



Performance Management
Annual Evaluation for
Marshall University
Non-Exempt Employees

Employee Guide



Tasks to be Performed & How to Use the System

Tasks

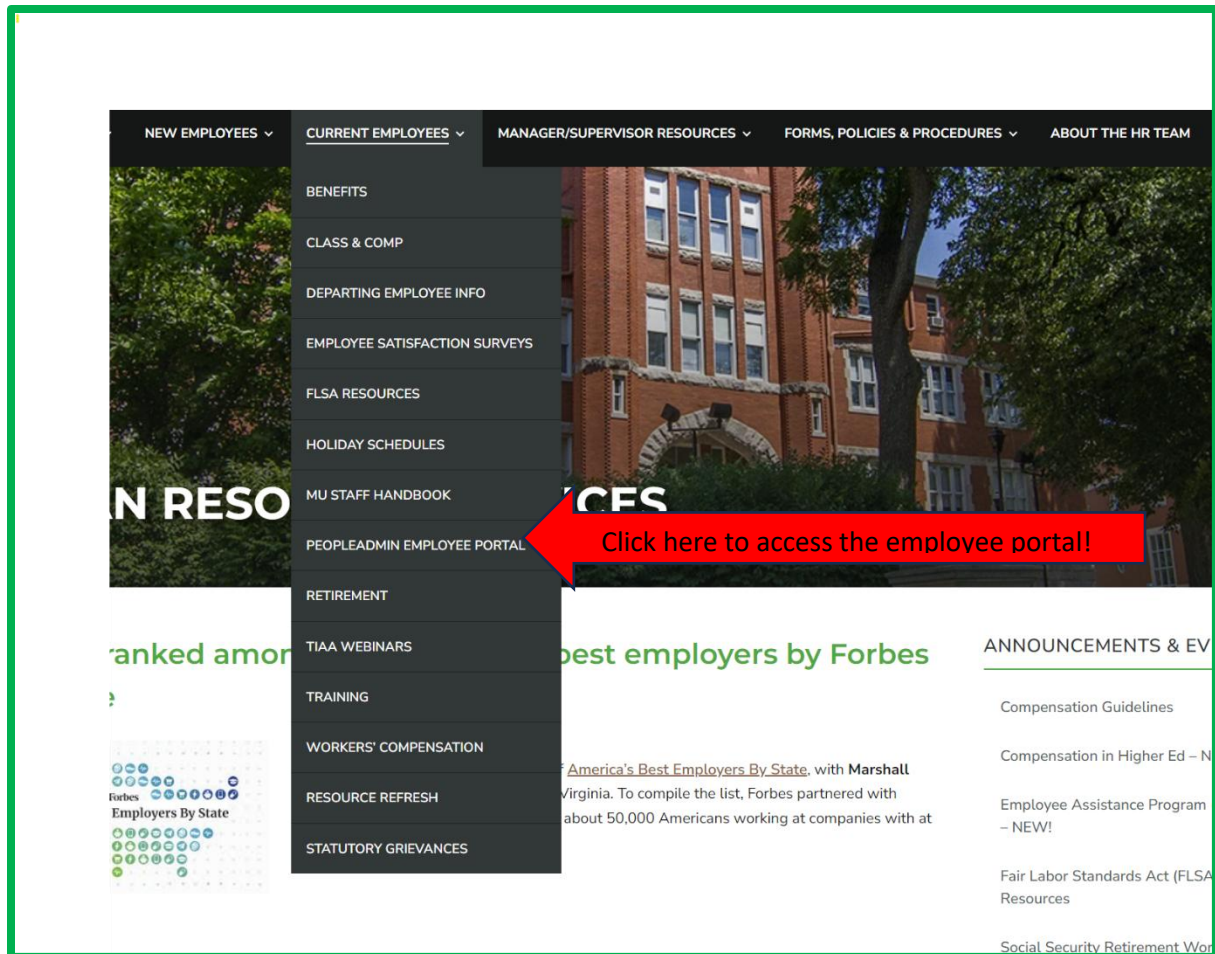
The tasks that will be completed in the Annual Evaluation are listed below. The steps highlighted in red are the steps you as the employee will take.

1. Supervisor Sets Plan
2. Mid-Year Check-In
- 3. Self-Evaluation**
4. Supervisor Evaluation
5. Supervisor Meets with Employee
- 6. Employee Signs Off on Evaluation**
7. Supervisor Signs Off
8. Second Level Supervisor Approves

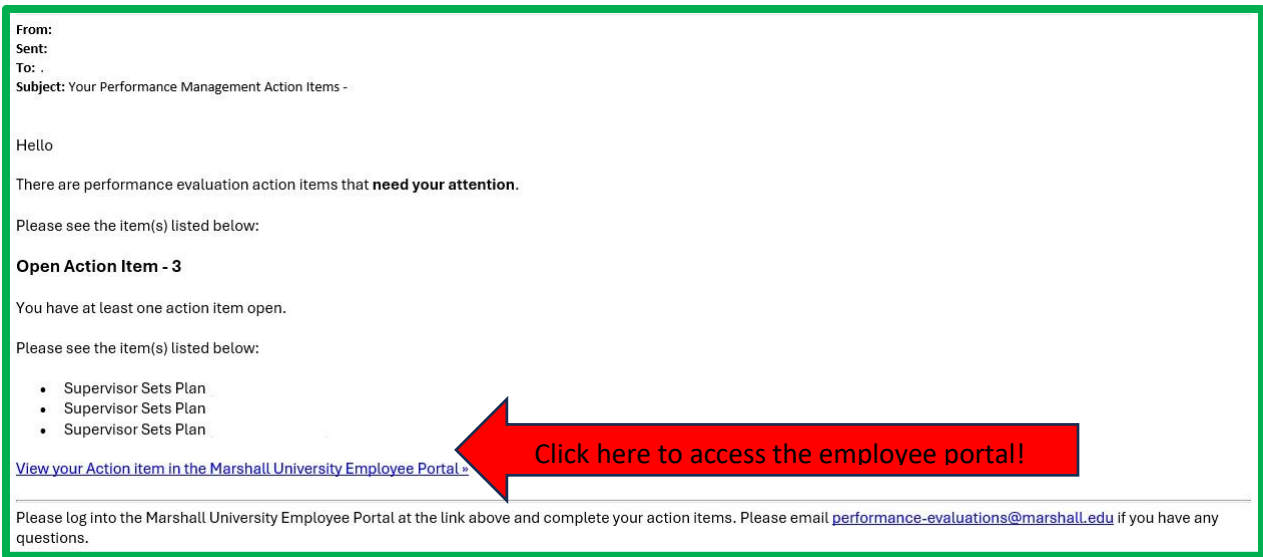
Accessing the Employee Portal

There are three ways to access the Employee Portal.

1. You will access it from the [HR page](#). You will choose the “Current Employee” tab at the top. When the drop-down menu appears, you will choose the PeopleAdmin Employee Portal.



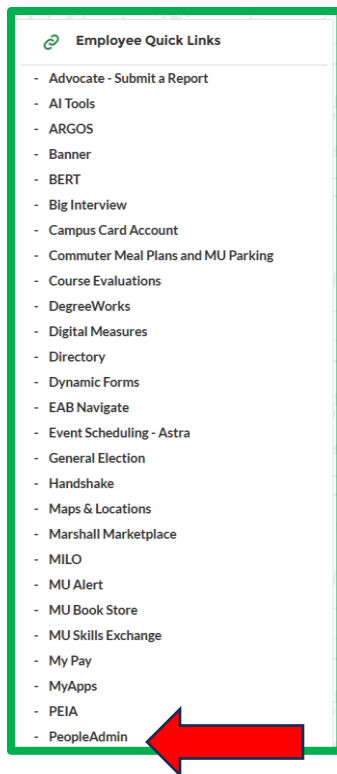
2.You can access the portal via the email notifications sent to you from PeopleAdmin.



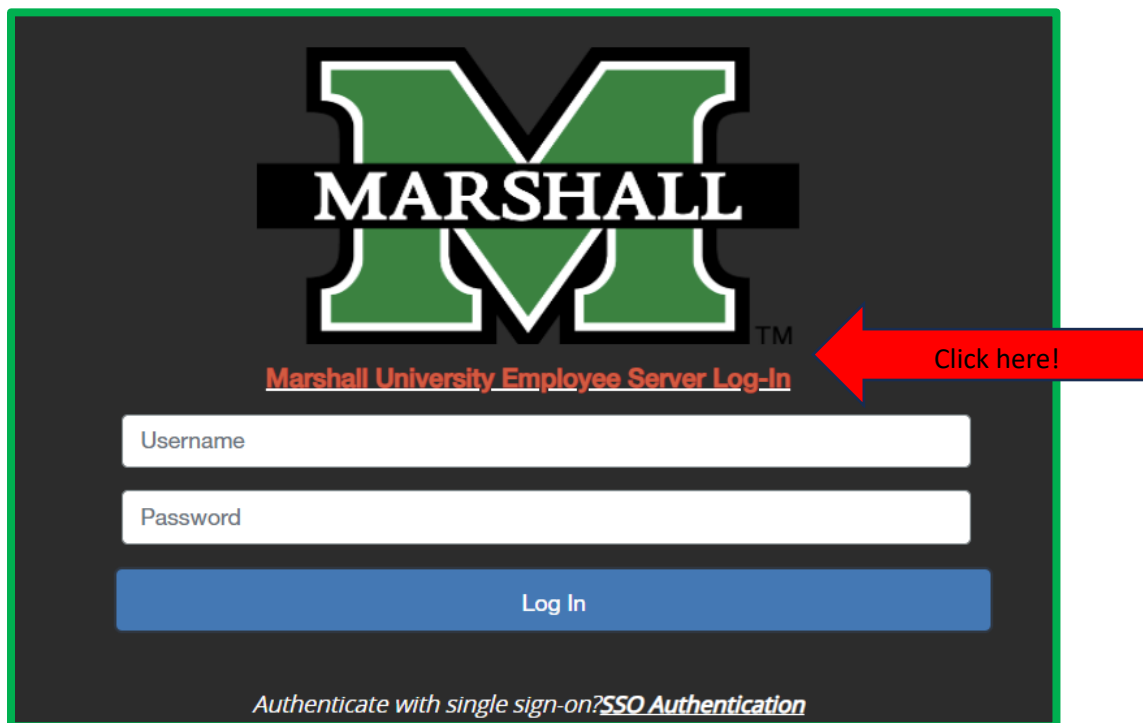
3.You can access the portal through myMU



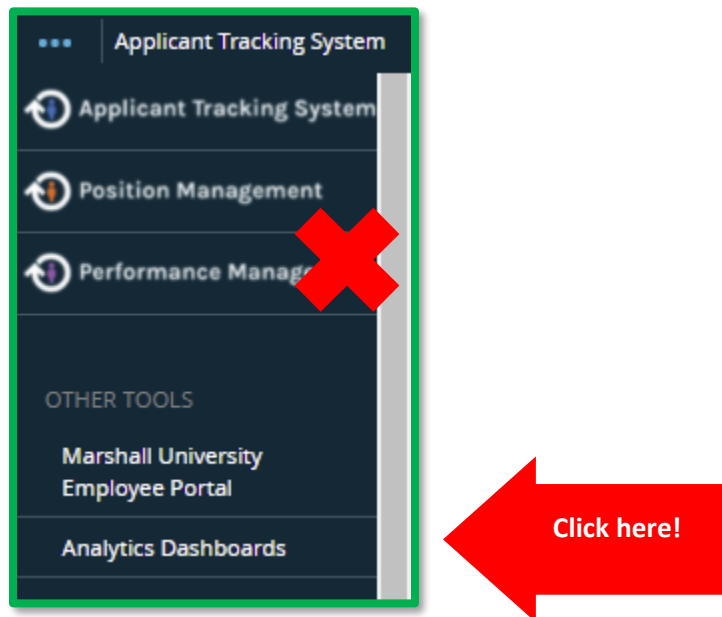
You will look for Quick Links and choose the PeopleAdmin icon.



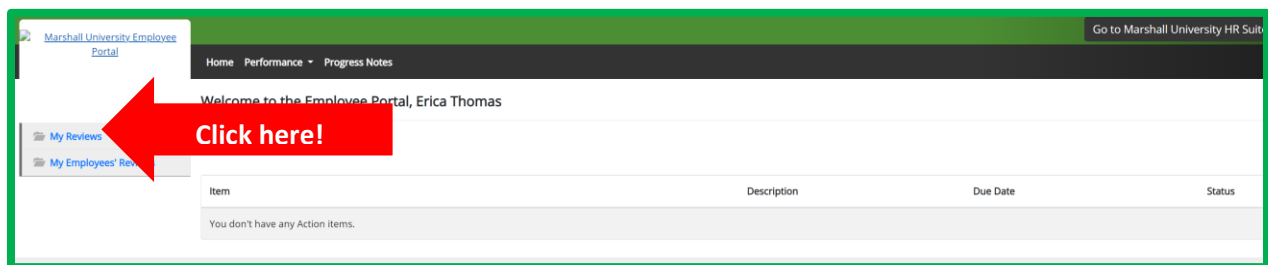
You will then click the red “Marshall University Employee Server Log-In” link.
Do not enter your username and password on this screen!



You will click the three dots in the top left-hand corner. Then select the Marshall University Employee Portal (you will not select the Performance Management on this screen).



You will be routed to the Employee Portal for Performance Management. This page displays the items that require some action for you to complete.



My Reviews

The “My Reviews” option will display the evaluations you are responsible for completing. You will click on the name of the employee to view the evaluation process.

Thomas	Click Name	1/7	1	2	3				
	!1	0/7	1						

Continue to next page!

You will see a list of tasks that need to be completed for the performance evaluation. The open tasks will be highlighted in blue text. To open the task, you will click the task name and continue to the next screen.



Task 1:

Employee Self Evaluation

	Task	Task Owner	Date Opened	Date Completed	Due Date
1	Supervisor Sets Plan			2021-10-18	
2	Mid-Year Check-In			2021-10-18	
3	Employee Self Evaluation				
4	Supervisor Evaluation				
5	Supervisor Meets with Employee				
6	Employee Signs Off on Evaluation				
7	Supervisor Signs Off				
8	Second Level Supervisor Approves				



Self-Evaluation

The employee self-evaluation process consists of questions where you are required to rate yourself for **Competencies and Goals**. The rating scale is explained on each tab and is also shown in the table below.

Rating Scale
Value (4) - Exceptional (3.5 - 4.00) Performance far exceeded expectations due to exceptionally high quality of work; producing “game changing” results that completely changed the trajectory of the department, division, or University.
Value (3) - Exceeds Expectations (3.0 - 3.49) Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent. Annual goals were met.
Value (2) - Meets Expectations (1.76 - 2.99) Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical annual goals were met.
Value (1) - Needs Improvement (0.00 - 1.75) Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met.

A. Competencies: You will review the key competencies shared by those in your specific type at the university.

Please elect the rating for each Competency.

Job Accountabilities

Job Accountabilities
Please comment and rate your performance on each competency for this year.

Competency:

Teamwork

- Regularly builds strong, supportive, and constructive relationships with colleagues throughout the University.
- Goes the "extra mile" to achieve extraordinary outcomes by putting the needs of the team above their own.
- Brings out the best in people by promoting an environment where everyone is encouraged to excel, and by demonstrating care and concern for their well-being.

* Rating
Please select 

Comments

Competency:

Quality, Health and Safety

- Maintains standards of conduct in attendance and punctuality.
- Demonstrates best practices and maintains high standards of quality without compromising efficiency, satisfying all deadlines, goals, and objectives.
- Maintains performance standards through interruptions and challenges, while proactively addressing potential obstacles.
- Demonstrates a commitment to fostering a culture of safety, actively contributing ideas for safety improvements, participating in safety training, and ensuring prompt reporting of any accidents or safety violations.

* Rating
Please select 

Comments

Competency:

Customer Focus

- Exhibits problem-solving abilities and flexibility in handling client's needs, ensuring timely and empathetic feedback, follow-through, and responsiveness to last-minute changes.
- Builds strong relationships, even with challenging clients, and is often seen as the "go to" person.
- Tactfully informs customers when their requests cannot be met and escalates matters for further review and approval as appropriate.
- Demonstrates exceptional commitment by consistently going above and beyond to achieve remarkable outcomes with total dedication to exceptional customer service that consistently exceeds students and clients' expectations.

* Rating

Please select

Comments

Competency:

Efficiency and Flexibility

- Continuously seeks to enhance effectiveness and efficiency by taking on new tasks, processes, and technologies proactively.
- Seamlessly manages multiple projects and views delays as opportunities to showcase preparedness and adaptability.
- Excels in anticipating and communicating potential issues before they arise.
- Demonstrates patience and flexibility in adjusting priorities to accommodate changing business needs or during crisis situations, thus ensuring the smooth progression of work and the attainment of organizational goals.

* Rating

Please select

Comments

Competency:

Professional Development and Technical Knowledge

- Possesses professional expertise and a comprehensive understanding of their role, consistently applying their knowledge and skills to excel in their responsibilities.
- Committed to maintaining and expanding their expertise, staying abreast of industry standards and technological advancements.
- Consistently models our University Creed and maintains professionalism and composure when faced with crises, and other difficult matters in the work environment.
- Attends all training programs and maintains certifications as required.

* Rating

Please select

Comments

Click here to move to the goal section

Draft

Save & Continue

B. Goals: You will rate yourself on the goals you and your supervisor identified in the beginning of the evaluation cycle.

Goals

Please rate and comment on the employees goals from this year.

Goal:

test

* Rating

Please select

Comments

Goal:

test

* Rating

Please select

Comments

Goal:

test

* Rating

Please select

Comments

Click here to complete self- evaluation

Save Draft Complete



Task 2:

Employee Signs-Off on Evaluation

	Task	Task Owner	Date Opened	Date Completed	Due Date
1	Supervisor Sets Plan			2021-10-18	
2	Mid-Year Check-In			2021-10-18	
3	Employee Self Evaluation				
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Employee Signs off on Evaluation

The next step is for the employee to sign off on the evaluation. This is a simple click of the “Complete” blue button in the system.

Rating

Meets Expectations

Comments

Goal:

test

Rating

Meets Expectations

Comments

Goal:

test

Rating

Meets Expectations

Comments

Comment

Check spelling

Click to Acknowledge!

Acknowledge

***Congratulations, you have
completed the Annual
Performance Process!***