

Evals Performance Evaluation Management System

GOALS REACTIVATION GUIDE



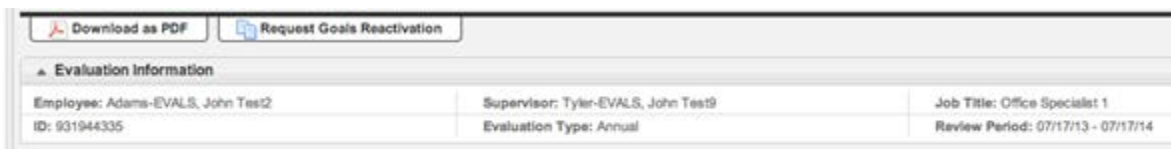
Requesting Goals Reactivation

NOTE: The goal reactivation feature in EvalS should be utilized to reflect a substantial change in the work of the employee that significantly shifts the focus of their efforts. Goals may be reactivated at any time after the original goals for the evaluation period have been approved up until 10 days prior to the EvalS status changing to “Results Due”.

You may not delete any previously approved goals. You may only add new goals that reflect the shift in responsibilities. Results will need to be entered for all goals, even if only to note the progress that was made and the need for a change.

Initiating Goals Reactivation

The employee will log onto Evals and select the appropriate selection for the current evaluation period. Locate the **Goals Reactivation Requested** box near the top of the form and click on it.



The screenshot shows a web interface with two buttons at the top: 'Download as PDF' and 'Request Goals Reactivation'. Below the buttons is a section titled 'Evaluation Information' which contains a table with the following data:

Evaluation Information		
Employee: Adams-EVALS, John Test2 ID: 931944335	Supervisor: Tyler-EVALS, John Test9 Evaluation Type: Annual	Job Title: Office Specialist 1 Review Period: 07/17/13 - 07/17/14

This will initiate a message to the supervisor that goals reactivation has been requested. This feature will appear on all versions the EvalS forms.

Goals reactivation requested:

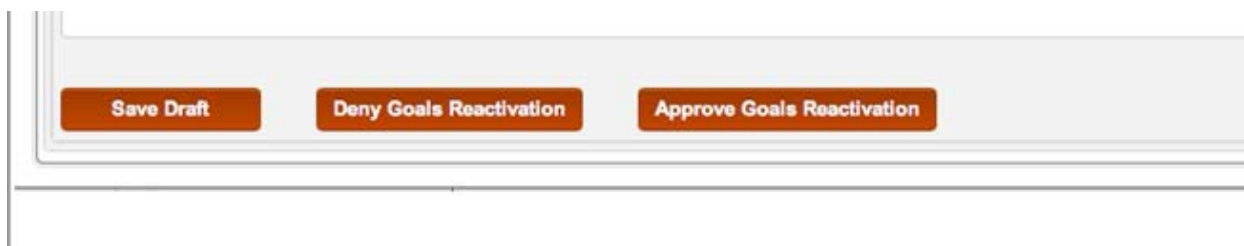
Email subject: *Performance Evaluation Goals Reactivation Requested*

Email body: *On <submitted-date>, your employee <first-name> <last-name> submitted a request to reactivate performance goals for position <position title> and review period <review-period>. You have until <date> to approve or deny the request. The request will be automatically canceled if you don't respond by then.*

Recipient: Supervisor

Supervisor Response

The supervisor will then log onto Evals and find the employee's current evaluation period entry in their team section and note that the status will be **Goals Activation Requested**. The supervisor will select either **Deny** or **Approve Goals Requested**.



Note: The supervisor will have 10 days to respond to the request to reactivate goals. If no action is taken in 10 days the request will automatically be cancelled.

The action by the supervisor will activate one of the following messages to be sent to the employee.

Goals reactivation denied:

Email subject: *Performance Evaluation Goals Reactivation Request Denied*

Email body: *This is to inform you that your supervisor has declined your recent request to reactivate your performance goals for position <position-title> and review period <review-period>. If you have any questions, please contact your supervisor.*

Recipient: Employee

Goals Reactivation Approved

email subject: *Performance Evaluation Goals Reactivation Request Approved*

email body: *This is to inform you that your supervisor has approved you recent request to reactivate your performance goals for position <position-title> and review period <review-period>. You have until <date-to-submit> to submit new goals. The approval will be automatically revoked if you don't submit your new goals by then.*

Recipient: Employee

Time Out Feature

If a supervisor fails to act on a request to reactivate goals within 10 days, the following message will be sent to the employee, with a cc to the supervisor

Goal reactivation timed out:

Email subject: *Goals Reactivation Request canceled*

Email body: On <request-submitted-date>, you submitted a request to reactivate your performance goals. This is to inform you that your request has been automatically canceled because your supervisor did not respond to it within the required <number-of-days> calendar day period. If you have any questions, please contact your supervisor.

Recipient: Employee

Adding new goals

If reactivation is approved the employee will log onto Evals and will now have the ability to add new additional goals and then **submit** them to the supervisor for review. The employee will go into EvalS and **select ADD GOAL**.

Once the goals have been **submitted**, the process is essentially the same as when the original goals were created. The supervisor can make suggestions, approve them as is, or request modification.

Note: New goals must be submitted within 10 days after reactivation approval. If the goals are not submitted within 10 days, the reactivation request will be revoked. If there is still an intent to reactivate goals, a new reactivation request will need to be started by the employee.

Should no new goals be submitted within the 10 day period, the following message will be automatically generated by EvalS

Email subject: Performance Goals Reactivation revoked

Email body: This is to inform you that, because you didn't submit new goals within the required <number-of-days> calendar day period, EvalS has automatically revoked the approval to reactivate your performance goals for position <position-title> and review period <review-period>. If you still have a need to reactivate your performance goals, please submit another reactivation request.

Recipient: Employee

CC: supervisor

Evals will now indicate the last date goals were approved so that you will know how recent the goals are.

▲ Evaluation Information	
Employee: Adams-EVALS, John Test2 ID: 931944335	Supervisor: Tyler-EVALS, John Test9 Evaluation Type: Annual
Evaluation Details	
Goals approved on 09/29/13:	
Goal #1	more testo save!!!!