

Supervisor Performance Process – Phase 1

Instructions

Step 1: Log into your PeopleSoft Human Resources Account.

Step 2: On your Manager Self Service homepage, click on the *Team Performance* tile.

Step 3: Click on the employee whose performance document you wish to review.

Step 4: Employees will have entered goals and competencies for you to review. Read the instructions on the performance document's page.

Step 5: Click on each goal to read the description. Add, edit or update goals as needed. If you make changes, it is strongly recommended that you inform the employee of the changes prior to approving the performance document.

Step 6: Click on each competency to read the description. You can add competencies to your employee's performance review if needed.

Step 7: After reviewing the goals and competencies and making any necessary changes, click the *Complete* button to confirm your approval that these are the criteria that will be reviewed in this performance period.

Step 8: STOP. This is the end of Phase 1. Although the system allows you to continue, as supervisors have full control over the process, please do not continue and do not hit *Submit for Approval*. Your employee will initiate Phase 2 in the spring by submitting their self-evaluation to you.