Employee (Staff) Evaluation Process – Staff Initiated

Staff Initiated: requires both, employee and evaluator (supervisor) to complete the online performance evaluation.

Basic Steps:
1. Employee completes a self-evaluation first.
2. Evaluator receives the employee self-evaluation and proceeds to review employee self-evaluation and comments.
3. Evaluator completes performance evaluation.
4. Employee and evaluator meet to discuss performance evaluation.
5. Employee receives final performance evaluation with both, employee and evaluator, ratings and comments.
6. Employee reviews final performance evaluation, adds comments, confirms review of performance evaluation and discussion with evaluator.

Access Evaluation

1) After receiving the email notification that your evaluation is available, click the link in the email to sign into ADIS.

2) Go to your profile summary by clicking on the HOME link.

3) Click on Action Pending Tab.

4) Click on the Employee Evaluation Form Link.

<table>
<thead>
<tr>
<th>Action Pending</th>
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</thead>
<tbody>
<tr>
<td>message</td>
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<tr>
<td>Your 2015 Evaluation is Open</td>
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</table>
Filling in the Evaluation

If copying and pasting from another document, make sure you paste the information first into a plain text editor such as Notepad or Wordpad to clear out any special characters. Do not copy and paste from a Word or Excel document as it will result in unreadable characters.

**Basic Procedures:**
1. Review the employee rating scale.
2. For each performance evaluation core value, check desired rating and add comments to support rating.
3. All sections must be completed (rating and comments).
4. Meet with evaluator (supervisor) to discuss performance evaluation.
5. Finalize performance evaluation.

**Accomplishments**
Depending on how your evaluation is set up, you may or not have accomplishment questions at the beginning.

✓ Accomplishments

1) Summarize accomplishments/highlights since your last evaluation.

Enter Comments:

Notice the red check mark on the top left corner of the picture. The check mark will indicate if that particular section is completed or not.

- Red means uncompleted
- Yellow means partially completed
- Green means completed
Performance Evaluation Core Values
Performance Evaluation Core Values are the different values that you will be evaluated on (Innovation, Teamwork, Excellence, etc.).

<table>
<thead>
<tr>
<th>Core Value</th>
<th>Employee Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Innovation" /></td>
<td><img src="image" alt="Rating" /></td>
</tr>
</tbody>
</table>

For each value, you are required to enter a rating number from 1.0 to 5.0 and add comments in the text box to support your rating.

The rating scale at the beginning of the Performance Evaluation will give you a description of each rating. For example, “5 - Role Model” means that employee consistently meets and almost always exceeds expectations levels of performance.
You may also check “Not applicable” if a core value does not apply to your position. Assume all performance evaluation core values are applicable unless your evaluator/supervisor informs you that the core value is not applicable.

Submit Evaluation to Evaluator
The submit button will appear grayed out and you will not be able to submit the evaluation until all areas of the evaluation are completed (all check marks are green). There is no save button because the evaluation saves as you type, but you might print at any given time using the Print button right next to the Submit.

STOP

After you click the submit button, you will not be able to make any further changes to your evaluation. You will get a prompt window to confirm the submit action. Click Ok to confirm or Cancel if you still need to review.
Access Evaluation

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5) The final step of the performance evaluation is the employee confirmation. There will be an “Employee Comments” box and a confirm button at the bottom. Employee is not required to add additional comments. However, employee is required to confirm that he/she has reviewed performance evaluation and met with evaluator/supervisor to discuss performance evaluation.

You will get a prompt to confirm the submission of the evaluation.

To finalize the last step of the evaluation, you must click the “OK” button, click Cancel if you still need more time to review. If you click the Ok button, do not close the browser until process is complete. You will know it is completed when you are redirected to your My Evaluations Tab. From there, feel free to print a copy of your completed evaluation for your own records.