Post-Doc Research Associates/Fellows - Evaluation Process

Post-Doc Research Associates/Fellows Initiated: requires both, Post-Doc Research Associates/Fellows and evaluator (PI/supervisor) to complete the online performance evaluation.

Basic Steps:
2. Evaluator receives the Post-Doc self-evaluation and proceeds to review Post-Doc self-evaluation and comments.
3. Evaluator completes performance evaluation (does not submit yet).
4. Post-Doc and evaluator meet to discuss performance evaluation.
5. Evaluator makes final edits, adds date of meeting and submits.

Access Evaluation

1) After receiving the email notification (see example below) that your evaluation is available, click the link in the email to sign into UNeVal. Thereafter, click UNMC and then enter your Net Id and password.

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**Example Email**

Thu 3/1/2018 3:48 PM
notifications@net.unmc.edu
Performance Evaluation Notification

To: Hammond, Jr.

Your Performance Evaluation is now available. Please go to https://uneval.unmc.edu and login with your credentials.

***NOTE***
You are responsible for the confidentiality of your login and password. Disclosure to any other person is unauthorized.
2) Evaluation requiring your input will show at the bottom of your page.

3) Click on the “Requires your input” Open Form button and complete your evaluation.
Completing the Evaluation

Basic Procedures:
1. Complete “Accomplishment section” – 13 inquiries. All 13 must be completed.
2. Review the employee rating scale.
3. For each performance evaluation core value, check desired rating and add comments to support rating.
4. All sections must be completed (rating and comments).
5. Meet with evaluator (PI/supervisor) to discuss performance evaluation.

Accomplishments (13)

Example:

Notice the green check mark on the top left corner of the picture. The check mark will indicate if that particular section is completed or not. All 13 inquiries must be completed and have a green check mark,

- Red means uncompleted
- Yellow means partially completed
- Green means completed

✅✅✅✅
Rating Scale:
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.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - Not Applicable/Insuff</td>
<td>Not Rated due to Applicability or insufficient Information</td>
</tr>
<tr>
<td>1 - Unsuccessful</td>
<td>Seldom meets established standards; must improve for continued employment.</td>
</tr>
<tr>
<td>2 - Needs Improvements</td>
<td>Sometimes meets established standards, but lacks consistency; often falls short of desired results; must improve for continued employment.</td>
</tr>
<tr>
<td>3 - Meets Expectations</td>
<td>Meets and occasionally exceeds established standards.</td>
</tr>
<tr>
<td>4 - Exceeds Expectations</td>
<td>Consistently meets and frequently exceeds expected levels of performance.</td>
</tr>
<tr>
<td>5 - Role Model (Outstanding)</td>
<td>Consistently meets and almost always exceeds expected levels of performance.</td>
</tr>
</tbody>
</table>

All performance evaluation core values are applicable unless your evaluator/supervisor informs you that the core value is not applicable.

For each Value attention/emphasis in following descriptors:

Innovation:
- Demonstrates insight and motivation towards assigned research projects.

Teamwork:
- Works cooperatively and effectively with laboratory members to achieve common goals, and participates in building a group identity characterized by pride, trust and commitment.
- Interacts appropriately with all laboratory members.

Excellence:
- Completes assignments with thoroughness and accuracy and demonstrates professional communication (written and/or oral presentation) of the research.
- Applies technical and/or professional expertise/understanding to research projects.

Accountability:
- Demonstrates responsibility for persons, data, activities, resources and outcomes.
- Completion of the Responsible and Ethical Conduct of Research (RCR) Training and the Independent Development Plan (IDP).
- Completion of RCR Training and date of Completeness.
Courage:
- Admits mistakes and learns from them.
- Proactive in research activities (anticipates problems and proposed resolutions).

Healing:
- Leads in challenging situations that would commonly frustrate others.
- Maintains professionalism under pressure.
- Communicates effectively and freely to resolve issues.

Under Employee Goals: Indicate Goals for the following year.

Performance Evaluation Core Values

Example of Value in evaluation:

<table>
<thead>
<tr>
<th>Core Value</th>
<th>Employee Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Innovation</td>
<td></td>
</tr>
</tbody>
</table>

Enter Rating: (e.g. 3.0, 3.3, 3.5)

Enter Comments:

0/1000 characters
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.

**Employee Rating**

Enter Rating:* [ ] (e.g. 3.0, 3.3, 3.5)

Enter Comments:* [ ]

0/1000 characters

**Submit Evaluation to Evaluator/PI:**
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). Evaluation saves as you type. You can save if you would like to. You may also print at any given time using the Print button right next to the Submit button.

**Process Evaluation**

*Status: Open*

**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.

Your evaluation will be submitted to your Evaluator and you will no longer be able to edit.

[OK] [Cancel]
Meeting with Evaluator/PI, Review and Approve

1. Post-Doc and evaluator meet to discuss performance evaluation.
2. Evaluator makes final edits, adds date of meeting and submits.
3. Post-Doc receives final performance evaluation with both, Post-Doc and evaluator, ratings and comments.

Access Evaluation

1) After receiving the email notification that your evaluation is available, click the link in the email to sign into UNeVal.
2) Evaluation requiring your input will show at the bottom of your page.
3) Click on the “Requires your input” Open Form button and complete your evaluation.

![Open Form Button]

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

![Employee Comments]

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

![Confirm Submission]

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.