Performance Evaluation Review Process



1.0 SCOPE

- 1.1 The Performance Evaluation Review process entails enabling the employee to view his/her performance evaluation, conducting a performance review meeting with each employee, the employee adding their comments to the evaluation and acknowledging that the review has been held (in PeopleSoft), the manager entering his/her review meeting comments and the manager completing the evaluation.
- 1.2 The examples shown in this document illustrate the Performance Evaluation Review process for a teacher. The process is similar for all District employees.

2.0 RESPONSIBILITY

2.1 The school principal has the ultimate responsibility to ensure that all performance reviews are conducted, that evaluations are acknowledged and completed in a timely fashion for all District personnel at his/her school.

3.0 APPROVAL AUTHORITY

3.1 No approval process has been specified or designed into the ePerformance system.

4.0 DEFINITIONS

4.1 **Performance Review:** meeting conducted by the manager with the employee for the purpose of reviewing the employee's performance evaluation and rating for the current school year.

Performance Evaluation Review Process



5.0 PROCEDURE

- 5.1 The first step of the Performance Evaluation Review process is to enable the employee to review their performance evaluation. In the ePerformance system, marking the employee's performance document as *Available for Review* will enable them to review their performance document in PeopleSoft. When the performance document is marked as *Available for Review*, the system will send the employee an email notification and the employee will be able to review the content of their performance document. **Note:** depending upon your management style, you may choose to complete this step sometime prior to the Review Meeting or immediately after the review meeting has been held. Keep in mind that the employee can view the content once the document is in *Available for Review* status.
- 5.2 Manager Step Mark Available for Review. Navigate to the employee's evaluation document. Navigation: Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents.
- 5.3 Click on the <u>RTA 2012-2013</u> link next to the performance document to mark as *Available for Review*.

ORACLE [®] avorites Main Menu Current Performan Document Def	> Manager Sel nce Docume tails ır-Elem 4-6	f Se	ervice > Perfo	ormance Mana	gement >	Performance Document	5 >	Current Documents
Current Performar Document Def	Manager Sel	f Se	ervice > Perfo	ormance Mana	gement >	Performance Document	s >	Current Documents
Current Performan	nce Docume tails ır-Elem 4-6	ente	5					
Document Def	tails Ir-Elem 4-6		-					
	r-Elem 4-6							
Barney Rubble, Tch RTA 2012-2013: 07/	/01/2012 - 06	/30	/2013					
Performance Docume	ent Details							
Employee:	Barney Rubble Job Title:			Tchr-Ele	em 4-6			
Document Type:	RTA 2012-201	13	Pe	Period: 07/01/2012 - 06/30/2013				
Template:	RTA Teachscape 2011_Admin Document ID: 7077							
Manager:	Mister Slate		St	atus:	In Progr	ess		
Document Progress								
Step			Status	Due Date	Action	Next Action		
Set Goals		1	Completed	06/30/2013	View			
Complete Manager Ev	valuation	•	In Progress	06/30/2013	<u>Edit</u>	Mark Available		
L				1	1	1		

Return to Select Documents

5.4 Click on the Mark Available link **ONLY** when you are ready for the employee to review the performance document in PeopleSoft. When this link is clicked, the performance document will open.

Performance Evaluation Review Process



ORACLE								
Favorites Main Menu > M	anager Self Service > Performance Management > Performance Documents > Current Documents							
Performance Docume	nt - RTA 2012-2013							
Manager Evaluat Barney Rubble, Tchr-Elem 4 RTA 2012-2013: 07/01/2	ion - <u>6</u> 2012 - 06/30/2013							
Author: Mister Slate	Role: Manager							
Status: In Progress	Due Date: 06/30/2013							
Approval: Not Required								
👻 Employee Data								
Empl ID: 99	13002							
Department: 14	j02 #46 - Charles Carroll - ES							
Location: 14	j School 46							
Plan/Grade: RT	A A BOOD Employees							
Rating History	RCSD Emploiass							
Rate each element and enter	comments for each section in this evaluation.							
Rate each element and enter comments for each section in this evaluation. At any time you can save any entries you make on the evaluation by selecting the Save button.								
Save Available for	Review 🚑 🖃 Return to Document Detail							

5.5 Click on the **Available for Review** button.

Performance Document - RTA

Available for Review

You have chosen to allow the employee to view this evaluation. To confirm that the employee can view evaluation, select the OK button.

ОК	Cancel
----	--------

5.6 Click the **OK** button to enable the employee to view the evaluation. An e-mail will be sent to the employee with notification that the evaluation has been competed is now available for their review.

Performance Evaluation Review Process



5.7 The *Document Details* page will be displayed as shown below. Note the text near the top of the page indicating that the document has been made available for employee review. Also, note that *Next Action* in the *Complete Manager Evaluation* step has been updated to reflect the next step in the review process, *Mark Review Held*. **Note:** while in "Available for Review" status, the employee can add his/her comments/rebuttal to the performance document, but they cannot complete the Acknowledge step because the review meeting has not yet been held.

Current Perform	> Manager Se	If Service > Perform	mance Manag	ement >	Performance Documents	> Current
Document De	etails	-1115				_
Barney Rubble, To RTA 2012-2013: 0	hr-Elem 4-6 7/01/2012 - 06	6/30/2013				
Performance Docur	sfully made you nent Details	ir evaluation available	e for the empl	oyee's re	view.	
Employee: Document Type: Template: Manager:	Barney Rubble Job Title: Tchr-Elem 4-6 RTA 2012-2013 Period: 07/01/2012 - 06/30/2013 RTA Teachscape 2011_Admin Document ID: 7077 Only Mintor State Database Database					
Document Progres	S			Availa	able for review	
		Status	Due Date	Action	Next Action	
Step			0010010040	View		
Step Set Goals	•	Completed	06/30/2013	1011		

- 5.8 After the manager has marked the performance evaluation as "Available for Review", the employee will be able to review the performance document at any time. The ePerformance system will send e-mail notifications whenever additional steps in the evaluation process, such as *Mark Review Held* or *Acknowledge*, are completed.
 - 5.9 Conduct the **Performance Review** meeting with the employee. As you conduct the review, have the employee validate that their *Employee Tenure Status* and *Employee Career Level* are correct. Upon completion of the meeting, explain that you will be changing the status of the evaluation to the *Review Held* status. Remind the employee that they have a responsibility to log into PeopleSoft and acknowledge that the performance review meeting was conducted and that the performance evaluation was reviewed with them. At that time, the employee will also have the opportunity to add their comments and/or rebuttal to the performance evaluation/rating they have received.
 - 5.10 Manager Step mark the evaluation as Review Held. Navigate to the employee's evaluation document. Navigation: Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents.

Performance Evaluation Review Process



5.10.1 Click on the <u>RTA 2012-2013</u> link next to the document to mark as *Review Held*. The following page will appear.

ORACLE

Favorites Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

Current Performance Documents

Document Details

Barney Rubble, Tchr-Elem 4-6 RTA 2012-2013: 07/01/2012 - 06/30/2013

Performance Document Details								
Employee:	Barney Rubble				Title:	Tchr-	Elem 4-6	
Document Type:	RTA 2012-2013			Per	iod:	07/01	/2012 - 06/30/2013	
Template:	RTA Teachscape 2011_Admin			Doo	cument ID:	7077		
Manager:	Only Mister Slate			Status: Available f		able for Review		
Document Progress	Document Progress							
Step			Status		Due Date	Action	Next Action	
Set Goals		1	Completed		06/30/2013	<u>View</u>		
Complete Manager Ev	aluation	•	Available for Review	w	06/30/2013	<u>View</u>	Mark Review Held	

Return to Select Documents

5.10.2 Click on the Mark Review Held link.

Manager	Evaluation	2012-2013	
RTA 2012-20	Tchr-Elem 4-6 13: 07/01/2012 - 06/3	30/2013	
Author: B	arney Rubble	Role: Manager	
Status: Av Approval: N	/ailable for Review ot Required	Due Date: 06/30/2013	
🕶 Employee Data	a .		
Empl ID:	9913002		
Department:	14602	#46 - Charles Carroll - ES	
Location:	146	School 46	
Plan/Grade:	RTA	A RCSD Empl Class	
Rating History		for Devices le this status, you may actes commonts in the	

5.10.3 Manager clicks on the **Review Held** button.

Performance Evaluation Review Process





- 5.10.4 Click the **OK** button to confirm that the performance review was held.
- 5.10.5 Note that you have successfully marked the performance document as *Review Held*. The *Next Action* on the *Complete Manager Evaluation* step now shows *Acknowledge*, which is the employee's step in the review process.

ORACLE								
avorites Main Menu	 Manager Sel 	f Se	rvice > Perfo	rmance Manag	iement >	Performance Documen	ts >	Current Documents
Current Perform	ance Docume	ents	5				_	
Document D	etails							
Barney Rubble, To RTA 2012-2013: 0	chr-Elem 4-6 7/01/2012 - 06	6/30	/2013					
You have succes	sfully marked th	ne re	eview held for yo	our evaluation				
Performance Docu	nent Details				_			
Employee:	Barney Rubble	е	Jot	o Title:	Tchr-Ele	m 4-6		
Document Type: Tomplato:	RTA 2012-201	13	Per Per	nod:	07/01/20	12 - 06/30/2013		
remplate.	Only	зре	2011_AdminDo	cument ID:	/0//			
Manager:	Mister Slate		Sta	itus:	Review I	Held		
Document Progres	iS							
Step			Status	Due Date	Action	Next Action		
Set Goals		1	Completed	06/30/2013	View			
Complete Manager	Evaluation	•	Review Held	06/30/2013	View	Acknowledge		

- Return to Select Documents
- 5.10.6 The next step in the process is for the **employee to acknowledge** that the review has been conducted and to add their comments to the performance document.

Performance Evaluation Review Process



5.11

5.11 Employee step – acknowledge review held and add employee comments to the evaluation. Log in to PeopleSoft. A screen similar to the following will be displayed. If logging in through Portal, the employee will need to click on the Human Resources tab followed by the Human Resources 9.1 link to see this page. For reference, see your PeopleSoft ePerformance Navigation Basics document. *Note: an e-mail will be sent to the employee requesting their action. If the employee clicks on the e-mailed link, the employee will be taken directly to the performance document if already logged into PeopleSoft. If not logged into PeopleSoft, the employee will be taken to the PeopleSoft login screen and upon logging in, will be taken directly to the performance document.*

ORACLE	
Favorites Main Menu	
Menu	¢ -
Search:	
 ▷ Self Service ▷ Manager Self Service ▷ Recruiting ▷ Benefits ▷ Workforce Development ▷ Set Up HRMS ▷ Enterprise Components ▷ Reporting Tools <u>Change My Password</u> <u>My Personalizations</u> 	
- <u>My Portal Home</u>	

5.11.1 Employee clicks on Self Service.

ORACLE		Home Add to Favorites Sign out
Favorites Main Menu > Self Service		······ , ······ , ······
Self Service		
Self Service		
Navigate to your self service information and activities.		
Review Transactions Review transactions that you submitted for approval	Time Reporting Report and review your time, schedules, request absences and more. Report Time	Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
Benefits Review heath, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. Benefits Summary Benefits Summary It insurance Summary	View and maintain learning records and objectives, and browse and search the learning catalog.	Performance Management Access your performance and evelopment documents, and evaluations you have done for others We Performance Documents Other's Performance Documents
Recruiting Activities Recruiting Activities Careers	B Delegate authority for self-service transactions, and review and revoke delegation requests	

5.11.2 Employee clicks on Performance Management.

Performance Evaluation Review Process



ORACLE [®]	
Favorites Main Menu > Self Service	
Self Service	
Performance Management	
Access your performance and development documents, and evaluations you have done for others.	
My Performance Documents Create, update, or view your performance documents. Image: Current Documents Image: Historical Documents	Other's Performance Documents Accept, decline, update or view performance evaluations for other individuation Pending Evaluation Requests Current Evaluations Historical Evaluations

5.11.3 Employee clicks on My Performance Documents.

ORACLE	
Favorites Main Menu > Self Service	
Self Service	
My Performance Documents	
Create, update, or view your performance documents.	
Current Documents Update or view your performance documents for the current period.	Historical Documents View your completed performance documents.

5.11.4 Employee clicks on **Current Documents**. A screen, similar to the following, will be displayed.

Performance Documents

Barney Rubble

Listed below are your current performance documents.

Your Docun	nents	Cu	stomize Find 🗖 🛗	First 🚺 1-2 of 2 🚺 Last		
Employee ID	Document Type	Begin Date	End Date	Job Title	Status	Manager
9913002	RTA 2012-2013	07/01/2012	06/30/2013	Tchr-Elem 4-6	Review Held	Mister Slate

5.11.5 Employee clicks on the <u>RTA 2012-2013</u> link next to the performance document to be reviewed and acknowledged.

Performance Evaluation Review Process



Performance Documents

Document Details

Barney Rubble, Tchr-Elem 4-6 RTA 2012-2013: 07/01/2012 - 06/30/2013

Performance Docum	ent Details					
Employee:	Barney Rubble	е	Job	Title:	Tchr-Ele	m 4-6
Document Type:	RTA 2012-201	13	Per	iod:	07/01/20	12 - 06/30/2013
Template:	RTA Teachsca	аре	2011_Admin Doc	ument ID:	7077	
Manager:	Only Mister Slate		Sta	tus:	Review H	Held
Document Progress	;					
Step			Status	Due Date	Action	Next Action
Set Goals		-	Completed	06/30/2013	View	
Review Manager Eva	luation	•	Review Held	06/30/2013	View	Acknowledge

Return to Select Documents

5.11.6 Employee clicks on the <u>Acknowledge</u> link to acknowledge that the review meeting has been conducted and to add their post-evaluation review meeting comments to the performance document.

By acknowledging that the review was conducted, the employee is not agreeing or disagreeing with the evaluation itself; they are only acknowledging that they have had an opportunity to review their performance evaluation with their manager.

Performance Evaluation Review Process



5.11.7 The performance document opens and the following page appears.

ORAC	Ľ€"							
Favorites M	ain Menu	> Self S	ervice >	Performance	Management >	My Performance Do	cuments >	Current Docum
Performa	nce Do	cument ·	- RTA 20	12-2013				
Manage	er Eva	luatio	n					
Barney Rubl RTA 2012	ble, Tchr- -2013: 0	Elem 4-6 7/01/201	12 - 06/30)/2013				
Author:	Mister	Slate		Role:	Manager			
Status:	Review	Held		Due Date:	06/30/2013			
Approval:	Not Re	quired						
🕶 Employee I	Data							
Empl ID:		99130	02					
Department	t:	14602		#46 -	Charles Carroll	- ES		
Location:		146		Scho	ol 46			
Plan/Grade:		RTA		Α				
Rating Histo	orv				RCSD Em	<u>pi Class</u>		
The status of Comments/F evaluation by After adding y by selecting t agreement.	f this eval Rebuttal s / using the your come the Ackne	uation is R ection, if a save but ments, ple owledge R	Review Hel applicable. tton. ase ackno review butt	d. In this status At any time you wledge that the on. Your acknow	, enter commen can save any er e evaluation has wledgement doe	ts in the Employee tries you make on the been reviewed with yo as not indicate	u	
Save	Ackno	wledge Re	eview	é	5 E	Return to Document [Detail	

5.11.8 The employee can scroll down through all the sections of the document. Note that the ratings and content of the evaluation are "greyed out" and cannot be changed by either the employee or the manager. Also, note the change history at the bottom of each element that is rated. A sample section of the performance document is shown below.

👻 Domain 1A				
Description : De	monstrating Knowled	lge of Content and P	edagogy	
L0-Not Rated	L1-Ineffective	L2-Developing	L3-Effective	L4-Highly Effective
Rating:	L3-Effective		1	
Comments:				
Created By:	Template	05/06/2013 11:4	BAM	
Last Modified By:	Mister Slate	05/06/2013 2:43	PM	

5.11.9 Employee scrolls to the bottom of the evaluation – where the *Employee Comments/Rebuttal* section begins – as shown below.

Performance Evaluation Review Process



- Employee Comments/Rebuttal

Please provide a summary of the evaluation process with this manager (i.e., timeliness, preparation, accessibility, provided coaching and support, etc.).

If you wish to submit a rebuttal at this time, you may do so in the Comments box below. If you wish to submit a rebuttal at a later date, please indicate the following in the Comments box: "I will provide a rebuttal at a later date that will be added to my personnel file."

Employee Comn	nents/Rebuttal Summary	
Comments:	Employee can add their comments/rebuttal about the evaluation in this box. The content can be copied from another document, such as a Word document, and pasted into this box.	×.

5.11.10 The employee should add their comments and/or rebuttal to the performance document as shown above. Be sure to save after adding your comments!

Please provide a summary of the evaluation process with this manager (i.e., timeliness, preparation, accessibility, provided coaching and support, etc.).

If you wish to submit a rebuttal at this time, you may do so in the Comments box below. If you wish to submit a rebuttal at a later date, please indicate the following in the Comments box: "I will provide a rebuttal at a later date that will be added to my personnel file."

Employee Com	ments/Rebuttal Summary	
Comments:	Employee can add their comments/rebuttal about the evaluation in this box. The content can be copied from another document, such as a Word document, and pasted into this box.	- *

Attachments						
File Name	Description	Attachment Audience	Last Update Date/Time		Uploaded By	
Barney Inf Obs.pdf	Informal Obs		05/06/2013 3:44:47PM		Mister Slate	Î
+ Add Attachment						
Audit History						
			R	CSD C	omposite Score	
Save	owledge Review		in 19	Retu	rn to Document Detail	

5.11.11 Employee clicks on the **Save** button to save the comments/rebuttal they added to the performance document. The *Save* and *Acknowledge Review* buttons shown above are at the bottom of the performance document. These buttons also appear at the top of the performance document. Either may be used. Upon saving, the ePerformance system will return the employee to the top of the performance document, as shown below. Note that the system has confirmed that the employee successfully saved their input.

Performance Evaluation Review Process



Manage	r Evaluation	R TA 2012-2013		
Barney Rub	ble, Tchr-Elem 4-6			
RTA 2012	-2013: 07/01/2012	2 - 06/30/2013		
Author:	Mister Slate	Role:	Manager	
Status: Approval:	Review Held Not Required	Due Date:	06/30/2013	}
r Employee	Data			
Empl ID:	991300	2		
Department	: 14602	#46	- Charles Carro	oll - ES
Location:	146	Sch	ool 46	
Plan/Grade:	RTA	A	D000 5	
Rating Histo	огу		<u>RCSD E</u>	mpi class
You I	ave successfully sa	aved your evaluation.	1	
The status of Comments/F evaluation by	this evaluation is Re Rebuttal section, if ap using the Save butt	view Held. In this statu plicable. At any time yo on.	is, enter comme ou can save any	ents in the Employee entries you make on the
After adding y by selecting f agreement.	/our comments, plea he Acknowledge Re	se acknowledge that ti view button. Your ackn	ne evaluation ha owledgement d	as been reviewed with you loes not indicate
Save	Acknowledge Rev	iew	a E	Return to Document Detai

5.11.12 Employee clicks on the **Acknowledge Review** button at the top of the page to acknowledge that the performance review meeting was held.

Performance Document - RTA 2012-2013

Acknowledge Document Review

You have chosen to acknowledge your performance evaluation. To confirm this acknowledgement, select the OK button.



5.11.13Employee clicks on the **OK** button to complete the acknowledgement process.

Performance Evaluation Review Process



Destance De				nagement /	Hyreno		1	current bocume
Performance Do	otaile							-
Barney Rubble, To RTA 2012-2013: 0	chr-Elem 4-6 7/01/2012 - 06/3	30/	2013	7				
Performance Docu	ment Details	jeu	your evaluation.					
Employee: Document Type: Template:	Barney Rubble RTA 2012-2013 RTA Teachscap	e 2	Job 7 Perio 2011_AdminDocu	Title: od: Iment ID:	Tchr-Elem 07/01/201 7077	4-6 2 - 06/30/2013		
Manager:	Mister Slate		Statu	IS:	Acknowle	lged		
Document Progres	iS							
			Status	Due Date	Action	Next Action		
Step			Completed	06/30/2013	View			
Step Set Goals		×	Completed					

- 5.11.14 Note, on the screen above, that the employee has successfully acknowledged that the review meeting has taken place, that the *Status* of the performance document has changed to *Acknowledged* and that there are no further steps for the employee in the *Next Action* column.
- 5.11.15 This completes the employee's steps in the Performance Evaluation Review process.

Rev. Date: 3/2012

ROCHESTER CITY SCHOOL DISTRICT

Performance Evaluation Review Process



- **5.12 Manager Note:** while the document is in the *Available for Review, Review Held* or *Acknowledged* status, the **Reopen** button will appear at the bottom of the performance document. The manager can use this button to reset the performance document to the *In Progress* status in the event that any changes need to be made to the performance document. *Once the performance document has been completed, the Manager can no longer reopen it.*
- 5.13 Manager Steps Adding Manager Comments and Completing the Evaluation. The manager must complete the performance document in PeopleSoft by selecting the performance document that has been acknowledged from his/her roster. Navigation: Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents. The following shows an abbreviated roster.

ORACLE		

Favorites Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

Current Performance Documents

Listed below are the current performance documents for which you are the Manager.

Documents	s you own				Customize Find 🗖	📕 First 🚺 1-30 of 30 🕨 Last
Employee ID	Employee	Document Type	Begin Date	End Date	Job Title	Status
9913002	Barney Rubble	RTA 2012-2013	07/01/2012	06/30/2013	Tchr-Elem 4-6	Acknowledged

5.13.1 Manager clicks on the <u>RTA 2012-2013</u> link. The screen appears below.

Nonces Main Menu		ervice > Perforr	nance Manage	ement >	Performance Documen	ts >	Current Docum
Current Perform	ance Document	s				_	
Document D	etails						
Barney Rubble, To RTA 2012-2013: 0 Performance Docu	chr-Elem 4-6 17/01/2012 - 06/3 ment Details	0/2013					
Employee: Document Type: Template:	Barney Rubble RTA 2012-2013 RTA Teachscape	Job Perio 2011_AdminDocu	Title: od: ument ID:	Tchr-Elem 07/01/201 7077	4-6 2 - 06/30/2013		
Manager:	Mister Slate	State	us:	Acknowled	lged		
	S						
Document Progres				Action	Next Action		
Document Progres		Status	Due Date				
Document Progress Step Set Goals	•	Status Completed	Due Date 06/30/2013	View			

5.13.2 Manager clicks on the <u>Complete</u> link to complete the performance review process for this evaluation. The performance document will open.

Performance Evaluation Review Process



Barney Rubble, Tchr-Elem 4-6 RTA 2012-2013: 07/01/2012 - 06/30/2013 Author: Mister Slate Role: Manager Status: Acknowledged Due Date: 06/30/2013 Approval: Not Required Femployee Data	
Author: Mister Slate Role: Manager Status: Acknowledged Due Date: 06/30/2013 Approval: Not Required Employee Data	
Status: Acknowledged Due Date: 06/30/2013 Approval: Not Required > Employee Data	
Approval: Not Required	
r Employee Data	
Empl ID: 9913002	
Department: 14602 #46 - Charles Carroll - ES	
Location: 146 School 46	
Plan/Grade: RTA A	
Rating History	

5.13.3 Manager should scroll down to the *Manager Comments* section of the performance document, as shown below.

Comments: Manager comments are entered here.	_

- 5.13.4 Manager should add any comments to the *Manager Comments* section of the performance document. **Note:** only comments about the review process itself should be entered here. No further comments about the employee's performance should be entered in this section of the performance document.
- 5.13.5 Scroll to the bottom of the performance document and click on the **Save** button to save the newly added manager comments about the performance review process. You'll see a confirmation that you have successfully saved the performance document, as shown below.

You have successfully saved your evaluation.

5.13.6 Manager clicks on the **Complete** button to finalize the evaluation document, as seen on the screen (above). Once the document has been completed, it will be moved from *Current Documents* to *Historical Documents*.

Performance Evaluation Review Process





5.13.7 Manager clicks the **Complete** button on this screen to finalize the document.



5.13.8 Manager clicks the **OK** button to finalize the performance evaluation and mark it as Complete.

ORACLE [®]								
vorites Main Menu	> Manager Self S	ervio	ce > Perform	nance Manage	ement > I	Performance Document	s>	Current Document
Performance Do	cument History							
Document De	etails						-	
Barney Rubble, To RTA 2012-2013: 0	hr-Elem 4-6: 7/01/2012 - 06/3	0/20	013					
You have succes	sfully completed yo	oure	evaluation.					
Performance Docur	nent Details							
Employee: Document Type:	Barney Rubble RTA 2012-2013		Job ⁻ Perio	Job Title: Period:		Tchr-Elem 4-6 07/01/2012 - 06/30/2013		
Template:	RTA Teachscape 2011_Admin		11_AdminDocu	nin Document ID:		7077		
Manager:	Mister Slate		State	Status:		Completed		
Document Progres	S							
Step		S	tatus	Due Date	Action	Next Action		
Set Goals	~	/ c	completed	06/30/2013	View			
Complete Manager I	Evaluation	/ c	ompleted	06/30/2013	View			

Return to Select Documents

- 5.13.9 Note the *Status* has changed to *Completed* as seen above and there are no further steps in the *Next Action* column.
- 5.13.10 Click the <u>Return to Select Documents</u> link. This will take you to the Historical documents folder, where the just completed performance document now resides. Click the Current Documents "bread crumb" if you have additional performance evaluations to complete.

Performance Evaluation Review Process



5.14 Congratulations! You have now completed the performance evaluation for this employee. To review the performance document at any time in the future, you will need to navigate to the *Historical Documents* menu option.

6.0 ASSOCIATED DOCUMENTS

- 6.1 Engage Rochester site APPR supervisor page Writing the APPR
- 6.2 Engage Rochester site APPR supervisor page ePerformance Document Status Aid
- 6.3 Engage Rochester site APPR employee page Employee Comments and Acknowledgements Tutorial

7.0 RECORD RETENTION

Identification	Storage	Retention	Disposition	Protection
PeopleSoft	SharePoint	Until Superseded		N/A
ePerformance initial	ePerformance project			
implementation.	site.			

8.0 REVISION HISTORY

Date:	Rev.	Description of Revision:
3/14/12	Original	Original Document
5/8/2013	2	Revised for 2012-2013

End of Procedure