UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS

HUMAN RESOURCES

PERFORMANCE MANAGEMENT LEARNING EMPLOYEE GUIDE JOB AID RESOURCE INDEX



The Employee guide covers the following Performance Management steps:

1: Supervisor Creates the Plan	4: Employee Plan Acknowledgement	7: Second-Level Review of Appraisal
2: Second-Level Review of Plan	5: Employee Self Evaluation	8: Send Appraisal to Employee
3: Supervisor/Employee Plan Meeting	6: Annual Appraisal Creation	9: Acknowledge Appraisal

Proceed to next slide (Index) for guide navigation



UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS

HUMAN RESOURCES

PERFORMANCE MANAGEMENT LEARNING EMPLOYEE GUIDE JOB AID RESOURCE INDEX

Direct Access to Employee Steps:

Step 4: Employee Plan Acknowledgement

Step 5: Employee Self Evaluation

Step 9: Acknowledge Appraisal

Note: Click Link to Navigate Directly Slide Navigation: Click Return to Index button at any time to return here





EMPLOYEE: ACKNOWLEDGE PLAN | Login

STEPS

- 1. Access People Admin
- 2. Click For UNCSA Employees
- 3. Login with Microsoft







<u>STEPS</u>

- 1. Click the three-dot menu
- 2. Click UNCSA Employee Portal

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University of North Carolina School of the Arts	User Group:	Applicant Tracking System	Ina
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	My Links		
	Applicant Portal		



Welcome, Keyona McNeill logout (960004263 User Group: Employee

2 Filled Postings

Last 30 days

EHRA Faculty Temporary/Student Empk EHRA Non Faculty

Applicants Per Day Last Week

Sun Mon Tue Wed Thu Fri Sat

Open Postings

Inbox Items

11

My Links Applicant Portal *

EMPLOYEE: ACKNOWLEDGE PLAN | Select Employee Plan to Acknowledge

- **1.** Review Action Items List
- 2. Click Item Link

University of North Carolina School		Go to University of North Care	olina School of the Arts HR Site	PeopleAdmin
of the Arts Employee Portal	Home 1 Performance - Progress Notes		Hello, Aretha My Acc	count Log Out
	Welcome to the Employee Portal, Aretha Sutton			
🖀 My Reviews	Your Action Items			
	Start typing to search			
	Item	Description	Due Date	Status
(2)	SHRA Performance Evaluation Test Oct 18th for Aretha Sutton	Employee Plan Acknowledgement	n/a	Available
	Showing 1 to 1 of 1 entries			•



EMPLOYEE: ACKNOWLEDGE PLAN | Review & Acknowledge Employee Plan

<u>STEPS</u>

- 1. Review Instructions & Plan
- 2. Once Review is Complete, Select

Acknowledge or Return

Add Comment as Needed

3. Select OK on Pop Up if Acknowledging

The Acknowledge Plan Step is Complete!

RETURN TO INDEX



EMPLOYEE: SELF EVALUATION | Login

STEPS

- 1. Access People Admin
- 2. Click For UNCSA Employees
- 3. Login with Microsoft







STEPS

- 1. Click the three-dot menu
- 2. Click UNCSA Employee Portal

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Welcome, Keyona McNeill logout (960004263 User Group: Employee

2 Filled Postings

Last 30 days

SHRA/EHRA Staf EHRA Faculty EHRA Non Faculty

Applicants Per Day Last Week

Sun Mon Tue Wed Thu Fri Sat

Open Postings 11

Inbox Items

11

My Links Applicant Portal *

EMPLOYEE: SELF EVALUATION | Select Self Evaluation to Begin

- **1.** Review Action Items List
- 2. Click Item Link

Diversity of North Carolina School		Go to University of North	Carolina School of the Arts	HR Site People Admin
of the Arts Employee Portal	Home 1 Performance - Progress Notes		Hello, Are	tha My Account Log Out
	Welcome to the Employee Portal, Aretha Sutton			
🗁 My Reviews	Your Action Items			
	Start typing to search			
	Item	Description	Due Date	Status
(2	SHRA Performance Evaluation Test Oct 18th for Aretha Sutton	Employee Self Evaluation	n/a	Available
t modified these	Showing 1 to 1 of 1 entries			



EMPLOYEE: SELF EVALUATION Review Self Evaluation Guidelines

- **1.** Review Self Evaluation Guidelines
- 2. Click Save & Continue

Duriversity of North Carolina Scho	ol	Go to University of North Carolina School of the Arts HR S	ite PeopleAdmin
of the Arts Employee Portal	Home 1 Performance - Progress Notes	Hello, Aretha M	My Account Log Out
Aretha Sutton	Self Evaluation for Aretha Sutton	Actions - S	HRA Performance
Supervisor: Keyona McNeill	Before You Get Started Institutional Goals Individual Goals Trient De Jopmer	nt Goals Attachments 0 1	8th
Position Description: Talent Solutions Manager	STEPS FOR COMPLETING RATINGS ON INSTITUTIONAL AND INDIVIDUAL GOA	Sector Spelling	eview Status: Open valuation Type: Annual
Department: UNC School of the Arts	 Enter Ratings: For each institutional and individual goal, select the appropriate reing from the drop Comments: You are <u>not required</u> to enter comments for each institutional and individual goal, but Lates in the approximal Reason and the time processor acting of Risk Reasing Smartheory or Simony And and a second set of the approximation of the acting of the second second	pdown options. may choose to do so. Overall comments will be required	rogram Timeframe: 3/01/23 to -
Overview	 are in the applicable reasonable characterized and the solution of the solution o	be rated "Not Meeting Expectations." Contact Human	ast Updated: November 7, 2022 00:36
Plan	Resources for additional guidance. AFTER THE SUPERVISOR COMPLETES THE ANNUAL APPRAISAL	La Er	ast Completed Step: mployee Plan
Supervisor Evaluation	The assigned second-level reviewer will initiate the next step: "Second-Level Review of Appraisal."		conowiedgement
Self Evaluation	 Once the second-level reviewer has approved the appraisal, it will route back to the supervisor. When the supervisor is ready to issue the appraisal to the employee, the supervisor will initiate the 	e next step: "Send Appraisal to Employee."	
Approvals & Acknowledgements	The supervisor also must meet with the employee to review the annual appraisal. After the review meeting, the employee will initiate the final step: "Employee Acknowledgement of	Appraisal."	
S My Reviews	 NEXT Click "Next" at the bottom of each page to save the ratings and continue to the next section. You musclet: 55 w Droft" to cause this information and complete the approximation composition form. 	(2)	
	 rou may server save or an to save uns mormation and complete the appraisal some other time. 	🕼 Save Draft 🛛 Save & Continue	



EMPLOYEE: SELF EVALUATION | Institutional Goals Self Ratings

- **1.** Select Self Ratings for ALL Goals
- 2. Click Save & Continue

University of North Carolina School				Go to Univers	sity of North Carolina Scho	ool of the Arts HR	Site Peop	pleAdmin
of the Arts Employee Portal	Home 🕕 Performance 👻	Progress Notes				Hello, Aretha	My Account	Log Out
Aretha Sutton	Self Evaluation for Aret	ha Sutton				Actions +	SHRA Perfo	ormance
Supervisor: Keyona McNeill	Before You Get Started	Institutional Goals	Individual Goals	Talent Development Goals	Attachments 0		18th	Test oct
Position Description: Talent Solutions Manager	Required fields are indicated w	ith an asterisk (*).			5	Check.spelling	Review Status Evaluation Typ	e: Annual
Department: UNC School of the Arts	Institutional Goals						Program Time 03/01/23 to -	frame:
Overview	Goal Name:						Last Updated: 07, 2022 00:36	November 5
Plan	EXPERTISE	(1)				Last Complete Employee Plan	ed Step:
Supervisor Evaluation	Description						Acknowledger	nent
Self Evaluation	Description.							
Approvals & Acknowledgements	 a. Precision: Produces work employee's position and pro b. Resourcing: Makes efficie c. Innovation: Looks for way 	that is accurate, thorou ofession. Int and appropriate use is to improve efficiency of	gh, and demonstrates of materials and docu or quality.	s sufficient analysis and decision-maintenation managements work appropriately.	aking to meet the requiremen	its of the		
m My Reviews	d. Development: Maintains	technical skills and relev	ant professional cred	entials.				
	Weight:							
	13%							
	Plan Comments:							
	* Rating Please select Comments	-					6	
						4	6	ノ



EMPLOYEE: SELF EVALUATION | Individual Goals Self Ratings

- **1.** Select Self Ratings for ALL Goals
- 2. Click Save & Continue





EMPLOYEE: SELF EVALUATION | Talent Development Goals Comments

<u>STEPS</u>

- 1. Add Comments for Development Goal
- 2. Click Complete
- 3. Select OK



Self Evaluation is Now Complete!





EMPLOYEE: ACKNOWLEDGE EVALUATION | Login

STEPS

- 1. Access People Admin
- 2. Click For UNCSA Employees
- 3. Login with Microsoft







STEPS

- 1. Click the three-dot menu
- 2. Click UNCSA Employee Portal

Wei	come, Keyona McNelli logout (960004263)		
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	Inbox Open		
	Items Postings		
	11 11		
	My Links		
	Applicant Portal		



Welcome, Keyona McNeill logout (960004263 User Group: Employee

2 Filled Postings

Last 30 days

EHRA Faculty EHRA Non Faculty

Applicants Per Day Last Week

Sun Mon Tue Wed Thu Fri Sat

Open Postings 11

Inbox Items

11

My Links Applicant Portal *

- **1.** Review Action Items List
- 2. Click Item Link

University of North Carolina School		Go to University of North	າ Carolina School of the Arts	HR Site People Admin
of the Arts Employee Portal	Home 1 Performance - Progress Notes		Hello, Are	tha My Account Log Out
	Welcome to the Employee Portal, Aretha Sutton			
🖀 My Reviews	Your Action Items			
	Start typing to search			
\frown	Item	Description	Due Date	Status
(2)	SHRA Performance Evaluation Test Oct 18th for Aretha Sutton	Employee Evaluation Acknowledgement	n/a	Available
	Showing 1 to 1 of 1 entries			•



EMPLOYEE: ACKNOWLEDGE EVALUATION | Review & Acknowledge Evaluation

<u>STEPS</u>

- 1. Review Instructions & Appraisal
- 2. Once Review is Complete, Select

Acknowledge or Dispute

Add Comment as Needed

3. Select OK on Pop Up if Acknowledging

The Acknowledge Evaluation Step is

Complete!



University of North Carolina School of the Arts Employee Portal	Go to Univ Home ① Performance - Progress Notes	ersity of North Carolina School of the Arts Hi Helio, Aretha	R Site PeopleAdmin My Account Log Out
retha Sutton	Supervisor Evaluation for Aretha Sutton	Actions 🔻	SHRA Performance
upervisor: Keyona McNeill osition Description: Talent olutions Manager lepartment: UNC School of the rts	INSTRUCTONS: Review the information below. Once you have had your performance review session with cick on the blaw "Action" battom to the right and then cick on "Advancederge" OB cick on the blaw "Advanced You may add converses for your supervisor at the bottom of the page. For additional information on app Office of Human Resources. SHIRA Engineer Chromos Pellow Conversion of the page. For additional information on app sension and the sension of the page. For additional information on app SHIRA Engineer Chromos Pellow Conversion of the page. For additional information on page additional page of the sension of the page. For additional information on page additional page of the sension of the page. For additional information on page additional page of the sension of the page. For additional information on page additional page of the sension of the page. For additional information on page additional page of the page. For additional information of the page additional page of the page. For additional information on page additional page of the page. For additional information on page additional page additional page additional page additional page additional page additional page additio	your supervisor to review this appraisal, wiedge" butten at the bottom of the page, peal rights or related issues, contact the eceived this annual performance appraisal,	Evaluation Test Oct 18th Review Status: Open Overall Rating: Meeting Expectations Evaluation Type: Annual
Overview	(2) my signature does not necessarily imply my agreement with the ratings given or the comments include comments to include with this appraisal document, if I so choose.	red, and (3) I may write a response in the	Program Timeframe: 03/01/23 to -
Plan Supervisor Evaluation	Institutional Goals		Last Updated: November 07, 2022 01:03 Last Completed Step: Send Appraisal to Employee
Approvils & Admonifolgements	Coal Name: UPUTURE	-making to meet the requirements of the	
	Goal Name:		
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