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.

Click “Go to USNH Employee Portal”
NOTE: Your own reviews can be accessed here.

NOTE: Your own reviews can be accessed here.

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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Program</th>
<th>Progress</th>
<th>Type</th>
<th>Score</th>
<th>Review Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joshua Jarvis</td>
<td>KSC Annual Review 6.6.17</td>
<td></td>
<td>Annual</td>
<td>M - Meets Expectations</td>
<td>Open</td>
<td>View Review</td>
</tr>
<tr>
<td>Joshua Jarvis</td>
<td>KSC Staff Feedback on Supervisor 6.14</td>
<td></td>
<td>Annual</td>
<td></td>
<td>Open</td>
<td>View Review</td>
</tr>
<tr>
<td>Karyn Kaminski</td>
<td>KSC Annual Review 6.6.17</td>
<td></td>
<td>Annual</td>
<td>E - Exceeds Expectations</td>
<td>Open</td>
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<td>View Review</td>
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<tr>
<td>Rosean Limatainen</td>
<td>KSC Annual Review 6.6.17</td>
<td></td>
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<td></td>
<td>Open</td>
<td>View Review</td>
</tr>
</tbody>
</table>

Showing 1 to 8 of 8 entries
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.

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”.

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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.

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.

2. Click “Next” at the bottom of the page after you finish entering data on this screen.
1. Enter your rating and comments to support the rating for each core value listed on this page.

2. Click “Next” at the bottom of the page after you finish entering data on this screen.
1. Enter your comments in response to the professional development / civic engagement requested by the employee.

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.

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).

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

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

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