

ViDesktop – Performance Management System

Self-Evaluation Process (for Employees)

When Human Resources opens an annual evaluation process for a specific period, (academic year) an email from the System Administrator will be generated. The email will provide employees with brief directions, a due date and the link to access the system.

The Process

1. Login into ViDesktop <https://oberview.oberlin.edu/task/all/videsktop> using Single Sign On credentials. **Note:** Firefox does not work well with the site. Please use either Chrome or Explorer.
 2. Employees will be completing a self-evaluation by clicking on **Select** button to choose current evaluation year. The current evaluation is named; 2019/2020 Annual Employee Evaluation and will be specific to your division.
 3. Review instructions before beginning the process. The performance rating systems is a 5 point rating system.
 4. Click Next to continue.
 5. On the Action page, select the **Update** button to begin evaluation process.
 6. Begin by rating each question in Job Performance section.
 7. Employees will also have the ability to complete free form fields, Strengths and Opportunities for Improvement, at the end of each of the 5 sections.
 8. At the end of each section, click **Next**. Only select Save & Close if you intend to leave the evaluation process.
 9. Continue through the next sections rating areas of performance.
 10. Section 5 is to be completed by those who supervise others ONLY. If that does not apply, leave blank.
 11. Section 6 is a free form field to list prior year goals and outcomes.
 12. Section 7 is a free form field to list upcoming year's goals and expected outcomes.
 13. Section 8 is a free form field to list training and education complete over the past year.
 14. Section 9 can be used to add additional comments.
 15. Section 10 is the eSignature Section and should not be completed until **AFTER** employees have met and reviewed the self-evaluation with supervisor/manager. Click **FINISH** to end this session. **Do not forget to take this step!** This will alert managers by email that an evaluation has been completed and to schedule a meeting with employee(s).
 16. Managers will schedule and review self-evaluations with each employee. It is suggested that while reviewing with employees, managers can complete own evaluation of each employee's performance during the meeting with an open computer. The detailed information can be completed after manager and employee have met.
 17. Once process is completed, the manager will complete and then sign the last page, advice employee to return to viDesktop to complete process.
- **HOW DO I SEE MY SUPERVISORS SCORES, COMMENTS & FINAL RESULTS?**
18. Before going to last page to sign acknowledgement, first click the **PRINTER** icon in the top right corner of Status page to Print, View or Save. This is the ONLY way to view the full completed evaluation. The system will archive your evaluation, but you may also print or save for your own records.