

People Admin

Annual Performance Review

Supervisor Guide

At this point you should have received an email notification from your employee indicating that they have completed their self assessment and it is now your turn to take action on their review.

University System of New Hampshire

[USNH Employees click here to login.](#)

USNH employees: Use the link ABOVE to log in using your current campus username and password.

Guest User Login Only:

Username

Password

Log In

Authenticate with single sign-on? [SSO Authentication](#)

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.

Keene State College University System of New Hampshire

PeopleAdmin
APPLICANT TRACKING
Go to USNH Employee Portal

Home My Profile Help

Joshua Jarvis, you have 0 messages. Employee logout

Inbox 2

Displaying items for group "Employee".

Position Requests (2)

Title	Type	Current State	State Owner
See more...			

Watch List 0

Position Requests (0)

Title	Type	Current State	State Owner	Creator
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Shortcuts

My Links

Useful Links

- Applicant Portal
- Applicant Tracking & Position Management References
- Contact Us

Click "Go to USNH Employee Portal"

NOTE: Your own reviews can be accessed here.

NOTE: You can access your employee's reviews here

The screenshot shows the USNH Employee Portal interface. At the top, there's a navigation bar with the University System of New Hampshire logo, a 'Go to University System of New Hampshire HR Site' button, and a 'PeopleAdmin' link. Below this, a dark blue header contains 'Home' and 'Performance' tabs. The main content area is titled 'Welcome to the Employee Portal, Karen Crawford'. On the left, a 'Performance' sidebar menu has two options: 'My Reviews' and 'My Employees' Reviews'. The 'My Employees' Reviews' option is highlighted with an arrow from a note. Below the sidebar, the 'Your Action Items' section features a search bar and a table with three entries. Each entry has a 'View' button, which is also pointed to by an arrow from a note. The table columns are Item, Description, Due Date, Status, and Action.

Item	Description	Due Date	Status	Action
KSC Annual Review 6.6.17 for Joshua Jarvis	Supervisor Acknowledges Plan	n/a	Completed	View
KSC Annual Review 6.6.17 for Karen Kaminski	Review Meeting	n/a	Completed	View
KSC Staff Feedback on Supervisor 6.14 for Karen Crawford	Staff Feedback on Supervisor Support	n/a	Completed	View

Showing 1 to 3 of 3 entries

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

As long as your employee has completed the first step in the process, you will see a task here for you to begin your portion of the review. Click "View" to begin this task, or, to continue this training workflow, follow the "My Employee's Reviews" link in the upper right corner.

NOTE: This screen will show the reviews for each of the employees that you report on.

USNH Employee Portal

University System of New Hampshire

Go to University System of New Hampshire HR Site

PeopleAdmin

Home 4 Performance

Hello, Karen Log Out

Help for this page

Karen Crawford

Program
All Programs

Supervisor
Karen Crawford (Me)

Subject
All Subjects

Reporting org unit
All Org Units

Program Type
All Types

Open/Completed
Open

Performance/eligibility
Eligible

[My Reviews](#)

[My Employees' Reviews](#)

My Employees' Reviews

Filtered by — Supervisor: Karen Crawford | State: Open

Search:

Subject	Program	Progress	Type	Score	Review Status	Action
Joshua Jarvis	KSC Annual Review 6.6.17		Annual	M - Meets Expectations	Open	View Review
Joshua Jarvis	KSC Staff Feedback on Supervisor 6.14		Annual	-	Open	View Review
Karyn Kaminski	KSC Annual Review 6.6.17		Annual	E - Exceeds Expectations	Open	View Review
Karyn Kaminski	KSC Staff Feedback on Supervisor 6.14		Annual	-	Open	View Review
Rosean Liimatainen	KSC Annual Review 6.6.17		Annual	-	Open	View Review
Rosean Liimatainen	KSC Staff Feedback on Supervisor 6.14		Annual	-	Open	View Review

Showing 1 to 6 of 6 entries

Click "View Report" on the review you are currently working.

Performance Managem

University System of New Hampshire

Go to University System of New Hampshire HR Site PeopleAdmin

Home Performance

Hello, Karen Log Out

Joshua Jarvis
HUMAN RESOURCES
SPECIALIST II

Supervisor
Karen Crawford

Department
KSC Human Resources
[KCCHUR]

Overview

Plan

Supervisor Review

Progress Notes


History

My Reviews


My Employees' Reviews

KSC Annual Review 6.27a


Review Type:	Annual	Review Status:	Open
Program Timeframe:	06/22/17 to -	Last Updated:	July 05, 2017 15:06
Position Description:	HUMAN RESOURCES SPECIALIST II	Last Completed Step:	KSC Annual Review FY17
Supervisor:	Karen Crawford		
Co-reviewer:	Add Co-reviewer		



Plan



Progress Notes



History

Click "Plan"
on the
review you
are currently
working.

NOTE: On this page you will review the prior year goals, the employee's self assessment, and any professional development and/or civic engagement requested by the employee

Performance Management

University System of New Hampshire

Go to University System of New Hampshire HR Site

PeopleAdmin

Hello, Karen Log Out

Joshua Jarvis
HUMAN RESOURCES SPECIALIST II

Supervisor: Karen Crawford
Department: KSC Human Resources [KCCHUR]

KSC Annual Review 6.27a

Review Type: Annual
Program Timeframe: 06/22/17 to -
Position Description: HUMAN RESOURCES SPECIALIST II
Supervisor: Karen Crawford
Co-reviewer: [Add Co-reviewer](#)

Review Status: **Open**
Last Updated: July 05, 2017 15:06
Last Completed Step: KSC Annual Review FY17

Plan for Joshua Jarvis

Keene STATE COLLEGE

Reflecting on Last Years Goals

Indicate your goals for FY17 and provide a self-assessment for each:

Measurable Goal

Goal 1 - I was able to meet this goal by... I learned...

Demonstrating Performance

Indicate your self-evaluation for each of the following essential skills by adding a comment in each of the essential skills categories.

Comment

[Return](#) [Acknowledge](#)

You must acknowledge these comments by clicking "Acknowledge".

NOTE: If you need to return the review to the employee for corrections, you can do so by clicking "Return"

Performance Management

University System of New Hampshire

Go to University System of New Hampshire HR Site PeopleAdmin

Home Performance

Hello, Karen Log Out

Your acknowledgement was recorded

Joshua Jarvis
HUMAN RESOURCES SPECIALIST II

Supervisor: Karen Crawford
Department: KSC Human Resources [KCHUR]

KSC Annual Review 6.27a

Review Type: Annual
Program Timeframe: 06/22/17 to -
Position Description: HUMAN RESOURCES SPECIALIST II
Supervisor: Karen Crawford
Co-reviewer: [Add Co-reviewer](#)

Review Status: **Open**
Last Updated: July 05, 2017 15:26
Last Completed Step: Supervisor acknowledges receipt of annual review

Overview
Plan
Supervisor Review
Progress Notes
Approvals & Acknowledgements
History

My Reviews
My Employees' Reviews

Plan
Supervisor Review
Progress Notes
Approvals & Acknowledgements
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Select
"Supervisor
Review"

1. Enter your rating and comments to support the rating for each measurable goal listed on this page.

Performance Management

University System of New Hampshire

Go to University System of New Hampshire HR Site

PeopleAdmin

Home Performance

Hello, Karen Log Out

Joshua Jarvis
HUMAN RESOURCES
SPECIALIST II

Supervisor
Karen Crawford

Department
KSC Human Resources
[KCCHUR]

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My Employees' Reviews

KSC Annual Review 6.27a

Review Type: Annual

Program Timeframe: 06/22/17 to -

Position Description: HUMAN RESOURCES SPECIALIST II

Supervisor: Karen Crawford

Co-reviewer: Add Co-reviewer

Review Status: Open

Last Updated: July 05, 2017 15:28

Last Completed Step: Supervisor acknowledges receipt of annual review

Supervisor Review for Joshua Jarvis (Score in progress: Unrated)

Keene STATE COLLEGE

Reflecting on Last Years Goals Demonstrated Performance - Essential Skills Demonstrated Performance - Core Values Professional Development Performance Goals for Next Year Attachments

Review the goals you and your employee established for FY17 during last year's evaluation. Once you have evaluated all goals for FY17, click "Next" to move to the next section.

Required fields are indicated with an asterisk (*).

Reflecting on Last Years Goals

Review, your employee's goals for FY17 and their self-assessment for each of the goals below. If the employee did not set formal goals for the year, fill in each of the employee's key areas of work.

Rating Scale:

E - Exceeds expectations - consistently delivers exceptional results, is a model for others to follow, exemplary.

M - Meets expectations - consistently meets expectations in all areas.

I - Improvement needed - may meet expectations in some areas but needs improvement in others.

U - Does not meet expectations - unacceptable, needs significant improvement quickly.

Measurable Goal:

Goal 1 - I was able to meet this goal by... I learned...

* Outcome/Impact

* Rating

Please select

Save Draft Next

2. Click "Next" after you finish entering data on this screen

1. Enter your rating and comments to support the rating for each essential skill listed on this page.

Performance Management

University System of New Hampshire

Home Performance

Go to University System of New Hampshire HR Site PeopleAdmin

Hello, Karen Log Out

Joshua Jarvis
HUMAN RESOURCES
SPECIALIST II

Supervisor:
Karen Crawford

Department:
KSC Human Resources
[KCCHUR]

Overview

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KSC Annual Review 6.27a

Review Type: Annual
Program Timeframe: 06/22/17 to -
Position Description: HUMAN RESOURCES SPECIALIST II
Supervisor: Karen Crawford
Co-reviewer: Add Co-reviewer

Review Status: Open
Last Updated: July 05, 2017 15:26
Last Completed Step: Supervisor acknowledges receipt of annual review

Supervisor Review for Joshua Jarvis (Score in progress: Unrated)

Keene STATE COLLEGE

Reflecting on Last Years Goals Demonstrated Performance - Essential Skills Demonstrated Performance - Core Values Professional Development Performance Goals for Next Year Attachments

Evaluate your employee's performance against the essential skills listed below. A response is required for each of the essential skills. Once you have evaluated your employee's performance on essential skills for FY17, click "Next" to move to the next section. You can also add a comment for each of the essential skills listed, in the box provided.
Required fields are indicated with an asterisk (*).

Demonstrated Performance - Essential Skills

Provide your comment for performance and select a rating for each of the essential skills listed below.
The following scale is used for all ratings in the review.
E - Exceeds expectations - consistently delivers exceptional results, is a model for others to follow, exemplary.
M - Meets expectations - consistently meets expectations in all areas.
I - Improvement needed - may meet expectations in some areas but needs improvement in others.
U - Does not meet expectations - unacceptable, needs significant improvement quickly.

Essential Skill:
Job Knowledge

Description:
Demonstrates competency in all areas of position requirement. Takes the initiative to remain current in areas of responsibility.

Plan Comments:
Response goes here

* Comments

* Rating
Please select

2. Click "Next" at the bottom of the page after you finish entering data on this screen

Save Draft

Next

1. Enter your rating and comments to support the rating for each core value listed on this page.

Performance Management

University System of New Hampshire

Go to University System of New Hampshire HR Site

PeopleAdmin

Home Performance

Hello, Karen Log Out

Joshua Jarvis
HUMAN RESOURCES SPECIALIST II

Supervisor
Karen Crawford

Department
KSC Human Resources [KCHUR]

KSC Annual Review 6.27a

Review Type: Annual

Program Timeframe: 08/22/17 to -

Position Description: HUMAN RESOURCES SPECIALIST II

Supervisor: Karen Crawford

Co-reviewer: Add Co-reviewer

Review Status: Open

Last Updated: July 05, 2017 15:28

Last Completed Step: Supervisor acknowledges receipt of annual review

Supervisor Review for Joshua Jarvis (Score in progress: Unrated)

Overview

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My Employees' Reviews

Keene STATE COLLEGE

Reflecting on Last Years Goals Demonstrated Performance - Essential Skills Demonstrated Performance - Core Values Professional Development Performance Goals for Next Year Attachments

Evaluate your employee's performance against the core values listed below. A response is required for each of the core values. Once you have evaluated your employee's performance on core values for FY17, click "Next" to move to the next section. You can also add a comment for each of the core values listed, in the box provided.

Required fields are indicated with an asterisk (*).

Demonstrated Performance - Core Values

Provide your comment for performance and select a rating for each of the core values listed below.

The following scale is used for all ratings in the review.

E - Exceeds expectations - consistently delivers exceptional results, is a model for others to follow, exemplary.

M - Meets expectations - consistently meets expectations in all areas.

I - Improvement needed - may meet expectations in some areas but needs improvement in others.

U - Does not meet expectations - unacceptable, needs significant improvement quickly.

Inclusiveness

Promotes cooperation, fairness and integrity. Shows respect for people and their differences. Works to understand perspectives of others. Demonstrates empathy. Treats everyone with civility and respect.

* Comments

* Rating

Please select

☐ Remove Entry?

Add Entry

Commitment to Diversity

Understands the value diversity provides and proactively supports the College's commitment to diversity.

* Comments

2. Click "Next" at the bottom of the page after you finish entering data on this screen

Save Draft

Next

1. Enter your comments in response to the professional development / civic engagement requested by the employee.

The screenshot shows the 'PeopleAdmin' interface for the University System of New Hampshire. The user is logged in as Karen Crawford. The main content area displays a 'KSC Annual Review 6.27a' for Joshua Jarvis, a Human Resources Specialist II. The review status is 'Open' and was last updated on July 05, 2017. The 'Supervisor Review' section for Joshua Jarvis is currently 'Unrated'. The 'Professional Development' section prompts the supervisor to enter comments on the employee's suggestions for professional development and civic engagement. A text box labeled 'Comments' is provided for this purpose. At the bottom right of the form, there are buttons for 'Save Draft' and 'Next'.

Performance Management

University System of New Hampshire

Go to University System of New Hampshire HR Site

PeopleAdmin

Hello, Karen Log Out

Joshua Jarvis
HUMAN RESOURCES SPECIALIST II

Supervisor: Karen Crawford
Department: KSC Human Resources [KCHUR]

KSC Annual Review 6.27a

Review Type: Annual
Program Timeframe: 06/22/17 to -
Position Description: HUMAN RESOURCES SPECIALIST II
Supervisor: Karen Crawford
Co-reviewer: Add Co-reviewer

Review Status: Open
Last Updated: July 05, 2017 15:28
Last Completed Step: Supervisor acknowledges receipt of annual review

Supervisor Review for Joshua Jarvis (Score in progress: Unrated)

Keene STATE COLLEGE

Reflecting on Last Years Goals Demonstrated Performance - Essential Skills Demonstrated Performance - Core Values Professional Development Performance Goals for Next Year Attachments

Review your employee's suggestions for their Professional Development and Civic Engagement and provide comments, feedback and your recommendations below. Once completed, click "Next" to move to the next section.

Professional Development

Enter your comments in the box below to provide recommendations and feedback on employee's ideas for their professional development and civic engagement.

Activity:
I need to attend Title IX training during the calendar year to remain qualified under federal policy.

Comments

Save Draft Next

2. Click "Next"

1. Enter your comments in response to the professional development / civic engagement requested by the employee. You may also add your own ideas and discuss them with the employee during the face-to-face meeting

Performance Management

University System of New Hampshire

Go to University System of New Hampshire HR Site PeopleAdmin

Home Performance

Hello, Karen Log Out

Joshua Jarvis
HUMAN RESOURCES
SPECIALIST II

Supervisor
Karen Crawford
Department
KSC Human Resources
[KSCCHUR]

Overview
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KSC Annual Review 6.27a

Review Type: Annual
Program Timeframe: 09/22/17 to -
Position Description: HUMAN RESOURCES SPECIALIST II
Supervisor: Karen Crawford
Co-reviewer: Add Co-reviewer

Review Status: Open
Last Updated: July 05, 2017 15:28
Last Completed Step: Supervisor acknowledges receipt of annual review

Supervisor Review for Joshua Jarvis (Score in progress: Unrated)

Keene STATE COLLEGE

Reflecting on Last Years Goals Demonstrated Performance - Essential Skills Demonstrated Performance - Core Values Professional Development Performance Goals for Next Year Attachments

Review your employee's suggestions for their Professional Development and Civic Engagement and provide comments, feedback and your recommendations below. Once completed, click "Next" to move to the next section.

Professional Development

Enter your comments in the box below to provide recommendations and feedback on employee's ideas for their professional development and civic engagement.

Activity:
I need to attend Title IX training during the calendar year to remain qualified under federal policy.

Comments

Save Draft Next

2. Click "Next"

1. Enter SMART goals for the next fiscal year, remembering to focus on the mission of Keene State College and the strategic plan (one goal per box)

The screenshot shows a web application for performance management. The user is logged in as Karen Crawford, a PeopleAdmin. The main section is titled 'KSC Annual Review 6.27a' for Joshua Jarvis, a Human Resources Specialist II. The review status is 'Open' and the last updated date is July 05, 2017. The supervisor is Karen Crawford. The 'Performance Goals for Next Year' section is active, showing a form for entering SMART goals. The form includes a text area for the goal, a text area for how the goal supports the college's mission, and a 'Remove Entry?' checkbox. The 'Add Entry' button is highlighted in blue. The 'Attachments' tab is also visible in the top right corner of the form.

NOTE:
Attachments
may be loaded
by clicking this
tab (see next
slide)

NOTE: Click
"Add Entry" to
add additional
goals as
necessary

2. Click
"Complete"
when finished
(see note
above
regarding
attachments)

Performance Management

University System of New Hampshire

Go to University System of New Hampshire HR Site PeopleAdmin

Hello, Karen Log Out

Joshua Jarvis
HUMAN RESOURCES
SPECIALIST II

Supervisor: Karen Crawford
Department: KSC Human Resources [KCHUR]

KSC Annual Review 6.27a

Review Type: Annual
Program Timeframe: 06/22/17 to -
Position Description: HUMAN RESOURCES SPECIALIST II
Supervisor: Karen Crawford
Co-reviewer: Add Co-reviewer

Review Status: Open
Last Updated: July 05, 2017 15:28
Last Completed Step: Supervisor acknowledges receipt of annual review

Attachments

Reflecting on Last Years Goals Demonstrated Performance - Essential Skills Demonstrated Performance - Core Values Professional Development Performance Goals for Next Year

* Name
Description
File
Browse...
Upload file

New Attachment

1. Enter attachment name, and a brief description of the attachment, then Click "Browse" to select attachment

2. Click "Upload File"

Performance Management

University System of New Hampshire

Go to University System of New Hampshire HR Site PeopleAdmin

Hello, Karen Log Out

Joshua Jarvis
HUMAN RESOURCES
SPECIALIST II

Supervisor: Karen Crawford
Department: KSC Human Resources [KCHUR]

KSC Annual Review 6.27a

Review Type: Annual
Program Timeframe: 06/22/17 to -
Position Description: HUMAN RESOURCES SPECIALIST II
Supervisor: Karen Crawford
Co-reviewer: Add Co-reviewer

Review Status: Open
Last Updated: July 05, 2017 15:28
Last Completed Step: Supervisor acknowledges receipt of annual review

The attachment has been uploaded.

Attachments

Reflecting on Last Years Goals Demonstrated Performance - Essential Skills Demonstrated Performance - Core Values Professional Development Performance Goals for Next Year

New Attachment

Name	Description	File Type	Size	Delete
test	grvegr	application/vnd.openxmlformats-officedocument.wordprocessingml.document	30.8 KB	

NOTE: you can add additional documents by clicking "New Attachment"

At this point you should schedule the face-to-face meeting. You may continue to the next page only after this meeting has occurred

Navigate back
to the home
screen by
clicking here

Performance Management Performance Managem x +

usnh-sb.peopleadmin.com/portal

Go to University System of New Hampshire HR Site PeopleAdmin

Home 4 Performance Hello, Karen Log Out

Performance

- My Reviews
- My Employees' Reviews

Welcome to the Employee Portal, Karen Crawford

Your Action Items

Search:

Item	Description	Due Date	Status	Action
KSC Annual Review 6.23 for Joshua Jarvis	Evaluation Review Meeting	n/a	Available	View
KSC Annual Review 6.27a for Karen Crawford	KSC Annual Review FY17	n/a		View
KSC Annual Review 6.28 graphics for Karen Crawford	KSC Annual Review FY17	n/a	Available	View
KSC Annual Review 6.30 graphics for Karen Crawford	KSC Annual Review FY17	n/a		View

Showing 1 to 4 of 4 entries

Click on
“Evaluation
Review
Meeting” for
the review you
are currently
working

Navigate back
to the home
screen by
clicking here

The screenshot shows a web browser window with the URL `usnh-sb.peopleadmin.com/portal/performance/tasks/19378`. The page header includes the University System of New Hampshire logo, a navigation bar with 'Home' and 'Performance' tabs, and a user profile for 'Hello, Karen' with a 'Log Out' link. The main content area is titled 'Joshua Jarvis HUMAN RESOURCES SPECIALIST II' and displays details for a 'KSC Annual Review 6.23'. The review status is 'Open' (indicated by a green box) and the overall rating is 'M - Meets Expectations'. A table lists review details: Review Type (Annual), Program Timeframe (06/22/17 to -), Position Description (HUMAN RESOURCES SPECIALIST II), Supervisor (Karen Crawford), and Co-reviewer (N/A). Below this is a section for 'Evaluation Review Meeting'. At the bottom right, there is a blue button labeled 'Complete'. The left sidebar contains a list of navigation links: Overview, Plan, Supervisor Review, Progress Notes, Approvals & Acknowledgements, History, My Reviews, and My Employees' Reviews.

Review Type:	Annual	Review Status:	Open
Program Timeframe:	06/22/17 to -	Last Updated:	July 10, 2017 07:07
Position Description:	HUMAN RESOURCES SPECIALIST II	Last Completed Step:	Supervisor Review
Supervisor:	Karen Crawford		
Co-reviewer:	N/A		

Click on
"Complete"

You may
now Log
Out

At this point, if both you and the employee are in agreement with the review, the employee will acknowledge the review rendering it complete. If the rate disagrees with any portion of the review, they are expected to discuss the matter with you and provide justifying information. They can then return the review to you for adjustment.