## **Employee Performance Management Quick Reference Guide for Employees**

### **Icon Key**

View Evaluation Performance Notes







Print Spell Check 🚡 Legal Check

#### LOGGING IN

- 1. Sign into DrexelOne and select the Employees tab.
- 2. Select More BannerWeb Employee 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:
  - a) Click on the bar that appears under the URL field on your browser and select "Always Allow Pop-ups from this site"
  - b) Select the "Performance Management" link again.

#### SETTING GOALS

- 1. Select Employee Menu.
- 2. Select My Evaluations. (If you receive the alert "There is no data to display," please contact your manager to have your evaluation kicked off.)
- 3. Complete the following steps for the Performance Goal tab and the Development Goal tab:
  - a) Enter Goal Name and SMART Goal Description for each performance goal or development goal.
  - b) Select the Save button at the bottom of the screen.

#### **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.

#### **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.

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#### **ENTERING NOTES**

- 1. Select Employee Menu.
- 2. Select My Evaluations.
- 3. 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 Employee Menu.
- 2. Select My Evaluations.
- 3. Complete the following steps for each of your 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 your goals and competencies, select the Overall Evaluation of Performance tab.
- 5. Select the Submit Evaluation button.

#### SIGNING THE EVALUATION

- 1. Select Employee Menu.
- 2. Select My Evaluations.
- 3. Select the Overall Evaluation of Performance tab.
- 4. 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).
- 5. Enter any final comments in the Signature Comments field.
- 6. Select the Submit Signature button.