

Evaluations: Employee Guide

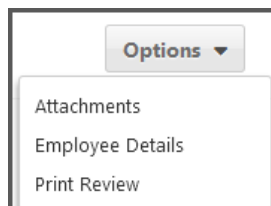
As an employee, you will perform two different tasks as part of your evaluation using the Talent Management System: the Self-Review and Signing Off a completed evaluation.

Self-Review:

Log in by clicking on Access Talent Management System in the Talent Management System card in **MyISU**. Click on the **Annual Performance Evaluation** link under the **Your Action Items** heading on the left. The **Overview** page of your evaluation will open. Review the information, paying special attention to the **Employee** section and the **Step Progression** diagram at the bottom of the page. Note that you will see the completed evaluation again before its final submission. When you are ready, click **Get Started**, bottom right.



- **Performance Evaluation Job Details:** Your supervisor will complete this page. Click **Save and Continue**.
- **Performance Evaluation Competencies:** Key attributes used in your evaluation. Enter your comments about your performance on each attribute in its **Comments** section, then click on **Save and Continue**.
- **Summary:** Right above the percentage circle, there is an **Options** box. Click on the drop down list to access the following options:



Attachments: Allows you to attach up to 3 files to your Self-Evaluation, so others in the evaluation process can access them.

Employee Details: Shows your basic employment details

Print Review: Creates a pdf of the evaluation for printing.



Click **Submit** when you are finished to send the evaluation to your supervisor. You will not have access to enter data again until it has made its way through the process shown on the overview screen, unless the evaluation is returned to you for changes. You will be notified when the evaluation has cycled through and is ready for your review with your supervisor. Go ahead and **Log Out** (upper left). You will also be able to view your evaluation from your my reviews page which will only show your comments until it is returned for final review and signature.

Signing Off

Your supervisor will contact you when your evaluation is ready for review. You will log in to the Talent Management System as above, and click on the link to your evaluation in the **Your Action Items** menu.

You will be given a chance to provide comments on the evaluation, and you will be asked to electronically sign it to acknowledge that you have reviewed the evaluation. Your electronic signature does not necessarily mean you agree with the evaluation, but rather that you have seen it.

Accessing your Completed Evaluation(s)

Your completed evaluations will be available to you anytime you wish to revisit them.

1. Navigate to the Talent Management System as above.
2. Click on **Performance** and select **Performance Reviews** from the drop down list.
3. Click on the **My Personal Reviews** tab. Select the evaluation you wish to access by clicking on its name, on the left. A PDF version of your evaluation will open, suitable for printing.

Accessing your Goals

Your employment Goals are available for you to access at any time. You can even track your progress on meeting your goals.

1. Select **Goals** from the drop down list under the **Performance** heading at the top of the page. Your current goals will appear. If you wish to see future goals, click on the **Select** drop down to choose a future time period.
2. Click on the **Title** of the goal to see more information, to add attachments, comments, or record your progress on meeting this goal. Be sure to save any information you enter here before you exit.

