EvalS **Performance Evaluation Management System**

IT EMPLOYEE USER'S GUIDE

For Classified IT Employees

Employee Users Guide to EvalS

Helpful Hint: Having the information you will enter into EvalS already written down on a separate piece of paper will allow entering the information to go more quickly and smoothly.
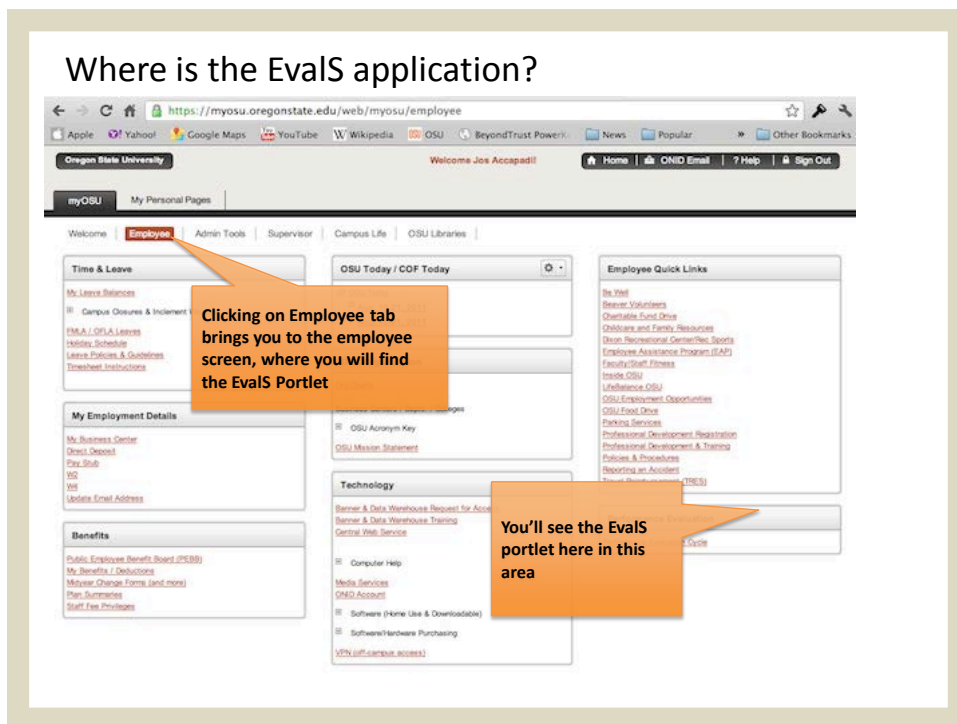
Logging on to the EvalS System on the computer

Log onto the My OSU Home Page by going to: https://myosu.oregonstate.edu/web/myosu/employee

Enter your **ONID User Name** and **ONID password** and then press **ENTER**

You will now be at your My OSU Home Page. Click on the tab "Employee"

On the right hand side of the page you will see the EvalS section.

Check the **Notifications** Section: – This will contain messages about upcoming deadlines and tasks in the **My Evaluation Actions** area. For example, a message that reads your goals are due would appear 30 days prior to evaluation period end.

Returning to the EvalS beginning page – If you need to return to the beginning page of EvalS at any time, look for the tab titled, **"HOME"** and click on that tab.

GOALS

Purpose: To assist classified employees to enter goals into the EvalS system.

Overview –

Well crafted goals provide a clear understanding of what is expected and at what level a person will be held accountable. They build a partnership between employees and their supervisors in documenting the opportunities to meet evolving business needs, as well as meeting personal and/or career development objectives.

The goals section of EvalS document performance and development goals for the upcoming evaluation period.

At least one goal must be entered into the Goals section of EvalS. For each goal you must select at least one of the evaluation criteria associated with it (communication, technical, team building, or reliability/dependability). You may view the definitions of each criteria by hovering the cursor over the evaluation criteria title.

When –

Employees enter goals near the beginning of the performance evaluation period. Goals are due to be entered and approved in EvalS no later than 30 days after the start of the evaluation period.

How to Enter Goals in EvalS –

You will receive an email message reminding you that your goals are due.

Subject: Action Required Performance Evaluation Goals are due

Your performance goals for your <Position Title> position are due on <date>. You must entre at least one goal. For each goal you must select at least one evaluation criterion. Please complete this task within <30> days.

Use the following link to access the EvalS System:

https://myosu.oregonstate.edu/web/myosu/employee

CLICK on the link which will take you to your My OSU Page log on. Use your ONID User Name and Password to arrive at the My OSU Home Page. Click on "Employee". You will see the EvalS section on the right hand side of the page. In **the Notifications / My Evaluation Actions** you will see a message informing you that your goals are due.

Goals Setting Stage

Click on the **Goals Due** message

Enter your goals into the **Goals text boxes. Select the Performance Criteria(s)** that are associated with that goal.

Initially, there is room to enter four goals. If you need to enter additional goals, simply click on the "Add Goal" prompt.

Note: You must enter at least one goal into EvalS. You must select at least one Performance Criteria for each goal.

Entering Goals

TIP: You may wish to craft your goals in MS Word first, and then copy and paste the final version into the goal text boxes in EvalS.

When you have completed entering your goals, go to the bottom of the page and select **Save Draft.** That will allow you to save what you have put in so far, and also to return and edit or add more information.

If you need to edit your goals – Go through the same steps to log on to EvalS and you may edit your goals. Then go to the bottom of the page and select **Save Draft** again.

 Once you have completed entering your goals select **SUBMIT GOALS. Please be sure you have finished entering your goals into EvalS before selecting SUBMIT GOALS.**

Once goals are submitted, your supervisor will review them. Your supervisor may modify them and/or add/delete goals. Your supervisor may also select **Goals Require Modification**. In that case, you will receive an email indicating that the goals require modification. You should contact your supervisor promptly to review their concerns and make any appropriate adjustments. There is also a space in EvalS for your supervisor to provide their comments regarding the goals if they require modification. Once the revisions have been made you will select **Submit Goals** again. When the goals are finalized, your supervisor will select the option to **APPROVE GOALS**.   If the goals require modification you will receive the following e mail:

Subject: Action Required: Modification of Performance Evaluation Goals Needed

Your supervisor has indicated that additional review and modification of your goals are necessary for your position for the <dates> review period. Please review your goals carefully as your supervisor may have made changes to them. This action is due on <date>, or 7 days after today, whichever comes later. If you need further clarification, please contact your supervisor.

Use the following link to access the EvalS System:

https://myosu.oregonstate.edu/web/myosu/employee

In the EvalS system you will see the following:

If the goals have been approved you will receive the following e mail:

Subject: Notification: Performance Evaluation Goals Approved

Your supervisor has approved your goals for your <Position Title> for <review period> review period. Please review your goals carefully as your supervisor may have made changes to them. You may now begin recording results for your goals as you accomplish them throughout the coming year.

Use the following link to access the EvalS System:

https://myosu.oregonstate.edu/web/myosu/employee

RESULTS

Purpose: To assist classified employees to enter results into the EvalS system.

Overview –

The Employee Results section of EvalS documents the progress in meeting each of approved in EvalS.

Note: The employee and the supervisor **EACH** have a **SEPARATE** section in order to document results.

 When

Employees may enter results once the goals for the upcoming year have been **Approved** in EvalS. Results are **DUE** to be entered into EvalS no later than 30 days before the end of the evaluation period.

Entering Results

When you receive an email message reminding you that your results are due, CLICK on the link which will take you to your My OSU Home Page. Use your ONID user name and Password to log on. You will receive and email message 60 days prior to the end of the performance evaluation period.

E Mail

Subject: Action Required: Performance Evaluation Results Due
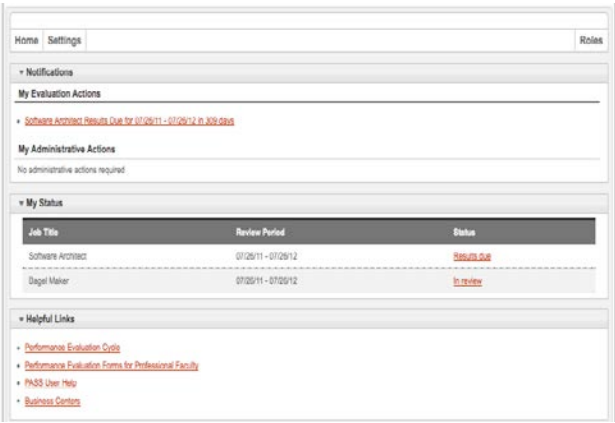
Your Performance Evaluation results for <Position Title> position for the <review period> review period are due on <date>. You need to enter results describing how you met goals entered at the beginning of the review period. Please complete this task within <30> days.

Use the following link to access the EvalS System:

https://myosu.oregonstate.edu/web/myosu/employee

In the **Notifications / My Evaluation Actions**, click on the **Results Are Due** message which will move you to the **Employee Results** sections for each Performance Criteria where you can enter your results.

Goal #1	
	communication supervisor: teamwork ☑ Communication[?] ☐ Reliability/Dependability[?] ☑ Teamwork[?] ☐ Test 1[?] ☐ Test 2[?]
Employee Results	How do you reserve tomato?
Supervisor Results	I like communication. And team work too!

Enter the results related to **each of your goals** in **the text boxes labeled EMPLOYEE RESULTS**. Your supervisor has a separate text box to enter the results they have noted in your performance. You may enter results only in the employee results sections. Each results text box has a limit of 3,000 characters. Once you have entered the results click on **Save Draft.**

NOTE: Your supervisor does not have the ability to modify the results you enter in the Employee Results sections.

Results may be entered into EvalS any time after the GOALS have been approved. They are **DUE** to be entered into the EvalS system **30 days before the end of the current evaluation period**. .

When you have completed entering your results, go to the bottom of the page and select **Save Draft.**

If you need to edit your results go through the same log on steps to enter EvalS and you may edit your results. Then go to the bottom of the page and you may select **Save Draft** again.

 Once the Employee Results Sections are **complete and final** you will select **SUBMIT RESULTS.**

NOTE **Please be sure you are finished entering results before selecting SUBMIT RESULTS.**

You may enter results any time after the goals are approved, however, you will **NOT** have the option to **SUBMIT** your results earlier than 60 days prior to the end of the evaluation period. Before then, you may only select **SAVE DRAFT.**

 WARNING: Once you SUBMIT your results, you cannot make any additional edits to them.

When you have submitted your results, the status of the evaluation in EvalS will change to "**In Review"** in the **My Status** section. It will remain in that status until your supervisor has completed their supervisor results section, the overall summary, they have indicated your performance rating, and entered a salary recommendation. Before releasing the evaluation to you, your supervisor will schedule a meeting to review all of the information.

APPRAISALS and SIGNATURES

Your supervisor will schedule a time to discuss the entire evaluation. When the conversation is complete, and any final edits made, your supervisor will "release" the evaluation to you. The supervisor's results, overall evaluation, performance rating, and salary recommendation cannot be modified or edited after the evaluation has been released.

You will receive an **email** indicating that your appraisal has been released to you**. CLICK on the link** and it will take you to the My OSU Home Page log in. Use your ONID user name and password, and you will see the My OSU Home Page with the EvalS information on the right hand side.

E Mail

Subject: Action Required: Performance Evaluation Signature Due

Please acknowledge that you have read your performance review. If you have not already received a copy of the review from your supervisor, you may print it from the EvalS system.

Use the following link to access the EvalS System:

https://myosu.oregonstate.edu/web/myosu/employee

Check in the **Notifications** / **My Evaluation Actions** section, and then **click** on the "**Signature Due**" message. You will then be able to view your entire performance evaluation.

Signatures and Rebuttals

Once you have had the opportunity to review your completed performance evaluation you will electronically "sign" it, and have the opportunity to submit a rebuttal if you choose to.

Signing the Evaluation

Below the statement you click "**Sign Appraisal**".

Signature area: Here you will acknowledge reading the evaluation, submit a one time electronic rebuttal if necessary, and electronically sign the appraisal.

The employee will click in the box next to the statement **"I acknowledge I've read this Performance Appraisal".**

An employee's "signature" reflects that the employee has seen and had an opportunity to review the evaluation with the supervisor. The employee's signature **does not mean s/he agrees** with what is written.

Rebuttals in EvalS

At the same time you "sign" the evaluation in EvalS, you have the opportunity to enter a written rebuttal in the EvalS system. If you choose to do so, make sure you have the text of what you wish to enter available when you are going to "sign" the evaluation. You must enter a rebuttal at the same time you electronically "sign" the evaluation if you want the rebuttal to be in the EvalS system. You may not return to EvalS later to submit a rebuttal in the system. **You MUST select "Sign Appraisal" after entering your rebuttal in order to have it in the performance evaluation in EvalS.**

NOTE: If a rebuttal is not entered at the time of employee signature, a written rebuttal may be submitted within 60 days to the Business Center Human Resources Department. It will then become a part of the employee's personnel file.

Go to the **I Want to Submit a Rebuttal** button. **Click on that button** and a text box will provide you with the space to enter your rebuttal in the space provided.

NOTE: The Rebuttal text box is limited to 5,000 characters.

An email message will be sent to your supervisor and a Business Center HR contact if you submit a rebuttal in EvalS. The supervisor will then read the rebuttal and indicate that they have read it. You will then receive an email message letting you know that your supervisor has read the rebuttal.

When the Performance Evaluation process has been completed you will receive the following email

Subject: Notification – Performance Evaluation is Complete

Your performance evaluation for the <review period> review period is now complete. If you have not already received a copy of your completed performance evaluation, you may print one from the EvalS system.

Use the following link to access the EvalS System:

https://myosu.oregonstate.edu/web/myosu/employee

The evaluation is now complete in EvalS

TIP: You can always come back to view completed evaluations.

TIP: You should now be working with your supervisor to establish goals for next evaluation period.