

EvalS Electronic Performance Evaluation System

OVERVIEW

for Professional Faculty Employees



The myOSU Portal (<http://myosu.oregonstate.edu>)

The screenshot shows the myOSU Portal interface. At the top, there is a navigation bar with the Oregon State University logo, a welcome message for 'Jos Accapadi', and links for Home, ONID Email, Help, and Sign Out. Below this is a 'myOSU' tab and a 'Welcome' message. The main content area is filled with various 'Portlets' (widgets) such as 'OSU Announcements', 'Update Personal Profile', 'Systems Status & Planned Outages', 'OSU Alerts', 'The Daily Barometer', 'OSU Libraries', 'People & Places', and 'Weather'. Two callout boxes provide context: one points to the 'Welcome' message, and another points to a 'Portlet' box.

When logging into the myOSU Portal, you will generally start out at the Welcome page.

The boxes you see here are called "Portlets." A portlet is simply an application within the portal.

The EvalS Portlet

The image shows a screenshot of the myOSU employee portal. The browser address bar displays <https://myosu.oregonstate.edu/web/myosu/employee>. The page header includes the Oregon State University logo, a welcome message for 'Jos Accapadii', and navigation links for Home, ONID Email, Help, and Sign Out. The main navigation bar features tabs for Welcome, Employee, Admin Tools, Supervisor, Campus Life, and OSU Libraries. The 'Employee' tab is highlighted in red. Below the navigation bar, the page is organized into several portlets: 'Time & Leave' (with links for My Leave Balances, Campus Closures & Incident, EM/IA/OS/IA Leaves, Holiday Schedule, Leave Policies & Guidelines, and Timesheet Instructions), 'My Employment Details' (with links for My Business Center, Direct Deposit, Pay Stub, W2, W9, and Update Email Address), 'Benefits' (with links for Public Employee Benefit Board (PEBS), My Benefits / Deductions, Midyear Change Forms (and more), Plan Summaries, and Staff Fee Privileges), 'OSU Today / COF Today' (with links for OSU Acronym Key and OSU Mission Statement), 'Technology' (with links for Banner & Data Warehouse Request for Access, Banner & Data Warehouse Training, Central Web Service, Computer Help, Media Services, ONID Account, Software (Home Use & Downloadable), Software/Hardware Purchasing, and VPN (off-campus access)), and 'Employee Quick Links' (with links for Be Well, Beaver Volunteers, Charitable Fund Drive, Childcare and Family Resources, Dixon Recreational Center/Rec Sports, Employee Assistance Program (EAP), Faculty/Staff Fitness, Inside OSU, LifeBalance OSU, OSU Employment Opportunities, OSU Food Drive, Parking Services, Professional Development Registration, Professional Development & Training, Policies & Procedures, Reporting an Accident, and Student Employment (TRES)). Two callout boxes are present: one pointing to the 'Employee' tab with the text 'Clicking on Employee tab brings you to the employee screen, where you will find the EvalS Portlet', and another pointing to the 'Employee Quick Links' portlet with the text 'You'll see the EvalS portlet here in this area'.

Clicking on Employee tab brings you to the employee screen, where you will find the EvalS Portlet

You'll see the EvalS portlet here in this area

Creating the Evaluation

▲ Notifications

My Evaluation Actions

No actions required

My Administrative Actions

- [Monroe-EVALS5, James Test5 Goals Due for 03/01/14 - 08/31/14 in 127 day\(s\)](#)
- [Adams-EVALS, John Test2 Evaluation Release Due in 321 day\(s\)](#)
- [Tee HR-HRIS, Sheena Goals Due for 06/01/14 - 05/31/15 in 35 day\(s\)](#)

[Create Professional Faculty Evaluations](#)

Choosing the Review Period

Professional Faculty Evaluation Creation

Notification

Professional faculty evaluations are to be completed annually. As supervisor, use this page to initiate the performance evaluation for your professional faculty employees in EvalS. You do so by choosing from the choices available, and clicking on the "Create Evaluation" button.

EvalS will create the evaluation records annually based on the performance review cycle you choose. Please choose a performance review cycle that best mirrors the planning and activity calendar of your business. Use one of the following available choices:

- Fiscal Year (7/1 - 6/30) Use the actual year the review period will begin
- Academic Year (9/1 - 8/31) Use the actual year the review period will begin

Professional Faculty You Supervise without Active Evaluations

Name	Position Number	Job Title	Supervising Position Number
Adams-EVALS, John Test2	C30134	Assoc Dir-Comm & Corp Dev	C10210

Choose Start Month/Year for evaluation cycle

Cycle

Select a cycle

Year

Select a cycle

Start Here for Unit Specific Information



EvalS Rectangular Snip

EvalS Home

START HERE: [Read Goal Setting Hints](#) ←

Professional Faculty Performance Evaluation: Goals Due

Download as PDF View Position Description

▲ Evaluation Information

Employee: Adams-EVALS, John Test2 ID: 931944335	Supervisor: Tyler-EVALS, John Test9 Evaluation Type: Annual	Job Title: Advisor Review Period: 05/22/14 - 05/21/15	Position No: C30134 Status: Goals Due	Job Start Date: 06/22/10 Rating:
--	--	--	--	-------------------------------------

Evaluation Details

Professional Faculty EvalS Resource Page Contents

- Links to Resources and User Guides
- Setting Goals – Additional Goal Requirements by individual units/colleges
- Performance Criteria Definitions
- Performance Rating Descriptions
- Professional Faculty EvalS Timeline
- FAQ's

Evals Process Steps for Professional Faculty

1. Establish Goals
2. Record Results
3. Writing an Overall Appraisal and Rate Performance
4. Release for Employee Review
5. Final Edits, Electronic Signatures, Optional Comments

Step 1: Establishing Goals

1. There is a 60-day window for the employee and supervisor to write and approve goals for the year. You will be notified by automated e-mail messages.
2. This will begin 30 days prior to the end of the evaluation year, and end 30 days into the new evaluation year.
3. Allows for goals to be written in conjunction with the prior year evaluation.
4. This is an excellent occasion to review the Position Description and utilize as a basis for new goals.

Professional Faculty Performance Categories

- Leadership
- Management
- Collegiality / Teamwork
- Communication
- Social Responsibility / Service / Outreach
- Professional / Technical Competency
- Business Drivers/Results

Goals Screen Shot

Evaluation Details

Goals to be approved:

Goal # 1 [Delete](#)

[BUSINESS DRIVERS/RESULTS](#)^[?] [COLLEGIALITY / TEAMWORK](#)^[?] [COMMUNICATION](#)^[?] [LEADERSHIP](#)^[?] [MANAGEMENT](#)^[?] [PROFESSIONAL / TECHNICAL COMPETENCY](#)^[?]

[SOCIAL RESPONSIBILITY / SERVICE / OUTREACH](#)^[?]

Goal # 2 [Delete](#)

Establishing Goals Related to the Employee's Position

- At least one goal must be established for the employee.
- If more space for additional goals is needed, click the “Add Goal” button.
- Employee begins by entering goals – Save Draft or Submit.
- Supervisor reviews – may approve, edit, or return
- Supervisor ultimately approves.
- Each goal must be associated to one or more performance criteria at the bottom of the goal text box.

Supervisor Review of Goals

Goal # 1 [Delete](#)

Goal 1

BUSINESS DRIVERS/RESULTS^(?) COLLEGIALLY / TEAMWORK^(?) COMMUNICATION^(?) LEADERSHIP^(?) MANAGEMENT^(?) PROFESSIONAL / TECHNICAL COMPETENCY^(?)

SOCIAL RESPONSIBILITY / SERVICE / OUTREACH^(?)


[+ Add Goal](#)

Goals Review

Supervisor's goals comments (optional)

- [Save Draft](#)
- [Require Goals Modification](#)
- [Approve Goals](#)

Reactivating Goals

Performance Evaluation: Goals Approved	
as PDF	 Request Goals Reactivation
Information	
s-EVALS, John Test2	Supervisor: Tyler-EVALS, John Test9
	Evaluation Type: Annual

Save Draft

Deny Goals Reactivation

Approve Goals Reactivation

Step 2 Documenting Results

- Two distinct “boxes” exist to document the results of goals – one for the employee and one for the supervisor.
- You can track results directly in *Eva/S* during the course of the year.
- Notification will be given 60 days prior to the evaluation due date to begin finalizing results relative to established goals.
- You may “save draft” throughout the year to document achievements. Results may not be **SUBMITTED** until the end of the 12 month review period.

Results Screenshot

Goal #1

XYZ

- BUSINESS DRIVERS/RESULTS^[?] COLLEGIALLY / TEAMWORK^[?] COMMUNICATION^[?] LEADERSHIP^[?] MANAGEMENT^[?] PROFESSIONAL / TECHNICAL COMPETENCY^[?]
 SOCIAL RESPONSIBILITY / SERVICE / OUTREACH^[?]

Employee Results

Finished

Supervisor Results



Step 3 Finalizing Results, the Appraisal Section, and Rating

Summarize overall accomplishment of goals, build on the results and craft an overall summary of the employee's performance



The image shows a screenshot of a software interface for an appraisal form. At the top, there is a horizontal bar with a tab labeled "Appraisal Summary". Below this, the text "Overall Evaluation" is displayed above a large, empty text input area. The input area has a vertical scrollbar on the right side, indicating it can scroll. The interface is clean and professional, with a light gray background and a dark gray sidebar on the left.

Overall Performance Rating

- Exceptional Performance – Consistently operates well above expectations.
- Strong Performance – Fully meets and often exceeds expectations of the position.
- Satisfactory – Fully meets the expectations of the position.
- Needs Improvement – Occasionally does not meet expectations or needs significant improvement in critical areas.
- Does Not Meet Expectations – Consistently does not meet expectations in key elements of the position.
- No basis for evaluation / Not Rated (next level manager will be notified).

Step 4 Releasing the Evaluation for Employee Review

Appraisal Summary

Overall Evaluation

a great year overall

Select a rating

- Exceptional Performance - Consistently operates well above expectations
- Strong Performance - Fully meets and often exceeds expectations of the position
- Satisfactory Performance - Fully meets the expectations for the position
- Needs Improvement - Occasionally does not meet expectations or needs significant improvement in critical areas
- Does Not Meet Expectations - Consistently does not meet expectations in multiple key elements of the position
- No basis for evaluation / Not rated

Save Draft

Submit Appraisal

Step 4 Releasing the Evaluation for Employee Review

After the evaluation has been released, the employee has 15 days to review and make comments. If no action taken, evaluation will automatically go to a Signature Due status.

This is the ideal period for the supervisor and the employee to meet and review the contents of the evaluation.

Step 5 Release for Signature

Select a rating

- Exceptional Performance - Consistently operates well above expectations
- Strong Performance - Fully meets and often exceeds expectations of the position
- Satisfactory Performance - Fully meets the expectations for the position
- Needs Improvement - Occasionally does not meet expectations or needs significant improvement in critical areas
- Does Not Meet Expectations - Consistently does not meet expectations in multiple key elements of the position
- No basis for evaluation / Not rated

Supervisor Signature

- I have reviewed the contents of this evaluation with the employee and approve its completion and release to the employee for signature.

▲ Employee Review

Save Draft

Sign and Release to Employee

Employee Signature and Optional Comments

▲ Notifications

My Evaluation Actions

- [Advisor Signature Due for 05/22/14 - 05/21/15 in 349 day\(s\)](#)

▲ My Evaluations

Job Title	Review Period	Status
Advisor	05/22/14 - 05/21/15	Signature Due

Employee

Signature



Check the box to indicate that you have read the evaluation, and reviewed the evaluation with your supervisor. Signing this evaluation does not necessarily means that you agree with this evaluation.

I want to submit an optional response

Save Draft

Sign Evaluation

Optional Comments

Employee

Signature

Check the box to indicate that you have read the evaluation, and reviewed the evaluation with your supervisor. Signing this evaluation does not necessarily mean that you agree with this evaluation.
Electronically signed by Adams-EVALS, John Test2 01/06/15 2:30 PM

Employee Response

Great year. Next year more challenges

I acknowledge, I've read the employee response.

I Have Read the Employee Response

Finishing the Process

- A copy of the evaluation should be downloaded and printed.
- Employee should retain a copy, the supervisor should retain a copy, and a copy will automatically be filed in the employee's personnel file in NOLIJ.
- Note: The evaluation period is a full 12 months. Evals allows an additional 3 months to complete the process.
- Goals for the next evaluation period can begin to be entered 30 days prior to completion of the current evaluation year.

Unique Features of Professional Faculty EvalS

- Tailored performance categories
- Allows for unit specific requirements
- Employee Review process step
- Customized Rating System
- Optional employee comments
- Extended time for completion (15 month review cycle)

Additional Materials and Support

<http://hr.oregonstate.edu/evals>

Online Training

User Guides

FAQ's

Process Flow Chart

Calendar / Time Frame

Resource Page – Unit Specific instructions

Performance Criteria Definitions

Questions? Issues? Send an email to:
employee.relations@oregonstate.edu