



Performance Management
Annual Evaluation for
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.

NEW EMPLOYEES ▾ CURRENT EMPLOYEES ▾ MANAGER/SUPERVISOR RESOURCES ▾ FORMS, POLICIES & PROCEDURES ▾ ABOUT THE HR TEAM

BENEFITS
 CLASS & COMP
 DEPARTING EMPLOYEE INFO
 EMPLOYEE SATISFACTION SURVEYS
 FLSA RESOURCES
 HOLIDAY SCHEDULES
 MU STAFF HANDBOOK
 PEOPLEADMIN EMPLOYEE PORTAL
 RETIREMENT
 TIAA WEBINARS
 TRAINING
 WORKERS' COMPENSATION
 RESOURCE REFRESH
 STATUTORY GRIEVANCES

Click here to access the employee portal!

ranked among
 best employers by Forbes

ANNOUNCEMENTS & EV

- Compensation Guidelines
- Compensation in Higher Ed – N
- Employee Assistance Program – NEW!
- Fair Labor Standards Act (FLSA) Resources
- Social Security Retirement Wor

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

From:
Sent:
To: .
Subject: Your Performance Management Action Items -

Hello

There are performance evaluation action items that **need your attention**.

Please see the item(s) listed below:

Open Action Item - 3

You have at least one action item open.

Please see the item(s) listed below:

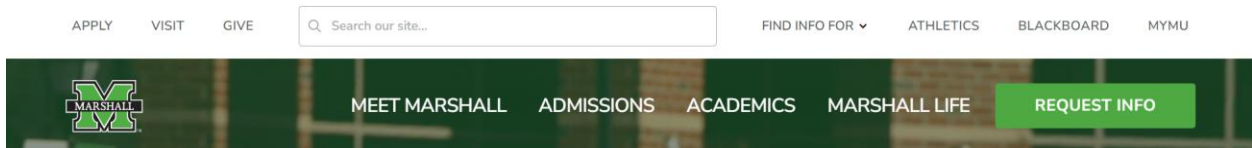
- Supervisor Sets Plan
- Supervisor Sets Plan
- Supervisor Sets Plan

[View your Action item in the Marshall University Employee Portal.](#)

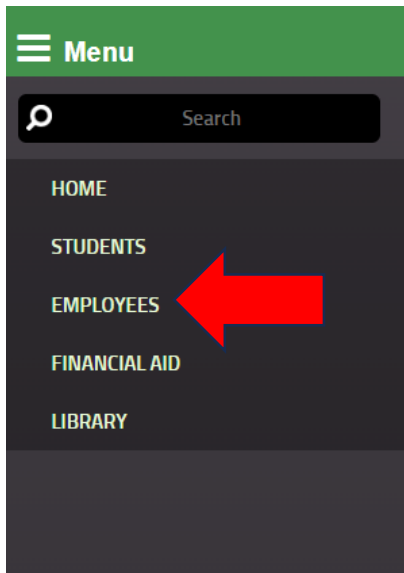
Click here to access the employee portal!

Please log into the Marshall University Employee Portal at the link above and complete your action items. Please email performance-evaluations@marshall.edu if you have any questions.

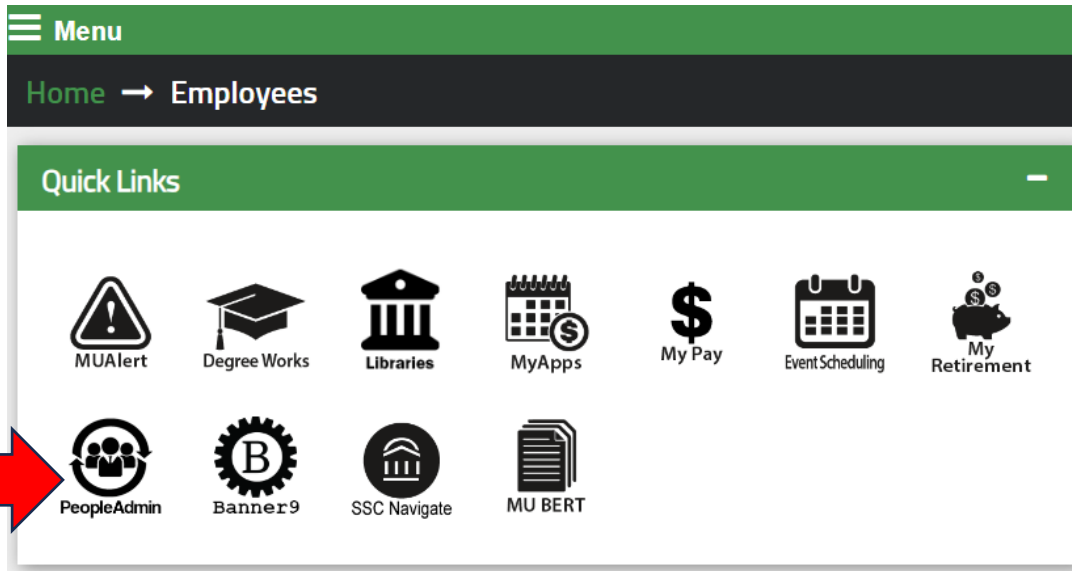
3.You can access the portal through myMU



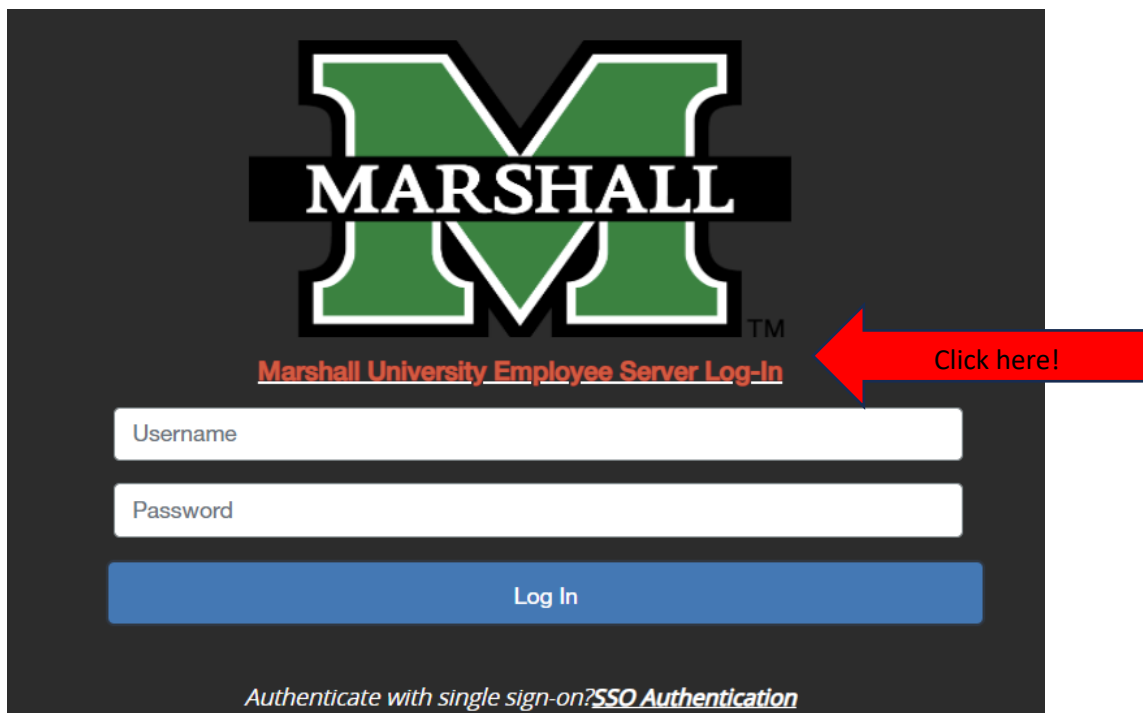
You will click the menu and choose “employee”



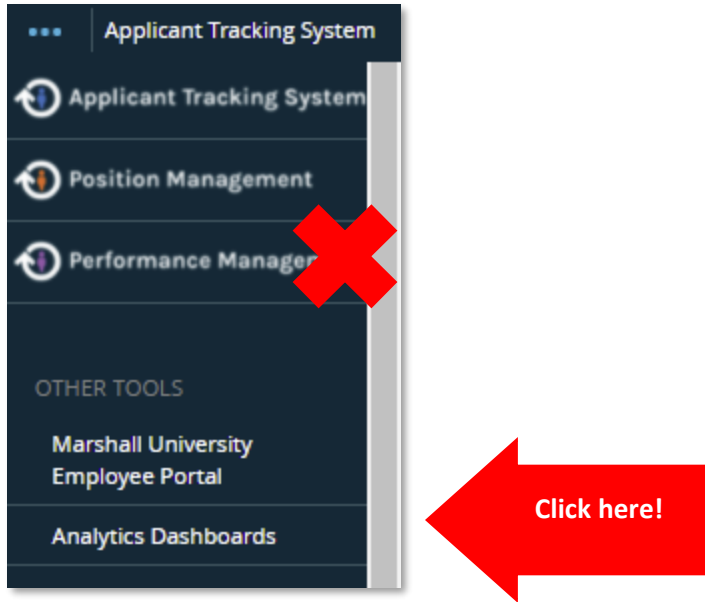
You will click the PeopleAdmin icon



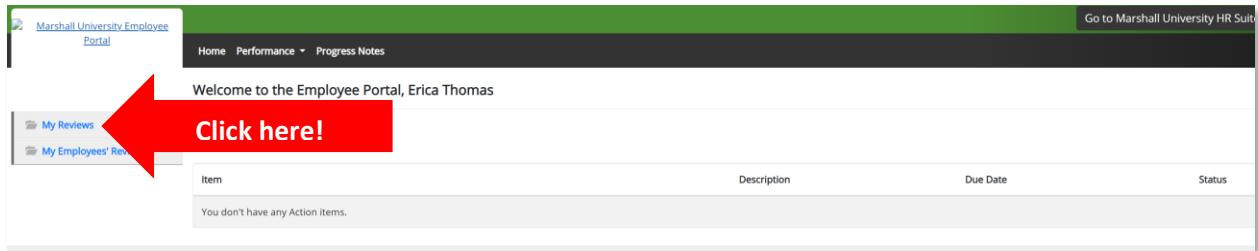
You will then click the red “Marshall University Employee Server Log-In” link.
Do not enter your username and password on this screen!



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).

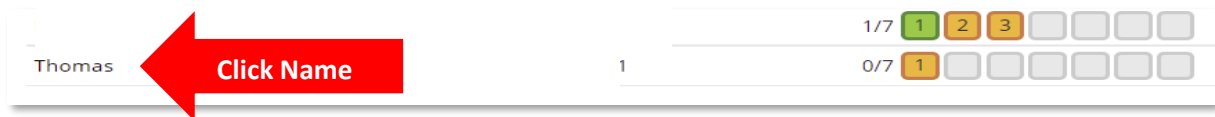


You will be routed to the Employee Portal for Performance Management. This page displays the items that require some action for you to complete.



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.



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
<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>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.</p>

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

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

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

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				
4	Supervisor Evaluation				
5	Supervisor Meets with Employee				
6	Employee Signs Off on Evaluation				
7	Supervisor Signs Off				
8	Second Level Supervisor Approves				



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](#)



Congratulations, you have completed the Annual Performance Process!