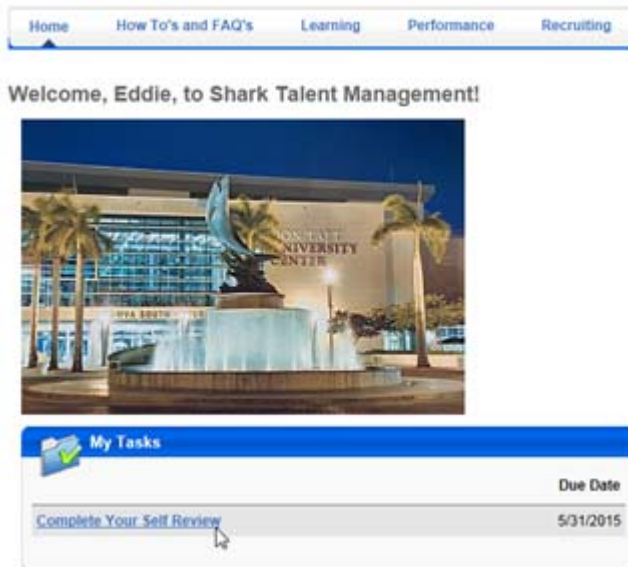


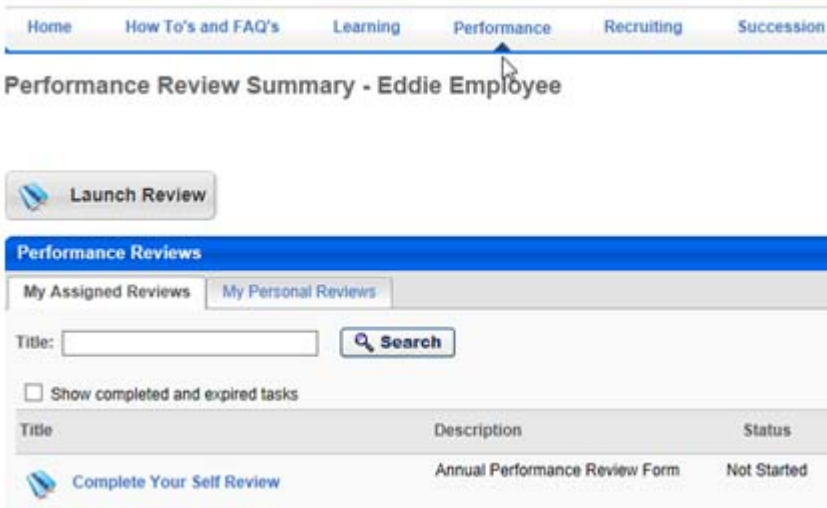
# How do I complete an Employee Self Evaluation?

Eddie Employee has been assigned an annual performance review.

When the review period begins on July 1, the review link can be found on the Shark Talent Welcome Page, in the box labeled **My Tasks**:



The review can also be located on the Performance page on the tab My Assigned Reviews. Click on the link to begin the review:



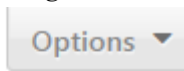
The **Overview** page displays important information, and a % Completion indicator.

The **Overview** sidebar displays the number of sections to the review.

The **Review Step Progression** bar displays the sequence of steps to the review process, and at what step the review is currently.

The screenshot shows the 'Employee Performance Review' interface. At the top, there is a title 'Employee Performance Review' and an 'Options' dropdown menu. Below the title, a profile card for 'Eddie Employee' (Administrative Assistant Manager I, 7/1/2014 - 6/30/2015) is displayed next to a '0%' completion indicator. A sidebar on the left lists sections: Overview, Section 1 - Goals, Section 2 - Core Values, Section 3 - Career Int..., Summary, and Section 4 - Signoff. The main content area is titled 'Overview' and contains important instructions: 'IMPORTANT: Please update the progress of your Goals before beginning this review. This form is to be used by the Employee and the Immediate Supervisor to communicate performance expectations, evaluate progress and performance, and document dialogue between the employee and the supervisor. NOTE: Supporting comments are required for any section rated as Unsatisfactory Contribution or Exceptional Contribution. NOTE: Any review with an overall rating of Unsuccessful Contributor must also include a Performance Improvement Plan.' Below this is a 'Review Step Progression' section with a vertical list of steps: Step 1 - Self Review (Due: 5/31/2015), Step 2 - Immediate Supervisor Review, Step 3 - Immediate Supervisor Signoff, and Step 4 - Employee Signoff. A 'Get Started' button is located at the bottom right.

The dropdown box Options displays the available features, such as attaching documentation and printing a review.



Attachments

Employee Details


Print Review

At the lower right side of the page, click on the button **Get Started**:


Section 1 is displayed with important instructions.

## Employee Performance Review

Options ▾



**Eddie Employee**  
Administrative Assistant Manager I  
7/1/2014 - 6/30/2015



### Section 1 - Goals

The Immediate Supervisor should evaluate performance relative to the employee's goals and responsibilities of the job, dependent on the type of role.

- For Professionals and Technical/Associates, review all relevant performance data including multi-source feedback, and job outcomes.
- For People Managers, ensure individual goal-setting and progress meetings are conducted with direct reports; and managerial courage, differentiation of rewards, and championing of talent development are shown.
- For Managers of Managers, also look for evidence of identifying talent gaps in work teams and recruiting strategically.

For detailed guidance in the review process, please refer to the NSU Performance Management Guidebook under the Shark Talent tab How To's and FAQ's, or on line at <http://www.nova.edu/hr/forms/spm-guidebook.pdf>.

**Once the data has been reviewed, the Immediate Supervisor should:**

- Select a performance rating;
- In the comments box, identify 1-3 key strengths and areas for development/improvement.

- Overview
- Section 1 - Goals**
- Section 2 - Core Values
- Section 3 - Career Int...
- Summary
- Section 4 - Signoff

Any goals and commentary that have been approved by the Immediate Supervisor are displayed. For each goal, in the review form, choose a rating, and adjust the weighting % if necessary.

- Rating allows the individual to rate progress for completion of the goal for the performance period.
- Weighting allow the individual to place greater value on one goal over another goal.
- The weight of all goals must add up to 100%.

**Goal #1: Database**


Group A would be better able to perform their daily work if there was a better database for them to access information.

Eddie Employee  
September 15, 2014: Suzie Supervisor and I determined the parameters for the database and determined that is could be successfully completed the end of February 2015.3/3/2015 8:39 AM

Eddie Employee  
December 12, 2014: Suzie Supervisor and I reviewed progress to date. We both agree that this goal is on track for completion in February 2015.3/3/2015 8:40 AM

Eddie Employee  
March 1, 2015: Suzie Supervisor and I discussed the results of the project. We both agree that is was successfully completed.


[show less](#)

**Progress:**  100%

**Status:** Completed  
**Start Date:** 7/1/2013  
**Due Date:** 6/30/2015







[more...](#)

**Weight:**  %



SUCCESSFUL CONTRIBUTION

**Comments:**

**B I S U**      

Eddie Employee's comments can be entered here

- Any employee who supervises other employees at NSU is assigned a People Manager

**People Manager Goal** ▼

People Manager responsibilities include:

- conducts individual goal setting and progress meetings with employees;
- coaches for success
- shows managerial courage
- differentiates rewards
- champions talent development

Manager of Managers responsibilities include:

- identifies talent gaps
- recruits strategically

[show less](#)

**Progress:****100%**


**Status:** Completed

**Start Date:** 7/1/2014

**Due Date:** 6/30/2015

[more...](#)

**Weight:**  %



SUCCESSFUL CONTRIBUTION [?](#)

**Comments:**


**B** ***I*** ~~**S**~~ **U**
☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷
ABC

Eddie Employee's comments can be entered here

Goal:

- An additional question focuses on behaviors and responsibilities. Select a rating for the self evaluation regarding behaviors and responsibilities:

**This rating should be based on the Immediate Supervisor's overall assessment of the employee's behaviors and responsibilities.**



SUCCESSFUL CONTRIBUTION [?](#)

Enter any final comments on goals and responsibilities, then select **Save and Exit** to save your inputs and exit the review form, or **Save and Continue** to proceed to the next section:

**Any comments regarding the Employee's performance on Goals & Responsibilities can be made in this box.**

**Comments:**

**B** ***I*** ~~**S**~~ **U**
☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷
ABC

Eddie Employee's additional comments regarding Goals & Responsibilities can be made here.

**Section 2** displays instructions for Core Values, and the % completion indicator is updated.

**Employee Performance Review** Options ▾

**Eddie Employee**  
Administrative Assistant Manager I  
7/1/2014 - 6/30/2015

33%

**Section 2 - Core Values**

Employees and Immediate Supervisors should discuss what each Core Value means relative to the Employees' jobs. Each Core Value includes associated behavioral indicators to assist in the discussion.

**For each Core Value, the Immediate Supervisor should:**

- *Select a performance rating;*
- *In the comments box, identify one to three key Strengths as well as Areas for Improvement & Development.*

Select a rating for each of the 8 NSU Core Values.

**1. STUDENT CENTERED - Treats students with respect and dignity - Actively listens to and is responsive to students' questions and/or concerns in a timely manner, regardless of mode of communication - Encourages and, when applicable, incorporates students' input - Supports a culture and environment that fosters student centeredness**

★ ★ ☆ ×

SUCCESSFUL CONTRIBUTION

Any comments related to Core Values can be input in the comments box at the end of the section.

**9. Any comments regarding the Employee's performance to NSU's Core Values can be made in this box.**

Comments:

**B I S U** [List Icons] [ABC]

Eddie Employee's comments regarding Core Values can be entered here.

Back Save and Exit Save and Continue

Enter any final comments on Core Values, then select **Save and Exit** to save your inputs and exit the review form, or **Save and Continue** to proceed to the next section.

**Section 3** displays instructions for Career Interests and Final Comments, and the % completion indicator is updated.

**Employee Performance Review** Options ▾

**Eddie Employee**  
Administrative Assistant Manager I  
7/1/2014 - 6/30/2015

67%

### Section 3 - Career Interest & Final Comments

In the **Short- and Long-term Career Development Interests** box below, the supervisor and the employee should document the employee's career development interests at NSU.  
In the Final Comments box below, the employee and the supervisor can make any final comments on the performance review.  
**Note:** The employee rating will not be influenced if this section is left blank.

**Short-term (1-2 years) and Long-term (3 years or more) Career Development Interests**

Comments:

**B I S U** | | | | |

Eddie Employee's comments regarding Career Development Interests can be entered here.

**Final Comments**

Comments:

**B I S U** | | | | |

Eddie Employee's final comments regarding the self-evaluation can be entered here.

Back Save and Exit Save and Continue Submit

Any comments related to Career Interests and any Final Comments on the self evaluation can be input in the appropriate comments boxes in the section.

Enter comments, then Enter any final comments on Core Values, then select **Save and Exit** to save your inputs and exit the review form, or **Save and Continue** to proceed to the next section.

Summary page displays Section Scores for Sections 1 & 2, and the % completion indicator is

	Step 1-Self Review	Step 2-Immediate Supervisor Review
Section 1 - Goals	Successful Contribution	-
Section 2 - Core Values	Successful Contribution	-
Section 3 - Career Interest & Final Comments	N/A	-

updated.

Select **Submit**; the Submit Review popup box is displayed:

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

From the **Submit Review** popup box, select **Submit**. The **Completion** page is displayed with the message:

**Congratulations! You've completed this step of the performance review!**

When you see this message, you have successfully completed your self evaluation.



**Congratulations! You've completed this step of the performance review!**

Click on the option button **Go To Action Items** to be directed to your Actions tab for other items that may require your attention.

[Go to Action Items](#)

You can perform other activities within the Shark Talent Management System, or you can exit the system.