

# Employee Guide

Navigating People Admin for the Annual Performance Review  
Calendar Year 2018

# <https://jobs.usnh.edu/hr>

University System  
of New Hampshire

[USNH Employees click here to login.](#)

USNH employees: Use the link ABOVE to log in using your current campus username and password.

Guest User Login Only:

Username

Password

[Log In](#)

*[Authenticate with single sign-on? SSO Authentication](#)*

Click here to login using your myPlymouth username and password.

**Under the three blue dots, click on Performance Management**  
**NOTE: Be certain your user group is assigned to Employee**

The screenshot shows a web application interface. On the left, a dark sidebar contains a menu with 'Performance Management' highlighted. A top navigation bar shows a user profile dropdown with 'Employee' selected. A main content area displays various panels for hiring and performance management. Annotations include a green circle around the 'Performance Management' menu item and another green circle around the 'Employee' user group selection in the top right.

Click on my reviews  
to view all reviews  
and their status

The screenshot shows the University System of New Hampshire HR portal. The top navigation bar includes 'Home', 'Performance', and 'Progress Notes'. The user is logged in as 'Christine Alexander'. The main content area is titled 'Your Action Items' and contains a table with one entry: 'test1 for Christine Alexander' with a description 'Employee Creates Goals', a due date of 'n/a', and a status of 'Available'. A search bar is visible above the table. Annotations include a green arrow pointing to the 'My Reviews' link in the left sidebar, a green circle around the 'My Reviews' link, a green circle around the first row of the table, and a green arrow pointing from the text 'Action Items need your attention!' to the table.

Item	Description	Due Date	Status
test1 for Christine Alexander	Employee Creates Goals	n/a	Available

Action Items need your attention!

# Please complete the following with examples from the calendar year 2018. Attachments accepted!

Christine Alexander

Self Review for Christine Alexander

Supervisor: Caryn Inat  
Position Description:  
Department: PSU Human Resources (PHR&O)

Overview  
Supervisor Review  
Self Review  
Progress Notes  
My Reviews

Employee please complete following section below with concrete examples about your performance during the last evaluation cycle.

Self Evaluation

Required fields are indicated with an asterisk (\*).

Past Year Accomplishments

\* Describe your accomplishments from this past year. Include any challenges or obstacles and how you addressed them plus the accomplishments are you most proud of that assisted to move the university forward.

Coming Year Achievements

\* What are you going to achieve this year? How does the work you are doing contribute to the success of students and the wellbeing of the University? Create your plan with a focus on collaboration within the institution, recruitment and enrollment, retention and persistence, and/or equipping students to enter the marketplace.

Development & Growth

\* How do you anticipate that your job will change in the next year? How do you see your career developing? What professional development would assist in developing your role?

Contributions

\* How do you contribute to the integration of services and stewardship of resources on campus? In other words, how does your work utilize the PSU experience for the community while being responsible and mindful of PSU's resources?

Remove Entry?

Contributions-

Attachments

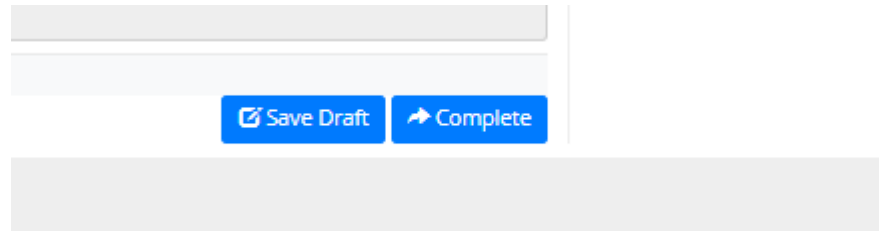
Actions

Print  
Save Draft  
Complete

test1  
Review  
EW  
rai  
Up

Save Draft Complete

# Save, Save, Save!

A screenshot of a web form interface. It features a light gray header bar, a white main content area with a vertical line on the right, and a light gray footer bar. In the center of the white area, there are two blue buttons: 'Save Draft' with a floppy disk icon and 'Complete' with a right-pointing arrow icon.

Save frequently! Once finished with the self review please use the complete button to send the evaluation to your direct supervisor.

NOTE: once you hit complete no further edits can be made unless your supervisor returns the review to you. You can see what you have submitted.

Once you have clicked complete your supervisor will receive notification and have an action item of their own to complete.

# Supervisor Action Items

- Review employee self evaluation
- Complete supervisor evaluation
- Schedule a face-to-face to discuss the evaluation with employee

Want to see your review and its progress? Click on reviews!  
This is where you see your supervisor's review as well.

University System of New Hampshire

Home Performance Progress Notes

Christine Alexander

Supervisor: Caryn Ines  
Position Description:  
Department: PSU Human Resources (PFHR00)

Overview  
Supervisor Review  
Self Review  
Progress Notes  
My Reviews

Task	Task Owner	Date Opened	Date Completed	Due Date
1 Employee Completes Self-Evaluation	Christine Alexander		2019-04-12	
2 Supervisor Completes Evaluation	Caryn Ines Supervisor			
3 Evaluation Review Meeting	Caryn Ines Supervisor	Rectangular Snip		
4 Employee Acknowledges Evaluation	Christine Alexander			
5 Second Level Supervisor Approves Evaluation	Donald Blix Reviewing Officer			
6 HR Review	Nicole Connolly Christine Alexander			



## After face-to-face with supervisor

- Log in to People Admin
- Go to Performance Management
- Click on your reviews
- Add comments if you choose
- “Acknowledge” the review.

You have completed your portion of the evaluations!