# ViDesktop for Evaluators



PERFORMANCE EVALUATION SYSTEM

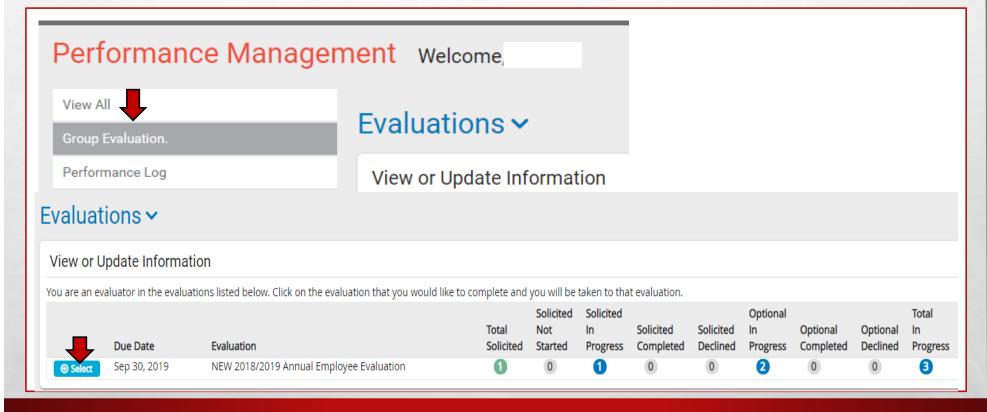
# STEPS TO A SUCCESSFUL PERFORMANCE EVALUATION EXPERIENCE

- Formal evaluations of employee work performance helps the employer and employee build on the strengths of the employee and identify those areas the employee needs improvement to be more effective and efficient in their job.
- Performance evaluations enable the creation of reasonable performance standards so that both supervisor and employee are aware of work that is considered "acceptable performance."
- Oberlin College's performance evaluation will be a system of self-evaluation with a follow up meeting and evaluation by the manager/supervisor. Goals should be set for the upcoming year.

# MANAGER (EVALUATOR) PROCESS

- Once an employee completes the self-evaluation process, a system generated email will be received by their manager/evaluator.
- Manager will schedule a meeting to discuss and review.
- Manager may complete their evaluation as they go through the review process with the employee with computer open to viDesktop. Completion of free form areas can be completed later.
- Login using Single Sign On credentials and go to Group Evaluations to view those waiting your attention.

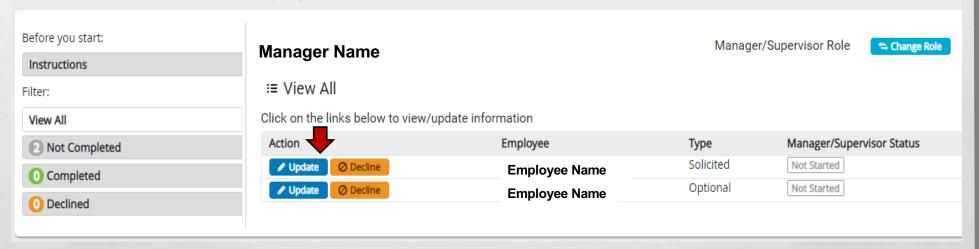
# MANAGER (EVALUATOR) VIEW



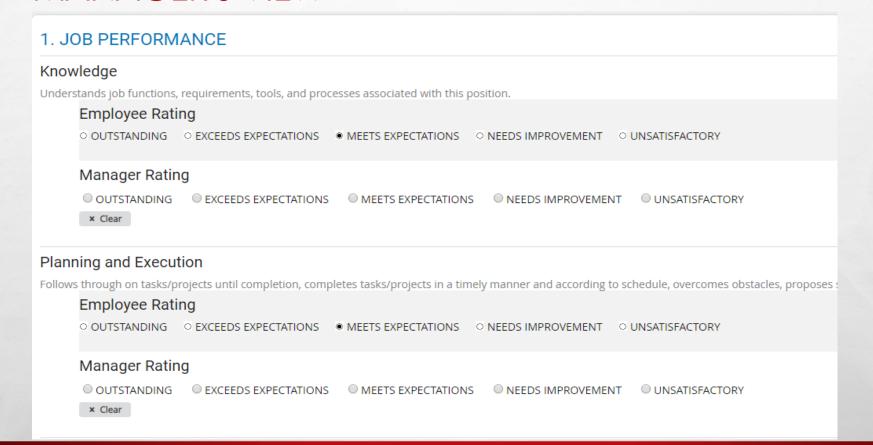
Technical Alert!! Please use do NOT use Firefox browser. Will not allow editing in freeform fields.

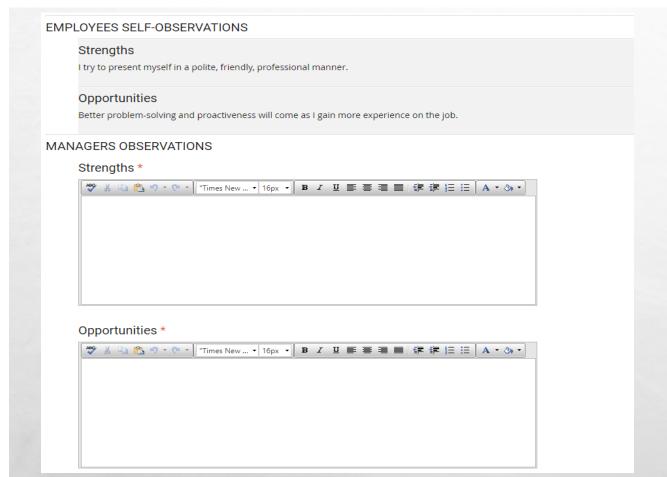
### STATUS PAGE

### NEW 2018/2019 Annual Employee Evaluation



### MANAGER'S VIEW

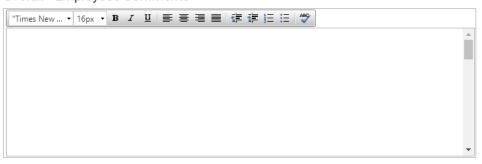




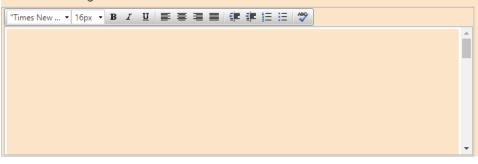
### MANAGER'S VIEW

### 9. SUMMARY 🗸

### Overall - Employees Comments



### Overall - Manager's Comments



## MANAGER'S VIEW



Do not complete or sign off until you have met with and have reviewed your employees Self- Evaluation with them.

After the manager has met with the employee to discuss performance, then the manager may go back in to finish the evaluation, make notes, recommendations, if necessary, and finalize by signing. \*\*Your signature confirms that you have met with and discussed performance with your staff member.

### FINALIZING THE EVALUATION PROCESS

- The final step is to notify the employee, by email or verbally, that they
  may return to the evaluation, review and sign last page
  acknowledging the discussion.
- A copy of full results may be printed by either party, if necessary, for their own records, or will remain archived electronically.
- Managers will also need to complete full process by clicking FINISH on the last page.

### PERFORMANCE LOG

# Performance Management Welcome, Manager Name

View All

Group Evaluation.

Performance Log

# Update Performance Log ➤

| View or | Upo | late | Infor | mation |
|---------|-----|------|-------|--------|
|---------|-----|------|-------|--------|

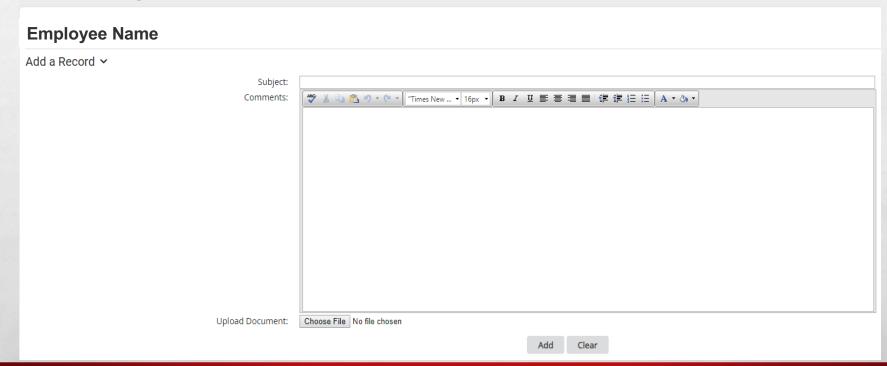
You are a team leader in the evaluations listed below and have been given access to update performance. To update p

Employee Name Employee Name Employee Name

**Employee Name** 

### **PERFORMANCE LOG**

### Performance Log



### THINGS TO REMEMBER WHEN COMPLETING EMPLOYEE EVALUATIONS

- Keep updated records of tasks, assignments, projects that your employees have been assigned throughout the year. Keep a file for each employee and make notes using viDesktop Performance Log feature.
- Make note of performance issues and disciplinary actions that have been communicated to your employees. Don't wait to discipline them at evaluation time. Give deadlines for area of improvement.
- Use position description during this process to determine if all duties are being fulfilled. Take this
  opportunity to update the description if needed.
- Be clear and complete when writing the evaluation so expectations and goals are understood.
   Make sure to outline the positive feedback before communicating areas of concern or issues.
- Keep communication open so that issues can be addressed immediately and plans to implement change can be put into place.

### THINGS TO REMEMBER (CONT'D)

- Work together to formulate goals that are realistic for the coming year. Review goals at least annually and more often when necessary.
- Performance should be discussed with employees throughout the year and not only during annual evaluations.
- Listen to your employees during the evaluation process and let them express their concerns. Ask employees if they enjoy their jobs and what concerns and problems they might have.
- Complete evaluations timely so you aren't trying to play catch up each year. The evaluation process will only be open for a window of time and then closed so that no more updates can be made.

# WRAP UP

Please contact Human Resources if you need assistance with navigating the system. We'll be glad to assist with issues or concerns.

Keep an eye on Status Page to view employee's progress and follow up if evaluations aren't being completed. NOTE: If an employee does not click FINISH on the last page, their evaluation will remain "In Progress".