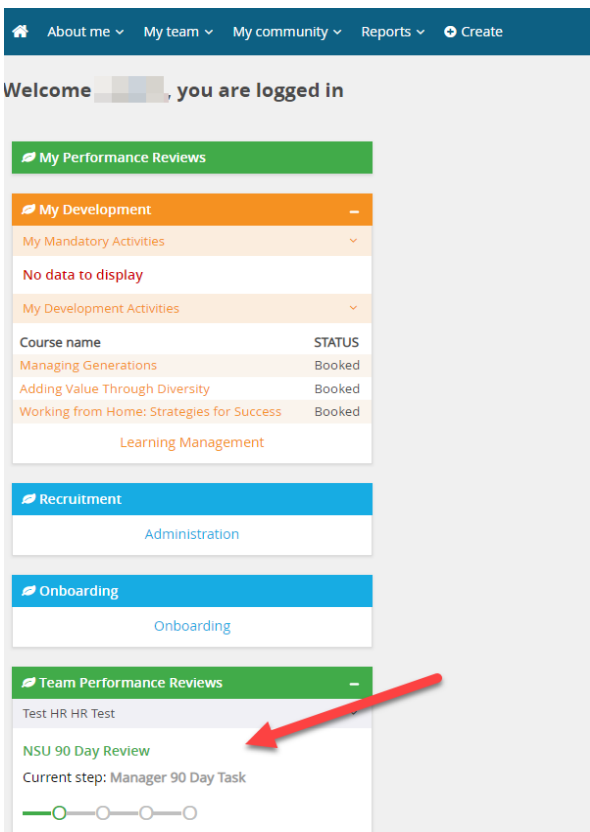


Process Steps	Access		Notifications	
	Employee	Manager	Employee	Manager
Manager 90 Day Task	Not Accessible	Edit	No	Yes
Manager & Employee Meet and Review	Not Accessible	Edit	No	Yes
Employee & Manager Sign- Off	View Only	Edit	Yes	Yes
Review Complete	View Only	View Only	Yes	Yes

**INSTRUCTIONS:** The following instructions will show how to process a 90-Day evaluation in the NSU Careers system after the hiring manager has elected to pass or extend the 90-day period of an employee.

Please note that if an employee has failed an evaluation, a manager must contact the departments Strategic Business Partner 2 weeks prior to the end of their orientations period.

1. Log into NSU Careers
2. On the NSU Careers dashboard, the *NSU 90 Day Review* will appear under Team Performance Reviews.
3. Click on Review name, *NSU 90 Day Review*.



4. The review will open.

5. Use the slider bar to select a rating.

Ratings	When to select the rating:
Extension	Use this rating when there is a need to extend employees 90-day orientation period.
Pass Extended	Use this rating once the employee passes their extended 90-day orientation period.
Pass	Use this rating when the employee passes their 90-day orientation period.

**Test HR HR Test - NSU 90 Day Review**

Start > 90 Day Evaluation > Next steps

90 Day Evaluation ✔ Saved Last saved: 5 May 2022, 11:33am Actions ▾

**MANAGER INSTRUCTIONS:**

**PASSED**

1. Explain the ways the employee has met expectations in the Measure Box under question #1. Comments are mandatory, enter "N/A" for question #2
2. Using the slider bar select "Pass".
3. Move review to next step.

**EXTENDED**

1. Enter areas of improvement and length of extension 30, 60, 90 days (from initial 90th day) in the Measure Box under question #2. Comments are mandatory, enter "N/A" for question #1
2. Using the slider bar select "Extension".
3. Contact your HR Contact to extend review due date.
4. Move review to next step.

Passing Extension:

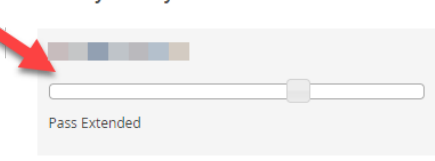
1. Using the slider bar select "Pass Extended"
2. In the *Next Step* tab, manager acknowledgement will complete review.

**FAILED**

1. Contact your Strategic Business Partner 2 weeks prior to the end of their orientation period. **No action needed in the system.**

**\*\*NOTE: If the employee is considered a promotion or transfer and this evaluation is for JOB DUTIES ONLY, please notate that in your comments.**

Summary: 90 Day Evaluation



6. Scroll down the review

7. For reviews that are passed enter comments for question #1 if a review will be extended enter comments for question #2. *Comments are mandatory to move to next steps, for the not applicable question enter an "N/A".*

[NSU CAREERS QUICK GUIDE: How to comment, upload files, and add journal entries.](#)

8. Click on the Next → button on the bottom left- hand corner.

1. Employee Passed Orientation: Enter comment, to explain the ways the employee is meeting expectations. Current

**Add comment**

Comment Lisseth Watkins  
test

Yesterday at 3:03 PM

2. Extended Orientation: Enter comment, areas of improvement and length of extension 30, 60, 90 days. Current

**Add comment**

Comment Lisseth Watkins  
test

Yesterday at 3:03 PM

[← Back](#) [Next →](#)

9. On the Next steps tab, click on “Go to next step” to move on to the next step in the performance evaluation process.

**Instructions:**

Before selecting "Go to next step" to move the review on to the next step "Manager and Employee Meet and Review" please ensure the below have been completed:

- Review all comments and ensure all are published, otherwise comments will not be visible.
- Ensure comments and expectations have been entered when orientation has been extended.
- Comments are mandatory, enter a comment with N/A for those that don't apply.

Overall rating 3 / 4  
Pass Extended

**Summary**

Summary Lisseth Watkins

90 Day Evaluation 3 / 4

1. 1. Employee Passed Orientation: Enter comment, to explain the ways the employee is meeting expectations.  
2. 2. Extended Orientation: Enter comment, areas of improvement and length of extension 30, 60, 90 days.

Your next step: Manager & Employee Meet and Review

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](#)

10. The second step is the **Manager & Employee Meet and Review**, this step is meant so that the manager and employee have a conversation regarding the rating.

11. When the conversation is complete, the manager will go to the Next Step tab and click on “Go to next step” to move on to the next step in the performance evaluation process.

If the review is **extended**, managers will still send the review to the employee for sign off, by moving the review to the next step. But they will also communicate with their HR Contact outside the NSU Careers system that the review needs to be extended and for how long.

12. The third step is the **Employee & Manager Sign- Off**, in this step the employee will acknowledge their review sending notification to their manager to then acknowledge the review. The managers acknowledgement will then send the review to a complete status.

[NSU CAREERS QUICK GUIDE: Employee/Supervisor acknowledging the performance review](#)

If the review is **extended**, the employee will sign off but the manager will hold off on sign off until they are ready to rate the employees performance while in the extension period.