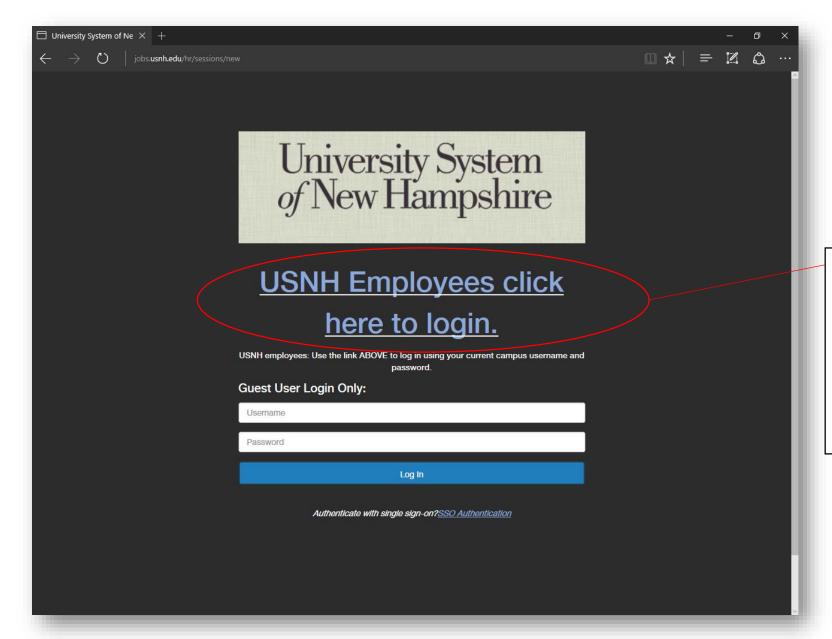
People Admin

Annual Performance Review

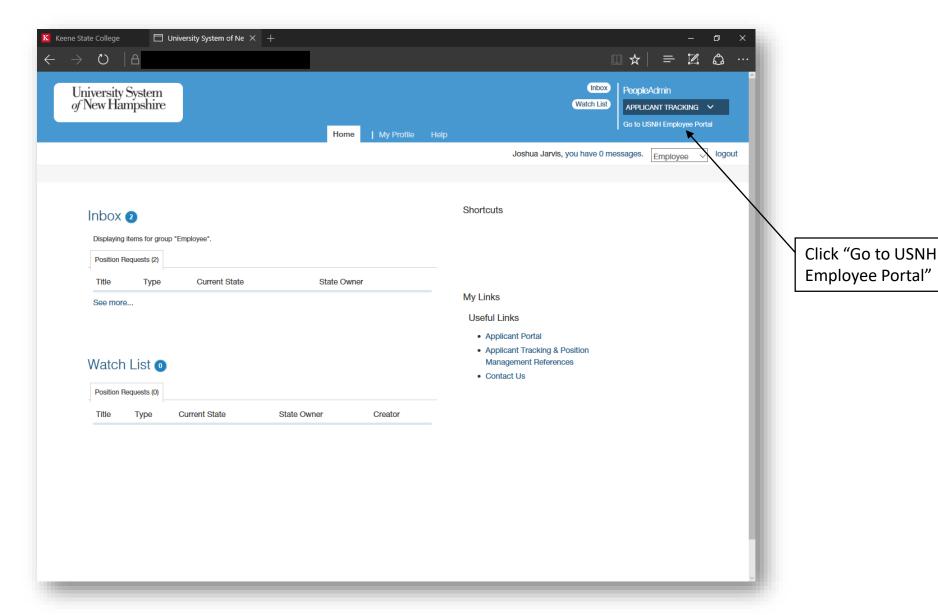
Supervisor Guide

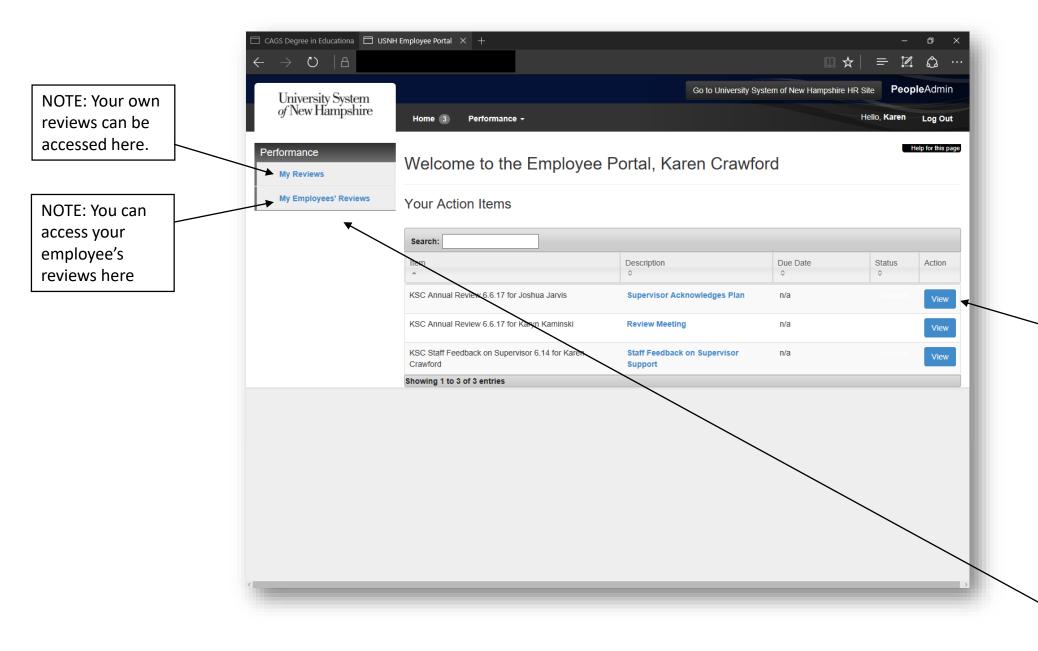
At this point you should have received an email notification from your employee indicating that they have completed their self assessment and it is now your turn to take action on their review.



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.

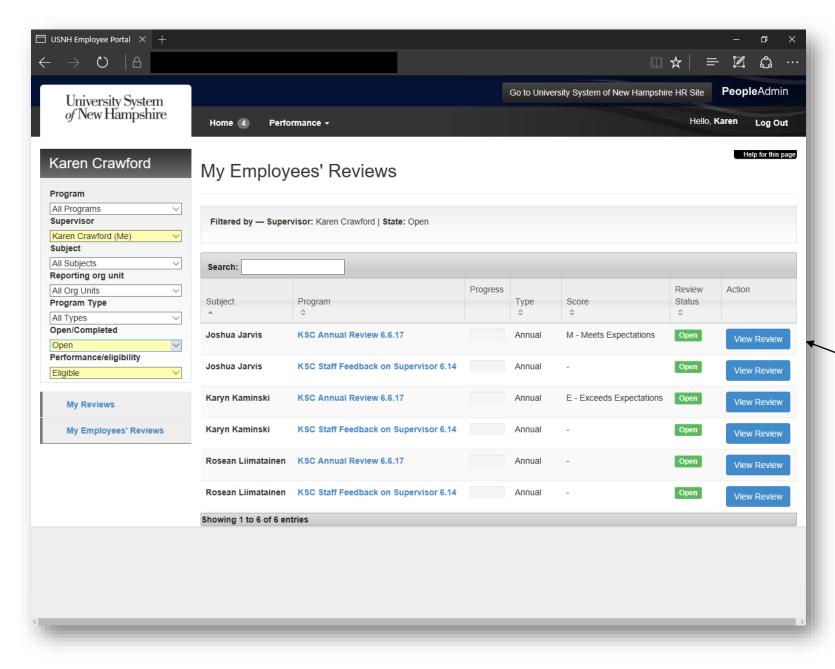




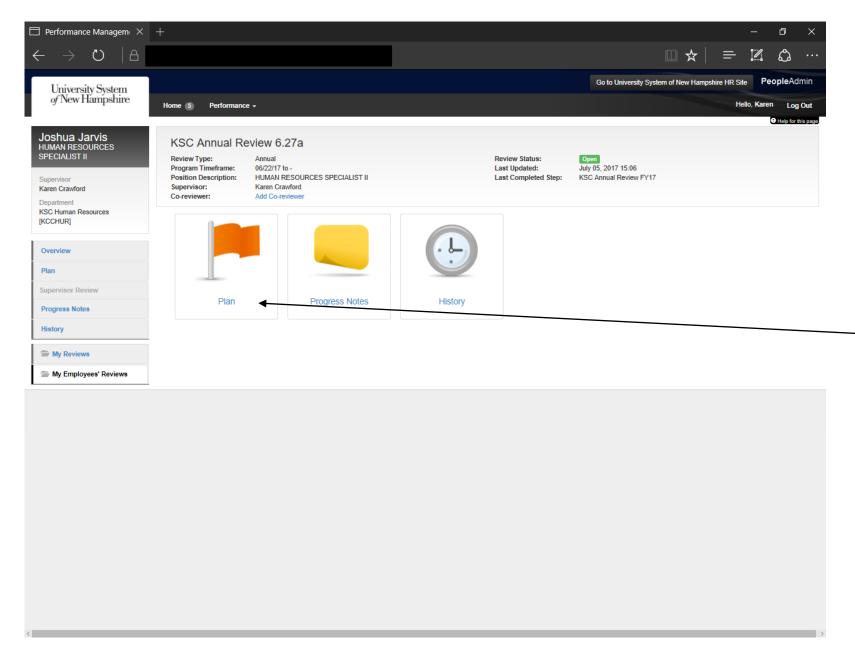
NOTE: This is your home screen for the USNH Employee Portal.

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.



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



Click "Plan"

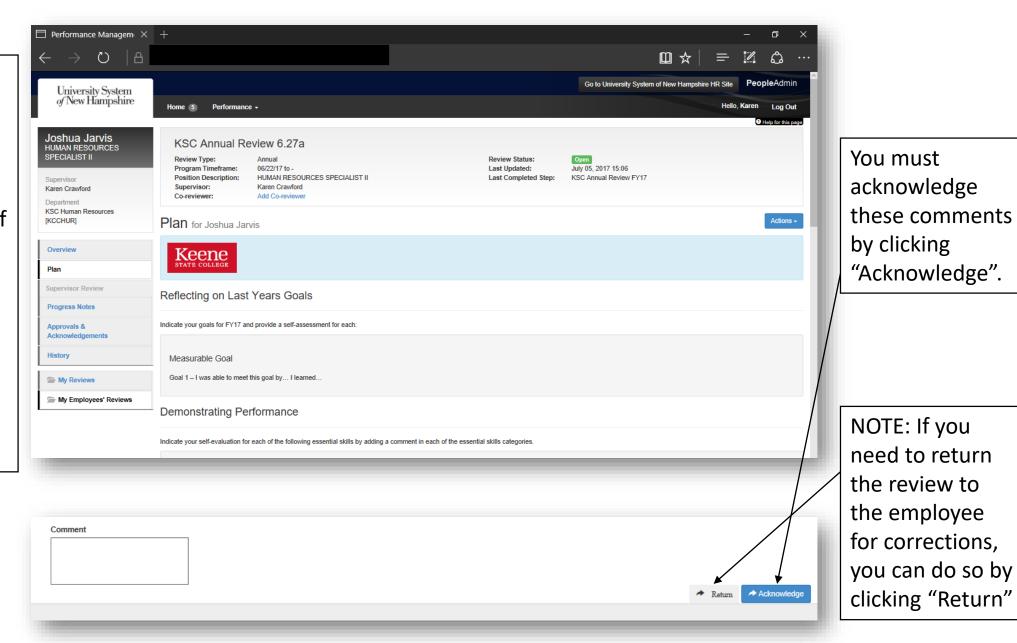
review you

working.

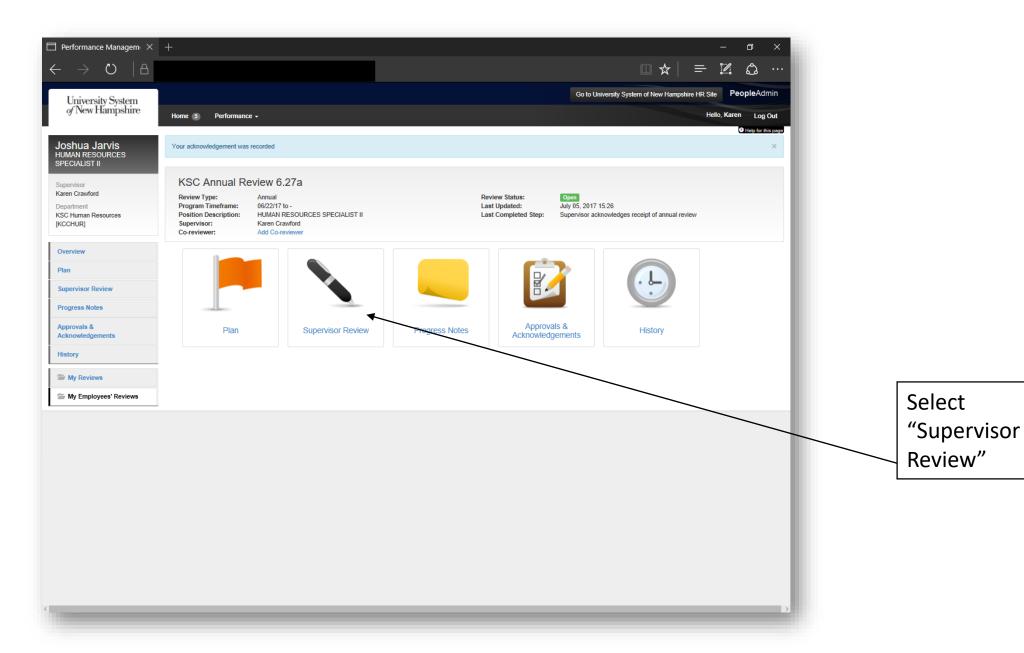
are currently

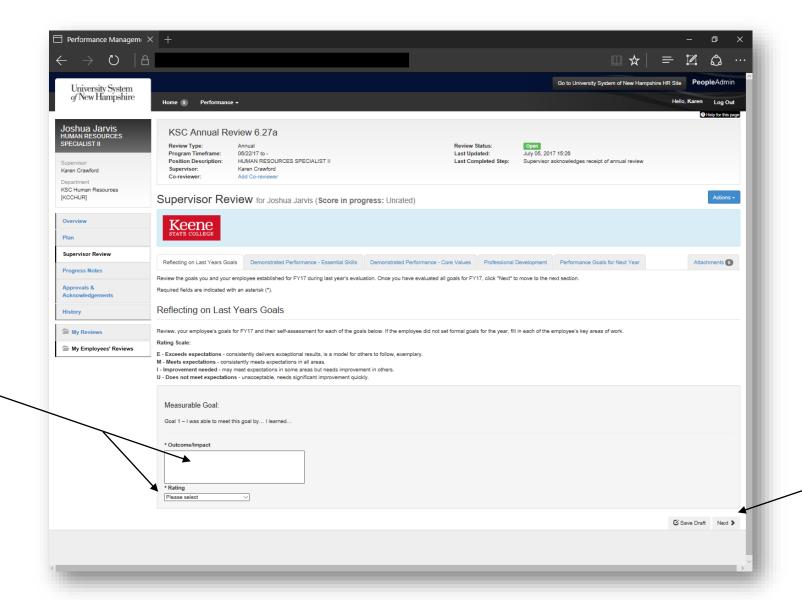
on the

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



"Acknowledge".





1. Enter your

comments to

rating for each

support the

measurable

this page.

goal listed on

rating and

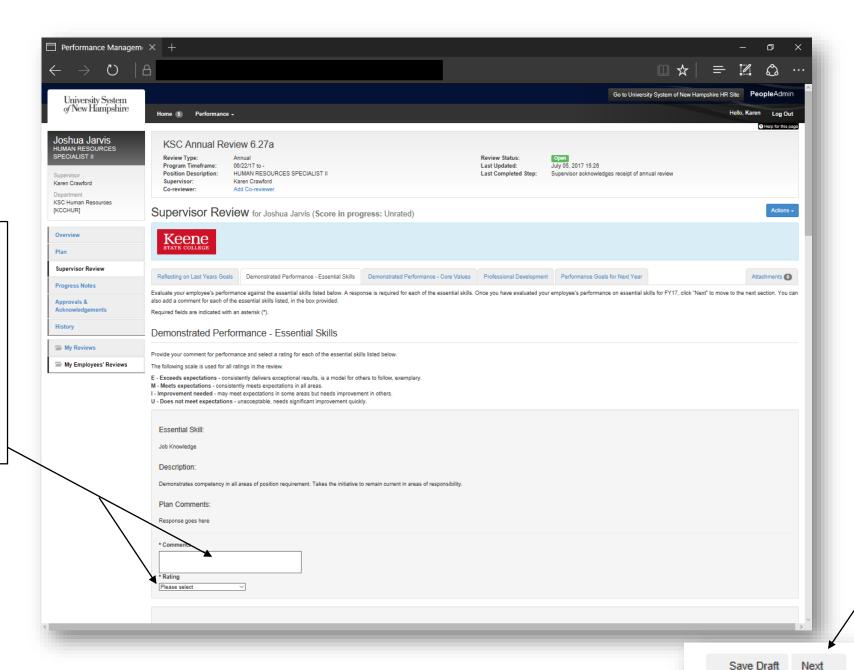
7/14/2017

2. Click "Next"

after you finish

entering data

on this screen



at the bottom
of the page
after you finish
entering data
on this screen

2. Click "Next"

7/14/2017

1. Enter your

comments to

rating for each

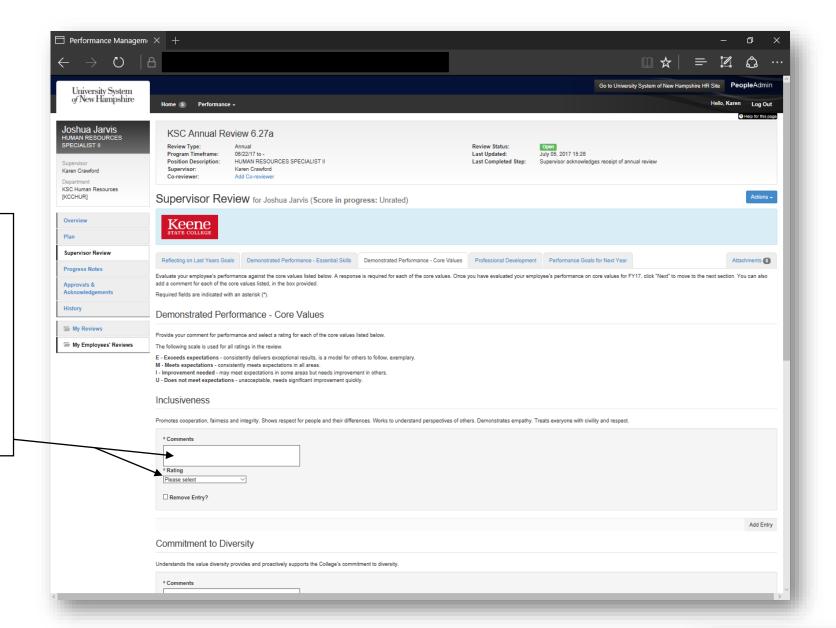
essential skill

listed on this

page.

support the

rating and



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

Save Draft

7/14/2017

1. Enter your

comments to

rating for each

support the

core value

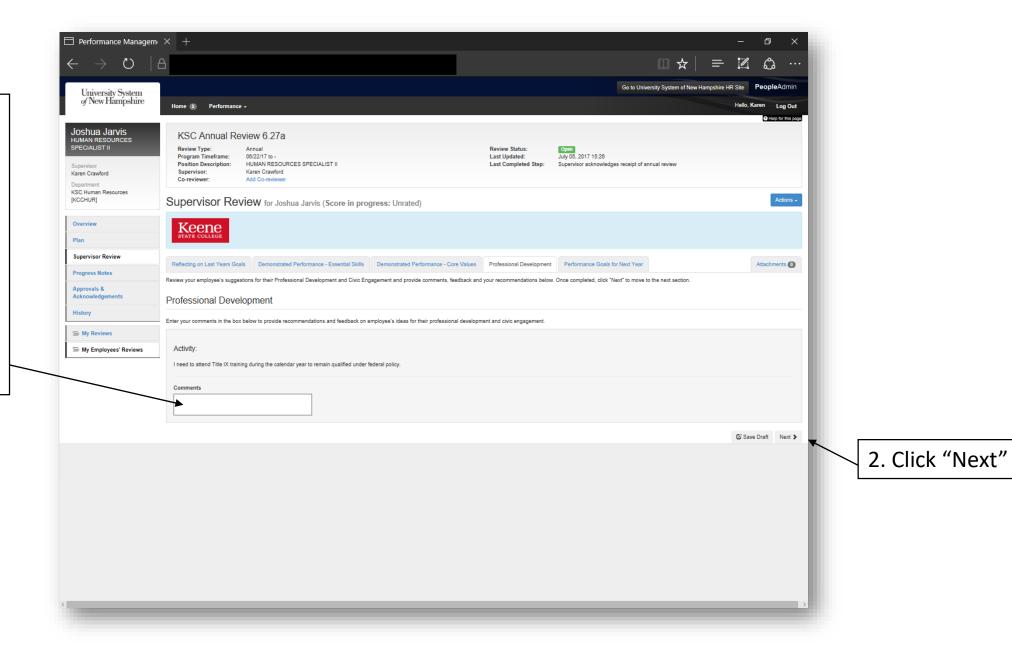
page.

listed on this

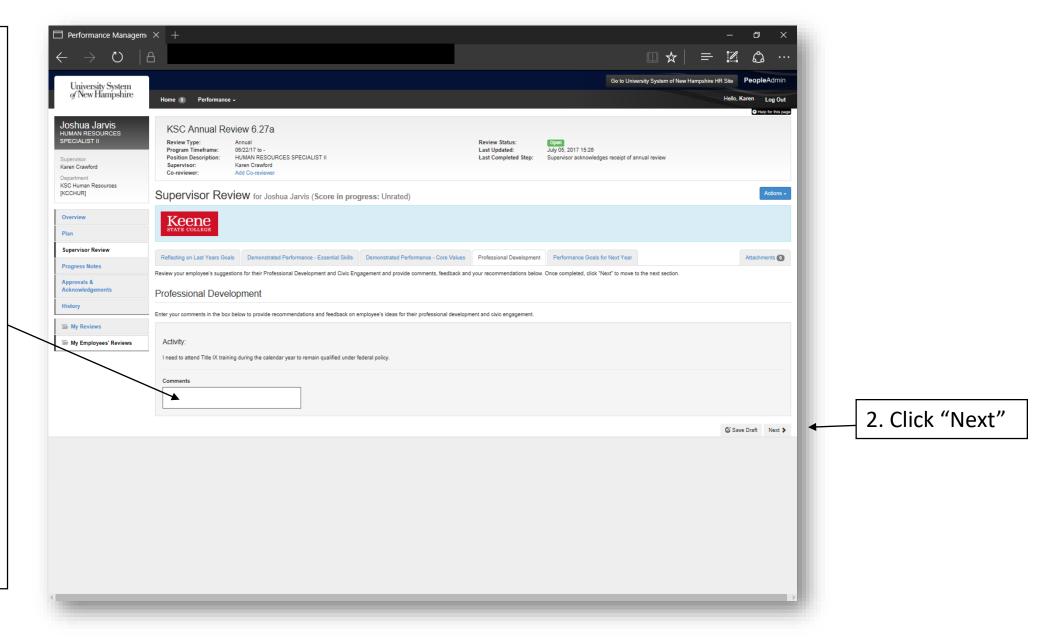
rating and

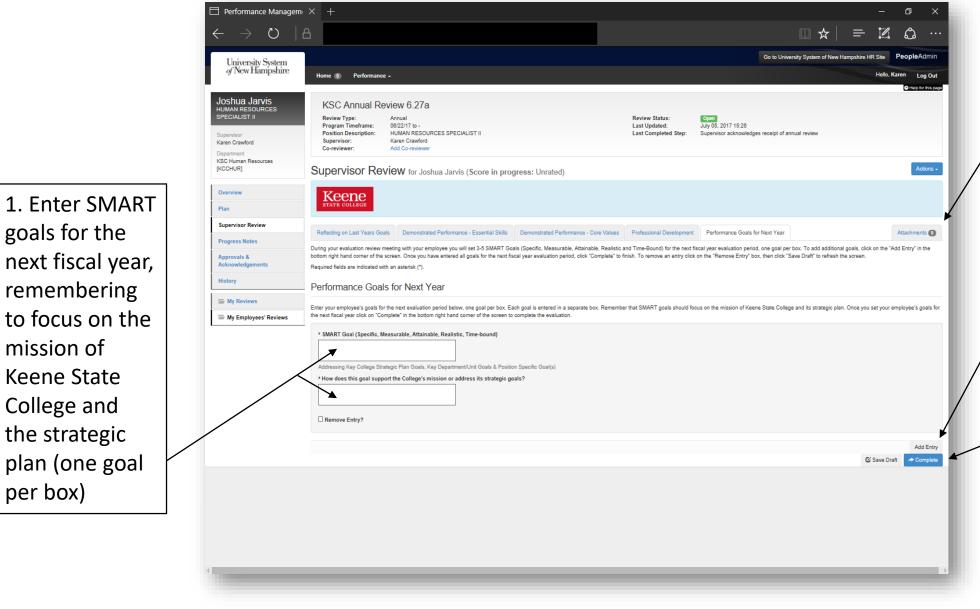
12

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



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

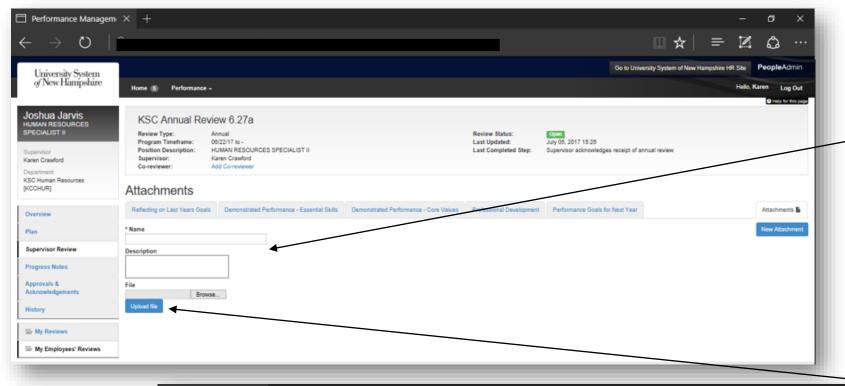




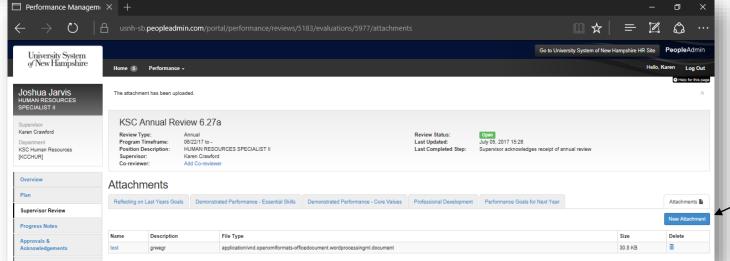
NOTE: Attachments may be loaded by clicking this tab (see next slide)

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

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



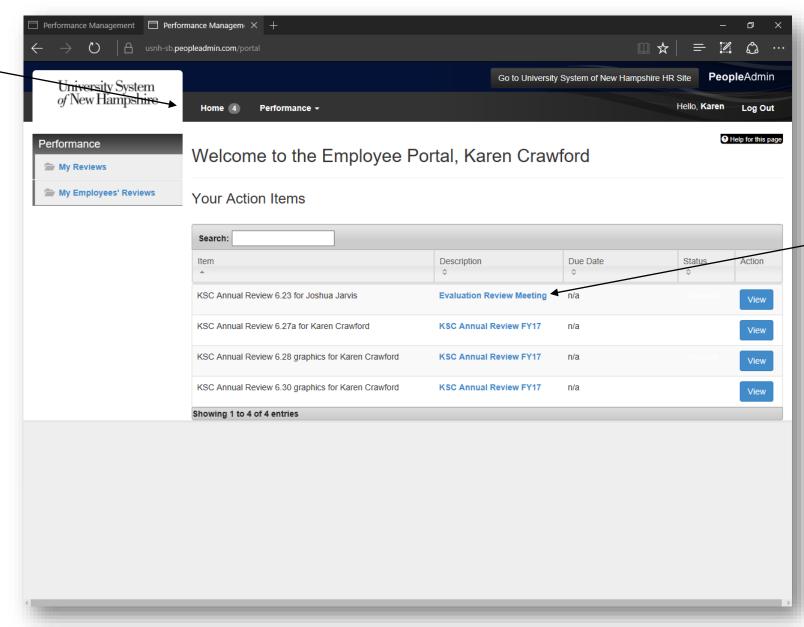
1. Enter attachment name, and a brief description of the attachment, then Click "Browse" to select attachment



2. Click "Upload File"

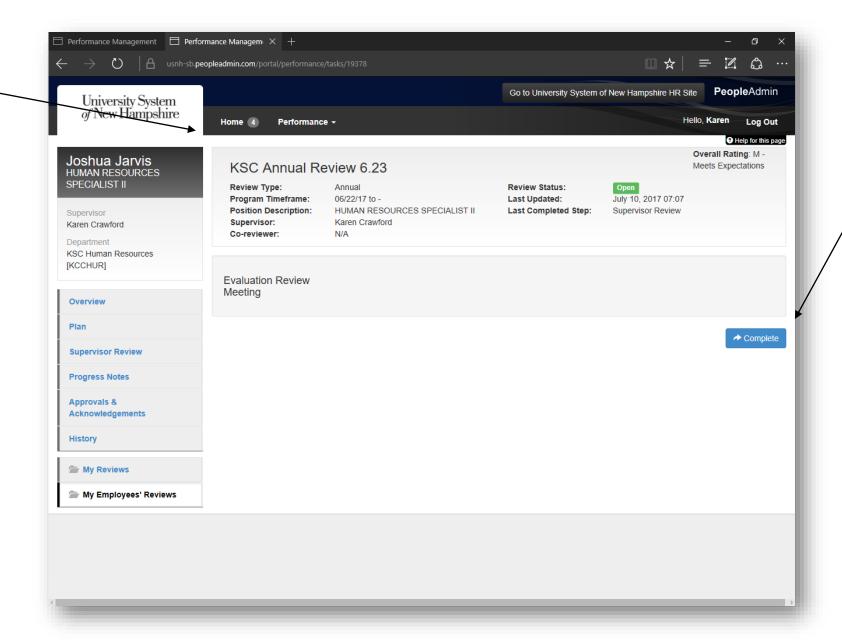
NOTE: you can add additional documents by clicking "New Attachment" At this point you should schedule the face-to-face meeting. You may continue to the next page only after this meeting has occurred

Navigate back to the home screen by clicking here



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

Navigate back to the home screen by clicking here



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.