Employee Performance Management
Quick Reference Guide for Managers

Icon Key

View Evaluation	Performance Notes	Print	Spell Check	Legal Check
Next Status	Previous Status	Create New Evaluation	Delete	View Past Evaluations

LOGGING IN

1. Sign into DrexelOne and select the Employees tab.
2. Select More BannerWeb Services.
3. Select Performance Management. (*If after selecting the link you only see a blank screen, you will need to disable your pop-up blocker: Click on the bar that appears under the URL field on the browser and select Always Allow Pop-ups from this Site. Select the Performance Management link again.*)

CREATING AN EVALUATION FOR YOUR EMPLOYEE

1. Select Manager Menu.
2. Select My Employee Evaluations.
3. Select under the Actions column next to your employee's name.
4. Select the Create This Evaluation button. (*Once you select this button, both you and your employee will receive an email stating that an evaluation has been created. Your employee will also receive an email stating that they are an evaluator on a new evaluation. This means that they will be required to complete a self assessment on the newly created evaluation.)*

SETTING GOALS

1. Select Manager Menu.
2. Select My Employee Evaluations.
3. Select in the Planning phase column, per employee.
4. Review, edit, or add Performance Goals and Development Goals by inputting a Goal Name and SMART Goal Description for each goal.
5. Select the Save button on each tab.
6. Select per goal if you wish to add notes at this time.
7. Select the Overall Evaluation of Performance tab to review the evaluation rating definitions for goals, competencies, and overall performance.

Performance Goals

Performance goals are the "what" you are working to accomplish. They are tied to departmental and/or organizational strategic priorities. Below is an example of a performance goal:

Billing Management

- Implement an enhanced billing management process through web based technology by 9/30/08.
- Develop a master design document, and creating stakeholder buy-in and awareness.
- Ensure functionality of system and new form.
- Develop the communication and implementation plan for the new process by the end of September.
- Ready for delivery in mid-October.

For in-class training dates, visit www.drexel.edu/hr/employees/epmtraining.html. Online training is available at learning.drexel.edu.

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Development Goals

Development goals focus on areas you want to develop in order to grow in your job or advance in your career. Below is an example of a development goal:

Public Speaking

To increase my effectiveness in giving presentations I will join Toastmasters by March 31 and attend at least 6 monthly meetings by the end of the year. I will ask Ted Thomas to provide feedback using the Toastmasters format on my presentations after each staff meeting during the year.

ADVANCING TO THE NEXT PHASE

1. Select Manager Menu.
2. Select My Employee Evaluations.
3. Select per employee/phase

ENTERING NOTES

1. Select Manager Menu.
2. Select My Employee Evaluations.
3. Select to view the evaluation.
4. Complete the following steps for each of the goals/competencies you want to write a note for:
   a) Select in the Actions column.
   b) Under the Add Note heading, select the Note Entry Audience. (Select from Private or All. Private: only viewable to the user who inserts the note. All: viewable to any user.)
   c) Enter the performance notes in the Note Entry field.
   d) Select Save.

EVALUATING PERFORMANCE

1. Select Manager Menu.
2. Select My Employee Evaluations.
3. Select to view the evaluation.
4. Complete the following steps for each of your employee's Performance Goals, Competencies, and Development Goals:
   a) Select the Evaluate button.
   b) Enter comments describing the accomplishment of the goal or demonstration of the competency. This comment should summarize any notes you entered for yourself throughout the year. (*All Comments will be viewable to all users.*)
   c) Using the scale provided, select a rating and then select the Evaluate button.
4. Once you are finished rating all of the employee's goals and competencies, select the Overall Evaluation of Performance tab.
5. Select an Overall Rating.
6. Select the Submit Evaluation button.

SIGNING THE EVALUATION

1. Select Manager Menu.
2. Select My Employee Evaluations.
3. Select to view the evaluation.
4. Select the Overall Evaluation of Performance tab.
5. Scroll all of the way to the bottom of the page and enter your user ID (the same user ID that you used to log into DrexelOne).
6. Enter any final comments in the Signature Comments field.
7. Select the Submit Signature button.