



## PERFORMANCE ACHIEVEMENT SYSTEM (PAS) QUICK NAVIGATION SUMMARY

<http://gsunet.gram.edu/hr/pes.php>

The Office of Human Resources (HR) announces the launch of the online Performance Achievement System (PAS). The Performance Achievement System is an online Planning and Evaluative tool for Faculty & Staff that will be utilized to complete the annual Planning and Evaluations moving forward. While training will be on-going, in brief, performance achievement conceptually defines a process of measuring employee performance throughout the year, rather than only at the annual appraisal. This process ties employee performance to the progress of strategic initiatives (i.e. increases in enrollment, increased online academic programs, new academic programs, online registration, digital library and learning commons, online personnel action forms, online employee onboarding, employee wellness and work-life balance, online classified payroll process, awards and recognition, improved grounds and custodial services, strengthened campus security, expanded student services).

As we continue into the 2017-18 academic year, HR will be training university supervisors, staff, and faculty in the utilization of the Performance Achievement System. Future communications regarding updates and additional training courses and resources will be sent out to the campus and on the PAS Webpage. We look forward to an engaging year of improved communication, performance and enjoyment as we continue to prepare our students for a successful future.

### DEFINITIONS FOR THE PERFORMANCE ACHIEVEMENT SYSTEM

**Employee**--Everyone will have the status of “Employee” in the Performance Achievement System. All employees will have a Planning Session Completed by November 30, 2017.

**Supervisor**—Usually refers to a Department Head—The person responsible for ensuring the execution of the day-to-day operations of a department. The Supervisor shall complete the “Plan” and “Evaluation” for persons within the department.

**Second Level Supervisor**—Usually refers to a Vice President—The person responsible for the ensuring the execution of the Division Mission and Goals by the Supervisors within the division.

### FOUR STEP PLANNING PROCESS

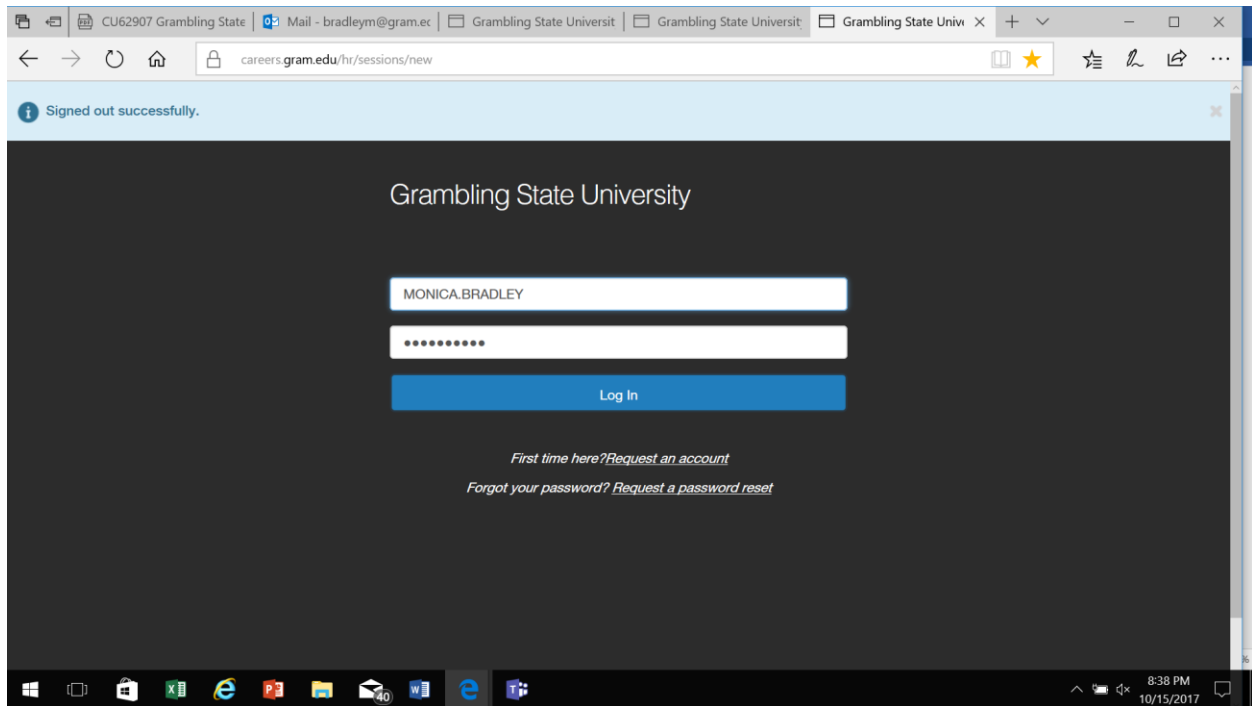
- Step 1. The Supervisor prepares Work Expectations based on the Division Goals for the year (The Plan)
- Step 2. The Supervisor submits and discusses the Plans to their Supervisor (Second Level) for Approval and Execution.
- Step 3. The Supervisor meets with the Employees to discuss the Work Expectations with schedules and timelines.
- Step 4: The Employees Implement the Plan and the Supervisor Monitors the Plan (Implements a Performance Development Tool, if necessary)

## FOUR STEP EVALUATION PROCESS

- Step 1: The Supervisor prepares the Evaluations based on the Plan
- Step 2: The Supervisor submits the Evaluations to his Supervisor (Second Level) for review and approval.
- Step 3: The Supervisor meets with the Second Level Supervisor to discuss the Achievements and Expectations not achieved, if any. (Rewards and Consequences)
- Step 4: The Supervisor schedules a meeting with the Employees in the Department to discuss the Achievements and Expectations not achieved, if any. (Rewards and Consequences)

### Login to the Performance Achievement Portal for Planning

<https://gram-sb.peopleadmin.com/portal>



Click on “Go To Grambling State University Employee Portal” at the top right hand of the screen

The screenshot shows the 'careers.gram.edu/hr' homepage. The top navigation bar includes links for Home, Postings, Applicants, Hiring Proposals, Onboarding Events, My Profile, and Help. A user notification for Monica Bradley is present. The main content area is titled 'Welcome to your Online Recruitment System' and features an 'Inbox' section with filters for Postings (0), Users (1), Hiring Proposals (0), and Position Requests (0). A 'Watch List' section is also visible. On the right, there are 'Shortcuts' and 'My Links' sections.

You will begin your online Planning Process for the employees in the department. Refer to the job descriptions and the Mission Statement/Goals for your department.

The screenshot shows the 'Grambling State University Employee Portal' for Monica Bradley. The page is titled 'Welcome to the Employee Portal, MONICA BRADLEY' and displays 'Your Action Items'. A search bar is at the top of the table. The table lists four action items, each with a 'View' button.

Item	Description	Due Date	Status	Action
Professional Non-Faculty for AMY MINNIEFIELD	Department Head Creates Plan	n/a		<a href="#">View</a>
Professional Non-Faculty for ASHLEY HUDSON	Department Head Evaluation	n/a		<a href="#">View</a>
Professional Non-Faculty for DEBRA SPENCER	Department Head Creates Plan	n/a		<a href="#">View</a>
Professional Non-Faculty for TANIKA WHITLEY	Department Head Creates Plan	n/a		<a href="#">View</a>

Showing 1 to 4 of 4 entries

**Your Action Items:** This is where any activity needing to be completed by the employee will show. If the employee has nothing currently assigned to them this view will be blank, letting the employee know

they have nothing due at that time. However, each time something is assigned to them, they will receive an email notification and that item will show here for them to complete.

You shall begin the process by writing your departments mission and goals. Review the employee's job description to determine if updates or revisions are required to align with current Division Goals.

The screenshot displays a web application for performance reviews. The browser address bar shows the URL: `careers.gram.edu/portal/performance/reviews/7/plan`. The page header includes navigation links: Home, Performance, Hello, MONICA, My Account, and Log Out. The main content area is for DEBRA SPENCER, a Professional Non-Faculty employee. It shows her supervisor as MONICA BRADLEY and her department as Human Resources. The evaluation type is Focal, with a program timeframe from 09/21/17 to the present. The review status is Open, and it was last updated on September 21, 2017, at 20:26. A sidebar on the left contains links for Overview, Plan, Supervisor Evaluation, Progress Notes, History, My Reviews, and My Employees' Reviews. The Plan section is active, showing a description of the performance plan based on departmental priorities and job description. Below this, there are tabs for Agency Mission/Goals/Standards, Work Expectations, and Behavior Expectations. The Agency Mission/Goals/Standards tab is selected, displaying the university's vision statement. The Department Mission/Goals section is partially visible at the bottom.

DEBRA SPENCER

Supervisor:  
MONICA BRADLEY

Department:  
Human Resources

Professional Non-Faculty

Evaluation Type: Focal

Program Timeframe: 09/21/17 to -

Supervisor: MONICA BRADLEY

Co-reviewer: [Add Co-reviewer](#)

Review Status: **Open**

Last Updated: September 21, 2017 20:26

Plan for DEBRA SPENCER

Based on the Departmental Priorities and the Job Description, a Performance Plan with timelines and benchmarks is created for the employee(s). The plan must contain detailed measurable goals, objectives and deliverables.

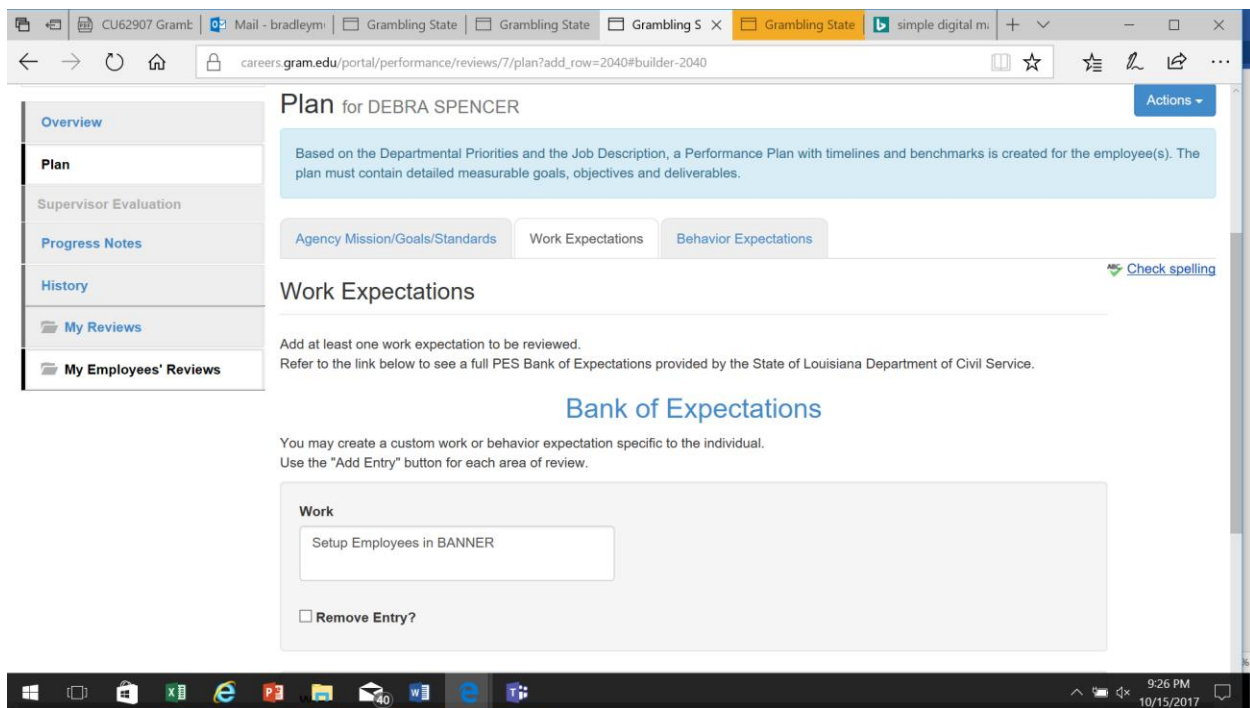
Agency Mission/Goals/Standards | Work Expectations | Behavior Expectations

Agency Mission/Goals/Standards

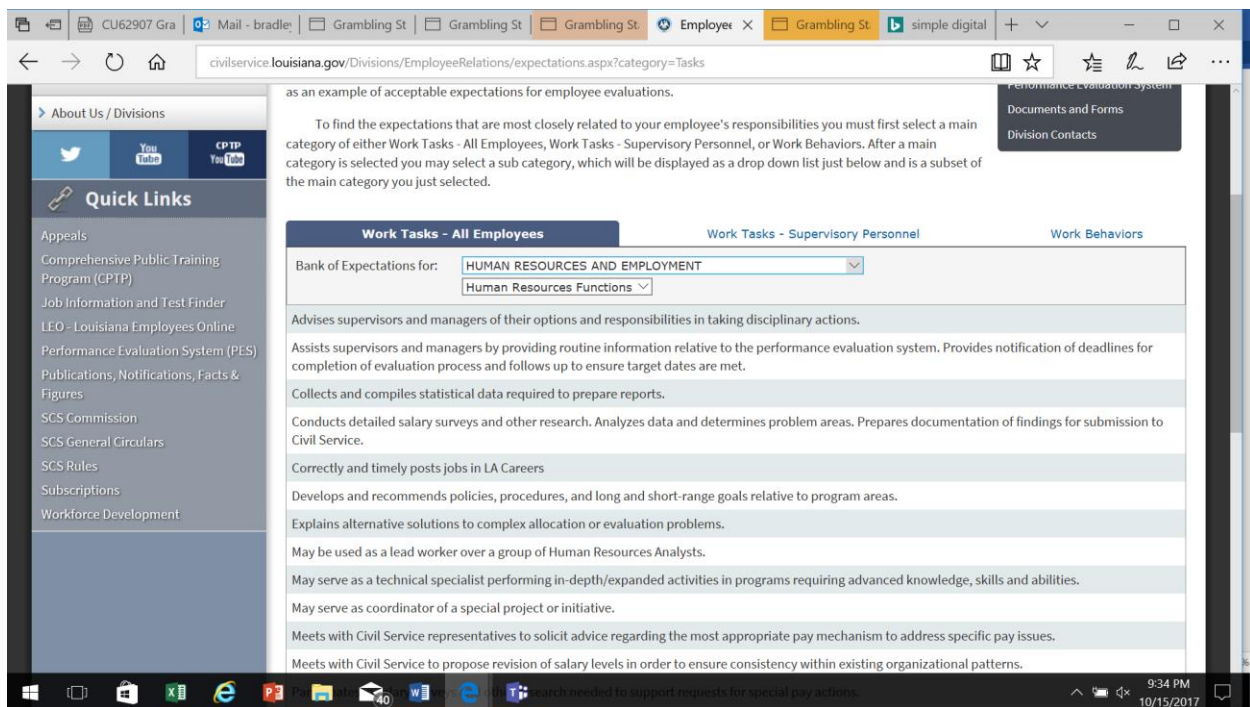
Grambling State University's vision is to be a distinguished institution that produces accomplished graduates sought by global employers and top-tier graduate and professional schools, particularly in the fields of science, engineering technology, mathematics, business, nursing, mass communication, and teacher education.

Department Mission/Goals

Based on the Departmental Priorities and the Job Description, a Performance Plan with timelines and benchmarks is created for the employee(s). The plan must contain detailed measurable goals, objectives and deliverables. List the duties and responsibilities that are “Primary” to the position in the Work and Behavior Expectations Tab.



Supervisors may use the Bank of Expectations or the Job Description to enter the “Work and Behavior Expectations” for the Employees. If you click on the hyperlink, “Bank of Expectations”, you will be redirected to the state site where you can copy and paste the “Work” Expectations into the “Plan”.



Work Expectations can be cut and pasted into the Plan Document as seen below

Prepare to convert manual paper process to an online process by March 31, 2018.

☐ Remove Entry?

**Work**

Collects and compiles statistical data required to prepare reports.

☐ Remove Entry?

**Work**

Reconciles employee deductions with the Payroll Office

☐ Remove Entry?

Add Entry

Save Draft Next

Once the Work and Behavior Expectations are complete, click on the “Complete” button at the bottom of the screen.

Add at least one behavior expectation to be reviewed.  
Refer to the link below to see a full PES Bank of Expectations provided by the State of Louisiana Department of Civil Service.

### Bank of Expectations

You may create a custom work or behavior expectation specific to the individual.  
Use the “Add Entry” button for each area of review.

**Behavior**

Maintain Confidentiality

☐ Remove Entry?

**Behavior**

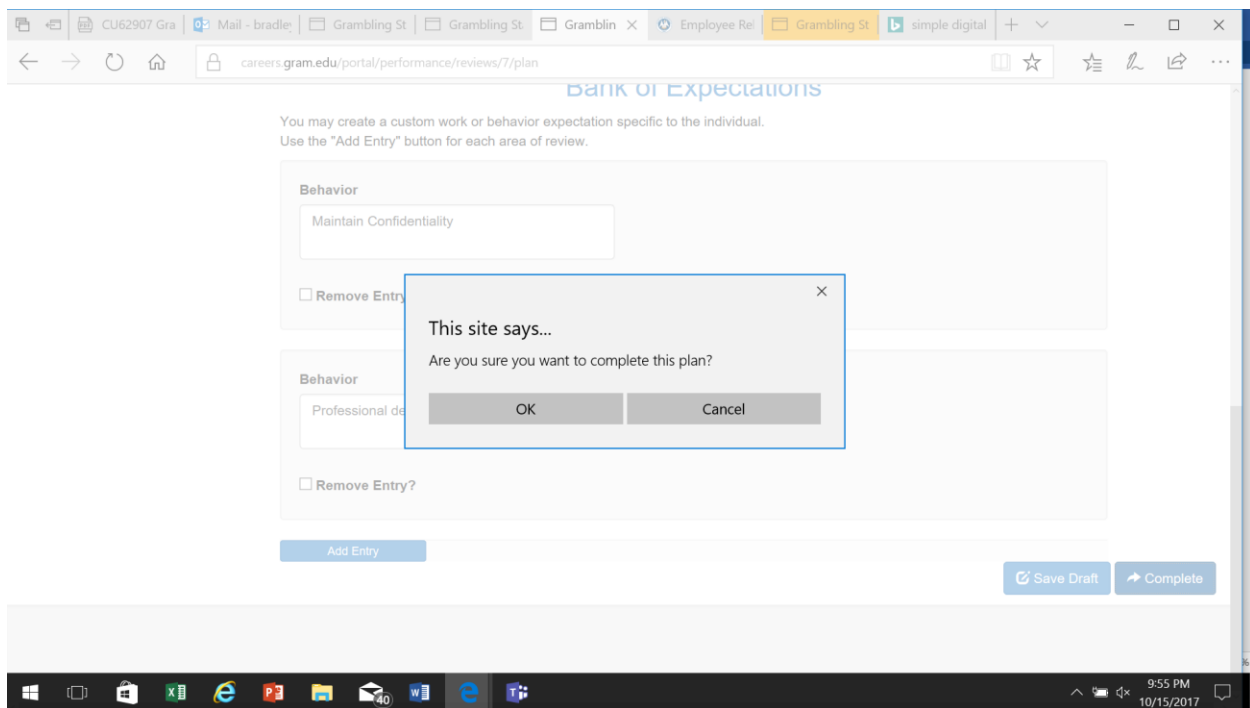
Professional demeanor

☐ Remove Entry?

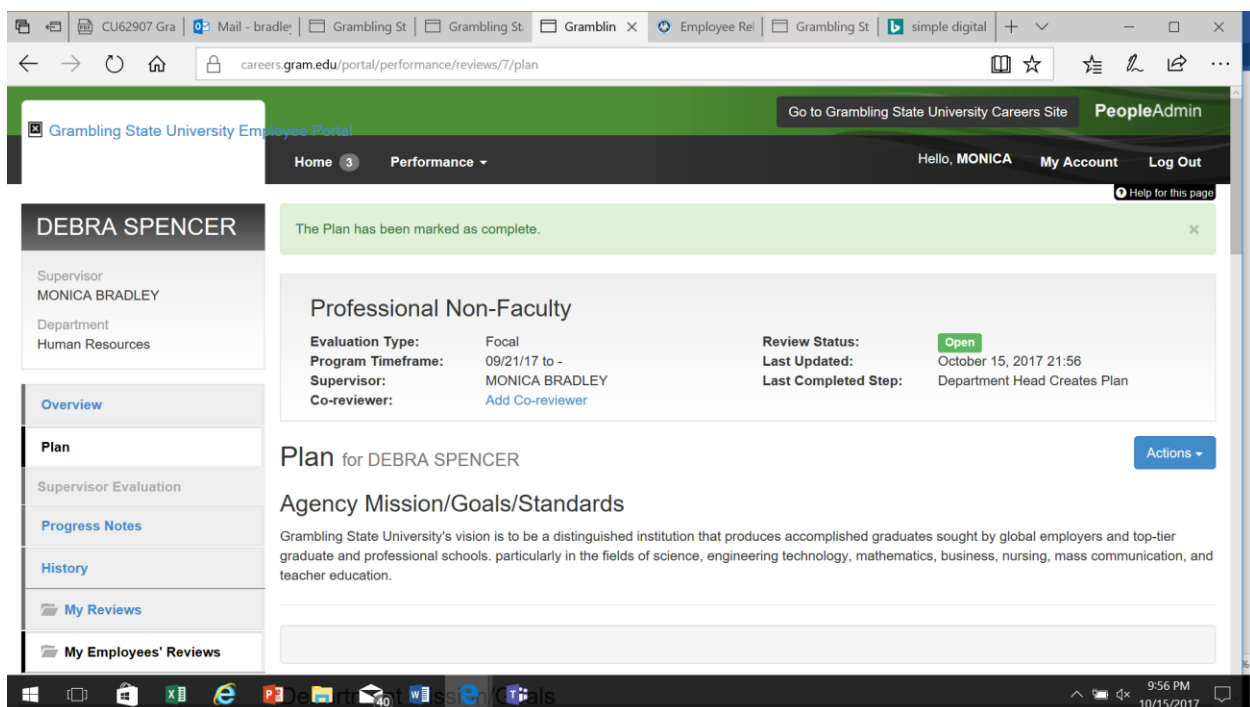
Add Entry

Save Draft Complete

The Supervisor should ensure that the Plan is accurate before the “Complete” button is clicked.



When the Supervisor completes the Plans for the department, they shall arrange a meeting with their supervisor (Second Level) to Review and Approve the Plans for the department. See below the Plan has been marked as complete.



When the Second Level Supervisor reviews the Plan, they may “Return” or “Approve” the Plan. If the Plan is “Returned”, by the Second Level Supervisor, the Supervisor must resolve the “Comments” and resubmit the “Plan” for approval.



Grambling State University Employee Portal

Go to Grambling State University Careers Site

PeopleAdmin

Home Performance Hello, MONICA My Account Log Out

DEBRA SPENCER

Supervisor: MONICA BRADLEY  
Department: Human Resources

Professional Non-Faculty

Evaluation Type: Focal  
Program Timeframe: 09/21/17 to -  
Supervisor: MONICA BRADLEY  
Co-reviewer: Add Co-reviewer

Review Status: Open  
Last Updated: October 15, 2017 23:10  
Last Completed Step: VP Approval of Plan/Dept Head Discussion

Plan for DEBRA SPENCER

Based on the Departmental Priorities and the Job Description, a Performance Plan with timelines and benchmarks is created for the employee(s). The plan must contain detailed measurable goals, objectives and deliverables.

Approver comments from MARTIN LEMELLE

Review the third Work Expectation. It has been eliminated due to technology upgrades.

Agency Mission/Goals/Standards Work Expectations Behavior Expectations

Check spelling

The Plan is reviewed by the Second Level Supervisor and Returned to the Supervisor with Comments. The Plan cannot move forward to the employee until the comment is resolved and returned to the Second Level Supervisor for Approval. The Plan below is “Returned to the Supervisor for revisions.

Grambling State University Employee Portal

Go to Grambling State University Careers Site

PeopleAdmin

Home Performance Hello, MARTIN My Account Log Out

DEBRA SPENCER

Supervisor: MONICA BRADLEY  
Department: Human Resources

Professional Non-Faculty

Evaluation Type: Focal  
Program Timeframe: 09/21/17 to -  
Supervisor: MONICA BRADLEY  
Co-reviewer: N/A

Review Status: Open  
Last Updated: October 15, 2017 21:56  
Last Completed Step: Department Head Creates Plan

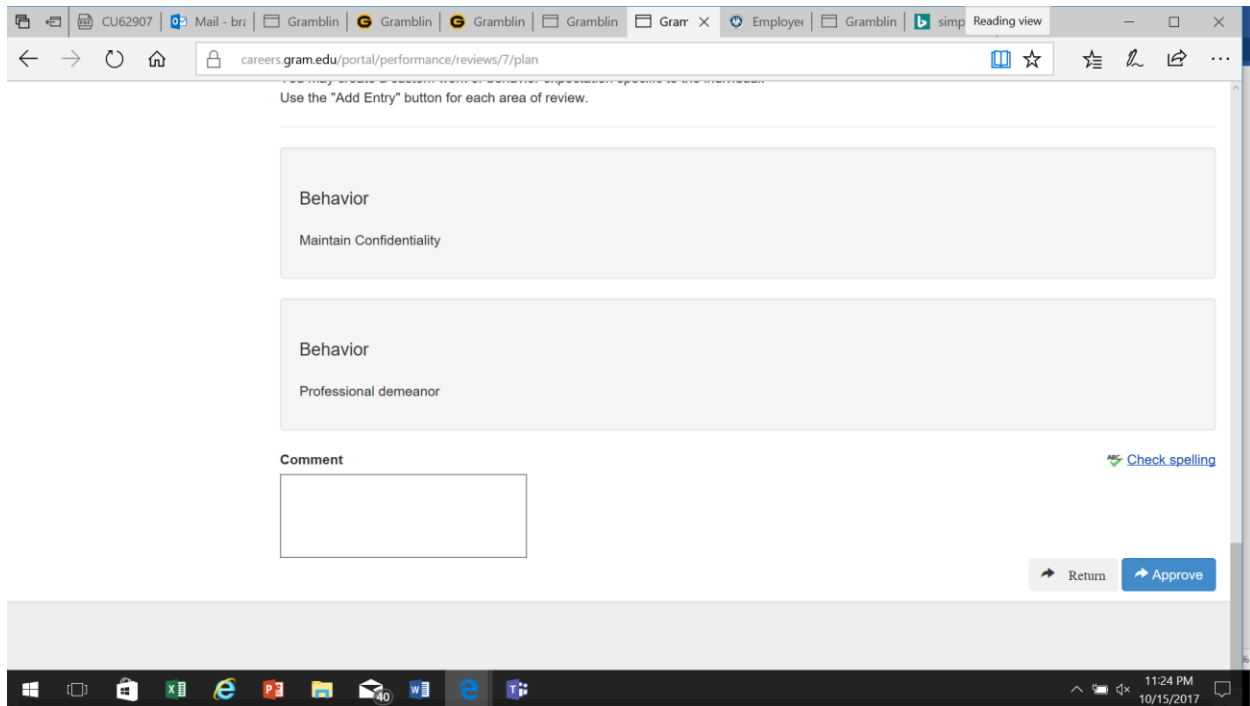
Plan for DEBRA SPENCER

Schedule an online or face-to-face meeting with your VP or Supervisor once the Performance Plan is complete. Your Supervisor or VP will ensure that your goals and objectives are in alignment with the Division Priorities. Based on Division Priorities the Performance Plan the VP or Supervisor may recommend changes to the Performance Plan. The Plan will be monitored throughout the year and if necessary, the "Performance Development Tool" will be initiated if objectives and timelines are not achieved.

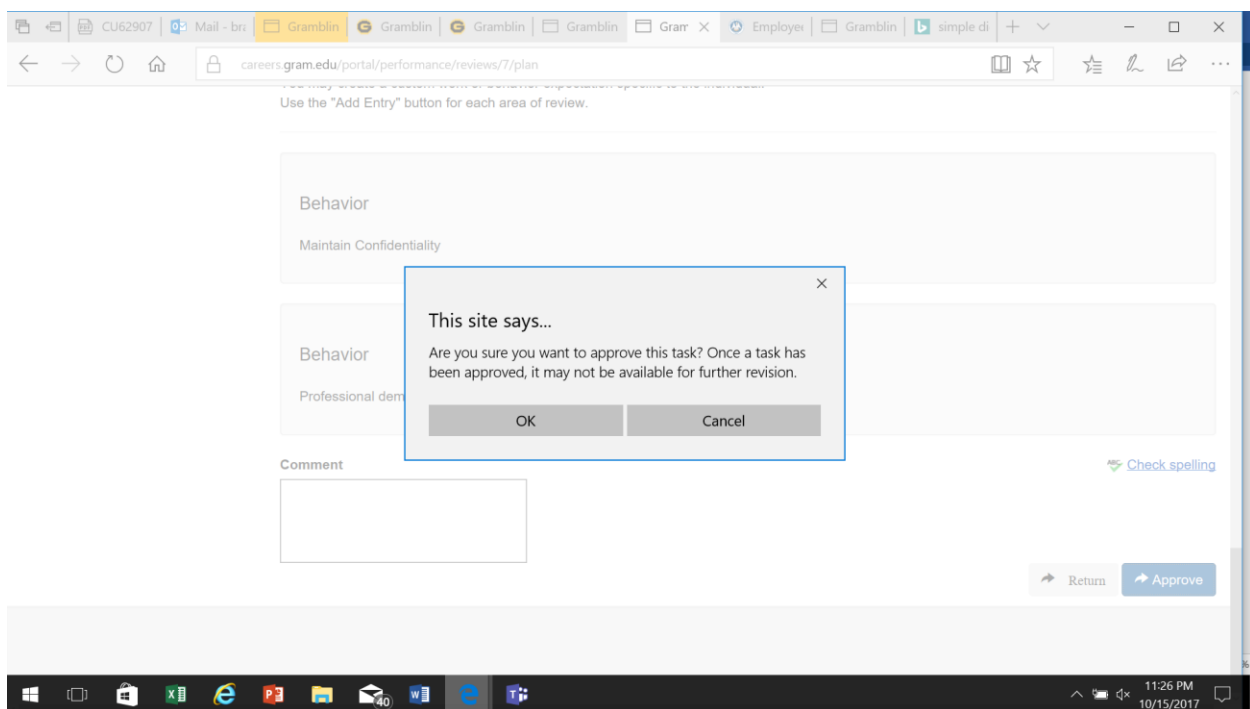
Agency Mission/Goals/Standards

Grambling State University's vision is to be a distinguished institution that produces accomplished graduates sought by global employers and top-tier graduate and professional schools. particularly in the fields of science, engineering technology, mathematics, business, nursing, mass communication, and teacher education.





Revisions are made to the Plan by the Supervisor and returned to the Second Level Supervisor for Approval. After the discussion of the Second Level Supervisor Approves the Plan.



The Second Level Supervisor reviews the second submission and Approves the Plan.

You can create a custom work or behavior expectation specific to the individual. Use the "Add Entry" button for each area of review.

Behavior

test

Comment

[Check spelling](#)

[Return](#)
[Approve](#)

### Acknowledgements

Name	Comments	Decision	Task Owner	Completed On
VP Approval of Plan/Dept Head Discussion	Review the third Work Expectation. It has been eliminated due to technology upgrades.	Return	MARTIN LEMELLE	10/15/17 11:10:36 PM

Grambling State University Employee Portal

Go to Grambling State University Careers Site

PeopleAdmin

Home (18) Performance

Hello, MARTIN My Account Log Out

Help for this page

**DEBRA SPENCER**  
 Supervisor  
 MONICA BRADLEY  
 Department  
 Human Resources

**Professional Non-Faculty**  
 Evaluation Type: Focal  
 Program Timeframe: 09/21/17 to -  
 Supervisor: MONICA BRADLEY  
 Co-reviewer: N/A  
 Review Status: **Open**  
 Last Updated: October 15, 2017 23:40  
 Last Completed Step: VP Approval of Plan/Dept Head Discussion

### Approvals & Acknowledgements

Name	Comments	Decision	Task Owner	Completed On
VP Approval of Plan/Dept Head Discussion	Review the third Work Expectation. It has been eliminated due to technology upgrades.	Return	MARTIN LEMELLE	10/15/17 11:10:36 PM
VP Approval of Plan/Dept Head Discussion	No comment given	Approve	MARTIN LEMELLE	10/15/17 11:40:03 PM

When the Plan has been approved by the Second Level Supervisor a meeting can be scheduled by the Supervisor with the employee to discuss the implementation of the Plan.

CU62907 G Mail - brad Grambling Grambling Grambling Grambling Grambling Grambling simple digi

gram-sb.peopleadmin.com/portal

Grambling State University Employee Portal

Go to Grambling State University Careers Site PeopleAdmin

Home Performance Hello, MONICA My Account Log Out

Performance

- My Reviews
- My Employees' Reviews

Welcome to the Employee Portal, MONICA BRADLEY

Your Action Items

Search:

Item	Description	Due Date	Status	Action
Professional Non-Faculty for AMY MINNIEFIELD	<a href="#">Department Head Creates Plan</a>	n/a	Completed	<a href="#">View</a>
Professional Non-Faculty for ASHLEY HUDSON	<a href="#">Department Head Evaluation</a>	n/a	Completed	<a href="#">View</a>
Professional Non-Faculty for DEBRA SPENCER	<a href="#">Set Planning Meeting with Employee</a>	n/a	Completed	<a href="#">View</a>

Showing 1 to 3 of 3 entries

11:44 PM 10/15/2017

Mrs. Spencer can see her Plan and prepare for the discussion.

12 | Page

CU62907 C Mail - brad Grambling Grambling Grambling Grambling Grambling Grambling simple digi

gram-sb.peopleadmin.com/portal/performance/reviews/7/plan

Go to Grambling State University Careers Site PeopleAdmin

Home Performance Hello, DEBRA My Account Log Out

DEBRA SPENCER

Supervisor  
MONICA BRADLEY  
Department  
Human Resources

Professional Non-Faculty

Evaluation Type: Focal  
Program Timeframe: 09/21/17 to -  
Supervisor: MONICA BRADLEY  
Co-reviewer: N/A

Review Status: Open  
Last Updated: October 15, 2017 23:46  
Last Completed Step: Set Planning Meeting with Employee

Plan for DEBRA SPENCER

The employee must fully understand that their annual evaluation will be based on the accomplishment of the objectives within the Performance Plan.  
The employee can make comments regarding the Plan.

Agency Mission/Goals/Standards

Grambling State University's vision is to be a distinguished institution that produces accomplished graduates sought by global employers and top-tier graduate and professional schools, particularly in the fields of science, engineering technology, mathematics, business, nursing, mass communication, and teacher education.

Overview  
Plan  
Supervisor Evaluation  
Progress Notes  
Approvals & Acknowledgements  
My Reviews

Windows Taskbar: 11:49 PM 10/15/2017

CU62907 C Mail - brad Grambling Grambling Grambling Grambling Grambling Grambling simple digi

gram-sb.peopleadmin.com/portal/performance/reviews/7/plan

Home Performance Hello, DEBRA My Account Log Out

DEBRA SPENCER

Supervisor  
MONICA BRADLEY  
Department  
Human Resources

Professional Non-Faculty

Evaluation Type: Focal  
Program Timeframe: 09/21/17 to -  
Supervisor: MONICA BRADLEY  
Co-reviewer: N/A

Review Status: Open  
Last Updated: October 15, 2017 23:46  
Last Completed Step: Set Planning Meeting with Employee

Plan for DEBRA SPENCER

The employee must fully understand that their annual evaluation will be based on the accomplishment of the objectives within the Performance Plan.  
The employee can make comments regarding the Plan.

Agency Mission/Goals/Standards

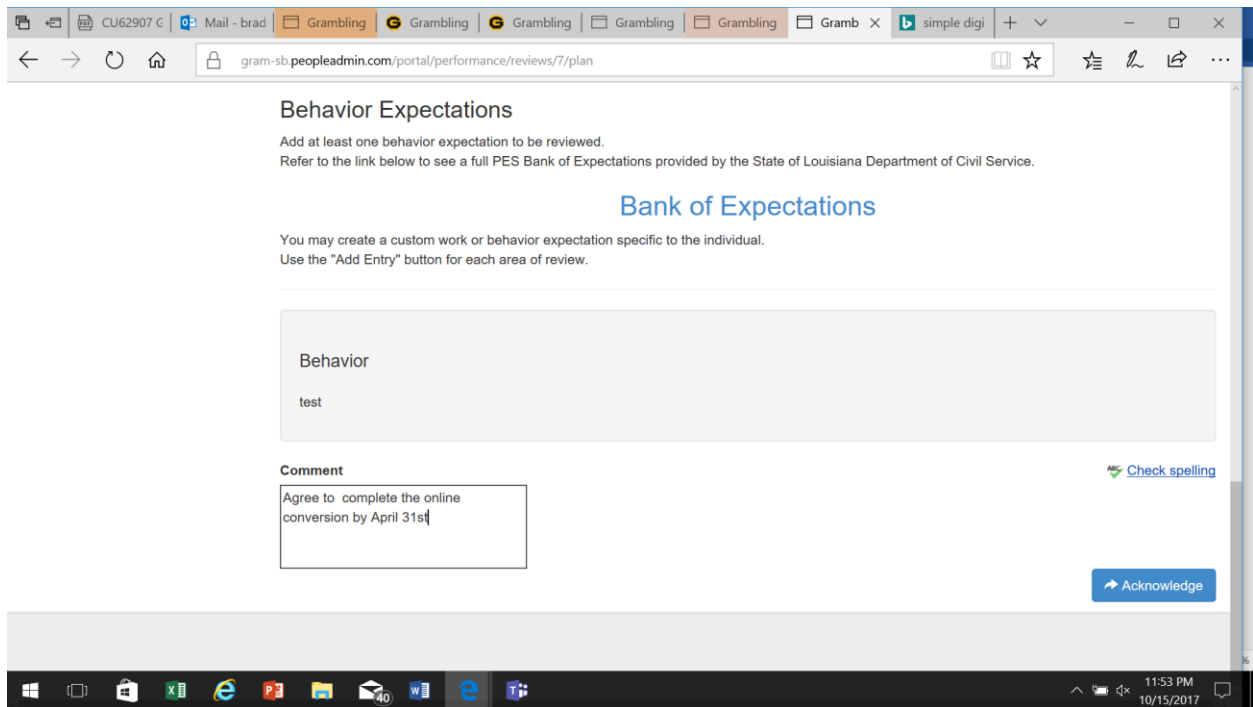
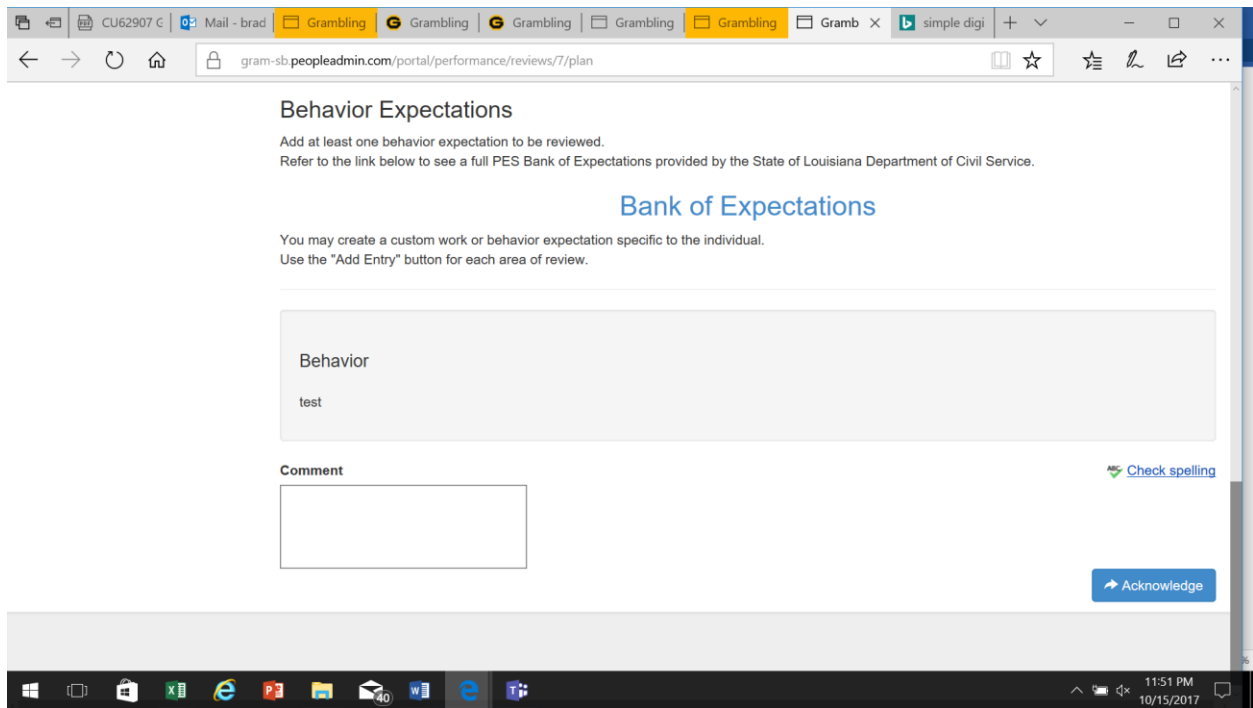
Grambling State University's vision is to be a distinguished institution that produces accomplished graduates sought by global employers and top-tier graduate and professional schools, particularly in the fields of science, engineering technology, mathematics, business, nursing, mass communication, and teacher education.

Department Mission/Goals

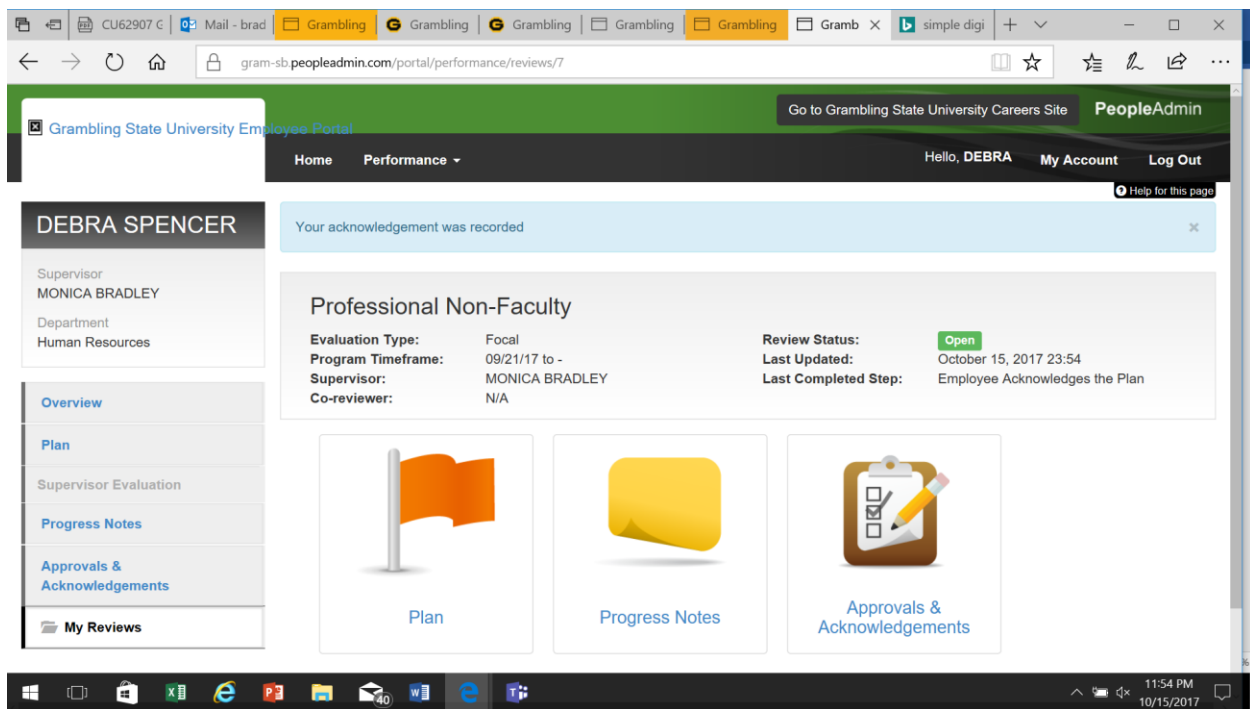
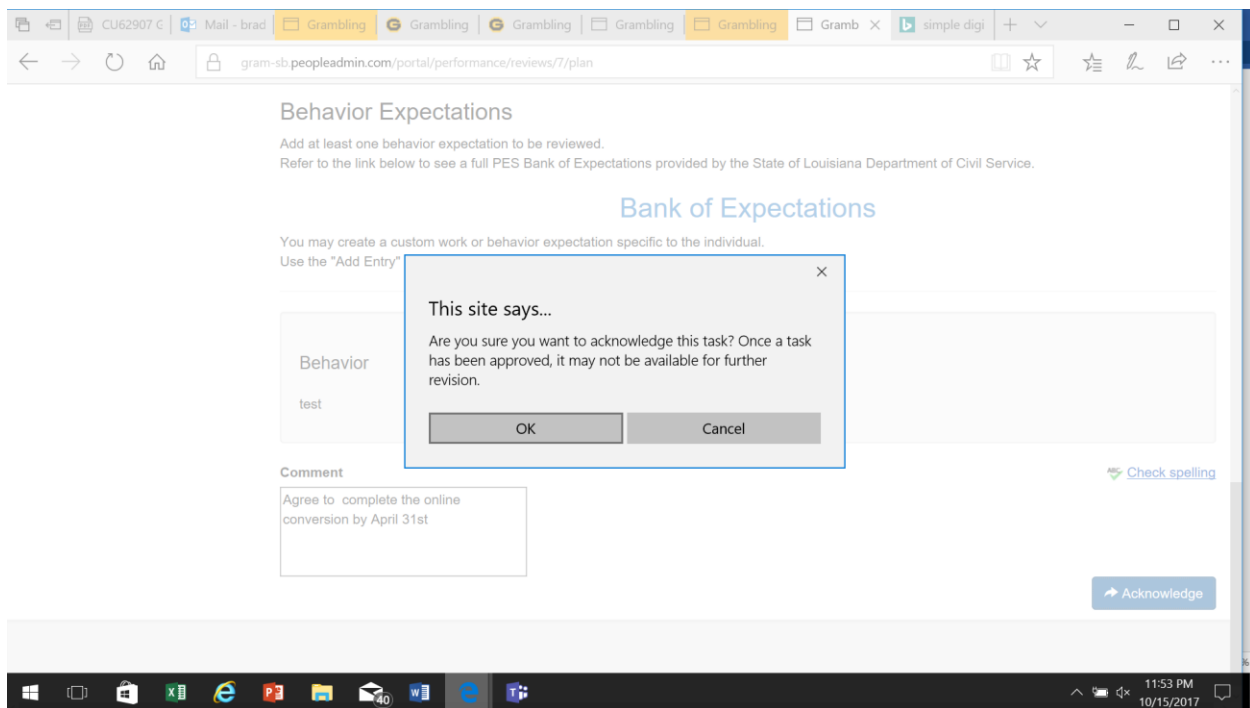
This site says...  
Are you sure you want to acknowledge this task? Once a task has been approved, it may not be available for further revision.  
OK Cancel

Print  
Acknowledge

Windows Taskbar: 11:50 PM 10/15/2017



Mrs. Spencer can make comments regarding her Plan.



When the Plan is acknowledged, the Work and Behavior Expectations are implemented and monitored. Progress Notes and a Performance Development Tool is utilized if necessary.



## THE EVALUATION PROCESS

The Supervisor prepares the Evaluations based on the documented Plans

The screenshot displays the Grambling State University Employee Portal. The user is logged in as MONICA BRADLEY. The page shows a 'Performance' section with a 'Welcome to the Employee Portal, MONICA BRADLEY' message. Below this, there is a 'Your Action Items' section with a search bar and a table of tasks.

Item	Description	Due Date	Status	Action
Professional Non-Faculty for AMY MINNIEFIELD	Department Head Creates Plan	n/a		<a href="#">View</a>
Professional Non-Faculty for ASHLEY HUDSON	Department Head Evaluation	n/a		<a href="#">View</a>
Professional Non-Faculty for DEBRA SPENCER	HR Acknowledgement and Concludes Planning	n/a		<a href="#">View</a>

Showing 1 to 3 of 3 entries

https://peopleadmin.com/portal/performance/reviews/evaluations/8

GroupMail - bradley@gram... Grambling State University ...

File Edit View Favorites Tools Help

Google

State Civil Service Forms https://www.gc.cuny.edu... http://img.docstocdoc.com... Grambling State Univers... Determine Major Job Dut... Suggested Sites What's New USCS CUPA-HR Web Seminars University ...

Go to Grambling State University Careers Site PeopleAdmin

Hello, MONICA My Account Log Out

Help for this page

**ASHLEY HUDSON**  
Human Resources Information Sp

Supervisor  
MONICA BRADLEY  
Department  
Human Resources

Overview  
Plan  
Supervisor Evaluation  
Progress Notes  
Approvals & Acknowledgements  
History  
My Reviews  
My Employees' Reviews

**Professional Non-Faculty**

Evaluation Type: Focal  
Program Timeframe: 09/21/17 to -  
Position Description: Human Resources Information Sp  
Supervisor: MONICA BRADLEY  
Co-reviewer: Add Co-reviewer

Review Status: Open  
Last Updated: October 01, 2017 16:05  
Last Completed Step: HR Acknowledgement and Concludes Planning

Supervisor Evaluation for ASHLEY HUDSON

The Department Head Prepares the Employee Evaluations based on the Performance Plan. Was it necessary to initiate the Performance Development Tool? If yes, did the employee meet the Performance requirements? Recommendations for promotions and salary adjustments shall be based on the Performance Measurements. Schedule a face-to-face or online meeting to discuss the employee(s) Evaluation.

Agency Mission/ Goals/ Standards Work Expectations Behavior Expectations Overall Evaluation

Attachments Check spelling

**Work and Behavior Expectations**

Refer to the link below to see a full PES Bank of Expectations provided by the State of Louisiana Department of Civil Service.

Bank of Expectations

Work:

Prepare and continually update the Orientation Material for all New Employees and Summer Camps  
Seek ways to improve the Onboarding Process  
Schedule HR Orientations  
Prepare and submit a monthly Orientation Report-A template will be provided  
Run Background checks on all new and camp employees and those who are promoted to a higher level position  
Provide a monthly background check report-A template will be provided

https://peopleadmin.com/portal/performance/reviews/evaluations/8

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Google

State Civil Service Forms https://www.gc.cuny.edu... http://img.docstocdoc.com... Grambling State Univers... Determine Major Job Dut... Suggested Sites What's New USCS CUPA-HR Web Seminars University ...

Go to Grambling State University Careers Site PeopleAdmin

Hello, MONICA My Account Log Out

Help for this page

**ASHLEY HUDSON**  
Human Resources Information Sp

Supervisor  
MONICA BRADLEY  
Department  
Human Resources

Overview  
Plan  
Supervisor Evaluation  
Progress Notes  
Approvals & Acknowledgements  
History  
My Reviews  
My Employees' Reviews

**Professional Non-Faculty**

Evaluation Type: Focal  
Program Timeframe: 09/21/17 to -  
Position Description: Human Resources Information Sp  
Supervisor: MONICA BRADLEY  
Co-reviewer: Add Co-reviewer

Review Status: Open  
Last Updated: October 01, 2017 16:05  
Last Completed Step: HR Acknowledgement and Concludes Planning

Supervisor Evaluation for ASHLEY HUDSON

The Department Head Prepares the Employee Evaluations based on the Performance Plan. Was it necessary to initiate the Performance Development Tool? If yes, did the employee meet the Performance requirements? Recommendations for promotions and salary adjustments shall be based on the Performance Measurements. Schedule a face-to-face or online meeting to discuss the employee(s) Evaluation.

Agency Mission/ Goals/ Standards Work Expectations Behavior Expectations Overall Evaluation

Attachments Check spelling

**Agency Mission/ Goals/ Standards**

Grambling State University's vision is to be a distinguished institution that produces accomplished graduates sought by global employers and top-tier graduate and professional schools, particularly in the fields of science, engineering technology, mathematics, business, nursing, mass communication, and teacher education.

**Department Mission/ Goals**

Mission/Goal:

The Mission and Goal of the Office of Human Resources is to facilitate the entire recruitment and hiring process in a professional and automated environment. To facilitate the administration of benefits and compensation and also ensure compliance with the Fair Labor Standards Act, all Federal and State Employment Laws, Regulations and Guidelines using established best practices. To create an environment where employees are engaged and enjoy working at a place where "everybody is somebody".

Comments

Professional Non-Faculty

Evaluation Type: Focal  
 Program Timeframe: 09/21/17 to -  
 Position Description: Human Resources Information Sp  
 Supervisor: MONICA BRADLEY  
 Co-reviewer: Add Co-reviewer

Review Status: Open  
 Last Updated: October 01, 2017 16:05  
 Last Completed Step: HR Acknowledgement and Concludes Planning

Supervisor Evaluation for ASHLEY HUDSON

The Department Head Prepares the Employee Evaluations based on the Performance Plan. Was it necessary to initiate the Performance Development Tool? If yes, did the employee meet the Performance requirements? Recommendations for promotions and salary adjustments shall be based on the Performance Measurements. Schedule a face-to-face or online meeting to discuss the employee(s) Evaluation.

Agency Mission/ Goals/ Standards Work Expectations Behavior Expectations Overall Evaluation

Behavior Expectations

Refer to the link below to see a full PES Bank of Expectations provided by the State of Louisiana Department of Civil Service.

Bank of Expectations

Behavior:

- Be customer user friendly
- Be Professional
- Be on time for work
- Be on time for lunch
- Prepare documents and reports in a professional manner
- Work with external department and provide HR information regarding your area of expertise

The attachment has been uploaded.

Professional Non-Faculty

Evaluation Type: Focal  
 Program Timeframe: 09/21/17 to -  
 Position Description: Human Resources Information Sp  
 Supervisor: MONICA BRADLEY  
 Co-reviewer: Add Co-reviewer

Review Status: Open  
 Last Updated: October 01, 2017 16:05  
 Last Completed Step: HR Acknowledgement and Concludes Planning

Attachments

Agency Mission/ Goals/ Standards Work Expectations Behavior Expectations Overall Evaluation

Name	Description	File Type	Size	Delete
GSU Onboarding	Automated System	application/msword	958 Bytes	

New Attachment

Professional Non-Faculty

Evaluation Type: Focal  
 Program Timeframe: 09/21/17 to -  
 Position Description: Human Resources Information Sp  
 Supervisor: MONICA BRADLEY  
 Co-reviewer: Add Co-reviewer

Review Status: Open  
 Last Updated: October 01, 2017 16:05  
 Last Completed Step: HR Acknowledgement and Concludes Planning

Supervisor Evaluation for ASHLEY HUDSON

The Department Head Prepares the Employee Evaluations based on the Performance Plan. Was it necessary to initiate the Performance Development Tool? If yes, did the employee meet the Performance requirements? Recommendations for promotions and salary adjustments shall be based on the Performance Measurements. Schedule a face-to-face or online meeting to discuss the employee(s) Evaluation.

Agency Mission/ Goals/ Standards Work Expectations Behavior Expectations Overall Evaluation

Required fields are indicated with an asterisk (\*).

Overall Evaluation

Justification needed for all ratings marked "Needs Improvement" or "Exceptional." Attach any documentation prior to marking this task as "Complete."

\* Overall Evaluation  
 Exceptional

Comments  
 Implemented an Automated Onboarding System

Save Draft Complete

Sp

Supervisor: MONICA BRADLEY  
 Department: Human Resources

Evaluation Type: Focal  
 Program Timeframe: 09/21/17 to -  
 Position Description: Human Resources Information Sp  
 Supervisor: MONICA BRADLEY  
 Co-reviewer: Add Co-reviewer

Review Status: Open  
 Last Updated: October 01, 2017 16:05  
 Last Completed Step: HR Acknowledgement and Concludes Planning

Supervisor Evaluation for ASHLEY HUDSON

The Department Head Prepares the Employee Evaluations based on the Performance Plan. Was it necessary to initiate the Performance Development Tool? If yes, did the employee meet the Performance requirements? Recommendations for promotions and salary adjustments shall be based on the Performance Measurements. Schedule a face-to-face or online meeting to discuss the employee(s) Evaluation.

Agency Mission/ Goals/ Standards Work Expectations Behavior Expectations Overall Evaluation

Required fields are indicated with an asterisk (\*).

Overall Evaluation

Justification needed for all ratings marked "Needs Improvement" or "Exceptional." Attach any documentation prior to marking this task as "Complete."

\* Overall Evaluation  
 Exceptional

Comments  
 Implemented an Automated Onboarding System

Save Draft Complete

Message from webpage  
 Are you sure you want to complete this supervisor evaluation?  
 OK Cancel

The Supervisor submits the Evaluations to his Supervisor (Second Level) for review and approval.

Grumbling State University Employee Portal

Home Performance

Hello, MONICA My Account Log Out

ASHLEY HUDSON  
Human Resources Information Sp

Supervisor  
MONICA BRADLEY  
Department  
Human Resources

Overview  
Plan  
Supervisor Evaluation  
Progress Notes  
Approvals & Acknowledgements  
History  
My Reviews  
My Employees' Reviews

The Supervisor Evaluation has been marked as complete.

Professional Non-Faculty

Overall Rating: Exceptional

Evaluation Type: Focal  
Program Timeframe: 09/21/17 to -  
Position Description: Human Resources Information Sp  
Supervisor: MONICA BRADLEY  
Co-reviewer: N/A

Review Status: Open  
Last Updated: October 16, 2017 10:35  
Last Completed Step: Department Head Evaluation

Supervisor Evaluation for ASHLEY HUDSON (Score: Exceptional)

Agency Mission/ Goals/ Standards

Grumbling State University's vision is to be a distinguished institution that produces accomplished graduates sought by global employers and top-tier graduate and professional schools, particularly in the fields of science, engineering technology, mathematics, business, nursing, mass communication, and teacher education.

Department Mission/ Goals

Mission/Goal:

The Mission and Goal of the Office of Human Resources is to facilitate the entire recruitment and hiring process in a professional and automated environment. To facilitate the administration of benefits and compensation and also ensure compliance with the Fair Labor Standards Act, all Federal and State Employment Laws, Regulations and Guidelines using established best practices. To create an environment where employees are engaged and enjoy working at a place where "everybody is somebody".

Grumbling State University Employee Portal

Home Performance

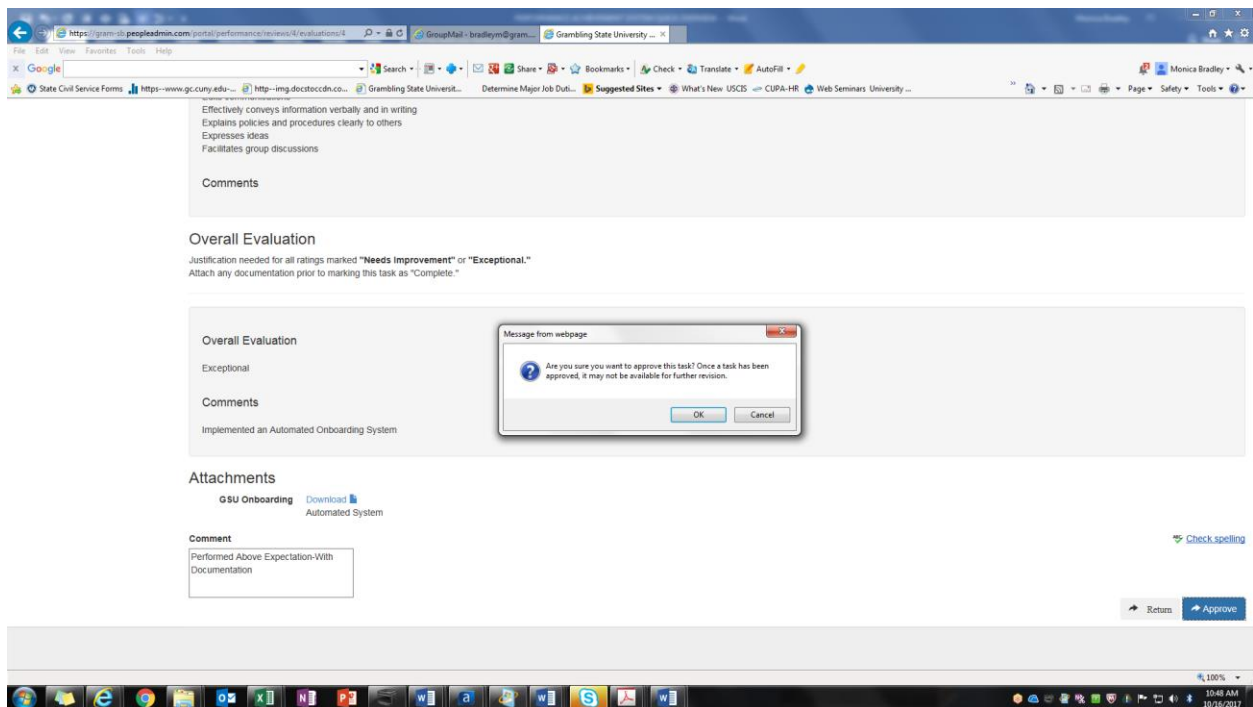
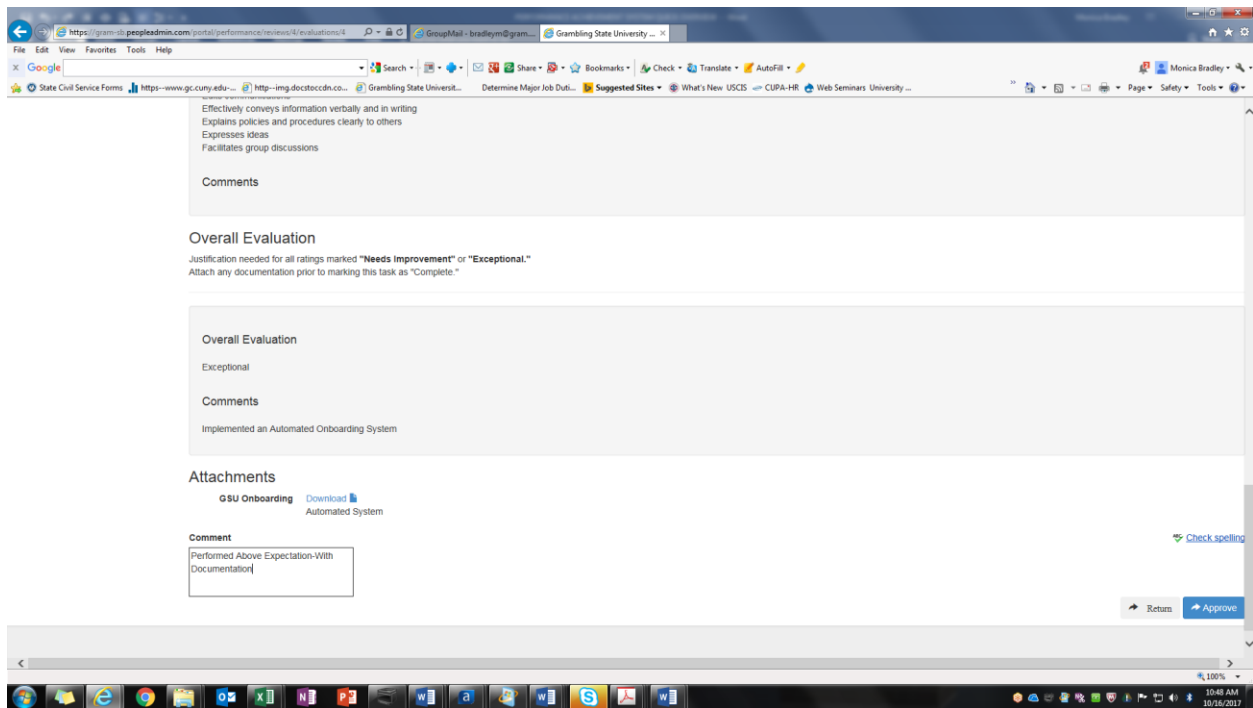
Hello, MARTIN My Account Log Out

Welcome to the Employee Portal, MARTIN LEMELLE

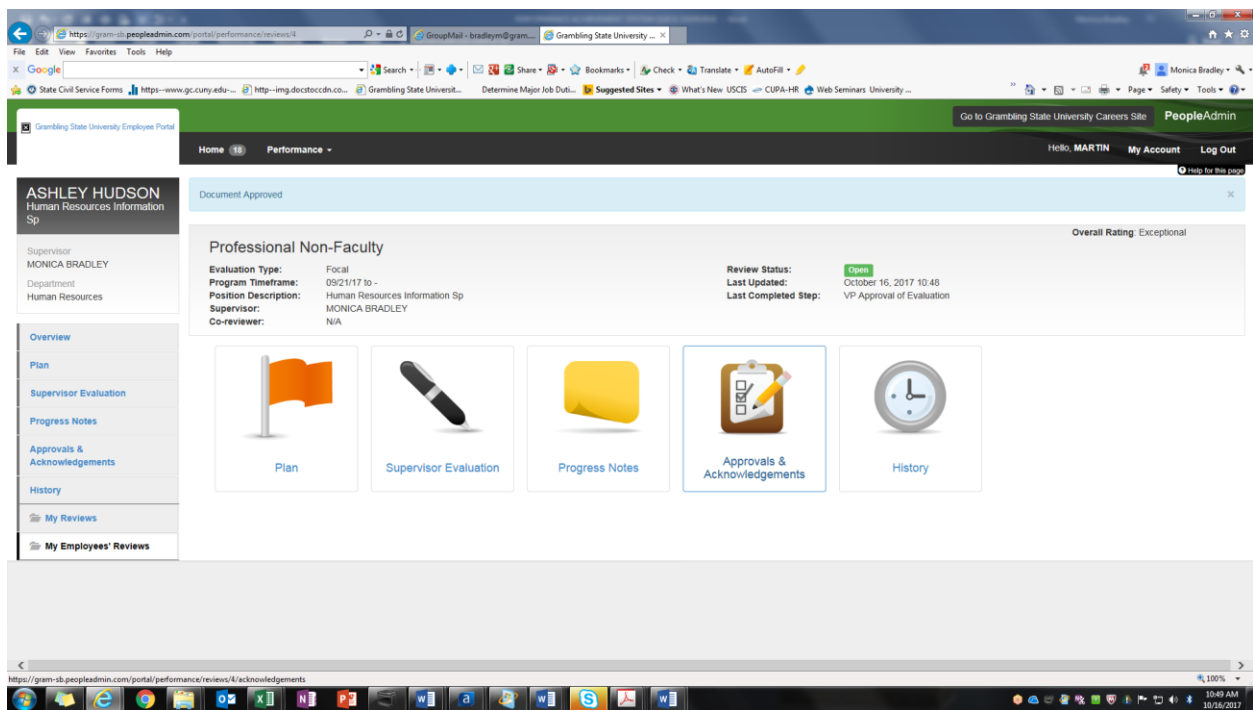
Your Action Items

Search:

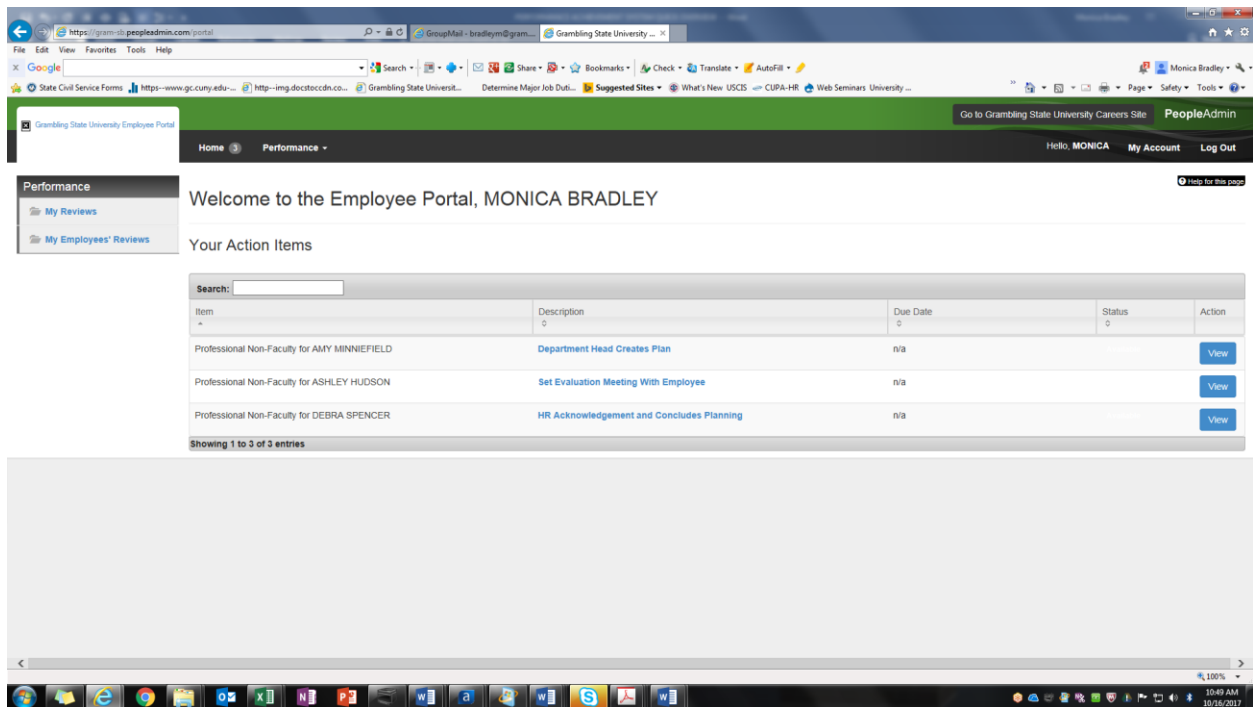
Item	Description	Due Date	Status	Action
Professional Non-Faculty for ALVIN BRADLEY	Department Head Creates Plan	n/a		<a href="#">View</a>
Professional Non-Faculty for APRIL GILBERT	VP Approval of Plan/Dept Head Discussion	n/a		<a href="#">View</a>
Professional Non-Faculty for ASHLEY HUDSON	VP Approval of Evaluation	n/a		<a href="#">View</a>
Professional Non-Faculty for BEVERLY CRAWFORD	Department Head Creates Plan	n/a		<a href="#">View</a>
Professional Non-Faculty for BRUCE MORGAN	VP Approval of Plan/Dept Head Discussion	n/a		<a href="#">View</a>
Professional Non-Faculty for BYRON PORTIS	VP Approval of Plan/Dept Head Discussion	n/a		<a href="#">View</a>
Professional Non-Faculty for CRAIG JONES	VP Approval of Plan/Dept Head Discussion	n/a		<a href="#">View</a>
Professional Non-Faculty for JOHNNIE WILLIAMS	Department Head Creates Plan	n/a		<a href="#">View</a>
Professional Non-Faculty for JOY CREDIT	Department Head Creates Plan	n/a		<a href="#">View</a>
Professional Non-Faculty for KARLA ATWATER	VP Approval of Plan/Dept Head Discussion	n/a		<a href="#">View</a>



The Supervisor meets with the Second Level Supervisor to discuss the Achievements and Expectations not achieved, if any. (Rewards and Consequences)

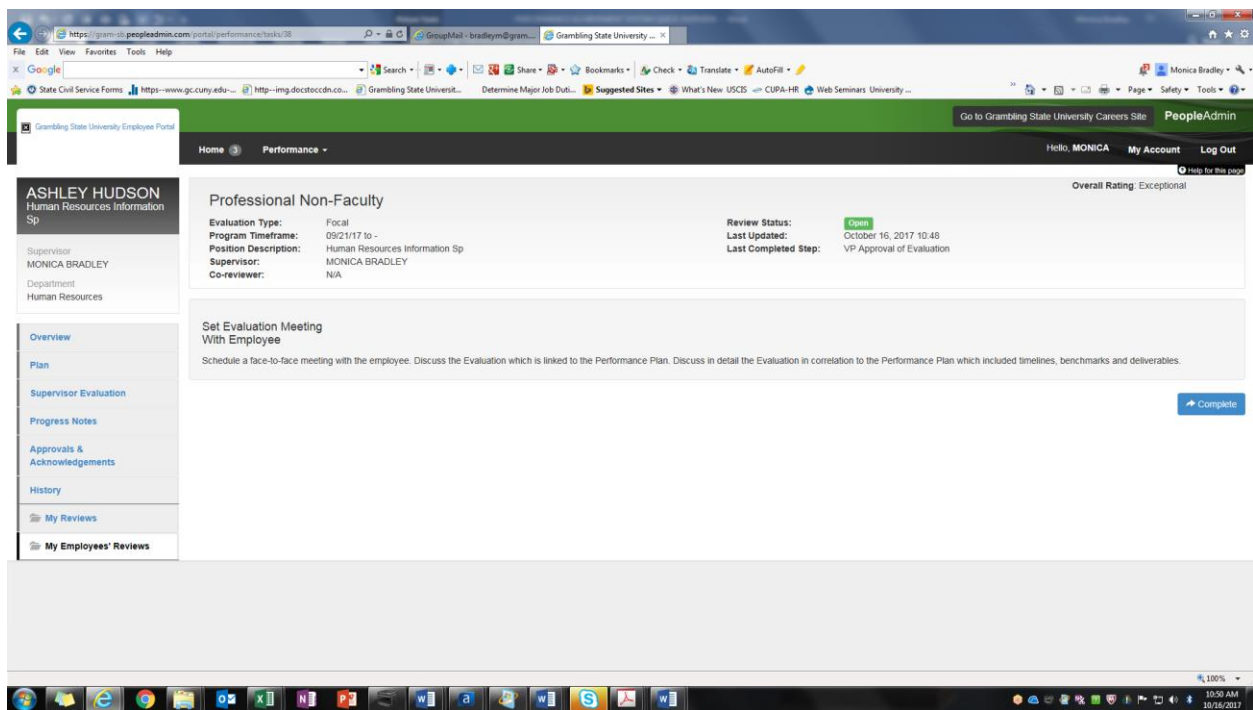


The Second Level Supervisor Approves the Evaluation

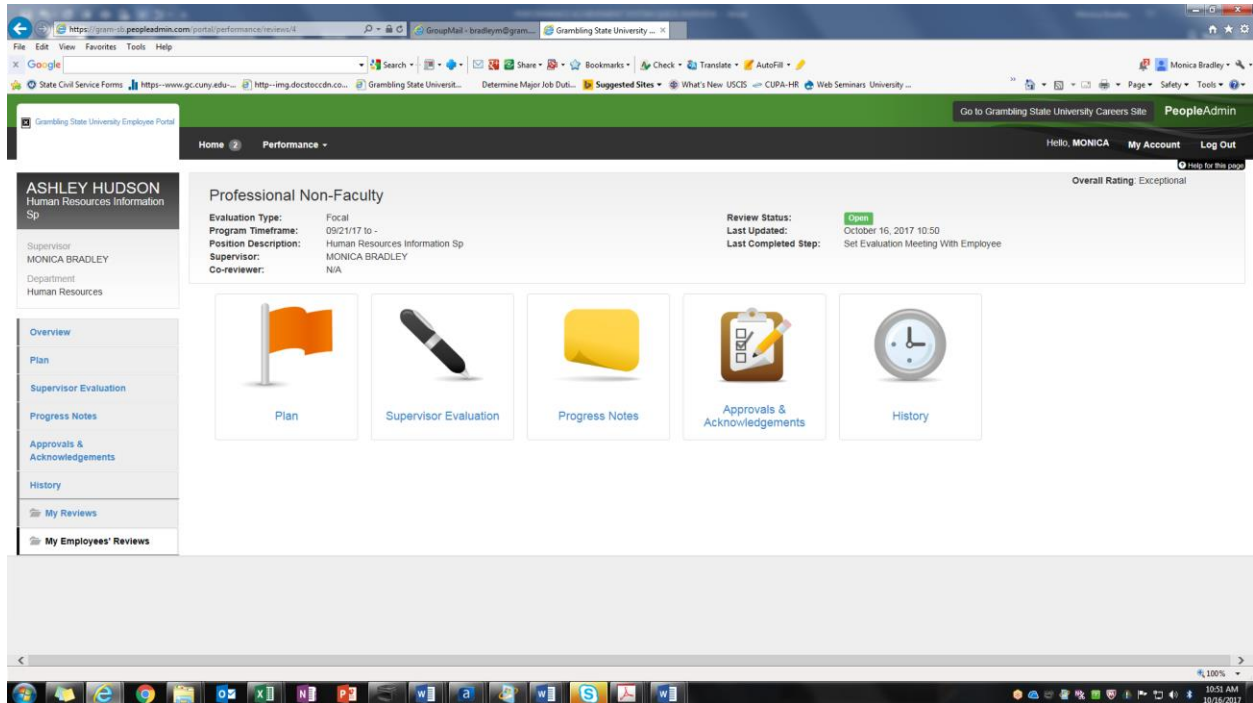


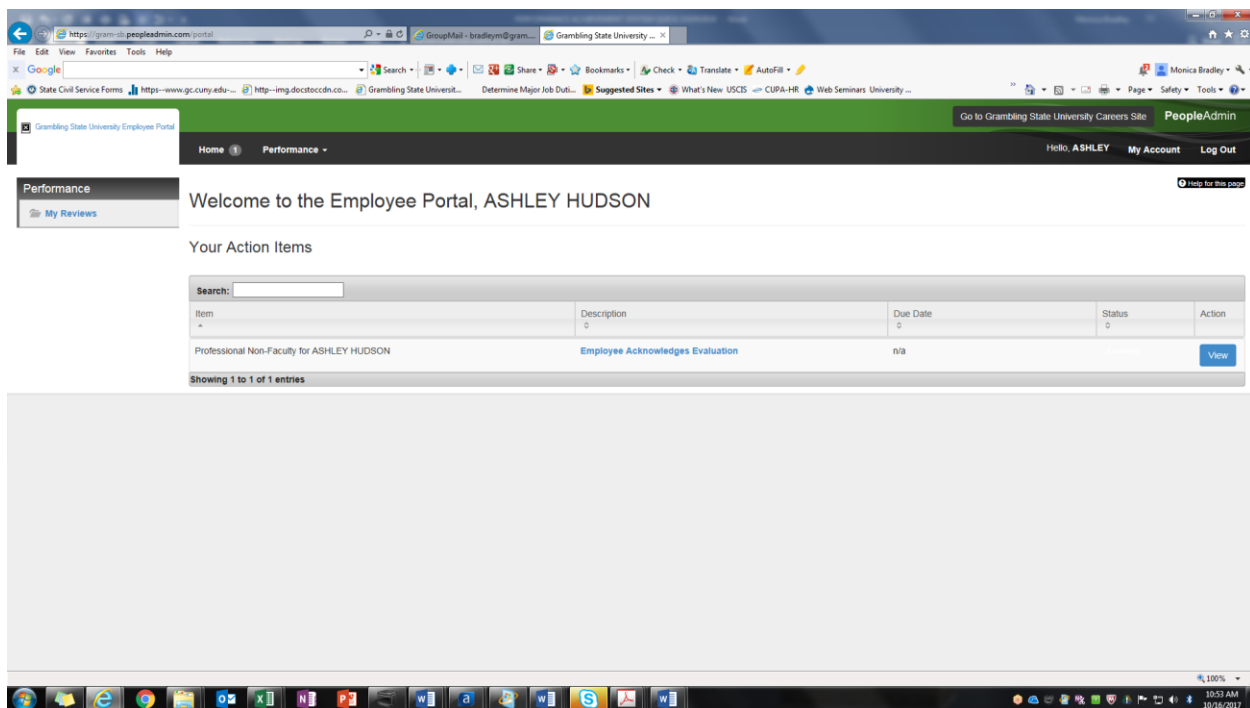
The Supervisor prepares to meet with the Employee (s) to discuss the Evaluation



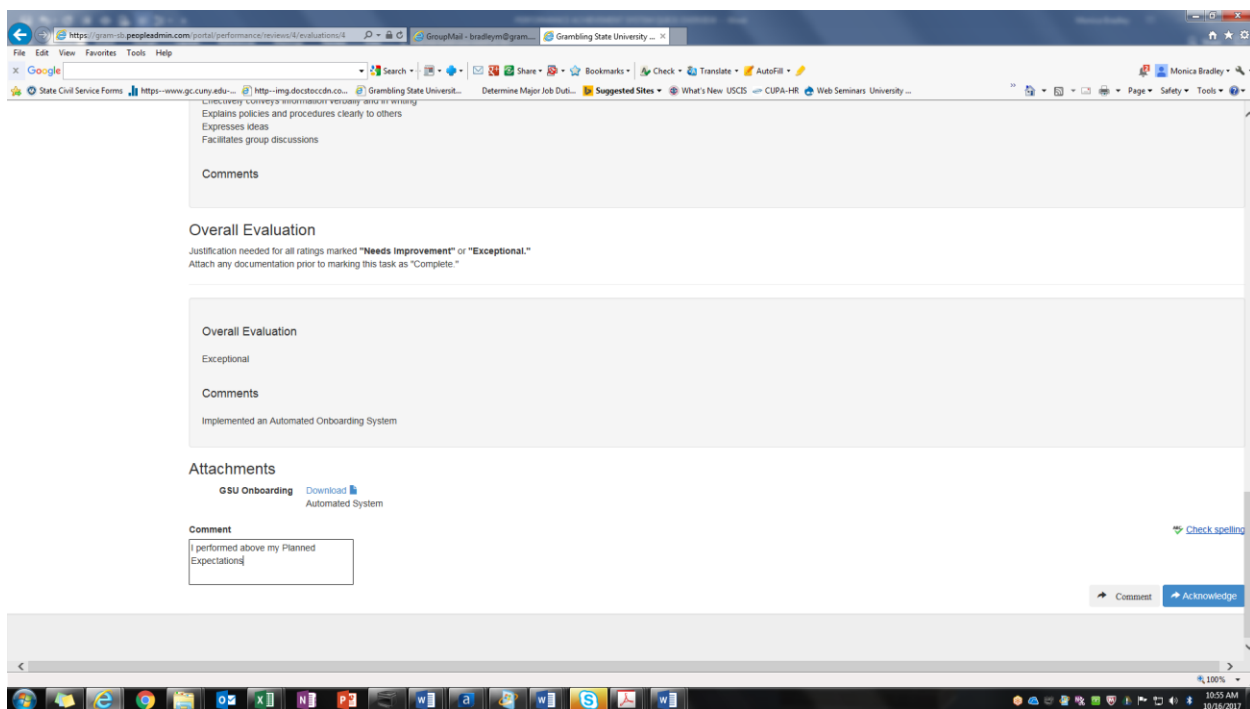


The Supervisor schedules a meeting with the Employees in the Department to discuss their Achievements and Expectations not achieved, if any. (Rewards and Consequences) (Individual Meetings)

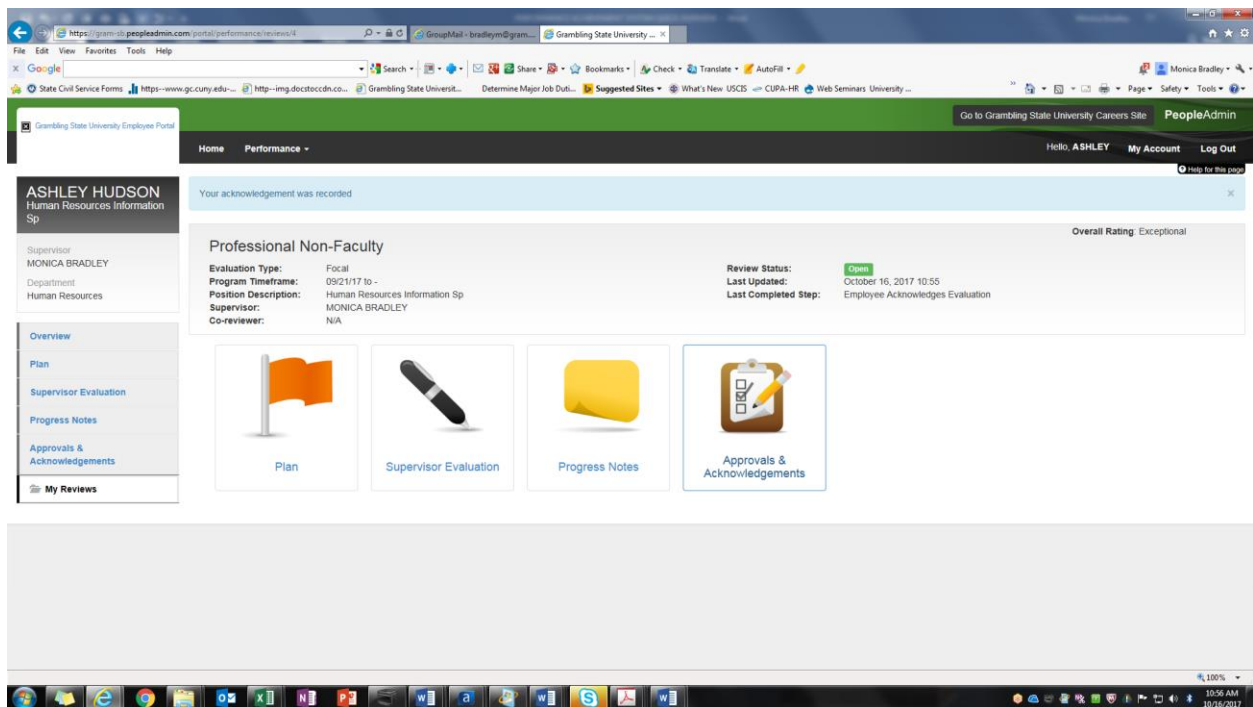
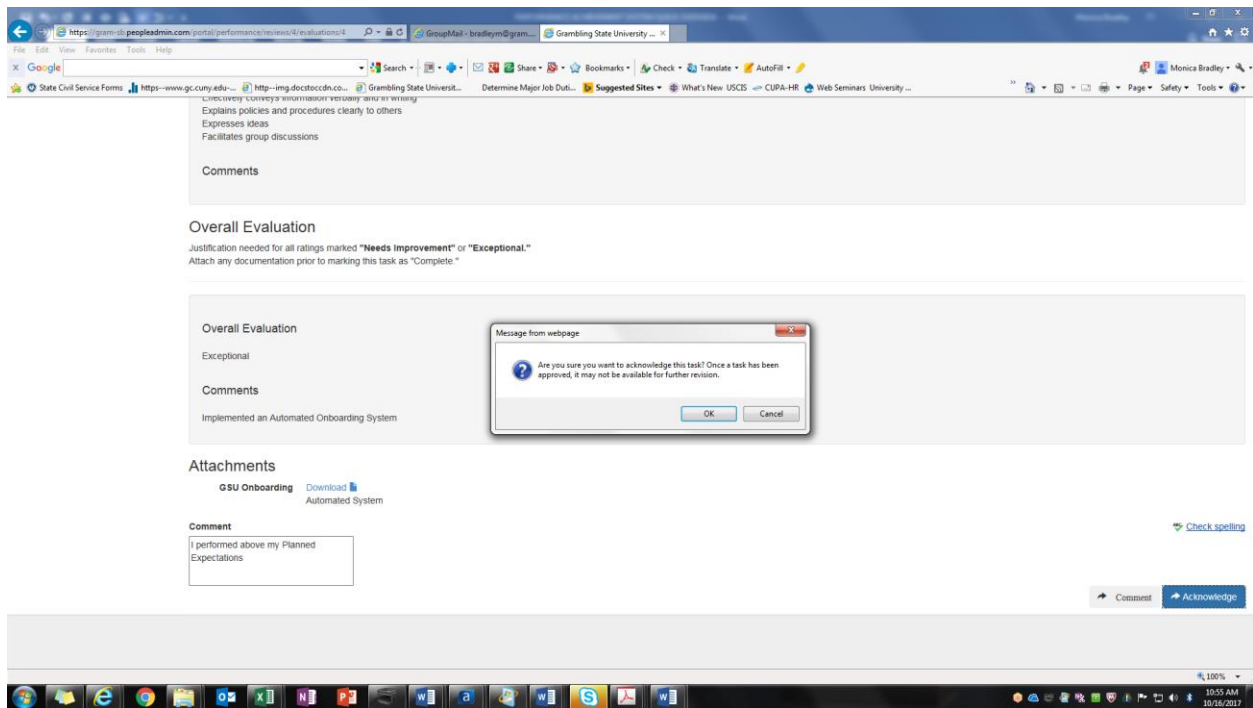




The Employees review the Evaluation and Prepare for the Meeting with the Supervisor



The Employees Review Acknowledges the Plan (Comments are inserted, if necessary)



The Evaluation is complete when the Employee Acknowledgement is recorded