People Admin

Annual Performance Review

Employee Guide
Click here to login using your KSC NetID and password (same as logging in to your computer). The actual website is: https://jobs.usnh.edu/hr/sessions/new
NOTE: This is your home screen for PeopleAdmin (HR software), which comes up immediately after you login successfully.

Click “Go to Performance Management”
Select “My Reviews”

NOTE: This is your home screen for the USNH Employee Portal.

NOTE: This area will show any items that require action from you. It serves as a “short-cut”.

Welcome to the Employee Portal, Joshua Jarvis

Your Action Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Due Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You don't have any Action Items.
Select the current year review
Click on “Plan”
1. Enter each goal from last year’s review here, one goal per box.

2. Click “Add Entry” to add additional goals as necessary.

3. Click “Next” to advance to next screen.

NOTE: If you need to exit and return later to complete your review, you can save your progress by clicking “Save Draft” or “Next”.

NOTE: Each page that requires a response from you will have instructions at the top.
NOTE: On this screen, you will conduct your self assessment for each area listed. In a later step, your supervisor will see your comments, and give their own, including a rating.

Enter your self assessment responses here (one response for each item), then click "Next" at the bottom right of the page.
1. On this screen, you will list any professional development work and civic engagement you hope to participate in (one activity per box).

2. Click “Add Entry” to add additional entries as necessary.

3. Click “Next”.

NOTE: If you need to remove an entry, check the “Remove Entry?” box then click “Save Draft” in the lower right corner of the page to refresh the screen.
1. On this screen you will enter performance goals for the following year (one goal per box)

2. Click “Add Entry” to add additional entries as necessary

3. Click “Next”
1. This page offers you a chance to provide candid and anonymous feedback on supervisor support. Click this link to open a separate window. When you complete this feedback section, that window will close and you will return to this page.

2. Click “Complete” to finish this step and to trigger a notification to your supervisor for them to complete the next steps in the process.
NOTE: you will receive a notice here if you forgot to enter data in a required field.

NOTE: If everything is filled in, you will get this message – which is good!
At this point an email notification has been sent to your supervisor for them to complete their next steps, which include: acknowledging your self-assessment; completing their assessment; and scheduling the face-to-face meeting to discuss the review with you.

You may now log out of the system.
The following steps should only be completed after the face-to-face meeting has occurred.

Navigate back to your home screen.

Select “View” on your review.
Navigate back to your home screen

Select “Acknowledge” from this drop-down menu
This completes the online review process. If you have any questions, please contact your supervisor. You may also attend one of the help sessions being scheduled by HR.