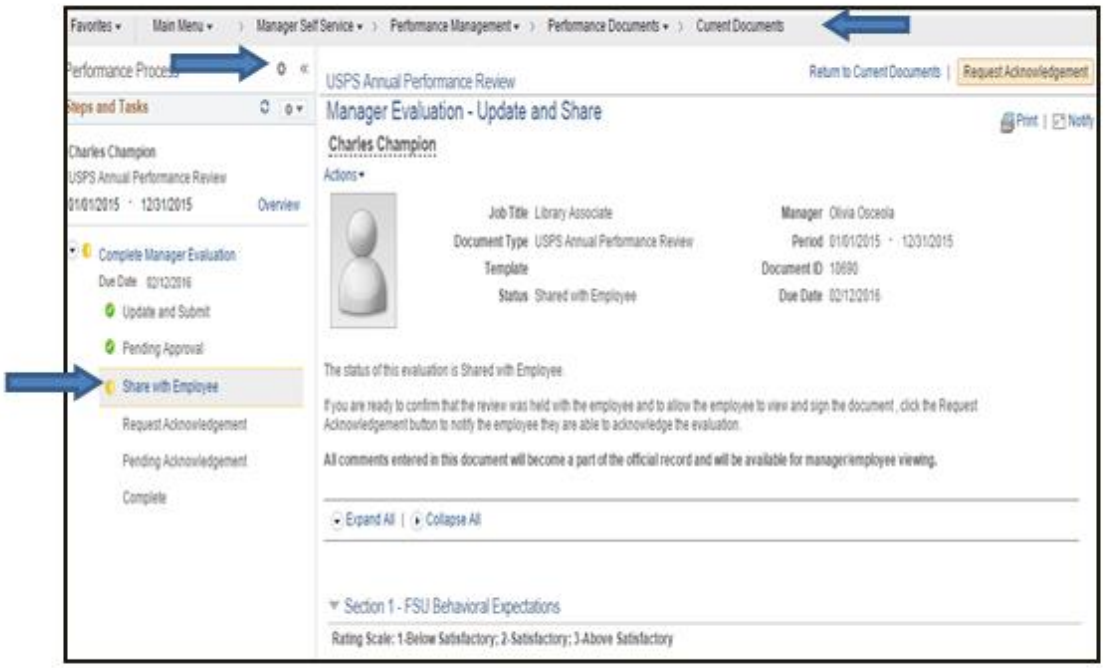


Step	Action
31.	Click the **Ok** button after all language change suggestions have been reviewed and Changed/Ignored.
32.	Review the document to ensure that all language changes processed correctly.

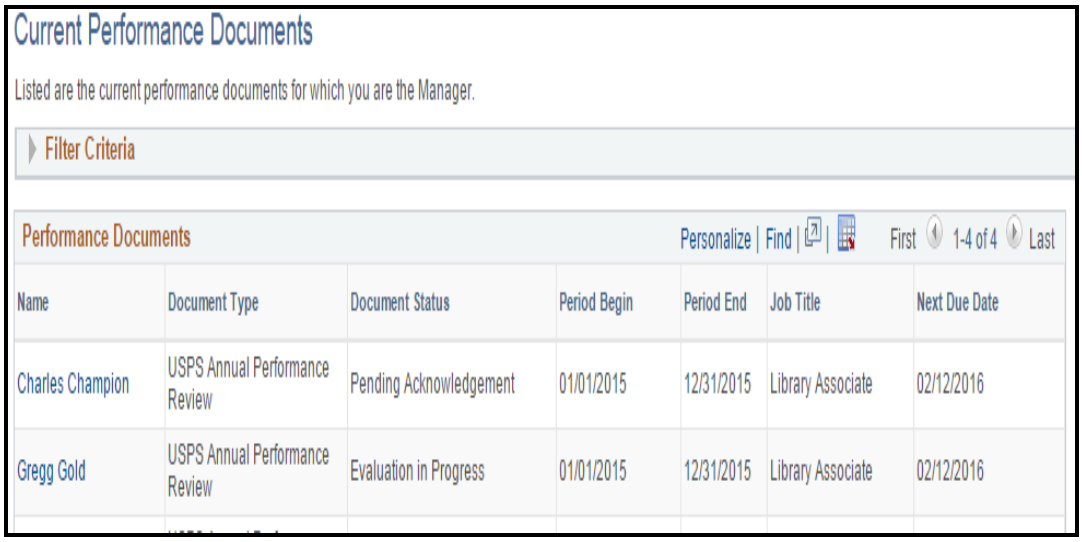


Step	Action
33.	Click the **Save** button. Save
34.	Click the **Submit for Approval** button. Submit for Approval
NOTE:	*Document must be submitted for Higher Level Supervisor's review (when required) before taking further action, including discussing the evaluation with the employee.* *Once the Higher Level Supervisor reviews the action, an automated email notification will be sent to the supervisor (rater) indicating the evaluation has been reviewed/approved or denied. If the document is denied, the supervisor will be required to re-submit the updated document for the Higher Level Supervisor review/approval. Once the document is marked Approved by the Higher Level Supervisor, the supervisor (rater) will receive an automated email notification that the action has been completed.*
35.	***STOP!*** You have completed the first steps in completing the performance evaluation process.
36.	**What's next?** *Schedule and conduct a performance review discussion with your employee.* NOTE: When you return to the employee's performance evaluation in OMNI. **Navigation to Current Performance Documents:** myFSU > HR > Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents.

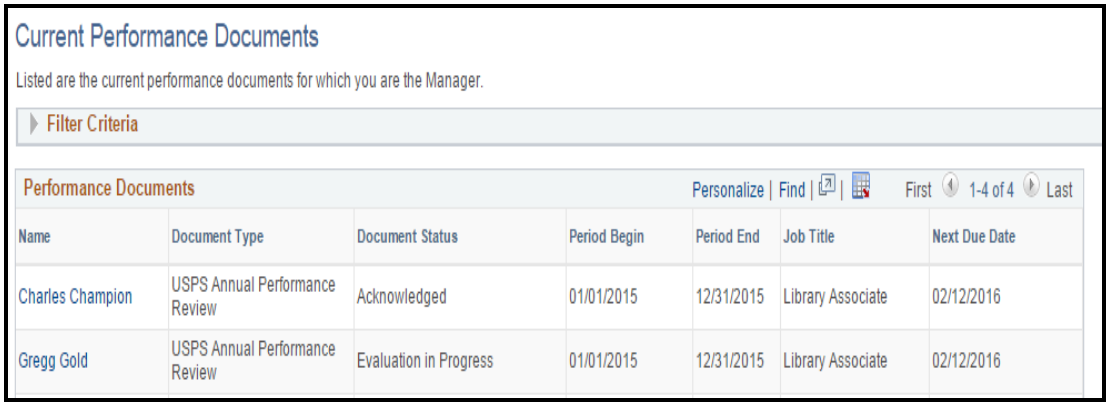
Step	Action
37.	Click the **Employee Name** link.
38.	Once you have discussed the performance review with your employee, click the **Share with Employee** button.
39.	Click the **Confirm** button. 
40.	You will need to immediately refresh the page by clicking on the **Share with Employee** button found in the *Steps and Tasks panel* of the document. The *Steps and Tasks panel* is located to the left of the page.
NOTE:	*Once the page has been refreshed, the Next Action:* ***Request Acknowledgement*** *can be performed.* *The page may also be refereshed by clicking the* ***Current Documents*** *link found at the top of the page or by clicking the refresh icon.*



Step	Action
41.	The supervisor (rater) must confirm that the performance evaluation review meeting has been held by completing the Next Action. Click ***Request Acknowledgement*** button. Request Acknowledgement
42.	Click the ***Confirm*** button. Confirm
NOTE:	*Document status is now **Pending Acknowledgement** by the employee. An automated email notification will be sent to the employee with instructions to review the performance evaluation, make any necessary comments, and acknowledge the performance evaluation online via Self-Service.* *For instructions on how to complete the Employee Actions, see training guide, Employee Actions: Acknowledging the Performance Evaluation*



Step	Action
43.	After the employee has acknowledged the performance evaluation document, the supervisor (rater) will receive an automated email. 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 into OMNI you will be prompted to log in). **Navigation to Current Performance Documents:** my FSU > HR> Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents.
44.	Click the **Employee Name.**



Step	Action
45.	The final step in the performance evaluation process is to finalize the document. Click the **Complete** button.

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

The REOPEN Button

If you select to **REOPEN** the evaluation after the document is marked as **Request Acknowledgement**, the document will be returned to "*In Progress*" status and the supervisor will need to repeat the approval process beginning with Step 1 above. This option may be used if changes must be made to the performance evaluation document after the supervisor marked the document as **Request Acknowledgement**. The document may not be reopened after the document has been marked **COMPLETE** by the supervisor.

For more information on the ePerformance process, contact Employee and Labor Relations in the Office of Human Resources.