

MTSU Performance Quick Guide for Employees

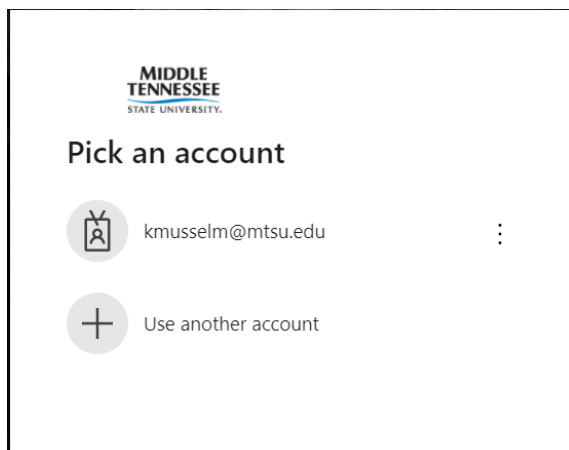


Welcome to a quick guide on how to navigate the new performance system.

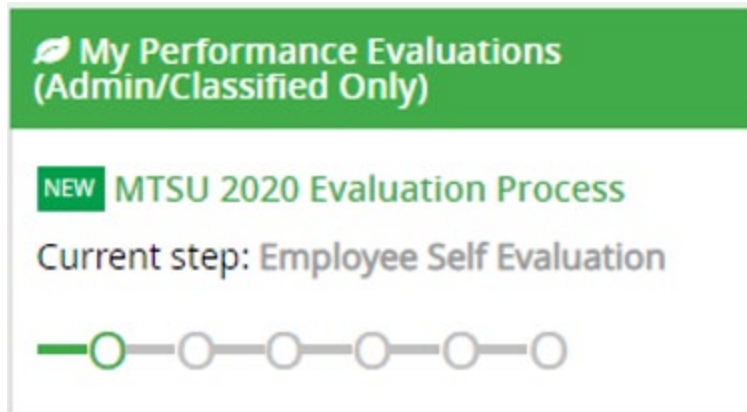
We have added the following types of evaluations to the online system

- MTSU 2020 Evaluation Process
- MTSU Probationary Evaluation Process
- This guide will focus on how to complete the MTSU 2020 Evaluation Process

To begin, click on the [Employee Services Portal Link](#) - Log in with your MTSU Credentials.



Once you have logged in you will be brought to the **Employee Services Dashboard**. You'll also see in the middle of the page a widget – "My Performance Evaluations (Admin/Classified Only)". The "About Me" area contains your **Journal** and **Your Performance Review**. The widget in the middle of the page are quick links to access the various evaluations requiring your attention.



Each evaluation process that has been created has similar steps as the Annual Evaluation. The steps involved in completing the entire evaluation are as follows:

Step 1 – Employee Completes Self Evaluation

Step 2 – Supervisor Completes Evaluation

Step 3 – One Up Manager Review

Step 4 – Employee/Supervisor Evaluation Discussion

Step 5 – Employee Acknowledges Evaluation

Step 6 – Evaluation Complete

BELOW ARE THE INSTRUCTIONS FOR COMPLETION OF YOUR PERFORMANCE EVALUATION

STEP 1 – EMPLOYEE SELF-EVALUATION

This step is optional – you are not required to complete a self-evaluation. However, completion of the self-evaluation allows you the opportunity to rate your performance using the same metrics that your supervisor will use to complete their assessment. This is also a time for you to assess the progress that you have made in achieving any goals, professional or personal that you established during the last review period.

If you choose to complete a self-evaluation, you will have ten (10) days to complete the evaluation. If you do not complete the self-evaluation during that time period, the evaluation process will move forward to your supervisor for completion.

The self-evaluation contains three sections:

- Evaluation Metrics
- Employee Goals
- Employee Overall Rating

To complete the Employee Self-Evaluation you will need to open the evaluation. When you do, you will see the following sections:

- Start
- Evaluation Metrics
- Employee Goals
- Employee Overall Rating
- Next Steps

Click on “Start” to begin the self-evaluation process and you will see the following tabs:

Tab 1 – Evaluation Metrics – As an employee you are not required to rate any metric or make a comment. However, in this tab you are given the opportunity to rate yourself and leave any additional comments about your performance that you would like. Once completed click **Next** to move to the next tab.


Tab 2 – Employee Goals – The goal portion of the evaluation is optional for both the employee and supervisor. If you wish to comment or rate the completion of a goal that was established during this evaluation period, you may do so. In order to do that, you will need to click on the “**Add Goals**” button at the bottom of the page and enter the goals established for the current period. Once this tab is completed, click **Next** to move to the next tab.

Tab 3 – Employee Overall Rating – This is also optional, but you can add your overall rating and any comments.

Finally, you can scroll down to the bottom of the page and add any final comments then click **Go to Next Step**.

The employee portion of the evaluation is complete. Your supervisor and their Supervisor are responsible for completion of **Steps 2, 3 and 4**.

Once **Steps 2-4** are completed, the employee must access the performance evaluation process at **Step 5 – Employee Acknowledges Evaluation**

 **My Performance Evaluations**
(Admin/Classified Only)

MTSU 2020 Evaluation Process

Current step: Employee Acknowledges
Evaluation



By acknowledging your evaluation, you are only confirming that it has been discussed with you, not that you agree with the content of the evaluation. If you wish to make final comments regarding your evaluation, you may do so before clicking **“Go to the Next Step”**.

To make final comments scroll down to the bottom of the page and add any final comments you might have (this is optional). Then click “I acknowledge”.

Congratulations, you have successfully completed your evaluation!

STEP 6 – EVALUATION COMPLETE