Tuskegee University Performance Management Philosophy and Key Components

- Performance management is an ongoing, continuous process of communicating and clarifying job responsibilities, priorities and performance expectations in order to ensure mutual understanding between manager(s) and employee.
- It is a philosophy which values and encourages employee development through a style of management which provides frequent feedback and fosters teamwork.
- It emphasizes communication and focuses on adding value to the university by promoting improved job performance and encouraging skill development.
- Performance Management involves clarifying the job duties, defining performance standards, and documenting, evaluating and discussing performance with each employee.
Shared Responsibility

- Establish clarity on job expectations, position description and duties
- On-going communication between Supervisor and Employee
- Supervisor and Employee document year-round
Logging-In and Employee Portal
Log in: https://tuskegee.peopleadmin.com/hr/
Using your regular TU login and password
Use the “Go to Tuskegee University Employee Portal” in the upper right corner. To navigate to the Employee area.
Employee Portal

Supervisor Home Page

“Home” – all assigned action items coming up and overdue
“Plan”- First step in the Evaluation. Supervisors can access this task from any of the highlighted areas.
The “Home” button will navigate you to all assigned tasks. This view is seen below.

Note: Selecting Plan will take you directly into that Subject’s Plan.

Select the link “Manager Creates Plan” to start creating the Subject’s Plan.

“My Reviews” will take you to your Individual Review.

“My Employee’s Reviews” will take you to all your Subjects Reviews in process.
Once in “My Reviews” click on the appropriate performance program to see what action items are required or upcoming.
Employee Reviews View
To access your employee(s)’ Review, click on “My Employees’ Reviews” in the upper left-hand side of the page.
Note: This option is for Supervisors only
Supervisor beginning the Subjects Plan

Demo- Performance Evaluation

Evaluation Type: Focal
Program Timeframe: 03/01/15 to -
Co-reviewer: Add Co-reviewer

Review Status:
Last Updated: March 30, 2015 10:46

Plan for Henry Arnold

As a supervisor, it is now time to create the Performance Plan for your employees. This plan allows you, and Tuskegee University, to set proper and clear expectations of how the employee will be successful in their role.

Once you have created the Performance Plan, the Employee will be given the plan to acknowledge that they have received the plan.

Introduction  Core Competencies  Goals  Development Activities

Purpose

Use the Save and Next buttons at the base of the page to navigate
Supervisor Completes the Plan

Once all areas are filled out use the “Complete” button to Finalize this task. Completing a Task will make the step show in on a User’s “Home” link. Note: Once complete, this will not be able to be reopened.

My Employees' Reviews

The purpose of recording developmental activities is to formalize and track any activities toward performance improvement, career advancement, training, education, etc.

Developmental Activities are NOT rated at the end of the review period, but will be reviewed for progress and future planning.

Development Activities

Development Activity

Due Date

Remove Entry?

Add Entry

Save Draft Complete
Employee Acknowledges Performance Plan

Employee will see “Acknowledge the Plan” task on their Home page. Use the “View” or direct link to open the task.
Employee should read over the plan
• Once the employee is comfortable with the content of the plan, employee should click “acknowledge”
• If employee has concerns over the plan, the employee should meet with his/her supervisor
• Employee may enter comments
Supervisor Reviews Comments from Acknowledgement

Supervisors should click the Approvals/Acknowledgements to review the Employee Comments and initiate conversation with their Employees as needed.
Progress Check-In

- Supervisors and employees meet part-way through the review cycle to check-in and revise any part of the objective plan (if necessary)
- Supervisor should click on “Home” on the top of the page to see what tasks are due under “Your Action Items”
- Supervisor should click on “Progress Check-In”
- Supervisor should meet with their Employee
Progress Check-In
No documentation is required on this Task. It is recommended that after the meeting, Supervisor should document the discussion. Completing this Task will move forward in the Process.
Employee Completes Self-Review

- The criteria established in the plan carries over into the Self Evaluation
- Employee can access their Self Evaluation under the “Home” button, large icon, or the side bar
- Additionally, employees can click on “My Reviews”, then the “Self Review” icon, or “Self Review” on the left-hand menu bar
Self Evaluation

Much like the Plan, there are areas that will need input added. Use the Save and Next buttons to move through the Evaluation. Select “Complete” to move forward.

Self Evaluation for Henry Arnold

It is now time to complete your annual self-evaluation. As you evaluate your own performance, please reflect on how actual performance compares with what is expected of you.

As you review the details below, provide a self-assessment and comment on each element as you see appropriate.

Core Competencies are those competencies by which everyone in the organization is measured. These Core Competencies allow Tuskegee University to drive organizational goals, enforce cultural and behavioral attitudes, and set the entire organization on the same path toward success.
Supervisor Completes Evaluation
• The criteria established in the plan carries over into the Evaluation
• Supervisors can access their Subjects Evaluation under the “Home” button, large icon, or the side bar
• Supervisors can click on “My Employee Reviews” to search through all Employees associated with that User
Supervisor Evaluation

- The Supervisor will be filling in the same information as the Subject. Use the Save and Next buttons to move through the Evaluation. Select “Complete” to move forward.
- Supervisors are able to Review the data collected in the Self Evaluation but selecting “Self Evaluation” in the side bar.
Reviewing Officer Approves Evaluation

- The Reviewing Officer is a Supervisor’s direct Supervisor. This Task allows them to review and provide feedback if necessary.
- This is a Read Only view of the Supervisor Evaluation. Feedback will need to be entered in The Comments area. These will be visible to the Supervisor.
- This is an Approval Task. The R/O will be able to Reject the Evaluation and send it back to the Supervisor for corrections or updates. (different from an Acknowledgment)
- If Completed, the task will move forward in the Process.
Review Meeting

Once the Evaluation is Approved by the Reviewing Officer a meeting with the Employee may be necessary. A task will be available in the Supervisors “Home” tab.

Once the meeting has been addressed. Mark this task as “Complete”
Employee Acknowledges the Evaluation

The final task in the Evaluation process is the Employee Acknowledging the Evaluation. This is an overview of the Evaluation completed by the Supervisor. This will include any changes made after the Reviewing Officer Step.

Once this task is Complete. The review process is Finalized for the term.
### Completed Reviews – Human Resources Only

#### Review: Demo- Performance Evaluation

- **Subject:** Henry Arnold
- **Position Type:** Main
- **Department:** Dean Office
- **Supervisor:** Noel Parrish
- **Co-reviewer:** Add Co-reviewer
- **Type:** Focal
- **Timeframe:** 03/01/15 - N/A
- **Status:** Completed
- **Created:** March 30, 2015

#### Review for Henry Arnold

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