



UNIVERSITY *of*  
WEST FLORIDA

**Non-Supervisor, Supervisor, Coaches Annual and  
Position Orientation Evaluation Instructions**

***PageUp Performance Management***

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## Policy

**UWF shall utilize employee evaluation programs to acknowledge performance; to communicate performance effectiveness; to aid in improving performance in assigned duties; and when necessary, to develop a performance plan to assist in correcting deficiencies.**

**The evaluation program may also be used to identify recipients of financial rewards when designated by the President.**

**<https://confluence.uwf.edu/x/AoOoAg>**

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## Employee Role

- Employee Acknowledges Objectives (Performance Review Step 2)
- Employee Self-Evaluation (including adding Significant Accomplishments and Attachments) (Performance Review Step 3)
- Employee Acknowledges Evaluation (Performance Review Step 5)

## Supervisor Role

- Supervisor Creates Objectives (Performance Review Step 1)
  - Supervisor Evaluation of Employee (Performance Review Step 4)
-

**Position Orientation**—All University Work Force employees shall be evaluated at the end of the twelve month position orientation year (one year from the employee's date of hire).

- Newly-hired employees shall be provided with a current position description and a list of goals, objectives, and/or standards at the time of appointment to the position.
- All newly-hired University Work Force employees shall be evaluated at the end of their position orientation year. Newly-hired employees shall be evaluated by the immediate supervisor no later than 30 days after 12 months of employment with the University.
- Employees who are not evaluated by their immediate supervisor within 30 days after 12 months of employment with the University, will automatically be rated at a **Satisfactory** performance standard if the supervisor has not requested an extension and the evaluation shall be moved to a status of complete by Human Resources.
- Employees who have been evaluated, but have not acknowledged their position orientation evaluation within 30 days after their 12 months of employment with the University, shall automatically receive the rating assigned by their supervisor, and the evaluation will be moved to a status of complete by Human Resources.
- If the supervisor during the position orientation year is no longer with the University, the employee shall be automatically rated at Satisfactory performance standard.
- If the employee is supervised by multiple supervisors during their position orientation evaluation year, the supervisors should collaborate on the completion of the employee's evaluation.
- Supervisors should hold discussions with new employees during the position orientation year to provide feedback and to ensure that performance goals and objectives are communicated.
- The position orientation year may be extended by the Associate Vice President of Human Resources for no more than a 3-month period, upon written request from the appropriate supervisory authority.
- Employees serve only one position orientation year. Thus, employees who change positions within the University, will not be required to serve another position orientation year.

# Evaluation Types (continued)

**Annual** - Employees shall be evaluated annually July 1 to June 30 by their immediate supervisor.

- Employees shall be evaluated annually in July by their immediate supervisor. All annual evaluations are due on September 30th. Any overall rating below Satisfactory must be handled as a Special Performance.
- Failure to complete an annual evaluation on the employee by October 31<sup>st</sup> shall result in the employee automatically receiving a rating at the same level as the most recent completed evaluation, if the supervisor has not requested an extension.
- Employees who are evaluated but have not acknowledged their annual evaluation by October 31<sup>st</sup>, shall automatically receive the rating assigned by the supervisor, and the evaluation will be moved to a status of complete by Human Resources.
- If the supervisor during the annual evaluation period is no longer with the University, the employee shall automatically receive a rating at the same level as the most recent completed evaluation.
- If the employee is supervised by multiple supervisors during the annual evaluation period, the supervisors should collaborate on the completion of the employee's annual performance evaluation.
- Performance Standards Ratings shall be defined as follows for the University Work Force employees:
  - Superior
  - Above
  - Satisfactory
  - Needs Improvement
  - Below
- Employees rated at **Below** or **Needs Improvement** shall be subject to a Special Evaluation and Improvement Plan as outline in Section (2) (c) of the HR-17.04-06/20 policy.

# Evaluation Types (continued)

**Special**—May be initiated whenever the immediate supervisor determines the employee's performance has changed from the rating level reflected on the most recent evaluation.

- A Special Performance Evaluation must be initiated when an employee's performance is at a level of **Below** or **Needs Improvement**. The Special Performance Evaluation should be initiated by the supervisor after consultation with Human Resources for employees who have successfully completed the orientation year and should not be delayed until the time of the annual performance evaluation.
  - Special performance evaluations may only cover performance for the preceding sixty days.
  - The immediate supervisor, after consultation with Human Resources, shall prepare a written Improvement Plan that specifies the necessary improvements to correct identified performance deficiencies. The written Improvement Plan shall be provided to and discussed with the employee on an ongoing basis by the supervisor.
  - Within sixty days after the Special Performance Evaluation and Improvement Plan initiation, an employee with a **Needs Improvement** or **Below** rating who does not meet the requirements of the Improvement Plan, may be dismissed from the University after consultation with the Associate Vice President of Human Resources.
-

# Non- Supervisor Standard Evaluation Competencies

- **Knowledge, Skills and Abilities**-Employee has the knowledge, skills, and abilities needed in the present position.
  - **Quality/Quantity of work**-Employee has the ability to independently plan, prioritize, and complete work with accuracy, neatness and at a satisfactory rate.
  - **Customer Service Skills**-Employee is committed to providing excellent customer service to internal and external customers and willingly cooperates with others to achieve department and University goals. Employee demonstrates a positive attitude toward others and exhibits flexibility and adaptability in meeting the demands of change in the workplace.
  - **Attendance**-Employee is punctual, adheres to work schedule and complies with attendance and leave policies.
  - **Initiative**-Employee exhibits leadership, is resourceful and willing to do more than the minimum, strives to achieve goals and seeks additional responsibility.
  - **Inclusiveness**-Employee promotes the idea of awareness, acceptance and respect towards our diverse campus community in the ways in which they are different and the ways in which they are similar.
-



# Supervisor Standard Evaluation Competencies

- **Knowledge, Skills and Abilities**-Employee has the knowledge, skills, and abilities needed in the present position.
- **Quality/Quantity of work**-Employee has the ability to independently plan, prioritize, and complete work with accuracy, neatness, and at a satisfactory rate.
- **Customer Service Skills**-Employee is committed to providing excellent customer service to internal and external customers and willingly cooperates with others to achieve department and University goals. Employee demonstrates a positive attitude toward others; and exhibits flexibility and adaptability in meeting the demands of change in the work-place.
- **Attendance**-Employee is punctual, adheres to work schedule, and complies with attendance and leave policies.
- **Initiative**-Employee exhibits leadership, is resourceful and willing to do more than the minimum, strives to achieve goals, and seeks additional responsibility.
- **Inclusiveness**-Employee promotes the idea of awareness, acceptance and respect towards our diverse campus community in the ways in which they are different and the ways in which they are similar.
- **Integrity** – Employee projects a positive image as a leader within the University; promotes, enforces, and takes action consistent with the current policies and procedures; takes responsibility for personal actions; keeps commitments; and displays strong moral principles. Employee leads by example, does the right thing when no one is looking, and is able to be trusted consistently.
- **Communication** – Employee clearly and effectively conveys information that expresses thoughts, facts, and the University’s mission; demonstrates effective use of listening skills; encourages and supports openness to other peoples’ ideas and thoughts; and ensures important matters are shared with all appropriate parties.
- **Collaboration** - Employee shares time, energy, knowledge and skills with others for the betterment of the University; offers assistance and support when needed; creates an atmosphere where employees feel empowered to perform their duties with decision-making authority within their areas of responsibility; works cooperatively and effectively with others to achieve common goals; and resolves interpersonal conflicts constructively.
- **Performance Management** – Employee sets measurable objectives (quantitative and/or qualitative) for direct reports(s) aligned with the department’s (and University’s) strategic plan; provides regular feedback on performance as measured against goals; addresses performance issues promptly; fosters direct report’s learning and development opportunities; provides public and private recognition of accomplishments; and completes direct report’s performance review as assigned, including written feedback on competency scores above or below a rating of “3 Stars.”

# Coach

## Standard Evaluation Competencies

- **Coaching Success and Skills** – Employee displays adequate knowledge and technical skill for specific sport, defines and communicates the program’s overall purpose and philosophy, and works to achieve program goals while creating a safe environment for student-athletes. Employee communicates effectively with student athletes, maintains awareness of team behavior and activities outside of practice, and handles discipline measures in a consistent and professional manner.
  - **Academics and Life Skills** – Employee provides full access to the resources of student-athlete support services for all team members, represents the mission of UWF in promoting academic achievement, encourages participation in life skills workshops, and maintains a graduation rate consistent with departmental objectives.
  - **Compliance** – Employee demonstrates appropriate knowledge and understanding of NCAA rules and regulations; completes all necessary or required NCAA documents in a timely manner; and commits to the strong adherence to NCAA, conference, institutional, and departmental rules and regulations. Employee works to establish a recruiting system consistent with the department’s philosophy and researches recruit backgrounds thoroughly.
  - **Fiscal and Departmental Responsibility** – Employee stays within allocated budget, adheres to business office policies and procedures, and manages resources properly. Employee follows departmental directives and meets deadlines for completing or returning required documentation.
  - **External Relations** – Employee works closely with Athletic Communications, Marketing, the Argonaut Athletic Club, and the media to assist in cultivating positive relationships with alumni, campus community and the surrounding community while promoting their respective sport. Employee participates in fundraising events, shows a willingness to support University functions, and develops opportunities for student-athlete community engagement.
  - **Professionalism/ Inclusiveness** –Employee displays a positive and professional manner while exercising appropriate behavior at all times. Employee welcomes, respects, and celebrates the ways in which people and ideas are different and the ways in which they are similar.
-

- 1.0 to 1.4 - Below Performance
  - 1.5 to 2.4 - Needs Improvement Performance
  - 2.5 to 3.4 - Satisfactory Performance
  - 3.5 to 4.4 - Above Performance
  - 4.5 to 5.0 - Superior Performance
-

# Standards of Performance

- **Superior**—Employee significantly exceeds position requirements.
  - **Above**—Employee consistently exceeds expectations and demonstrates ability to surpass position requirements.
  - **Satisfactory**—Employee meets all position requirements.
  - **Needs Improvement**—Employee is not satisfactorily completing the assigned duties. *Supervisors will be contacted by Human Resources upon submission of an employee evaluation with an overall rating of Needs Improvement.*
  - **Below**—Employee is not meeting standards, goals, or objectives set for the position. *Supervisors will be contacted by Human Resources upon submission of an employee evaluation with an overall rating of Below.*
-

Annual evaluations are conducted at the end of each fiscal year. The evaluation period runs July 1 through June 30.

All steps in the performance review must be completed by September 30 of each year.

*If a supervisor has not requested and been granted an extension, failure to complete an annual evaluation on an employee by October 31<sup>st</sup> shall result in the employee automatically receiving a rating at the same level as the most recent completed evaluation.*

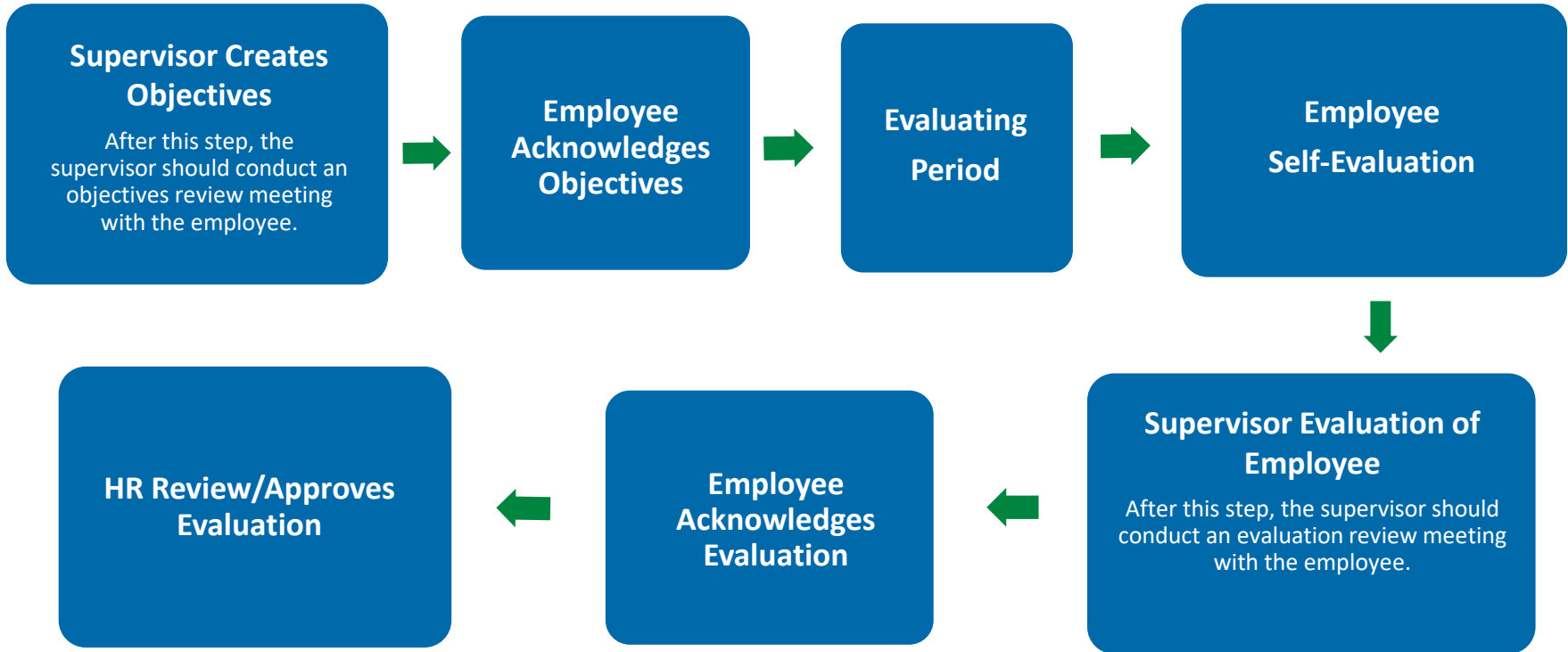
*An employee who has been evaluated but has not acknowledged their annual evaluation by the due date, shall automatically receive the rating assigned by the supervisor, and the evaluation will be moved to a status of complete.*

Per [HR 17.04-06/20 policy](#).

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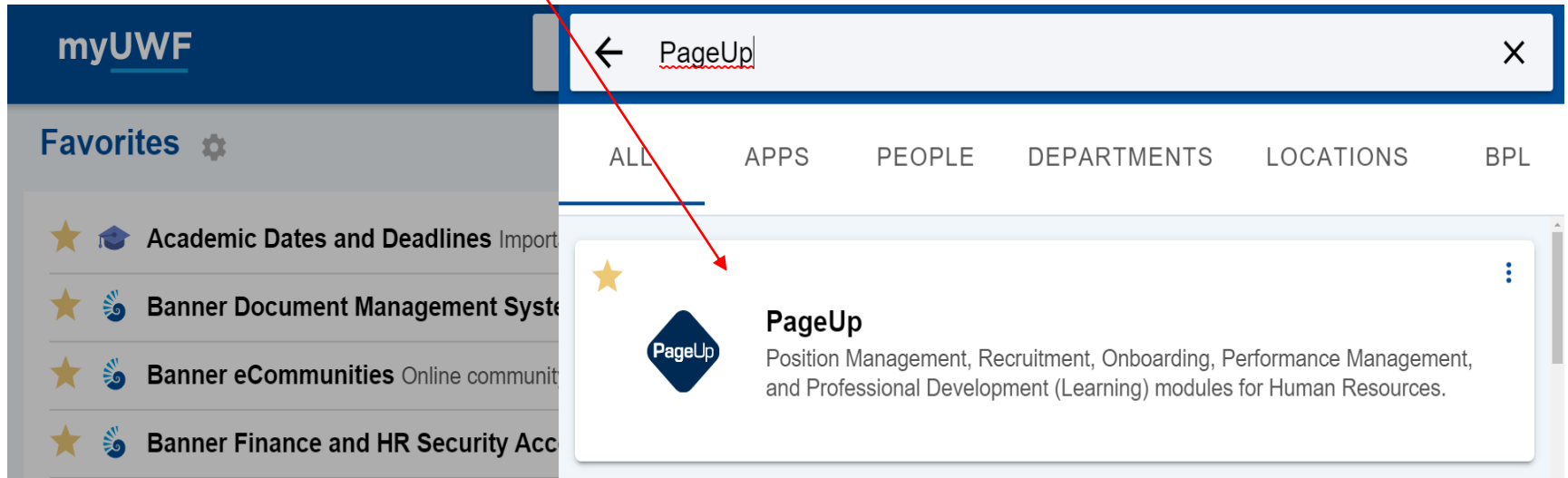
# Performance Evaluation Workflow

for Position Orientation/Annual Non-Supervisor, Supervisor and Coach Evaluations



# Logging into PageUp Performance Management

Log into MyUWF, search for PageUp, and click on the PageUp app.



The screenshot shows the myUWF search interface. At the top left, the 'myUWF' logo is visible. Below it, a 'Favorites' section lists several applications with star icons. A search bar at the top right contains the text 'PageUp' and a search icon. Below the search bar, a navigation menu includes 'ALL', 'APPS', 'PEOPLE', 'DEPARTMENTS', 'LOCATIONS', and 'BPL'. The 'APPS' tab is selected, and a search result for 'PageUp' is displayed. The result includes a star icon, a 'PageUp' logo, and a description: 'Position Management, Recruitment, Onboarding, Performance Management, and Professional Development (Learning) modules for Human Resources.' A red arrow points from the search bar to the 'PageUp' app result.

myUWF

← PageUp ×

Favorites ⚙

★ Academic Dates and Deadlines Import

★ Banner Document Management System

★ Banner eCommunities Online communities

★ Banner Finance and HR Security Accounts

ALL APPS PEOPLE DEPARTMENTS LOCATIONS BPL

★

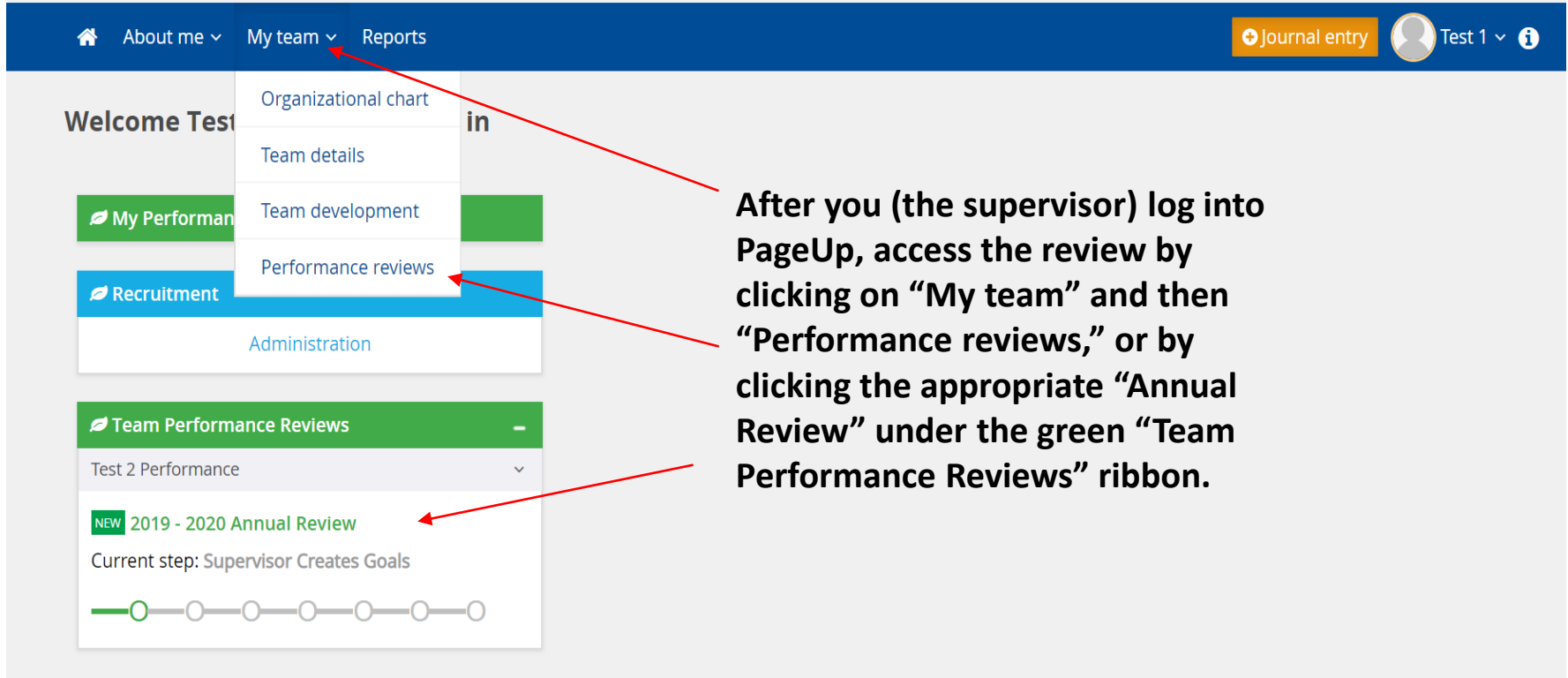
**PageUp**

Position Management, Recruitment, Onboarding, Performance Management, and Professional Development (Learning) modules for Human Resources.

# Supervisor Creates Objectives

- The Supervisor will log into PageUp Performance Management and create objectives for the employee's next review period under the "Current Year Objectives" section. The supervisor will click on "add objective," or to delete an objective, the supervisor will click the trash can icon in the upper right corner of the objective. **Please make sure to save a copy of the objectives.**
  - The evaluation will automatically save any changes/updates made, so you may close the program and come back to it at a later time.
  - The supervisor will meet with the employee to discuss the objectives and address any questions or concerns.
  - Please see the step by step instructions and images on the following pages.
-





The screenshot displays the PageUp system interface. At the top, a navigation bar includes a home icon, "About me", "My team", and "Reports". On the right, there is a "Journal entry" button, a user profile icon labeled "Test 1", and an information icon. A dropdown menu is open under "My team", listing "Organizational chart", "Team details", "Team development", "Performance reviews", and "Administration". The "Performance reviews" option is highlighted in blue. Below the navigation, the main content area shows a "Welcome Test 1" message. There are several ribbon tabs: "My Performance" (green), "Recruitment" (blue), and "Team Performance Reviews" (green). The "Team Performance Reviews" ribbon is active, showing a "Test 2 Performance" dropdown. Underneath, a "NEW 2019 - 2020 Annual Review" is listed with the current step "Supervisor Creates Goals" and a progress indicator showing the first of six steps completed.

After you (the supervisor) log into PageUp, access the review by clicking on “My team” and then “Performance reviews,” or by clicking the appropriate “Annual Review” under the green “Team Performance Reviews” ribbon.

# Supervisor Creates Objectives

Home About me My team Reports Journal entry Test 1

## My team performance reviews

Employee first name:  Employee last name:  Clear Search

Level: All Employee preferred name:

Status: Current Review process step: Select

Role:

Employee	Review process	Review step	Role	Start date	Due date	
Test 2 Performance	2019 - 2020 Annual Review (Non-Supervisor) <span>NEW</span>	Supervisor Creates Goals	Legal Assistant	16 Jun 2020	10 Oct 2020	I want to... Open review View the report View progress report View the review process View the development plan

Page 1 of 1 Jump to page

1. Search for the employee. Make sure to clear any previous search.

2. Ensure you enter the correct "Status." "Current" status is correct for entering objectives.

3. Click on one of the two "Open Review" links to access the review and enter objectives.

If desired, click on "View the report" to see a summary of the review.

If desired, click on "View the development plan" to see any assigned professional development.

If desired, click on "View the review process" to view completed and pending performance review steps with due dates.

If desired, click on "View progress report" to view a copy of the review.

**Weak/Immeasurable Objective:** Improve computer skills.

- **Better Objective:** Improve efficiency in MS Word, PowerPoint, and Excel by completing assigned courses offered via LinkedIn Learning.

**Weak/Immeasurable Objective:** Improve customer service skills.

- **Better Objective:** Improve customer service skills by attending customer service, communication, and diversity training.

**Weak/Immeasurable Objective:** Improve supervisory skills.

- **Better Objective:** Improve supervisory skills by attending workshops such as “Conflict in the Workplace” and “The Power of Positive Discipline” as well as other trainings included in H.R.’s Leadership and Management Certificate program to better understand how to handle employee issues.
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# Supervisor Creates Objectives



As a supervisor, it is now time to create the **Objectives** for Lynne Randall. These **Objectives** allow you to set proper and clear expectations of how Lynne will be successful in their role. Once you have created the **Objectives**, Lynne will be given the **Objectives** to review and acknowledge.

Click **NEXT** to move to the next page to **Add Objectives**.

Next →

After reading  
the instructions,  
click “Next” at  
the bottom of  
the page

# Supervisor Creates Objectives

Start > Current Year Objectives > Employee Significant Accomplishments > Attachments > Supervisor Evaluation of Employee > Next steps

Current Year Objectives ✓ Saved Last saved: 3 Nov 2022, 9:37am Actions ▾

Setting objectives is the first step of the Performance Management process. The supervisor will meet with the employee to discuss and set **SMART Goals/Objectives** for the year. These objectives should align with your department's objectives and with **UWF's Strategic Plan**. The supervisor may also want to discuss and record any professional development goals or learning objectives with the employee at this time. Professional development goals should include how the skills/knowledge will be developed (on the job training, job-shadowing, professional development courses, conference attendance, etc.).

The supervisor will meet with the employee throughout the year to discuss progress. Both the supervisor and employee may use the **Journaling** or **1-on-1 features** in PageUp Performance, or their own progress tracking tool to capture and track progress. If a supervisor uses the PageUp features, they should be sure to include the employee name in the comments section to track and access the comments throughout the year.

Note: Comments may be private or shared within the review, either initially or later in the review process.

**Employee:** The employee has no action steps in PageUp Performance while the supervisor is setting objectives. The employee will acknowledge the objectives in the **Employee Acknowledges Objectives** step of the process. **Please Note:** The employee should not click on the +Add Objectives (Supervisor ONLY) box; adding objectives is reserved for supervisors.

**Supervisor:** The supervisor will Click **+ Add Objectives** to add an objective to an employee's review. To delete an objective, the supervisor will click the trash can icon in the upper right corner of the objective. Once they have entered all objectives, they will click **Next** box(s) until they reach **Go to Next Step**. Clicking on **Go to Next Step** will advance the review to **Employee Acknowledges Objectives**.

**Add Objective (Supervisor ONLY)**

← Back Next →

**Please note: The chevron image at the top of the page displays review sections, not review steps.**

**Be sure to align the SMART Goals/Objectives for the fiscal year to UWF's current Strategic Plan. Ask for assistance from your supervisor if needed.**

**Follow the specific Supervisor instructions in the yellow box to enter each objective. Be sure to click each "Next" button at the bottom of the page until you move through all the sections of the review and reach "Go to next step."**

**For additional assistance with the Journaling or 1-on-1 features, reach out to the Human Resources Employee Relations Coordinator.**

# Supervisor Creates Objectives

Thank you for entering Lynne Randall's **Objectives**.

Click **"Go To Next Step"** to complete this part of the review process.

Your employee will receive an email directing them to log into the review and acknowledge their **Objectives**.

Summary ⌵

Summary

▼ Current Year Objectives

1. Test

▶ Employee Significant Accomplishments

▶ Attachments

▶ Supervisor Evaluation of Employee

Your next step: Employee Acknowledges Objectives

View entire process

ⓘ Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step

Go to next step

← Back

Click **"Back"** if  
you need to  
return to a  
previous page.

Click **"Go to  
next step"** to  
complete this  
part of the  
review process  
and to advance  
the review to  
the **"Employee  
Acknowledges  
Evaluation"**  
step.

# Objectives Review Meeting



# Objectives Review Meeting

After you enter objectives for your employee, meet and discuss the objectives addressing any questions or concerns. If you need to edit an objective, contact the Employee Relations Coordinator to request the review be returned to the “Supervisor Creates Objectives” step in the review process.

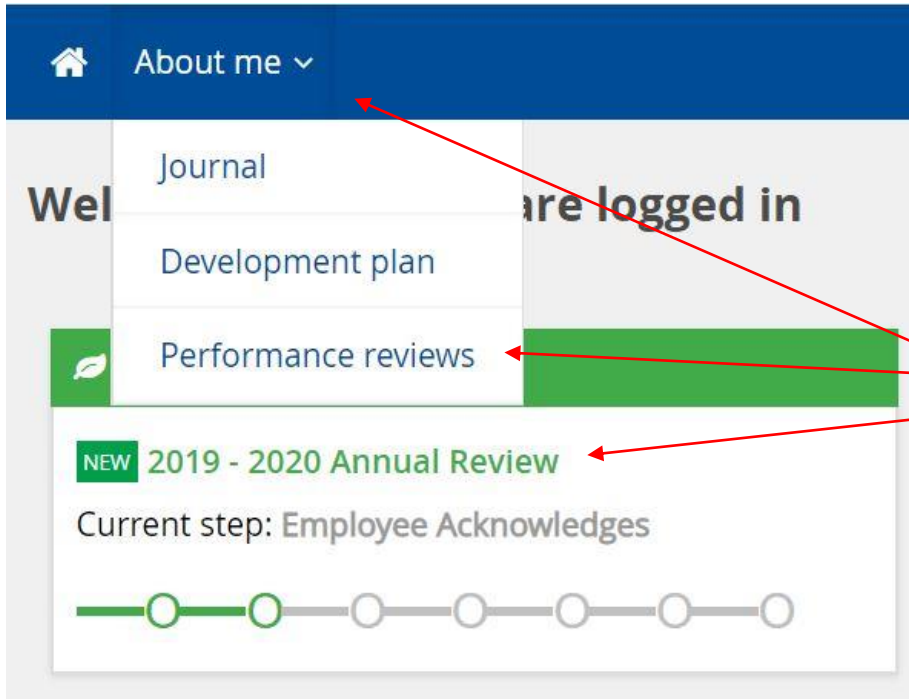
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# Employee Acknowledges Objectives



# Employee Acknowledges Objectives



The screenshot shows a user interface with a dark blue header containing a home icon and the text "About me ▾". Below the header is a light gray sidebar with a "Welcome" message and the text "You are logged in". The sidebar contains a menu with the following items: "Journal", "Development plan", and "Performance reviews". The "Performance reviews" item is highlighted with a green background. Below the sidebar is a white content area with a green "NEW" badge and the text "2019 - 2020 Annual Review". Below this is the text "Current step: Employee Acknowledges" and a progress bar with seven circular indicators, the first two of which are filled with green.

You (the employee) will log into the PageUp Performance Management to access the review and acknowledge objectives.

1. Click on “About me” and then “Performance reviews” or click on the “Annual Review” link for the correct review.

# Employee Acknowledges Objectives



## ACKNOWLEDGING OBJECTIVES:

1. Click **Next** to review and acknowledge objectives.
2. Continue clicking **Next** on the bottom right side of the page (advancing through all the sections in the chevron image at the top of the page), until you reach the page which displays the **Acknowledge now** bolded text in the pink box.
3. Once you click the **Acknowledge now** text, you will be redirected to the start page where you will click the **Confirm** button in the lower left portion of the page. You will then select the **Next steps** section in the chevron image at the top of the page. Once you have clicked **Next steps**, you will be directed to the final page where you will select **Go to next steps** on the bottom of the page. Clicking **Go to next steps** will send a notice to your supervisor that you have acknowledged your objectives and move the review to **Evaluating Period**.

(You may want to copy and paste these directions into a Word document or notes page for reference.)

✓ Confirm

Next →

1. Read and follow the directions.
2. Copy and paste the directions into a Word document for ease of access to instructions.

# Employee Acknowledges Objectives

Start > Current Year Objectives > Next steps

Current Year Objectives ✓ Saved Last saved: 11 Jul 2022, 2:14pm Actions

Setting objectives is the first step of the Performance Management process. The supervisor will meet with the employee to discuss and set **SMART Goals/Objectives** for the year. These objectives should align with your department's objectives and with **UWF's Strategic Plan**. The supervisor may also want to discuss and record any professional development goals or learning objectives with the employee at this time. Professional development goals should include how the skills/knowledge will be developed (on the job training, job-shadowing, professional development courses, conference attendance, etc.).

The supervisor will meet with the employee throughout the year to discuss progress. Both the supervisor and employee may use the **Journaling** or **1-on-1** features in PageUp Performance, or their own progress tracking tool to capture and track progress. If a supervisor uses the PageUp features, they should be sure to include the employee name in the comments section to track and access the comments throughout the year.

Note: Comments may be private or shared within the review, either initially or later in the review process.

**Employee:** The employee has no action steps in PageUp Performance while the supervisor is setting objectives. The employee will acknowledge the objectives in the **Employee Acknowledges Objectives** step of the process. Please Note: The employee should not click on the +Add Objectives (Supervisor ONLY) box; adding objectives is reserved for supervisors.

**Supervisor:** The supervisor will Click + **Add Objectives** to add an objective to an employee's review. To delete an objective, the supervisor will click the trash can icon in the upper right corner of the objective. Once they have entered all objectives, they will click **Next** box(s) until they reach **Go to Next Step**. Clicking on **Go to Next Step** will advance the review to **Employee Acknowledges Objectives**.

+ Add Objective (Supervisor ONLY)

← Back

Next →

3. Review the information in the green box.

4. When complete, review each objective entered by your supervisor. The objectives will display in the bottom gray area of this page and most likely continue on the next page.

5. After reviewing the objective(s), click on "Next" at the bottom of the page.

# Employee Acknowledges Objectives

6. Once you review all objectives, click the “Next” box at the bottom of the page until you reach the page to click “Acknowledge now.” Clicking on “Acknowledge now” will return the review to the start page for the next step in the process.

If desired, you may review objectives under the “Summary” before clicking “Acknowledge now.”

❗ Cannot progress the review to the next step

- If you have questions about the objectives, discuss them with your supervisor. *Employees may review their objectives at any time by reviewing this page.*

Click [Acknowledge now](#) to finalize this step

*After you have acknowledged your objectives, this completes the process until the end of the evaluation period.*

Once you click [Acknowledge now](#), you have completed acknowledging your objectives.

Note: Employees may record progress notes and upload supporting documentation throughout the year by creating Journal or 1-on-1 entries.

OPTION 1: Click on the top right option called “+Journal Entry”

OPTION 2: Expand the “About Me” on the top left and select “Journal” or “1-on-1.”

These entries are private unless you decide to share them by linking them to your review.

Summary

Summary

▼ Current Year Objectives

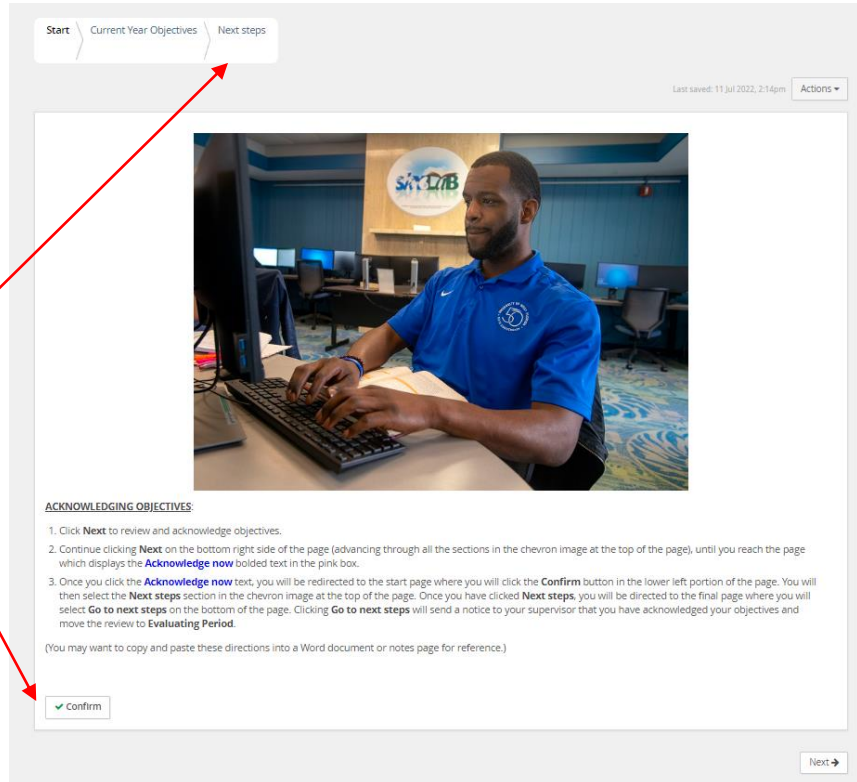
Your next step: Evaluating Period



# Employee Acknowledges Objectives


7. Click  
“Confirm” on  
the lower left  
of the start  
page.

8. Once  
confirm is  
clicked, click  
on “Next  
steps” in the  
Chevron  
image at the  
top of the  
page.



Start > Current Year Objectives > Next steps

Last saved: 11 Jul 2022, 2:14pm Actions ▾



**ACKNOWLEDGING OBJECTIVES:**

1. Click **Next** to review and acknowledge objectives.
2. Continue clicking **Next** on the bottom right side of the page (advancing through all the sections in the chevron image at the top of the page), until you reach the page which displays the **Acknowledge now** bolded text in the pink box.
3. Once you click the **Acknowledge now** text, you will be redirected to the start page where you will click the **Confirm** button in the lower left portion of the page. You will then select the **Next steps** section in the chevron image at the top of the page. Once you have clicked **Next steps**, you will be directed to the final page where you will select: **Go to next steps** on the bottom of the page. Clicking **Go to next steps** will send a notice to your supervisor that you have acknowledged your objectives and move the review to **Evaluating Period**.

(You may want to copy and paste these directions into a Word document or notes page for reference.)

Confirm

Next →

**9. Click on “Go to next step” to complete acknowledging objectives and move the review to the next step in the process.**

Once you click [Acknowledge now](#), you have completed acknowledging your objectives.

Note: Employees may record progress notes and upload supporting documentation throughout the year by creating Journal or 1-on-1 entries.

OPTION 1: Click on the top right option called “+Journal Entry”

OPTION 2: Expand the “About Me” on the top left and select “Journal” or “1-on-1.”

These entries are private unless you decide to share them by linking them to your review.

## Summary

Summary

▼ Current Year Objectives

Your next step: Evaluating Period



ⓘ Clicking “Go to next step” will move this review to the next step and you will be unable to return to this step

Go to next step

[View entire process](#)

[← Back](#)

# Frequent “Check Ins”

The supervisor should meet with the employee monthly or bi-monthly to provide regular feedback on performance as measured against goals and to address any performance issues.

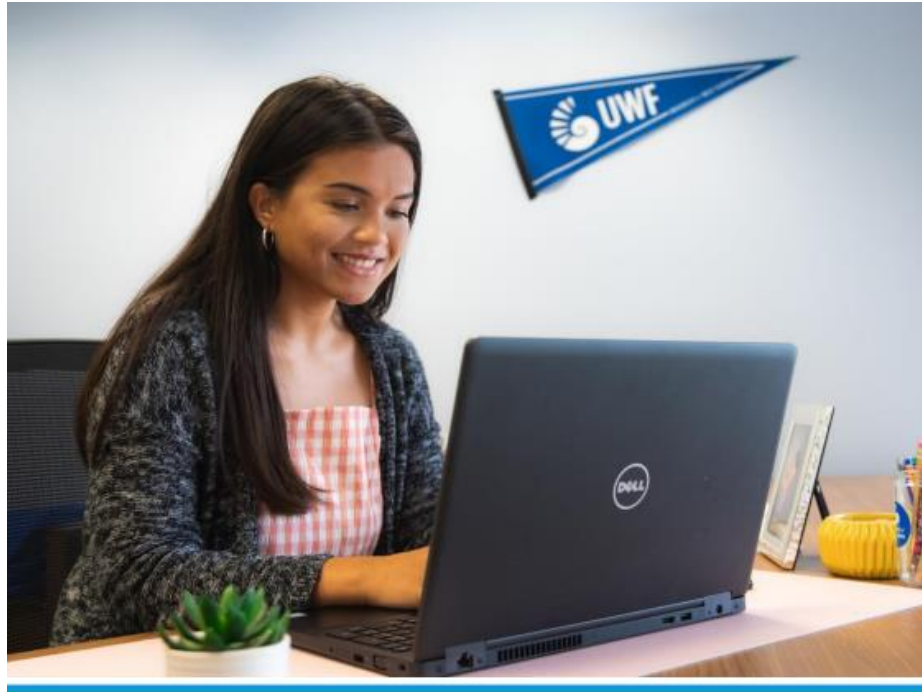
Meetings should be documented and documentation saved for ease of access in preparing the formal review at the end of the review period. (Refer to 1-on-1 available documents.)

The review will self-advance to the “Employee Self-Evaluation” step at the end of the “Evaluating” period.

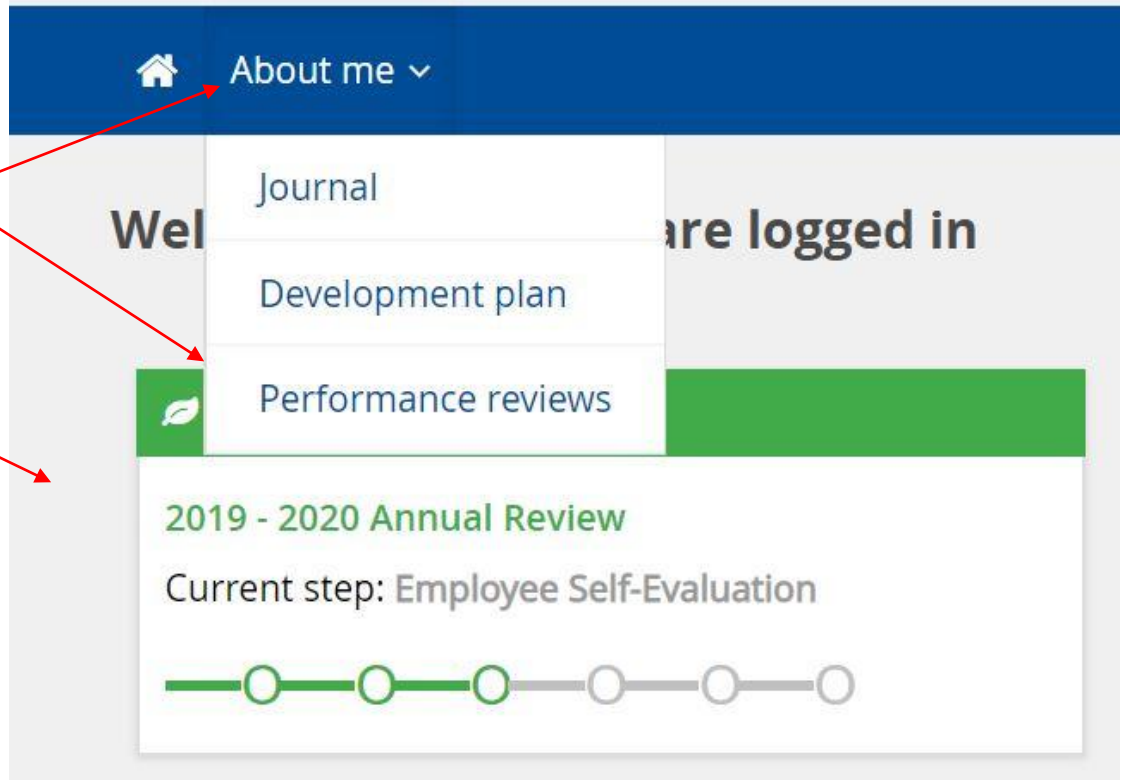




# Employee Self Evaluation



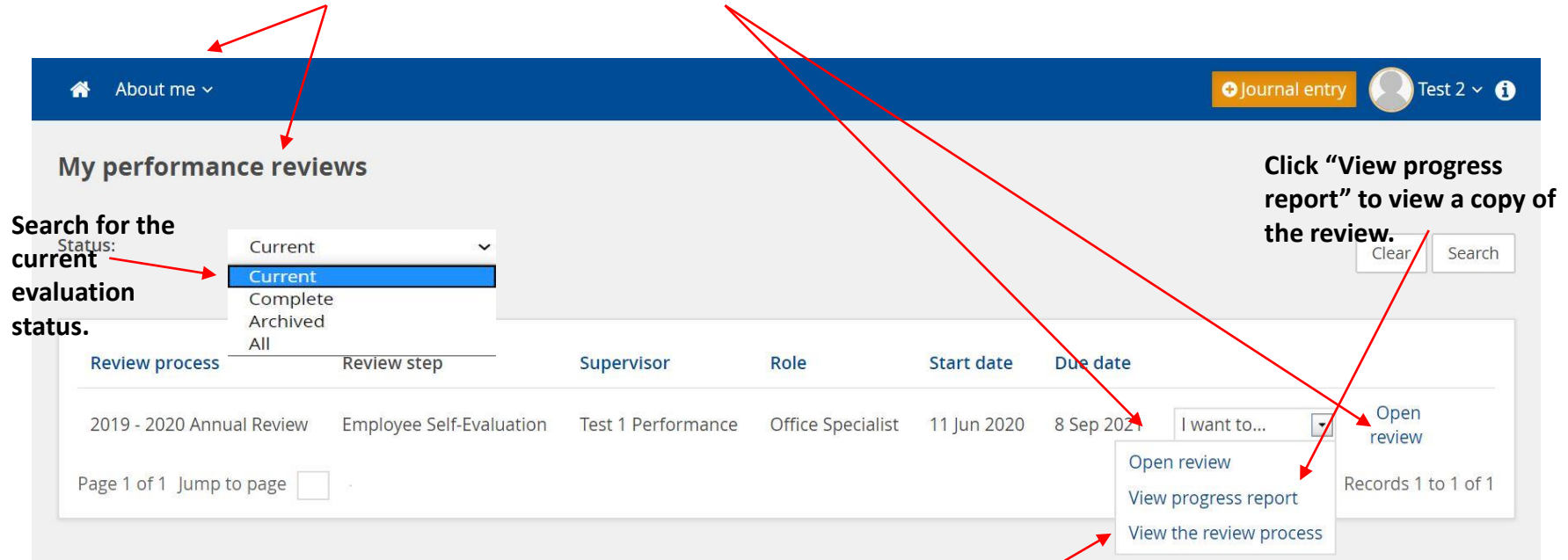
1. Log in to PageUp Performance Management and click on “About me” and then “Performance reviews” or by clicking on the appropriate review.



The screenshot displays the user interface of the PageUp Performance Management system. At the top, a dark blue navigation bar contains a home icon and the text "About me" with a dropdown arrow. A dropdown menu is open, listing "Journal", "Development plan", and "Performance reviews". The "Performance reviews" option is highlighted with a green background and a leaf icon. Below the menu, the page content shows "2019 - 2020 Annual Review" and "Current step: Employee Self-Evaluation". A progress bar at the bottom consists of six circles; the first three are filled with green, and the last three are empty and grey.

# Employee Self-Evaluation

You may also log in to PageUp Performance and click on “About me” and then “My performance reviews. Then, select one of the two options to open the review.



**Search for the current evaluation status.**

**Click “View progress report” to view a copy of the review.**

**Click “View the review process” to view complete and incomplete steps with due dates.**

Home About me ▾ Journal entry Test 2 ▾ ⓘ

### My performance reviews

Status: **Current** ▾  
Current  
Complete  
Archived  
All

Review process	Review step	Supervisor	Role	Start date	Due date	
2019 - 2020 Annual Review	Employee Self-Evaluation	Test 1 Performance	Office Specialist	11 Jun 2020	8 Sep 2021	I want to... ▾ Open review View progress report View the review process

Page 1 of 1 Jump to page

Clear Search

Open review  
Records 1 to 1 of 1

# Employee Self Evaluation



**Comments** you enter for your **Objectives** and **Competencies**, along with any **Attachments** and **Significant Accomplishments**, create your **Self-Evaluation**.

Click **Next** to begin your **Self-Evaluation**.

Next →

# Employee Self Evaluation

## [Instructions for Employee Self-Evaluation:](#)

**Adding Comments to Objectives or Competencies, along with any attachments, IS your Self-Evaluation** -To add a **Comment**, click on the **Add comment** box to open the comment box and add text, or click on the **Add comment dropdown menu** to link a **Journal** or **1-on-1** entry.

**Adding Significant Accomplishments** - To add a **Significant Accomplishment**, click on **+Add Accomplishments (Employee ONLY)**, enter a Title, and enter relevant content for the accomplishment.

**Adding Attachments** - to add an **Attachment**, click on **+Add Attachments** and upload the relevant attachment.

Note: The employee **SHOULD NOT** click on the **+Add Objective (Supervisor Only)** box as this action is reserved for a supervisor.

## [Once The Employee Has Completed the Self-Evaluation:](#)

The review will move to **Supervisor Evaluation of Employee**.

-----

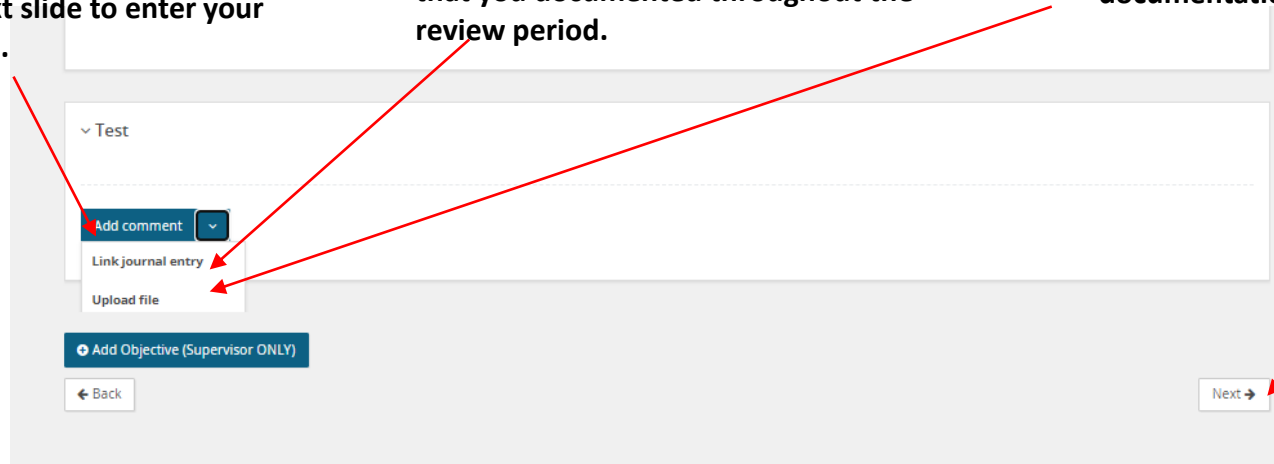


# Employee Self-Evaluation

1. Click the “Add comment” text in the blue box to open the comment dialogue box shown on the next slide to enter your comments.

If desired, click “Link journal entry” to open your journal and choose whether or not to link a journal or 1-on-1 entry that you documented throughout the review period.

If desired, click “Upload file” to include additional documentation.



The screenshot shows a web interface for an employee self-evaluation. At the top, there is a dropdown menu labeled "Test". Below it is a large text input area. A blue button labeled "Add comment" with a dropdown arrow is positioned to the left of the text area. Below this button are three options: "Link journal entry", "Upload file", and "Add Objective (Supervisor ONLY)". At the bottom left is a "Back" button with a left arrow, and at the bottom right is a "Next" button with a right arrow. Red arrows point from the text instructions to the "Add comment", "Link journal entry", "Upload file", and "Next" buttons.

2. Click “Next” to proceed to the following page

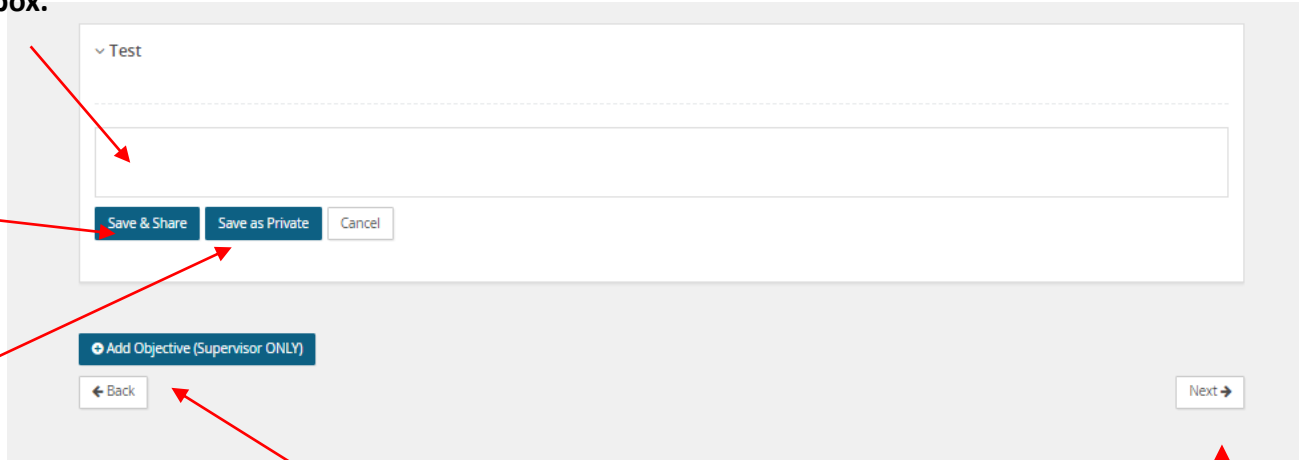
3. Enter your comments in the dialogue box.

4. Click “Save & Share” to share your comments with your supervisor now.

5. Click “Save as Private” to save as a draft now and possibly share (Publish) later for your supervisor.

Do not take any action on the “Add Objective” button. This option is for supervisors only.

6. Click “Next” to proceed to the following page



The screenshot shows a dialog box for entering comments. At the top, there is a dropdown menu labeled "Test". Below it is a large text input area. At the bottom of the dialog, there are three buttons: "Save & Share" (highlighted in blue), "Save as Private" (highlighted in blue), and "Cancel" (white with a grey border). Below the dialog box, there is a blue button labeled "Add Objective (Supervisor ONLY)", a "Back" button with a left arrow, and a "Next" button with a right arrow. Red arrows point from the text instructions to the "Save & Share" button, the "Save as Private" button, the "Add Objective" button, and the "Next" button.

Employee Significant Accomplishments ✓ Saved Last saved: 3 Nov 2022, 10:52am Actions ▾

**The Employee May Add Significant Accomplishments Until The Review Is Submitted To The Supervisor For Supervisor Evaluation Of Employee.**

Employees are encouraged to add significant accomplishments that were **NOT** part of the current year objectives.

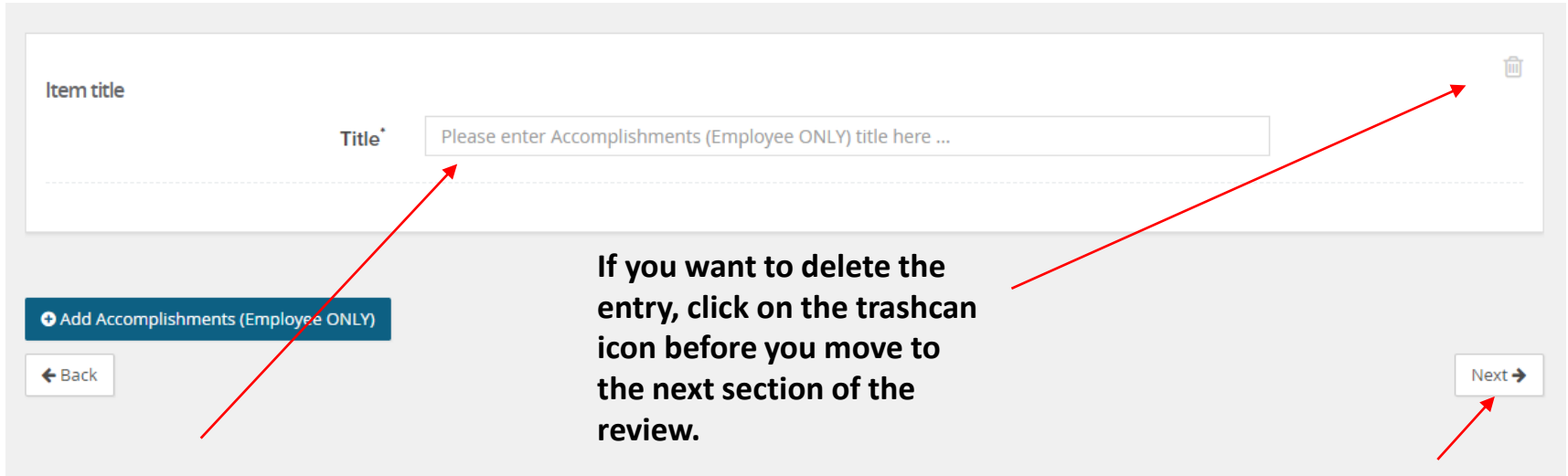
Employee:	Enter an Accomplishment by clicking on <b>+Add Accomplishments (Employee ONLY)</b> box in the bottom left of the <b>Significant Accomplishments</b> section of the review.
Supervisor:	There is no action for a supervisor in this step. Once the employee completes the <b>Employee Self-Evaluation</b> , the supervisor will review any <b>Significant Accomplishments</b> and add a <b>Comment</b> (if desired) during the <b>Supervisor Evaluation of Employee</b> step. The supervisor should <b>NOT</b> add any additional accomplishments.

[+ Add Accomplishments \(Employee ONLY\)](#)

[← Back](#) [Next →](#)

**1. Click “Add Accomplishments (Employee ONLY)” to add an accomplishment which was not part of your current year objectives.**





Item title

Title\*

If you want to delete the entry, click on the trashcan icon before you move to the next section of the review.

**2. Enter an accomplishment title and the description content in this box. Repeat this step for each accomplishment.**

**3. Click “Next” to proceed to the following page**

# Employee Self-Evaluation


Attachments ✔ Saved Last saved: 3 Nov 2022, 10:52am Actions ▾

An employee or supervisor may add an **Attachment(s)** that supports reaching an **Objective**, a **Competency**, or a **Significant Accomplishment**.

<b>Employee:</b>	Click on <b>+Add Attachments</b> if you would like to add an attachment. Attachments are not mandatory. Attachments may be added until the review is submitted to the supervisor for <b>Supervisor Evaluation of Employee</b> .
<b>Supervisor:</b>	Click on <b>+Add Attachments</b> if you would like to add an attachment. Attachments are not mandatory. The supervisor should review all attachments during the <b>Supervisor Evaluation of Employee</b> step.

**+ Add Attachments** Next →

← Back



**1. Click on “Add attachments” to add an attachment. Attachments should not be more than 10 pages. Examples include training completion certificates, letters of appreciation, license certification, etc. The process may be repeated for multiple attachments.**

# Employee Self-Evaluation

Attachments Save LAST SAVED: 3 NOV 2022, 10:52AM ACTIONS

An employee or supervisor may add an **Attachment(s)** that supports reaching an **Objective**, a **Competency**, or a **Significant Accomplishment**.

<b>Employee:</b>	Click on <b>+Add Attachments</b> if you would like to add an attachment. Attachments are not mandatory. Attachments may be added until the review is submitted to the supervisor for <b>Supervisor Evaluation of Employee</b> .
<b>Supervisor:</b>	Click on <b>+Add Attachments</b> if you would like to add an attachment. Attachments are not mandatory. The supervisor should review all attachments during the <b>Supervisor Evaluation of Employee</b> step.

Item title 🗑️

Title\*

Attachment

**2. Enter an attachment title and the description content in this box. Click on the Upload document box to upload the attachment. When you have completed adding all the individual "+Add Attachments," click "Next" on the bottom right to save the attachments and move to the next section of the review.**


# Employee Self-Evaluation

Continue clicking on the “Next” button in the bottom of the pages until you reach the page shown in the image below.

**3. Click on “Go to next step” to advance the review to the Supervisor Evaluation of Employee step in the review process.**

Your next step: Supervisor Evaluation of Employee



 Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step

Go to next step

[View entire process](#)

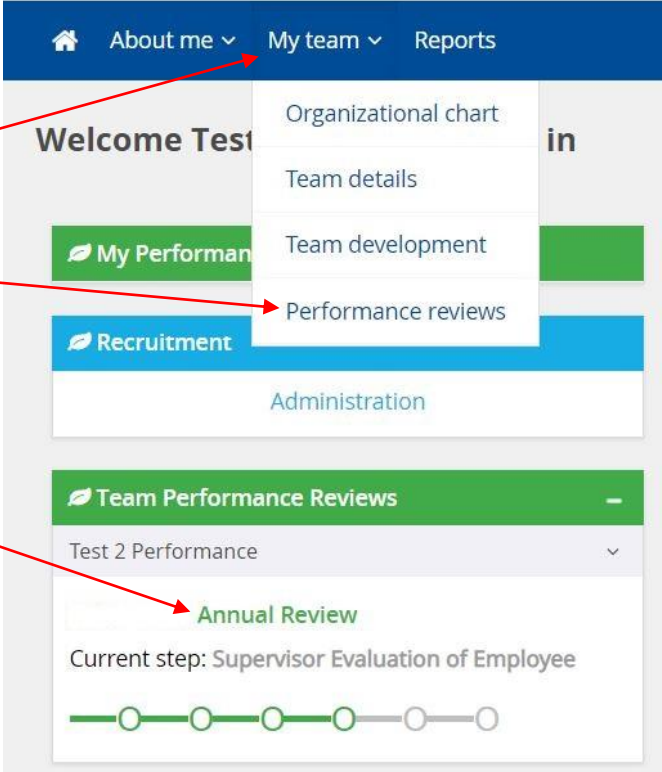
[← Back](#)

# Supervisor Evaluation of Employee



# Supervisor Evaluation of Employee

You (as supervisor) may access the employee's evaluation by clicking on "My team" and then "Performance reviews" or by clicking "Annual Review" for the particular employee.



The screenshot displays a web application interface with a dark blue header containing navigation links: a home icon, "About me", "My team", and "Reports". A dropdown menu is open under "My team", listing "Organizational chart", "Team details", "Team development", "Performance reviews", and "Administration". Below the header, there are several content blocks: a "Welcome Test" section, a "My Performance" section with a green bar, a "Recruitment" section with a blue bar, and a "Team Performance Reviews" section with a green bar. The "Team Performance Reviews" section shows a dropdown for "Test 2 Performance" and a link for "Annual Review". Below this, it indicates the "Current step: Supervisor Evaluation of Employee" and features a progress bar with six circular markers, where the first four are filled green and the last two are empty grey.

# Supervisor Evaluation of Employee

**Read and follow the provided instructions. Click “Next” at the bottom of the page to continue.**



After tracking the employee's performance throughout the year, it is now time for the supervisor to prepare a formal, written evaluation of the employee. **Supervisors, after reading the performance ratings below, click on Next until you reach the ratings page where you will select the number of stars which correlate with your rating. Please note that a supervisor is required to enter comments for ratings above or below "3 Stars."**

Core Competencies are those competencies by which everyone in the organization is measured. These Core Competencies allow supervisors to drive organizational goals, enforce cultural and behavioral attitudes, and set the organization on the same path toward success. The following ratings should be used to evaluate employees.

1.0 - Below Performance Standard– Employee is not meeting standards, goals, or objectives set for the position. The employee must show significant improvement toward satisfactory completion of performance standards or may be removed from the University in accordance with UWF policy. Employee does not demonstrate the knowledge or ability needed to perform assigned duties, and consistent supervision is required. Supervisor must contact the Human Resources Director before completing an evaluation with this overall rating.

2.0 - Needs Improvement Performance Standard – Employee does not satisfactorily complete assigned duties and needs to make improvement toward meeting performance standards. Employee requires more supervision than the average employee, and continued improvement in performance is required. Supervisor must contact the Human Resources Director before completing an evaluation with this overall rating.

3.0 - Satisfactory Performance Standard – Employee meets all position requirements, standards, and expectations for the position. Employee's work is timely and efficient. Employee requires an average level of supervision.

4.0 - Above Performance Standard – Employee consistently exceeds expectations and demonstrates ability to surpass position requirements. Performance is timely and embodies a high degree of accuracy and independence. Employee shows initiative and innovation in performance of duties and responsibilities and requires minimal supervision.

5.0 - Superior Performance Standard – Employee significantly exceeds position requirements, goals and /or objectives set for the position and is well above expectations in terms of completeness, timeliness, and independence. Employee contributes to university goals and objectives beyond position requirements. The employee requires little supervision and is an exemplary employee with a strong potential for advancement.

Next →

## Instructions for Supervisor Evaluation of Employee:

The supervisor will review employee Comments, Significant Accomplishments, and Attachments from the employee's self-evaluation. The supervisor should add comments directly relating to the employee's objectives and competencies. The supervisor **MUST** add comments to competency ratings above or below "3 Stars."

Note: The supervisor **SHOULD NOT** add any additional objectives to the review once the review has moved beyond the **Evaluating Period** step.

Note: The 1-up supervisor should only complete the review if the direct supervisor **CAN NOT** complete the review.

-----

## Once The Supervisor Has Completed the Supervisor Evaluation of Employee:

The review will move to the **Employee Acknowledges Evaluation** step.

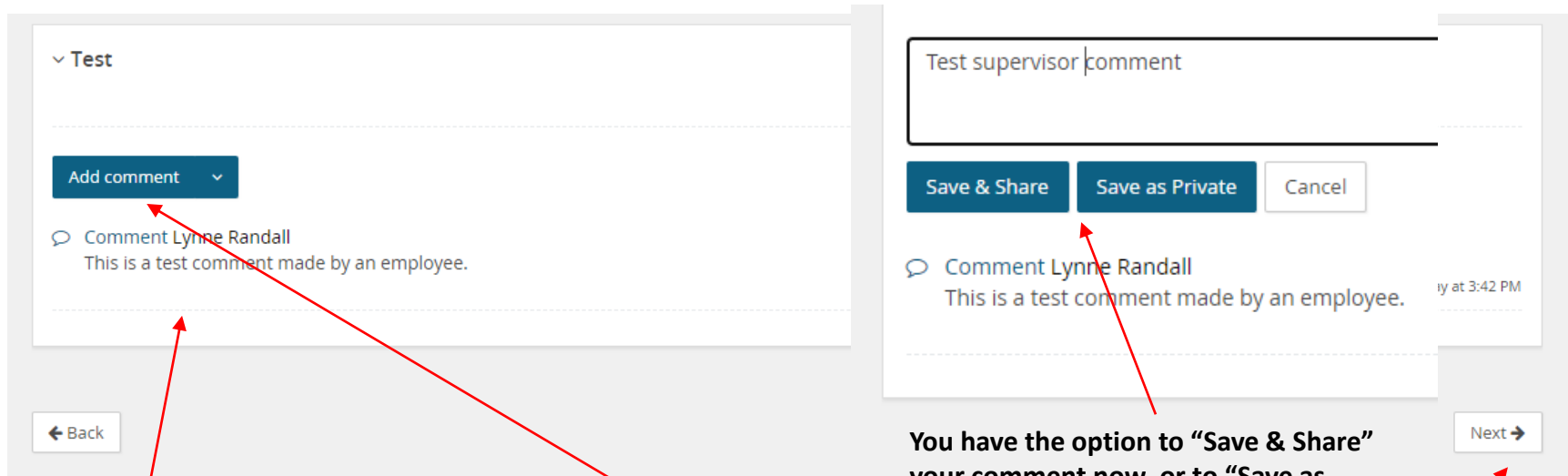
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**This page provides additional instructions for supervisors.**

---



# Supervisor Evaluation of Employee



The screenshot displays a user interface for reviewing and adding comments. On the left, a 'Test' section shows a comment by 'Lynne Randall' with the text 'This is a test comment made by an employee.' Below this is an 'Add comment' button. On the right, a text input field contains 'Test supervisor comment'. Below the input field are three buttons: 'Save & Share', 'Save as Private', and 'Cancel'. A 'Next' button is located at the bottom right. Red arrows point from the 'Add comment' button to the 'Save & Share' button, and from the 'Next' button to the 'Save & Share' button.

**1. Review any comments made by the employee for objectives and competencies.**

**2. Click on the “Add comment” text to enter text comments.**

**You have the option to “Save & Share” your comment now or to “Save as Private” and share (Publish) later.**

**Click “Next” to proceed to the following page**

# Supervisor Evaluation of Employee

Test

Add comment

Link journal entry

Upload file

dall  
nt made by an employee.

Today at 3:42 PM

← Back

Next →

Click "Link journal entry" to link a journal or 1-on-1 entry.  
Click "Upload file" to include additional documentation

Click "Next" to proceed to the following page

# Supervisor Evaluation of Employee

the review.

Supervisor: There is no action for a supervisor in this step. Once the employee completes the **Employee Self-Evaluation**, the supervisor will review any **Significant Accomplishments** and add a **Comment** (if desired) during the **Supervisor Evaluation of Employee** step. The supervisor should **NOT** add any additional accomplishments.

[+ Add Accomplishments \(Employee ONLY\)](#)

[← Back](#) [Next →](#)

Review any **Significant Accomplishments** (if applicable) added by your employee and add comments if desired.

Please do not add any additional accomplishments.  
Accomplishment entries are reserved for the employee.

Click **“Next”** to proceed to the following page

# Supervisor Evaluation of Employee

Attachments ✓ Saved Last saved: 4 Nov 2022, 4:43pm Actions ▾

An employee or supervisor may add an **Attachment(s)** that supports reaching an **Objective**, a **Competency**, or a **Significant Accomplishment**.

<b>Employee:</b>	Click on <b>+Add Attachments</b> if you would like to add an attachment. Attachments are not mandatory. Attachments may be added until the review is submitted to the supervisor for <b>Supervisor Evaluation of Employee</b> .
<b>Supervisor:</b>	Click on <b>+Add Attachments</b> if you would like to add an attachment. At the <b>Supervisor Evaluation of Employee</b> step.

Item title

Title\*

Attachment

Next →

+ Add Attachments

← Back

Review any Attachments added during the self-evaluation process. Attachments were optional.

You (as supervisor) may add attachments during this step.

Enter a Title and click on Upload document to add the attachment. Remember to limit the attachment to 10 pages.

Click "Next" to proceed to the following page

# Supervisor Evaluation of Employee

Home About me My team Reports Journal entry Test 1

## Test 2 Performance - 2019 - 2020 Annual Review

Start > Current Year Objectives > Employee Significant Accomplishments > Attachments > Supervisor Evaluation of Employee > Next steps

Supervisor Evaluation of Employee ✓ Saved Actions

**Employee, please click "Next Steps"**

**INSTRUCTIONS FOR SUPERVISORS ONLY**

1. Please provide a rating for your employee for each competency below by clicking on a star.
2. Comments need to be added by clicking on the "add comment" button.

Summary: Supervisor Evaluation of Employee

**Test 1 Performance**

★★★★★  
Above Performance Standards

Knowledge, Skills, and Abilities

Employee has the knowledge, skills, and abilities needed in the present position.

**Test 1 Performance**

★★★★★  
Not rated

**Above Performance Standards**

4

Save & Share Save as Private Cancel

Supervisor should hover over the stars for each competency to rate the employee. The overall rating will calculate under "Summary." The supervisor may leave comments for each competency; comments are required for any rating above or below a "3." Once all competencies have been rated, the supervisor should click "Next" at the bottom on the page to continue to the next step in the process.

# Supervisor Evaluation of Employee

About me ▾ My team ▾ Reports Personal entry Test 1 ▾

### Test 2 Performance - 2019 - 2020 Annual Review

Start > Current Year Objectives > Employee Significant Accomplishments > Attachments > Supervisor Evaluation of Employee > Next steps

✓ Saved Actions ▾

This is an opportunity for you to provide final comments regarding your employee's performance. This includes areas of improvement, superior accomplishments, and words of encouragement.  
You must scroll down and click "Go to next step" to finalize this step.  
Your employee will receive an email directing them to log into the review and acknowledge their evaluation.

Overall rating: **4.8 / 5.0**  
Superior Performance

Rating summary Test 1 Performance

- Rating summary
- Current Year Objectives
  - 1. Employee objective
  - 2. Objective
- Employee Significant Accomplishments
- Attachments
- Supervisor Evaluation of Employee

Final comments  
Test 2 Performance  
No comments made  
Test 1 Performance

**Supervisor may leave final comments in the Final Comments section.**

Your next step: Employee Acknowledge Evaluation

By clicking on the "Go to next step" button, you are acknowledging receipt of your performance evaluation. Once you have clicked on the "Go to next step" button, your performance evaluation will be sent to Human Resources for final review and approval. If you disagree with the content of your performance evaluation, you need to schedule a meeting with your supervisor to discuss prior to clicking on the "Go to next step" button or you may leave comments above.

**Go to next step**

View entire process

Back

Supervisor may review overall rating and a summary of the employees evaluation.

After the supervisor clicks on "Go to next step," the Supervisor Evaluation of the Employee is complete.

After the supervisor has completed the supervisor evaluation the of employee, the supervisor will need to conduct an evaluation review meeting with the employee to discuss the evaluation and rating **(this step will not be completed in the PageUp system)**.

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# Employee Acknowledges Evaluation

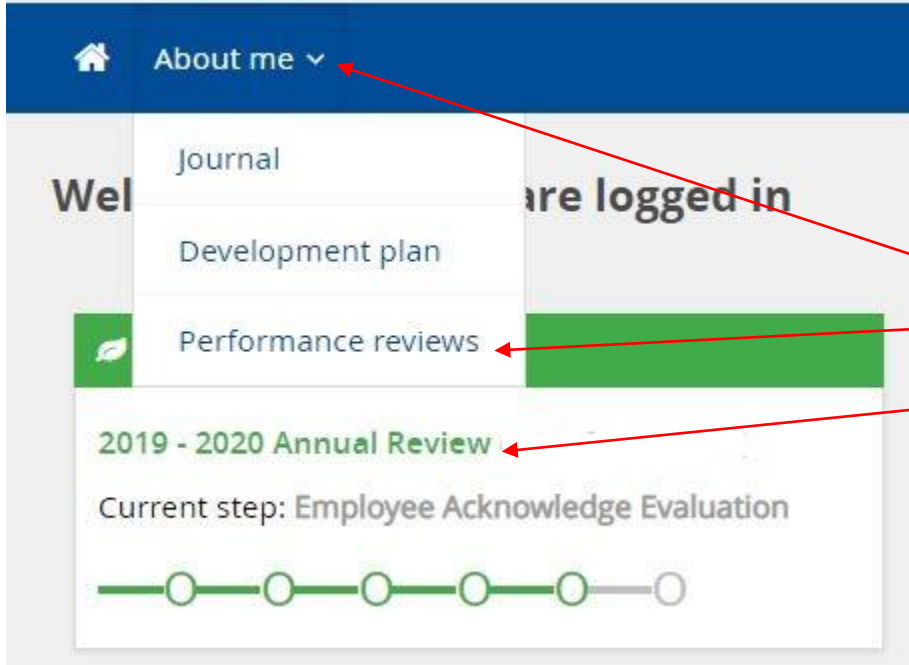




# Employee Acknowledges Evaluation

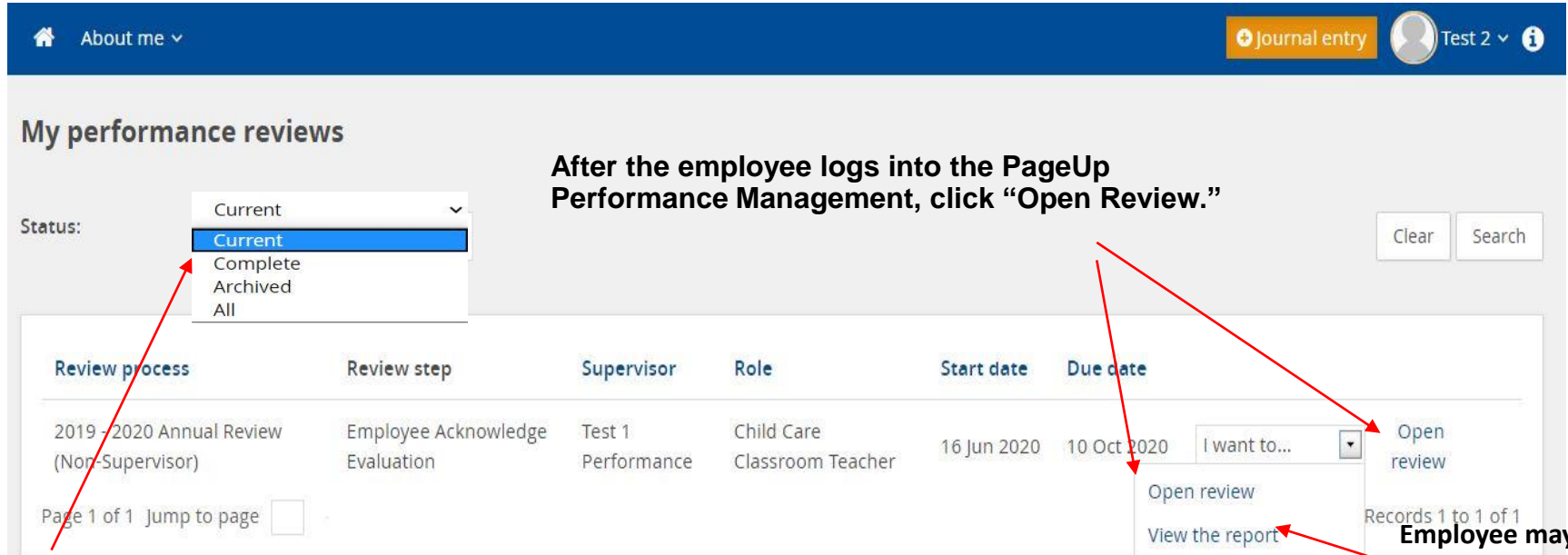
- The employee will log into PageUp Performance Management to review and acknowledge the evaluation.
  - After the employee has reviewed the evaluation, they have the option to leave a comment and/or “Acknowledge.” Once the employee clicks on “Acknowledge,” the evaluation will go to a status of complete. This step will notify Human Resources that the employee has had an opportunity to review the evaluation. If the employee disagrees with the evaluation, they should request a meeting with their supervisor to discuss their concerns before they “Acknowledge.”
  - Please see the step by step instructions on the following pages.
-

# Employee Acknowledges Evaluation



The screenshot displays the PageUp Performance Management interface. At the top, there is a navigation bar with a home icon and a dropdown menu labeled "About me". Below this, a sidebar menu is visible with options: "Journal", "Development plan", and "Performance reviews". The "Performance reviews" option is highlighted in green. Below the sidebar, the main content area shows "2019 - 2020 Annual Review" and "Current step: Employee Acknowledge Evaluation". A progress bar at the bottom indicates the current step in a sequence of six steps, with the first five steps completed and the sixth step (Employee Acknowledge Evaluation) currently active.

After the employee logs into PageUp Performance Management, they may access their evaluation by clicking "About me" and then "Performance reviews" or by clicking "Annual Review."



After the employee logs into the PageUp Performance Management, click “Open Review.”

Status: Current Complete Archived All

Review process	Review step	Supervisor	Role	Start date	Due date	
2019 - 2020 Annual Review (Non-Supervisor)	Employee Acknowledge Evaluation	Test 1 Performance	Child Care Classroom Teacher	16 Jun 2020	10 Oct 2020	<span>I want to...</span> <span>Open review</span>

Page 1 of 1 Jump to page

Records 1 to 1 of 1

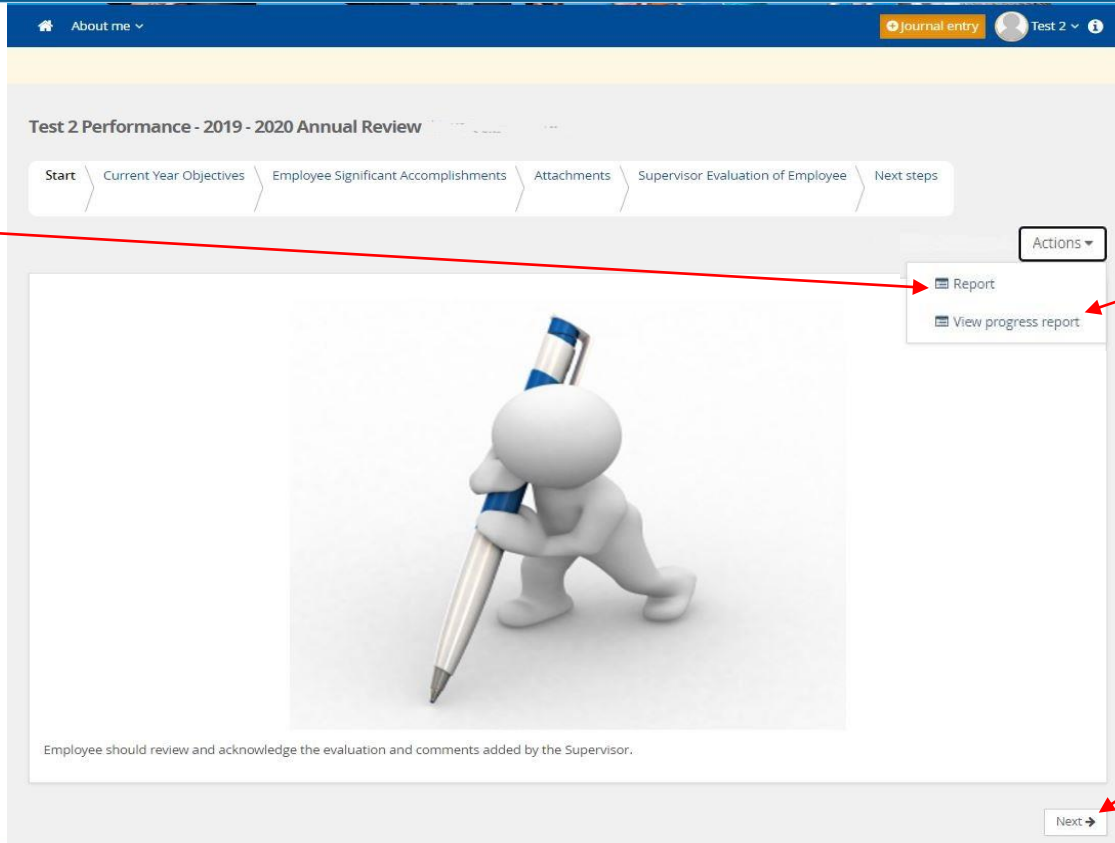
Employee may search for the evaluation they wish to take access.

To view which steps have been completed and which steps are still pending, the employee may click “View the review process.”

Employee may click “View the report” to see a summary of the Evaluation.

# Employee Acknowledges Evaluation

Click “Report” to review a summary of the evaluation.



Test 2 Performance - 2019 - 2020 Annual Review

Start > Current Year Objectives > Employee Significant Accomplishments > Attachments > Supervisor Evaluation of Employee > Next steps

Actions ▾

- Report
- View progress report

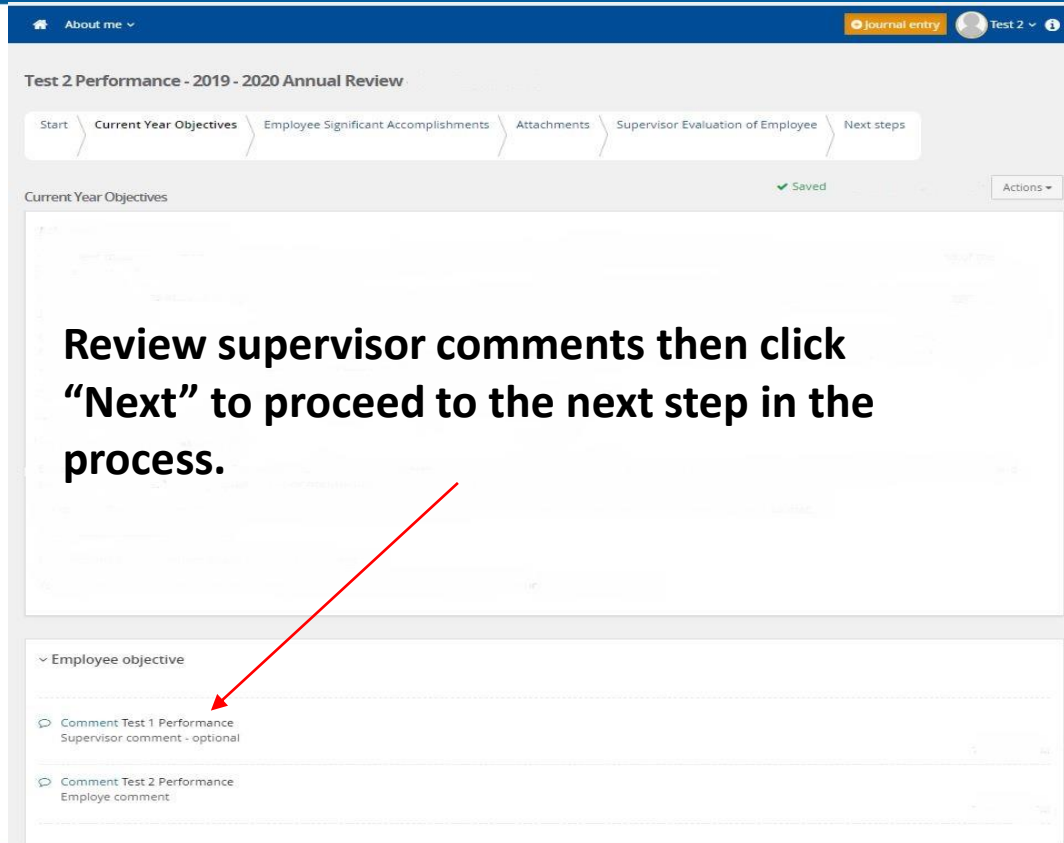
Employee should review and acknowledge the evaluation and comments added by the Supervisor.

Next →

To view a copy of the evaluation, click “View progress report” under the Actions dropdown menu.

Click “Next” to proceed to the next step in the process.

# Employee Acknowledges Evaluation



Test 2 Performance - 2019 - 2020 Annual Review

Start > Current Year Objectives > Employee Significant Accomplishments > Attachments > Supervisor Evaluation of Employee > Next steps

Current Year Objectives ✓ Saved Actions

**Review supervisor comments then click “Next” to proceed to the next step in the process.**

Employee objective

- Comment Test 1 Performance  
Supervisor comment - optional
- Comment Test 2 Performance  
Employee comment

# Employee Acknowledges Evaluation

Home About me Journal entry Test 2 Test 2

## Test 2 Performance - 2019 - 2020 Annual Review

Start > Current Year Objectives > **Employee Significant Accomplishments** > Attachments > Supervisor Evaluation of Employee > Next steps

Employee Significant Accomplishments Saved Actions

**Review supervisor comments for Significant Accomplishments then click "Next" to proceed to the next step on the process.**

Significant accomplishment

Comment Test 1 Performance  
Supervisor comment

Back Next

Home About me ▼ Journal entry Test 2 ▼ i

## Test 2 Performance - 2019 - 2020 Annual Review

Start > Current Year Objectives > Employee Significant Accomplishments > **Attachments** > Supervisor Evaluation of Employee > Next steps

Attachments ✓ Saved Actions ▼

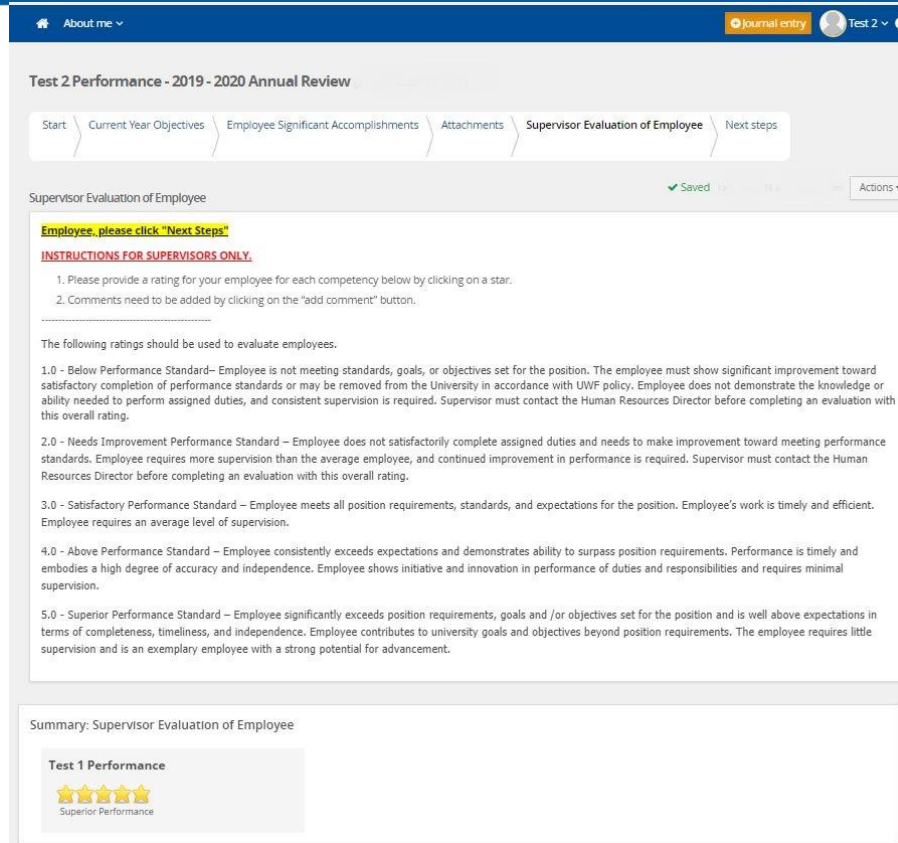
OPTIONAL: Employee may click on "Add Attachments" to add attachments under the "Attachment" tab.

Attachment ▼

**Review any supervisor attachments then click "Next" to proceed to the next step in the process.**

← Back Next →

On the following page(s) review the rating for each competency and any supervisor comments. Then click “Next” at the bottom of each page to proceed to the next step in the process.



Journal entry Test 2

## Test 2 Performance - 2019 - 2020 Annual Review

Start > Current Year Objectives > Employee Significant Accomplishments > Attachments > Supervisor Evaluation of Employee > Next steps

Supervisor Evaluation of Employee ✓ Saved Actions

**Employee, please click "Next Steps"**

**INSTRUCTIONS FOR SUPERVISORS ONLY.**

1. Please provide a rating for your employee for each competency below by clicking on a star.
2. Comments need to be added by clicking on the "add comment" button.

The following ratings should be used to evaluate employees.

1.0 - Below Performance Standard– Employee is not meeting standards, goals, or objectives set for the position. The employee must show significant improvement toward satisfactory completion of performance standards or may be removed from the University in accordance with UWF policy. Employee does not demonstrate the knowledge or ability needed to perform assigned duties, and consistent supervision is required. Supervisor must contact the Human Resources Director before completing an evaluation with this overall rating.

2.0 - Needs Improvement Performance Standard – Employee does not satisfactorily complete assigned duties and needs to make improvement toward meeting performance standards. Employee requires more supervision than the average employee, and continued improvement in performance is required. Supervisor must contact the Human Resources Director before completing an evaluation with this overall rating.

3.0 - Satisfactory Performance Standard – Employee meets all position requirements, standards, and expectations for the position. Employee’s work is timely and efficient. Employee requires an average level of supervision.

4.0 - Above Performance Standard – Employee consistently exceeds expectations and demonstrates ability to surpass position requirements. Performance is timely and embodies a high degree of accuracy and independence. Employee shows initiative and innovation in performance of duties and responsibilities and requires minimal supervision.

5.0 - Superior Performance Standard – Employee significantly exceeds position requirements, goals and /or objectives set for the position and is well above expectations in terms of completeness, timeliness, and independence. Employee contributes to university goals and objectives beyond position requirements. The employee requires little supervision and is an exemplary employee with a strong potential for advancement.

Summary: Supervisor Evaluation of Employee

**Test 1 Performance**

★★★★★  
Superior Performance



**Review the star rating the supervisor entered for each competency. The overall rating will calculate under the Summary. The supervisor was required to enter comments for any rating above or below 3 stars. If they did not, please speak with them or contact the Employee Relations Coordinator in Human Resources to assist.**

Summary: Supervisor Evaluation of Employee

**Test 1 Performance**

★★★★★  
Above Performance Standards

< Knowledge, Skills, and Abilities

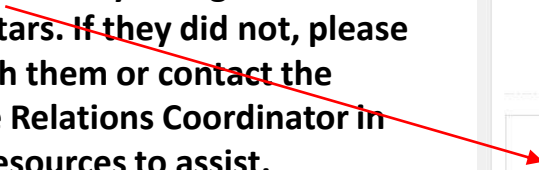
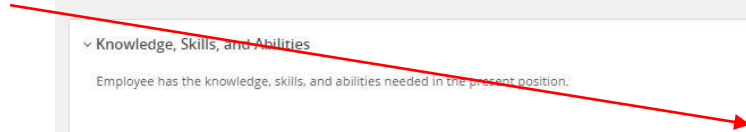
Employee has the knowledge, skills, and abilities needed in the present position.

**Test 1 Performance**

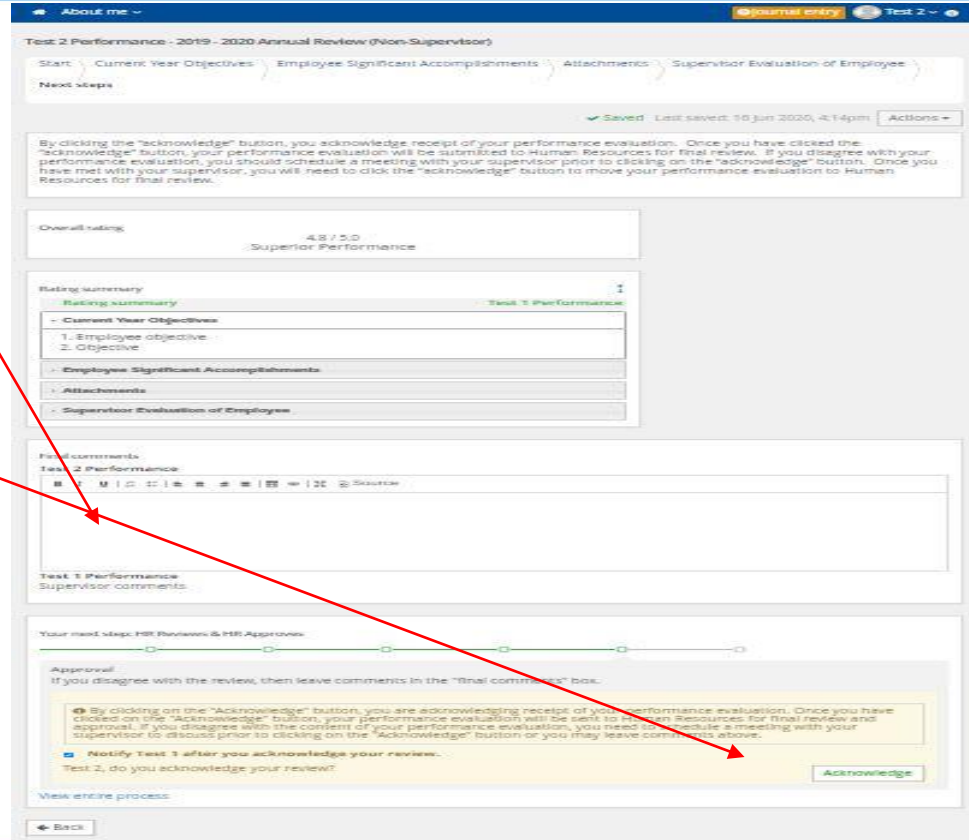
★★★★★  
Not rated

Above Performance Standards  
4

Save & Share Save as Private Cancel



Review the overall rating and any supervisor comments. Then enter any comments you as the employee would like to note. Once done, click "Acknowledge" to complete this step. If you disagree with the content of the performance evaluation, request a meeting with your supervisor to discuss prior to clicking on the "Acknowledge" button. You may also reach out to the Employee Relations Coordinator for assistance.



ABOUT ME

Journal Entry Test 2

### Test 2 Performance - 2019 - 2020 Annual Review (Non-Supervisor)

Start: Current Year Objectives Employee Significant Accomplishments Attachments Supervisor Evaluation of Employee

Next steps

✓ Saved Last saved: 16 Jun 2020, 4:14pm Actions

By clicking the "acknowledge" button, you acknowledge receipt of your performance evaluation. Once you have clicked the "acknowledge" button, your performance evaluation will be submitted to Human Resources for final review. If you disagree with your performance evaluation, you should schedule a meeting with your supervisor prior to clicking on the "acknowledge" button. Once you have met with your supervisor, you will need to click the "acknowledge" button to move your performance evaluation to Human Resources for final review.

Overall rating: 4.8 / 5.0 Superior Performance

Rating summary: Rating summary Test 2 Performance

- Current Year Objectives
- Employee objective
- Objective
- Employee Significant Accomplishments
- Attachments
- Supervisor Evaluation of Employee

Final comments: Test 2 Performance

Test 3 Performance: Supervisor comments

Your next steps: HR Reviewers & HR Approvals

Approval: If you disagree with the review, then leave comments in the "Final comments" box.

By clicking on the "Acknowledge" button, you are acknowledging receipt of your performance evaluation. Once you have clicked on the "Acknowledge" button, your performance evaluation will be sent to Human Resources for final review and approval. If you disagree with the content of your performance evaluation, you need to schedule a meeting with your supervisor to discuss prior to clicking on the "Acknowledge" button or you may leave comments above.

Notify Test 3 after you acknowledge your review... Test 2, do you acknowledge your review?

Acknowledge

View entire process

Back

# For more information call us!



For more information contact Lynne Randall, Employee Relations Coordinator at 850-474-2292 [lrandall1@uwf.edu](mailto:lrandall1@uwf.edu)  
or Jamie Sprague, Asso. V.P. Human Resources at 850-474-2156 [jsprague@uwf.edu](mailto:jsprague@uwf.edu).

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