

Employee Guide

Navigating People Admin for the Performance Review

<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 menu is visible, with a green circle around the 'Performance Management' option under the 'OTHER TOOLS' section. At the top right, a user profile area shows 'Welcome, Christopher Alexander' and a dropdown menu for 'User Group' set to 'Employee', also circled in green. The main content area includes a top navigation bar with 'Postings', 'Users (180)', 'Hiring Proposals', 'Position Requests', and 'Special Handling Lists'. Below this are several content panels, including one for 'My Filled Postings Last 30 days' showing '0' and another for 'My Open Postings' showing '19'. A 'Performance Management' link is also visible in the top right area.

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 status of 'Available'. A green arrow points from the text above to the 'My Reviews' link in the left sidebar. Another green arrow points from the text below to the table entry. A third green arrow points from the text above to the 'My Reviews' link.

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

Action Items need your attention!

Please complete the following with examples since the last evaluation cycle. Attachments accepted!

Christine Alexander Self Review for Christine Alexander
Supervisor: Caryn Ines
Position Description: Associate Director of Human Resources
Department: PSU Human Resources

Past Year Accomplishments
Please list and describe 2 accomplishments since last evaluation cycle.

* Accomplishment 1
accomplishment one

* Accomplishment 2
accomplishment two

Past Year Opportunities for Improvement
Please list and describe 2 challenges from the past year. Please be specific, include detail and elaborate as to why these challenges are significant to you.

* Opportunity 1
opportunity one

* Opportunity 2
opportunity 2

Remove Entry?

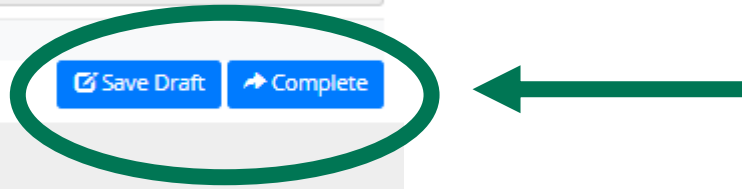
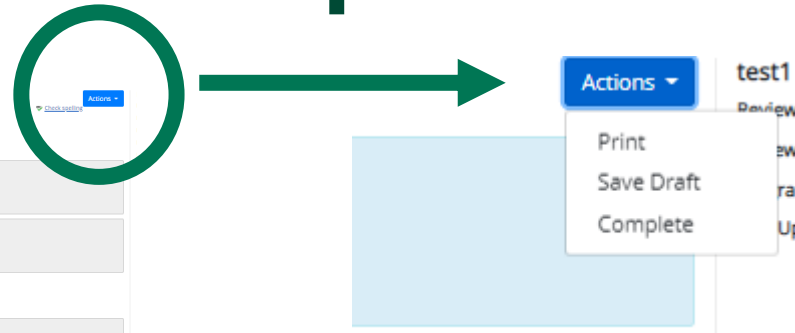
Coming Year Goals
Create your goals for the upcoming year with a focus on collaboration within the institution, recruitment and enrollment, retention and persistence, and/or equipping students to enter the marketplace. Provide at least 2 goals for the upcoming year. Your goals will be discussed in the feedback meeting. This is an essential piece to your successful performance at PSU. Please take some time to think about your goals and do not leave this section blank.

Specific: What, why, and how?
Measurable: How will you measure?
Attainable: Is it possible in your current circumstances?
Relevant: Is this appropriate to meet the university's focus?
Time-bound: Schedule and/or deadline?

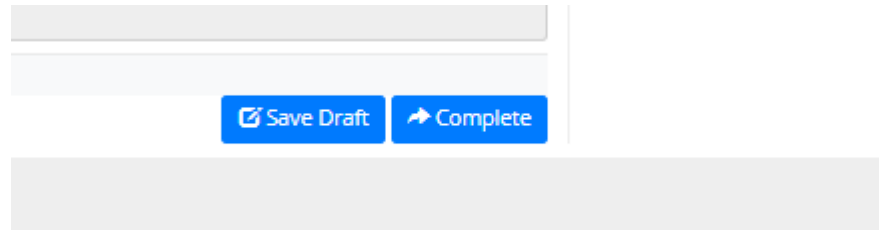
Think about the future direction of your career including future skill attainment. Career aspirations might include taking on a new role within the department or elsewhere; increased responsibilities; enrolling in classes; attaining degrees or even planning steps toward retirement. Whatever your aspirations for your career direction, please share them with your supervisor as they will be aware and have the opportunity to support you.

Click Add Entry below to add additional goals.

* Goals



Save, Save, Save!



A screenshot of a web form interface. It features a light gray header bar, a text input field, and a blue button labeled 'Save Draft' with a document icon. Below this is another text input field and a blue button labeled 'Complete' with a right-pointing arrow icon. The bottom of the form is a wide, light gray bar.

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!

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- Set goals
 - Act now
 - See results