ViDesktop for Evaluators

OBERLIN
COLLEGE & CONSERVATORY

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

Performance Management   Welcome,

View All

Group Evaluation.

Performance Log

Evaluations ⌄

View or Update Information

Evaluations ⌄

View or Update Information

You are an evaluator in the evaluations listed below. Click on the evaluation that you would like to complete and you will be taken to that evaluation.

	Due Date	Evaluation	Total Solicited	Solicited Not Started	Solicited In Progress	Solicited Completed	Solicited Declined	Optional In Progress	Optional Completed	Optional Declined	Total In Progress
⊕ Select	Sep 30, 2019	NEW 2018/2019 Annual Employee Evaluation	1	0	1	0	0	2	0	0	3

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

STATUS PAGE

NEW 2018/2019 Annual Employee Evaluation

Before you start:

Instructions

Filter:

View All

2 Not Completed

0 Completed

0 Declined

Manager Name

Manager/Supervisor Role   ⇄ Change Role

≔ View All

Click on the links below to view/update information

Action	Employee	Type	Manager/Supervisor Status
✎ Update ⊘ Decline	**Employee Name**	Solicited	Not Started
✎ Update ⊘ Decline	**Employee Name**	Optional	Not Started

MANAGER'S VIEW

1. JOB PERFORMANCE

Knowledge

Understands job functions, requirements, tools, and processes associated with this position.

Employee Rating

○ OUTSTANDING   ○ EXCEEDS EXPECTATIONS   ● MEETS EXPECTATIONS   ○ NEEDS IMPROVEMENT   ○ UNSATISFACTORY

Manager Rating

○ OUTSTANDING   ○ EXCEEDS EXPECTATIONS   ○ MEETS EXPECTATIONS   ○ NEEDS IMPROVEMENT   ○ UNSATISFACTORY

  × Clear

Planning and Execution

Follows through on tasks/projects until completion, completes tasks/projects in a timely manner and according to schedule, overcomes obstacles, proposes s

Employee Rating

○ OUTSTANDING   ○ EXCEEDS EXPECTATIONS   ● MEETS EXPECTATIONS   ○ NEEDS IMPROVEMENT   ○ UNSATISFACTORY

Manager Rating

○ OUTSTANDING   ○ EXCEEDS EXPECTATIONS   ○ MEETS EXPECTATIONS   ○ NEEDS IMPROVEMENT   ○ UNSATISFACTORY

  × Clear

EMPLOYEES SELF-OBSERVATIONS

Strengths

I try to present myself in a polite, friendly, professional manner.

Opportunities

Better problem-solving and proactiveness will come as I gain more experience on the job.

MANAGERS OBSERVATIONS

Strengths *

Opportunities *

MANAGER'S VIEW

STOP

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 Update Information

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	
Employee Name			

PERFORMANCE LOG

Performance Log

Employee Name

Add a Record ⌄

Subject: [   ]

Comments:

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Upload Document: [Choose File] No file chosen

[Add] [Clear]

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".