



Employee Online Performance Review

See the [University of Vermont Performance Review Process](#) for additional details including the purpose of Performance Reviews and an overview of the performance review process. Contact your supervisor or Human Resource Services (HRS) at HRInfo@uvm.edu or 802-656-3150 with any questions.

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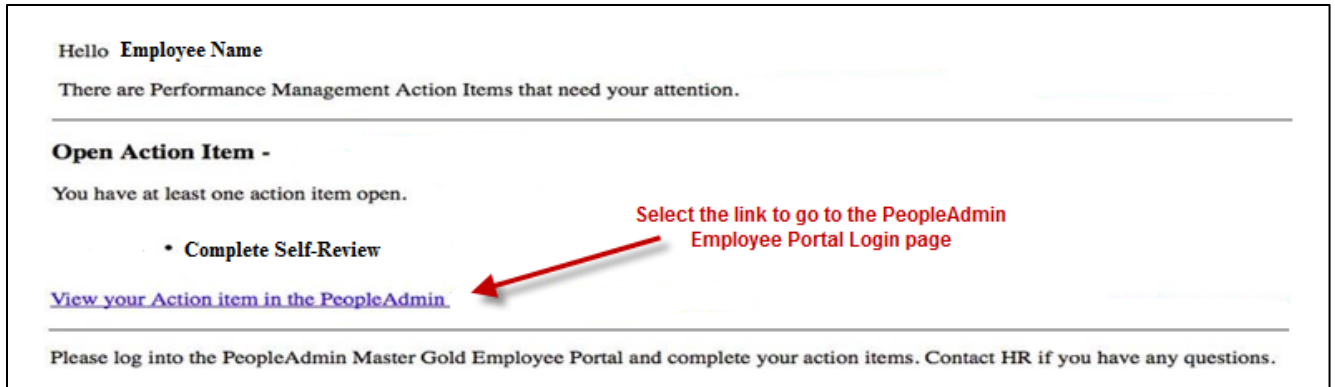
Overview of Online Annual Performance Review Process

1. Supervisor completes the Plan (Step 1)
2. Employee completes Self-Review (Step 2)
3. Supervisor completes the Supervisor Review (Step 3)
4. Review meeting occurs
5. As necessary, supervisor documents additional comments or revises the review
6. Employee acknowledges receipt of review
7. Supervisor acknowledges and finalizes the review

Accessing the PeopleAdmin Performance Module

Logging in via the Notification Email

1. Once your supervisor has created the Plan (Step 1) for your Annual Performance Review, you, as the employee will receive an email notifying you that you have an action item in PeopleAdmin Performance Management.
2. The link within the email will direct you to the Performance Management Employee Portal Login page.



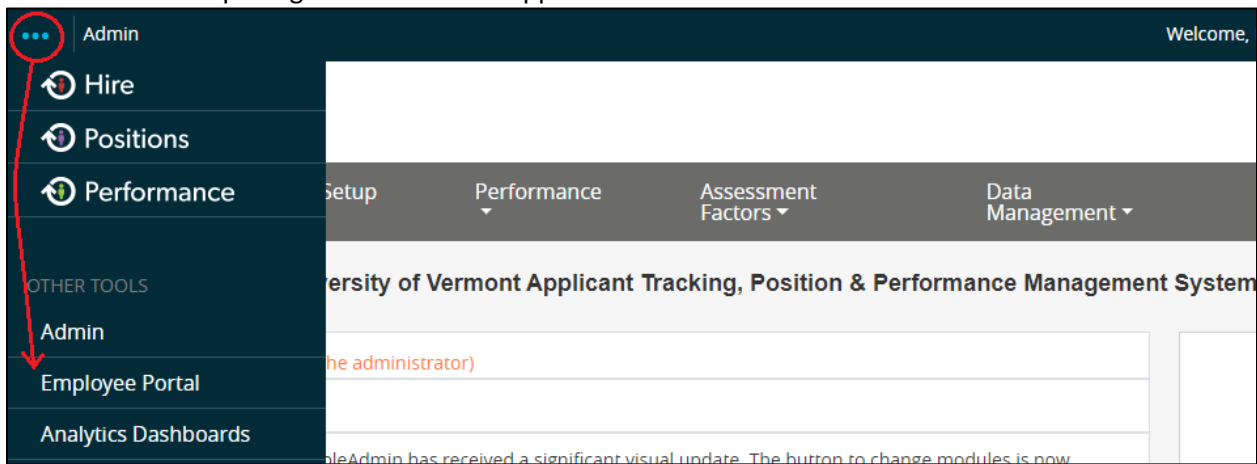
Logging in from PeopleAdmin Main Page:

1. Go to [PeopleAdmin Login Page](#).
2. Click the yellow link to login with your UVM netID. You will be required to login using multi-factor authentication (MFA). To set up your MFA, please see the [ETS Knowledge Base page](#).





- If you are not logging in from the “Action Item Email” you may need to select “Go to Employee Portal” after opening the menu in the upper left.

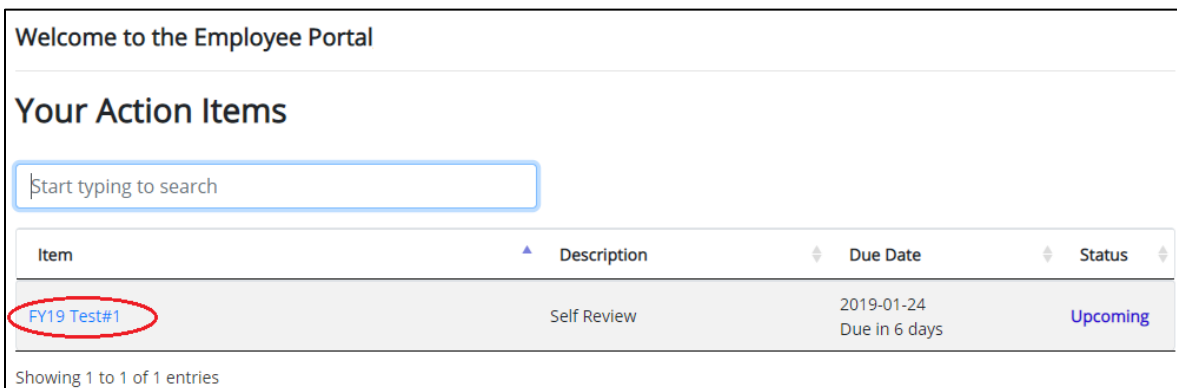


Completing Your Self Review

Note: Only the employee can view information entered into the self-review while the review is in “Draft” form. Once the self-review has been submitted/completed, the supervisor will be able to any view information the employee has entered.

Home Page Action Items

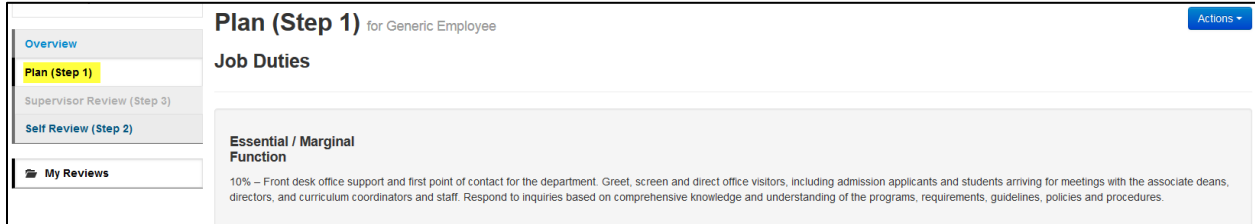
- From your Performance Review Home page, you will have one Self Review action item. If you are an employee who is a supervisor, you may have additional action items requesting that you complete reviews for your direct reports. **Note: If you login from the action item email you may be directed immediately to your Self Review action item.**
- Click on the Item name to access the Self Review action item.





Review the Plan (Step 1)

1. Click on the Plan (Step 1) tab on the left to view the Review Plan completed by your supervisor for this review period. The will include the components you will access during your review. This includes your Position Description Essential Functions, University Core Competencies, and Current Review Period Goals. Employees have no action items on the review plan.



Complete Self-Review Sections/Tabs

1. Select the Self Review (Step 2) tab on the left.
2. Complete the questions within each tab, making sure to read the instructions on each tab carefully. Add comments and examples as necessary.

Introduction	Information on best practices for performance reviews and criteria for determining level of performance.
Position Description & Review Meeting Discussion	These questions are designed to ensure that employees have the opportunity to discuss any concerns, achievements, or changes in position during the review.
Core Competencies	Rate yourself on each of the UVM core competencies using the Performance Management Competency Tool to help guide your scoring. If you are a supervisor, complete the competency indicated for supervisors.
Goals, Objectives, and Accomplishments – Current Review Period	An opportunity to look at your established goals and objectives for the current review period and rate the degree to which they were accomplished.
Overall Summary of Performance	Summarize overall performance.
Additional Comments	Add any additional comments not already entered into one of the previous tabs.
Future Goals and Objectives	Suggest goals and objectives for the upcoming review period. The goals agreed upon and finalized on the Supervisor Review will be evaluated during the next review period.
Attachments	Attach any relevant documents.

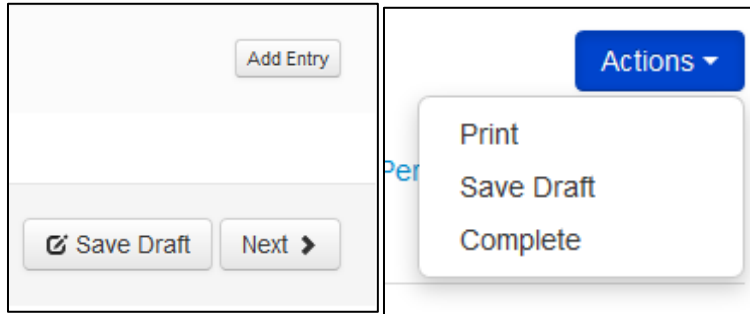


Moving Between Tabs & Saving Information

1. Move Between Tabs
 - Select the next button on the bottom of the page, or select the title of the tab you would like to navigate to. The “Future Goals and Objectives” tab will have a “Complete” button in place of the next button. If you would like to add an attachment navigate to the “Attachments” tab by clicking the tab title at the top of the page.
Note: Moving between tabs will not save information entered unless you click the “Next” button.

2. Save Draft
 - Click the “Save Draft” button at the bottom of each page or select the blue “Actions” drop down option at the top, right hand corner of the page. Then select “Save Draft”.

Save often!



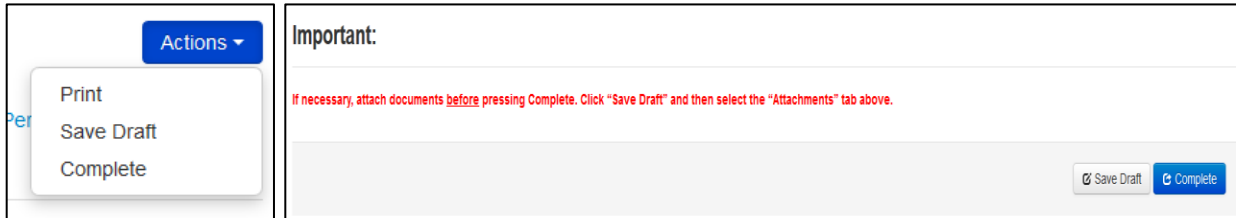
Adding Attachments

1. Navigate to the “Attachments” tab. Click the grey “Browse” button.
2. Use the file explorer to select the document you would like to upload to the review.
3. Click “Upload File”.
4. Give the file a name in the “Name” field on the page.
5. To add an additional attachment, select the blue “New Attachment” button on the right.



Submit/Complete Your Self-Review

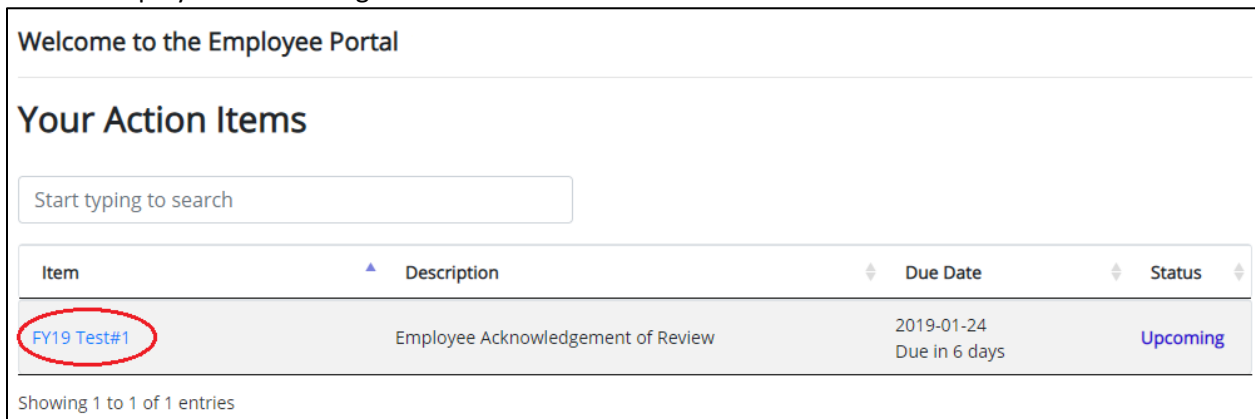
1. Ensure that you have completed all questions in each tab (if you are not a supervisor then you would not complete the supervisor competency question on the Core Competencies tab).
 - a. Completing with the Action Button: Use the “Actions” button in the upper right hand corner. Select the “Action” button then click “Complete.”
 - b. Completing on the “Future Goals & Objectives” tab: At the bottom of this tab the next button is replaced by a blue “Complete” button. Click this to complete the review.



Acknowledging Your Annual Review

After your review meeting with your supervisor, they will finalize and approve your review. This may include a revision or additional comments based upon conversation that took place in the review meeting. Once the review has been approved by the supervisor, no additional changes can be made. In order to complete the review you must go in and acknowledge the finalized, approved review.

1. Login to [PeopleAdmin Employee Portal](#) (see login instructions above for help) and select the Employee Acknowledgement of Review item.



2. Review the document and acknowledge the review by selecting the blue “Acknowledgement” button at the bottom of the page or by selecting “Acknowledgement” from the drop down menu of the blue “Actions” button at the top of the page.
 - You will be acknowledging the receipt of the approved review. You will not be acknowledging whether you agree or disagree with the supervisor’s assessment.
 - There is a comment box at the end of the page for any additional comments on the finalized review.



Comment

Actions ▾

Print

Acknowledge

Acknowledge

3. Select "OK" in the box that populates, to confirm your acknowledgement of the review.

Are you sure you want to acknowledge this task? Once a task has been approved, it may not be available for further revision.

OK

Cancel

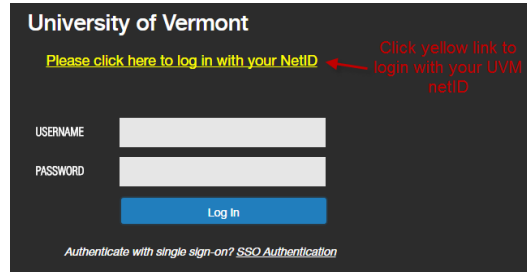
4. Click on the "Approvals & Acknowledgements" tab on the left to view your acknowledgement, comments and time stamp.

Approvals & Acknowledgements														
<ul style="list-style-type: none"> <li style="background-color: #f2f2f2; padding: 2px;">Overview <li style="background-color: #f2f2f2; padding: 2px;">Plan (Step 1) <li style="background-color: #f2f2f2; padding: 2px;">Supervisor Review (Step 3) <li style="background-color: #f2f2f2; padding: 2px;">Self Review (Step 2) <li style="background-color: #ffff00; padding: 2px;">Approvals & Acknowledgements 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Name</th> <th style="text-align: left; padding: 2px;">Comments</th> <th style="text-align: left; padding: 2px;">Decision</th> <th style="text-align: left; padding: 2px;">Completed By</th> <th style="text-align: left; padding: 2px;">Completed On</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Employee Acknowledgement of Review</td> <td style="padding: 2px;">No comment given</td> <td style="padding: 2px;">Acknowledge</td> <td style="padding: 2px;">Generic Employee</td> <td style="padding: 2px;">08/22/16 09:25:46 AM</td> </tr> </tbody> </table>	Name	Comments	Decision	Completed By	Completed On	Employee Acknowledgement of Review	No comment given	Acknowledge	Generic Employee	08/22/16 09:25:46 AM			
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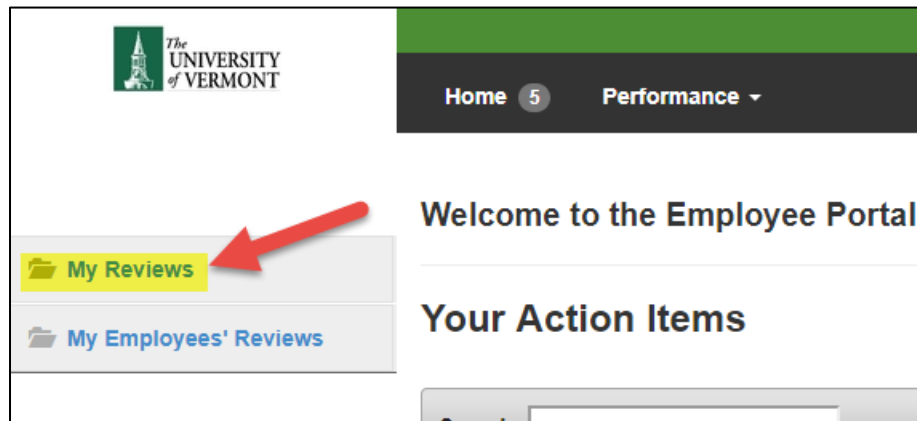


Accessing Historical Performance Reviews

1. Log into PeopleAdmin using your UVM netID and password.



2. Click "My Reviews"



3. Select the review you want to look at.

My Reviews							
Program	Progress	Type	Score	Review Status	Last Update	Action	
FY17 Staff Annual Performance Review	<div style="width: 100%;"></div>	Focal	N/A	Complete	June 30, 2017 10:25	View Review	
FY18 Staff Annual Performance Review	<div style="width: 100%;"></div>	Focal	N/A	Complete	May 11, 2018 11:40	View Review	

4. Navigate between the review steps to view information entered.

Performance Review Resources

- [Supervisor Performance Review Mini-Manual](#)
- [Performance Review Process page](#)
- [HRS How-to Guides Page](#)
- [PeopleAdmin Login Page](#)

Please do not hesitate to contact Human Resource Services at HRSinfo@uvm.edu or 802-656-3150 with any questions.