

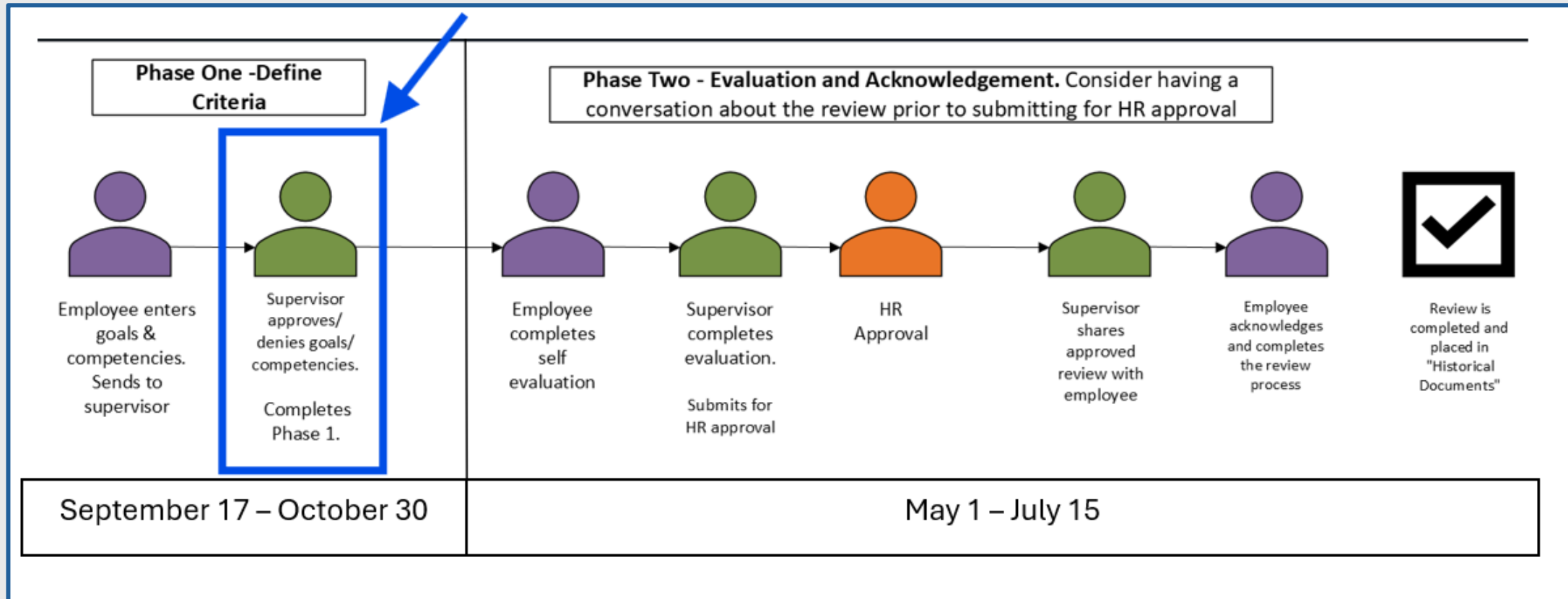
Performance Management Process

Supervisor Process Overview Phase 1

The supervisor's role begins once the employee has submitted their goals and competencies for review.

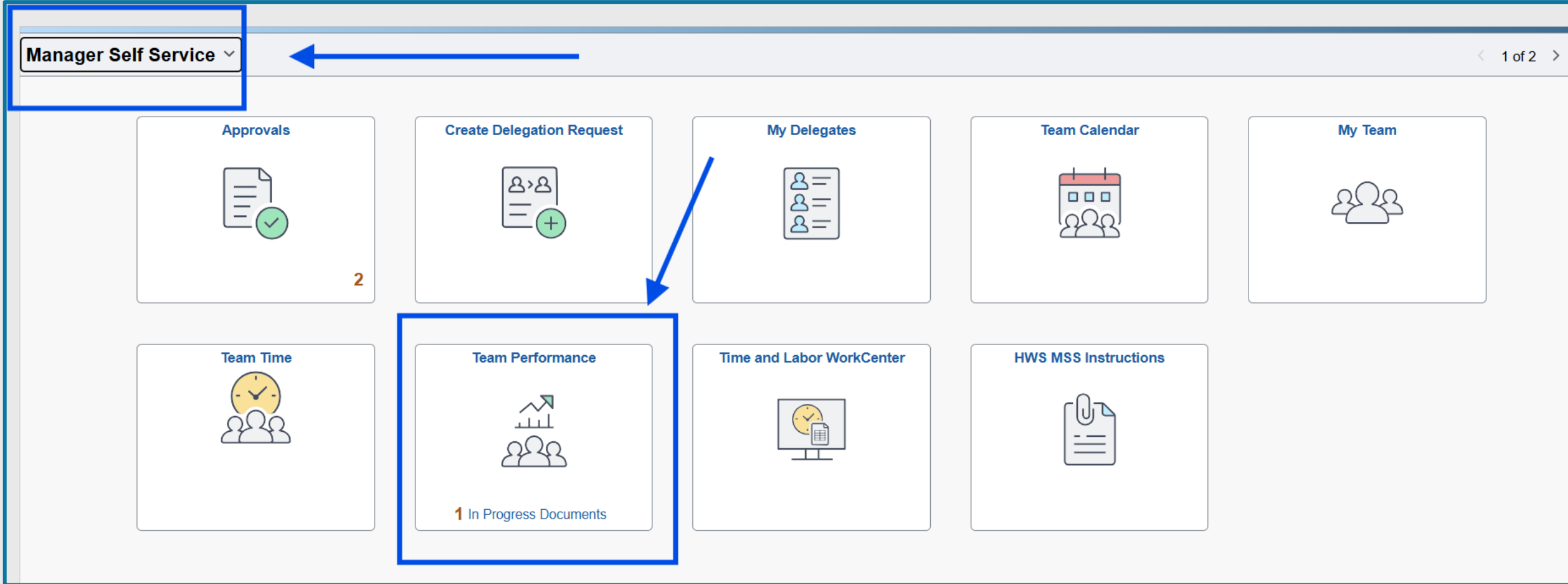
Supervisors will receive an automated email from PeopleSoft when the Performance Document is created for their employee and a second email when the employees' goals and competencies are ready for review.

We are here in the process!



Step 1:

Navigate to the Team Performance tile in the PeopleSoft Manager Self Service Dashboard



Step 2:

Select the employee whose goals and competencies you are ready to review.

Current Documents

Current Documents					1 row
					↑↓
Name / Job Title	Document Type	Document Status	Period Begin / Period End	Next Due Date	
 Administrator	Performance Document	Define Criteria	09/01/2026 09/30/2026	09/30/2026	>

Step 3:

The employees document will open. Please read the instructions at the top of the page.

The blue box and arrows show the goals entered by the employee. All employees have been asked to enter two goals and a reflection on the last year.

Click on each item to expand the view and read the description.

Administrator • 1 Sep - 30 Sep 2026

Instructions

1. Review your employee's goals and competencies to ensure they are aligned with the expectations of this position and employee. These goals and competencies will be the criteria evaluated during the Evaluation and Rating Step.
2. If you want to make changes and discuss them with your employee before you approve the criteria, you can use the "Save" icon to send edits back to your employee.
3. Once you are ready to approve the goals and competency criteria, hit the **Complete** button.
4. After you hit the **Complete** button, Step 1 of the review is finished. Do not click **Submit for Approval** at this time.
5. Please return to the review to complete Step 2 - the final reflection and rating - during the Step 2 timeline, approximately six months after Step 1. HR will provide a reminder when Step 2 begins.

Step 1 of 3

Define Criteria

Complete

Employee Goals

1. Click on the title of each goal to view the item's details.
2. You can add, update, or adjust your employee's goals if needed. We recommend discussing any changes you make with your employee.

Evaluated by Employee, Manager

Forward Looking Goal #1		
Forward Looking Goal #2		
Reflection on Last Year and Growth Areas		

Employee Goals

< 1 of 3 >

Forward Looking Goal #1

Save

Details

Title

Forward Looking Goal #1

Description

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Included here is a description of my #1 goal for the upcoming year.

Competencies

< 1 of 3 >

Collaboration

Save

Details

Title

Collaboration

Description

Ability to work across boundaries/silos as a collective team for the common good of HWS by building a supportive and consensus building culture that seeks out diverse views, all available skills and values mutual accountability to each other.

↑ Back to Top

Step 4:

These pictures show the expanded view of a goal (top box) and a competency (bottom box).

Supervisors can edit, add, and delete goals and competencies.

If you make changes, ensure you hit the “Save” button and inform your employee.

Step 5: Once you have reviewed the goal/competencies and are ready to approve them, hit the “Complete” button. Then, STOP! That is the end of Phase 1.

3. Once you are ready to approve the goals and competency criteria, hit the **Complete** button.

4. After you hit the **Complete** button, Step 1 of the review is finished. Do not click **Submit for Approval** at this time.

5. Please return to the review to complete Step 2 - the final reflection and rating - during the Step 2 timeline, approximately six months after Step 1. HR will provide a reminder when Step 2 begins.

Step 1 of 3

Define Criteria | ▼

→ **Complete** ⋮

▼ **Employee Goals** ⊕ ⋮

1. Click on the title of each goal to view the item's details.

2. You can add, update, or adjust your employee's goals if needed. We recommend discussing any changes you make with your employee.

AND THEN.....



...You've completed Phase 1. Phase 2 will begin in the spring.