OBERLIN

COLLEGE & CONSERVATORY

ViDesktop – Performance Management System

Evaluator (Manager) Process

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 direct employees to begin the process.

The Process for Evaluator (Manager)

1. Employees will complete the evaluation process by evaluating their own performance. Once process is complete, an automatic email will be generated by the system notifying the Evaluator (Manager).
2. 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 you've met.
3. Login into https://oberview.oberlin.edu/task/all/videsktop using your Single Sign On credentials.
4. Review instructions before beginning the process. The performance rating systems is a 5 point rating system.
5. Note: Firefox does not work well with the site. Please use either Chrome or Explorer.
6. Once on Status page, employees who have completed the process will appear as Completed. On the Action page, select the **Update** button next to employee name to begin evaluation process and begin.
7. Proceed through each section of the evaluation. Only click Save & Close if you intend to close and come back to the process, otherwise, click Next to go to continue.
8. Complete freeform notes sections. Complete by signing to acknowledge meeting with and reviewing the information with the employee. Click **FINISH** to finalize process.
9. Alert the employee by email once evaluation has been signed.
10. The employee will return and review final version of evaluation, sign and date to acknowledge.

Managers should keep an eye on Status Page to view employee progress and follow up if evaluations remain in the status "In Progress" for a long length of time. Managers will only see evaluations of those staff who have started the process.

NOTE: If an employee does not click **FINISH** *on the last page, their evaluation will remain "In Progress".*