viDesktop Performance Management System

An introduction to navigating the system – for employees (evaluatee)



EMPLOYEE PERFORMANCE EVALUATION – PURPOSE AND OBJECTIVE

Employee Performance Evaluation Purpose and Objective

Purpose of a Performance Evaluation

- ✓ Align employee performance with the mission and goals of the college and department.
- ✓ Strengthen two-way communication regarding performance and goals.
- ✓ Establish a mutually-understood set of performance expectations.
- √ Recognize contributions of employees.
- ✓ Discuss opportunities for growth and development.
- ✓ Provide necessary feedback when performance does not meet expectations.

Oberlin College Performance Evaluation Process

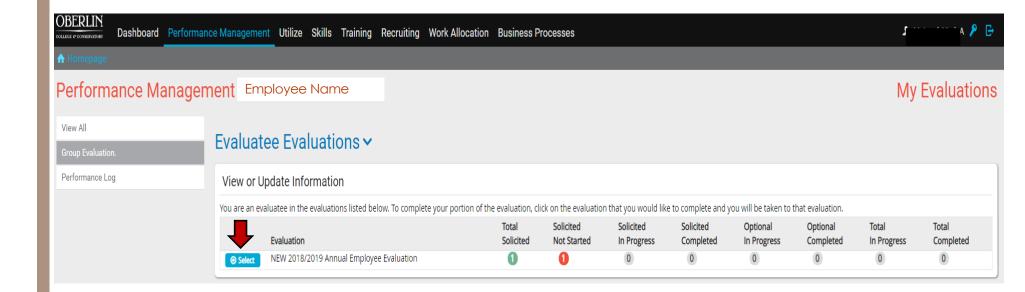
- Email notification to employees with directions and link
- An expected completion date will be provided
- Staff complete self evaluation Must click <u>FINISH</u> to finalize
- Managers receive email when staff have completed their portion
- Managers will then schedule a discussion and share results.

Oberlin College Performance Evaluation Process'

- Goals should be set for coming year
- Manager returns to evaluation to make final notes, edits, and electronically signs. Notifies employee when complete.
- Employee returns to evaluation to view, save or print and acknowledge with signature on last page.

Evaluatee (Employee) View

- ▶ The administrator (HR) will solicit employees, to open the process.
- ► To begin your evaluation, click "Select"



Before you start:			
Instructions			
Filter:			
View All			
Not Completed			
① Completed			

Employee Name

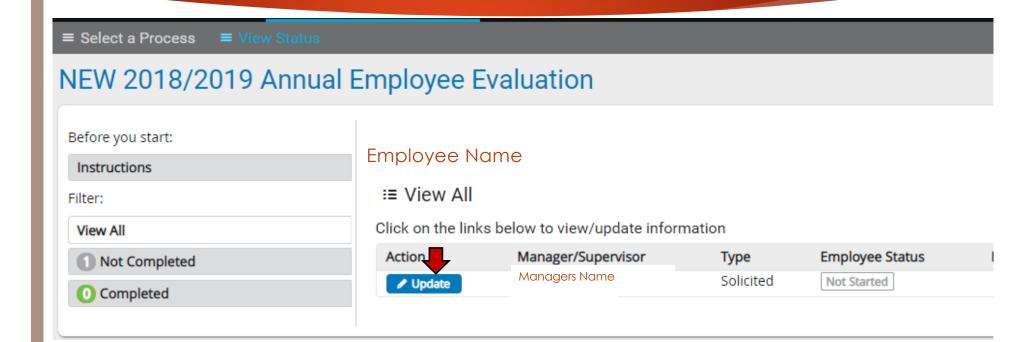
Welcome to the viDesktop Performance Evaluation process. As an employee, you will first contour to review your performance by answering the same questions. Please make sure to complete electronically sign your evaluation after you meet to discuss your performance. If you cannot

OVERALL PERFORMANCE RATING

The overall performance rating is assigned to indicate the level at which the employee has pe

Rating	Performance Definitions
5	OUTSTANDING – Performance at this level is clearly unique and far in excess of established expectations. The employee consistently exceeds expectations in the outcomes achieved in work quality, quantity and timeliness. The employee exhibits leadership among peers in all dimensions of the fieldwork performed.
4	EXCEEDS EXPECTATIONS – Performance at this level often exceeds established expectations and standards of work quality, quantity and timeliness. The employee exhibits mastery of most dimensions of the field of work performed.
3	MEETS EXPECTATIONS – Performance at this level meets established expectations and standards for work quality, quantity and timeliness. The employee competently achieves the requirements of the position.
2	NEEDS IMPROVEMENT – Performance at this level is below the level expected of an employee in the position. Improvement is required in significant dimensions of the job in order to meet the expectations and standards for work quality, quantity and timeliness.
1	UNSATISFACTORY – Performance at this level is unacceptable. The employee often fails to achieve basic requirements of the position and has exhibited little or no improvement in job performance. The employee performing at this level should not be continued in this position; or where extenuating circumstances exist, should be retained only upon significant improvements within a fixed period of time to be defined by the College.

Evaluatee (Employee) Status View



NEW 2018/2019 Annual Employee Evaluation

Manager/Supervisor: Manager Name Employee: Employee Name

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

x Clear

Planning and Execution

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

Employee Rating

OUTSTANDING

EXCEEDS EXPECTATIONS

MEETS EXPECTATIONS

NEEDS IMPROVEMENT

UNSATISFACTORY

Problem Solving

x Clear

When posed with a problem the ability to develop timely solutions with alternatives.

Employee Rating

OUTSTANDING

EXCEEDS EXPECTATIONS

MEETS EXPECTATIONS

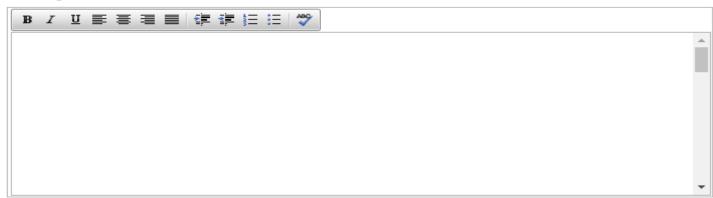
NEEDS IMPROVEMENT

UNSATISFACTORY

x Clear

EMPLOYEES SELF-OBSERVATIONS

Strengths



Opportunities for Improvement



Save and Close

Next **⊙**

Sections of Performance Evaluation

- Job Performance
- Campus/Institutional Relations
- Communication Skills
- Interpersonal Skills
- Supervisory Skills (only to be completed by those who manage staff)

Goals and Outcomes

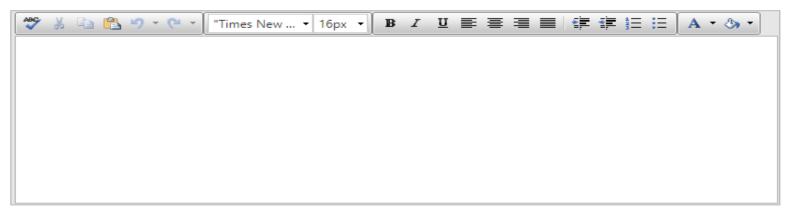
NEW 2018/2019 Annual Employee Evaluation

Manager/Supervisor: Managers Name

Employee: Employee Name

6. PRIOR YEAR GOALS & OUTCOMES

Goals & Outcomes



Upcoming Years Goals & Outcomes

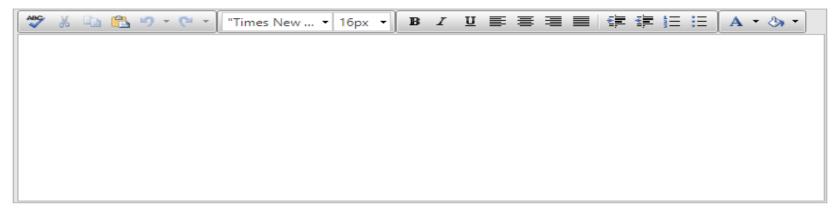
NEW 2018/2019 Annual Employee Evaluation

Manager/Supervisor: Managers Name

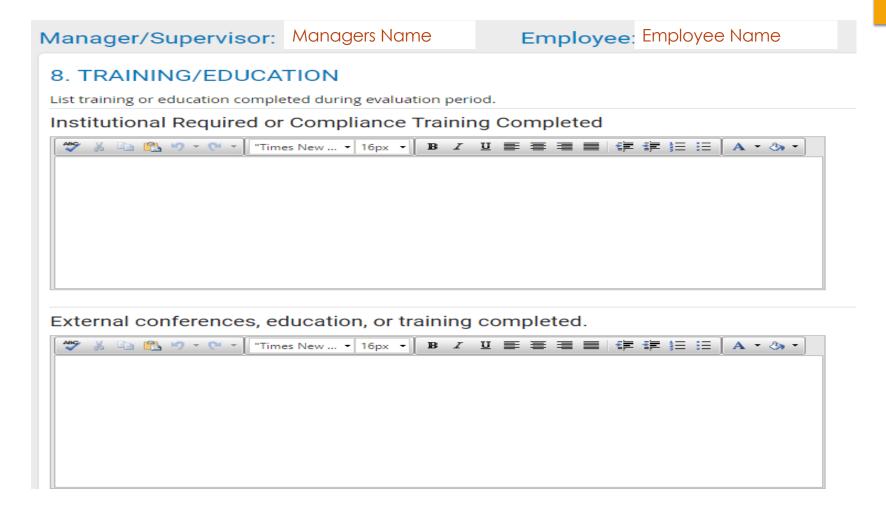
Employee: Employee Name

7. UPCOMING YEARS GOALS & EXPECTED OUTCOMES

Goals & Outcomes



Training & Education Section



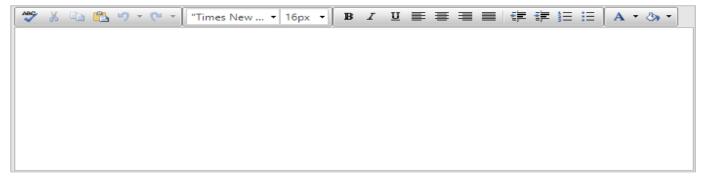
Summary

NEW 2018/2019 Annual Employee Evaluation

Manager/Supervisor: Manager Name Employee: Employee Name

9. SUMMARY

Overall - Employees Comments





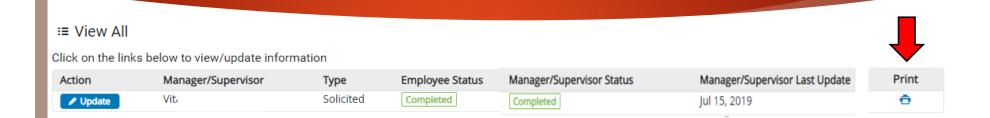


Your evaluation will not appear as "Complete" to your manager, until you click the **FINISH** button.

Do not sign until you meet with manager!!

10. eSignature Section			
Employee - Please check the box below if you agree. *NOTE: Sign only after meeting with Manager/Supervisor for review. □ I acknowledge that I have received and reviewed my performance evaluation. My acknowledgement does not necessarily indicate that I agree with the content.			
Employee - Please sign this evaluation by typing your full name.			
Employee - Date	✓ Finish		

How do I view the whole completed evaluation?



Once you have met with your manager, and they advise that the evaluation has been completed, you can return to this Status page. In order to view your supervisors evaluation, click PRINTER icon to view the completed evaluation. This will allow you to view, save or print the final version. Next, go to the last page of evaluation and acknowledge completion with electronic signature and click **FINISH** once more.

We Welcome Your Questions or Comments

