

PSU Performance Management 2022

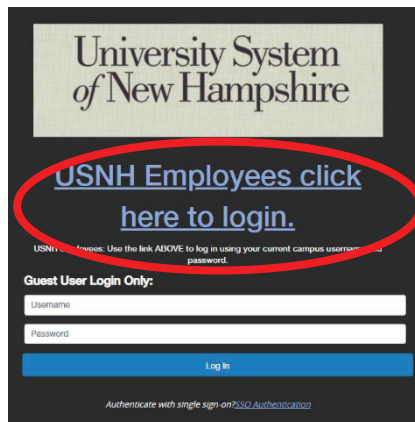
Navigating People Admin for the Annual Performance Review

Accessing the Online Performance Management System

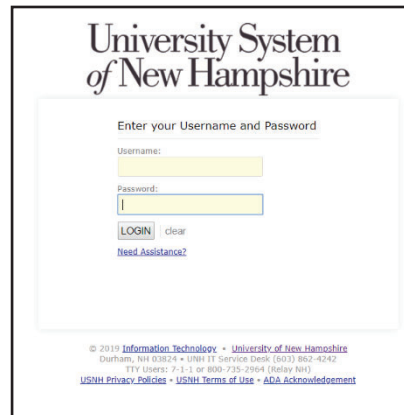
Open your internet browser (Google Chrome or Mozilla Firefox is recommended) and go to:

<https://jobs.usnh.edu/hr/sessions/new>

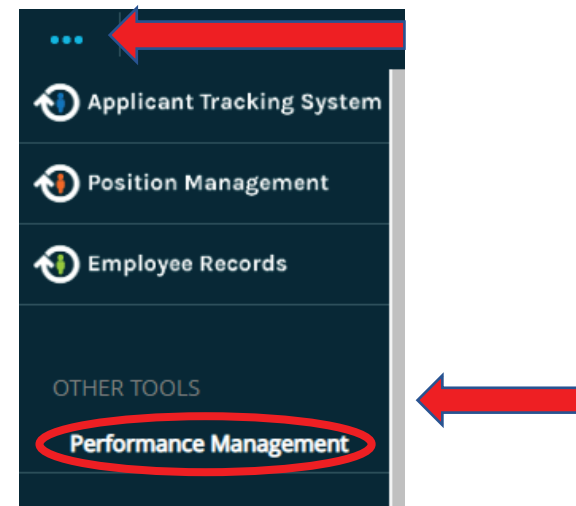
1. Click the blue
“USNH Employee
click here to login”



2. Enter your USNH IT ID
username and password. This
is the same username and
password that you use for
logging into your computer.



3. Click the three dots in the top left corner of your screen.
From the menu that appears, select Performance Management
under OTHER TOOLS.



Employee Action Items

- List and Describe Past Accomplishments
- List and Describe Opportunities for Improvement
- Suggest Goals for next Evaluation Period

Employee Self Evaluation Performance Management Home Page

Your tasks will be listed under the Action Items
Click the item to go directly to the evaluation

University System of New Hampshire

Go to University System of New Hampshire HR Site PeopleAdmin

Home 1 Performance Progress Notes Hello, Gerry My Account Log Out

Welcome to the Employee Portal, Gerry Vandegrift

Your Action Items

Start typing to search

Item	Description	Due Date	Status
PSU Annual Review 2022, for Gerry Vandegrift	Employee Self Review	2023-01-31 Due in 2 months	Upcoming

Showing 1 to 1 of 1 entries

Supervisors: Once your direct report completes their self evaluation you will see a task in your action items
To begin your portion of the review. Click the item to go directly to the evaluation

To see your personal past & current review, click my reviews.

To see an entire list of direct reports progress, go to "My Employee's Reviews"

Employee Self Evaluation

SAVE, SAVE, SAVE!!!!!!

System times out every
15 min. of inactivity.

Save frequently to avoid
losing work.

List and describe 2
accomplishments
since the last
evaluation cycle in
the box provided.

Then list at least 2
opportunities for
improvement since
last evaluation. If
you would like more
boxes, click the blue
add entry box

University System of New Hampshire

Go to University System of New Hampshire HR Site PeopleAdmin

Home Performance Progress Notes Hello, Gerry My Account Log Out

Gerry Vandegrift

Supervisor: Dana Graf
Position Description: FACILITATING TEACHER
Department: PSU

Self Review for Gerry Vandegrift

Describe your accomplishments and opportunities for improvement. Suggest goals for the upcoming cycle. Complete by clicking the Action button to the right and choosing Complete.

Save as you work. System will automatically log out after 15 min of inactivity.

Self Evaluation Attachments 0

Required fields are indicated with an asterisk (*).

Check spelling

Past Accomplishments

Please List and Describe 2 accomplishments since last evaluation cycle.

* Accomplishment 1

* Accomplishment 2

Opportunities for Improvement

Please List and Describe 2 challenges since last evaluation cycle. Please be specific, include detail and elaborate as to why these challenges are significant to you.

* Opportunity 1

* Opportunity 2

☐ Remove Entry?

Add Entry

Coming Year Goals

PSU Annual Review 2022.
Review Status: Open
Review Type: Annual
Program Timeframe: 01/01/22 to -
Last Updated: October 05, 2022 18:37

Employee Self Evaluation

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 move the university forward?

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 so they will be aware and have the opportunity to support you.

Click Add Entry below to add additional goals.

* Goals

☐ Remove Entry?

Add Entry

Save Draft

Complete

Add Goals based on the SMART Method (Specific, Measurable, achievable, Realistic, Timely). To add additional goals, click the **Add Entry** button at the bottom of the screen.

Once you have finished the self evaluation, Click **Complete**. Doing so will submit the plan to the supervisor for approval.

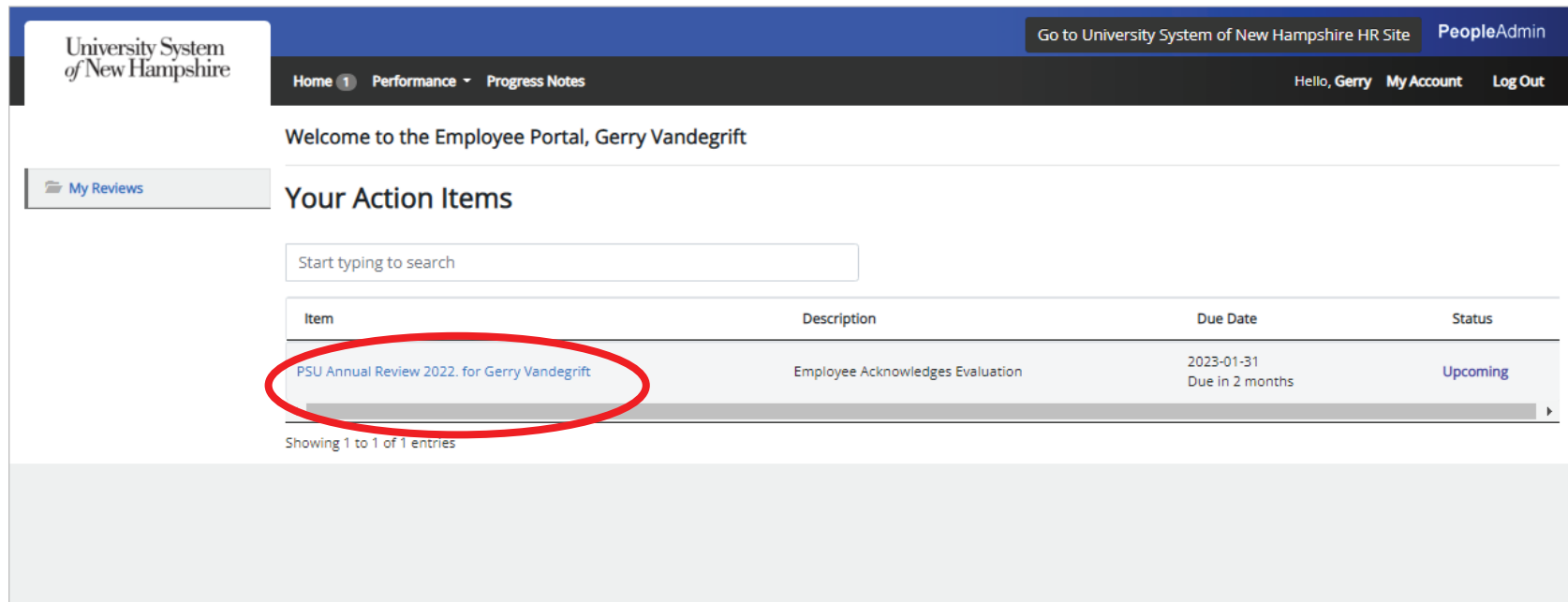
Employee Action Items

- Acknowledge receipt of completed supervisor review

Employee Acknowledgement Performance Management Home Page

Your tasks will be listed under the Action Items

Once the supervisor has completed their review, employee you will see a task in your action items to acknowledge.



University System of New Hampshire

Go to University System of New Hampshire HR Site PeopleAdmin

Home 1 Performance Progress Notes Hello, Gerry My Account Log Out

Welcome to the Employee Portal, Gerry Vandegrift

My Reviews

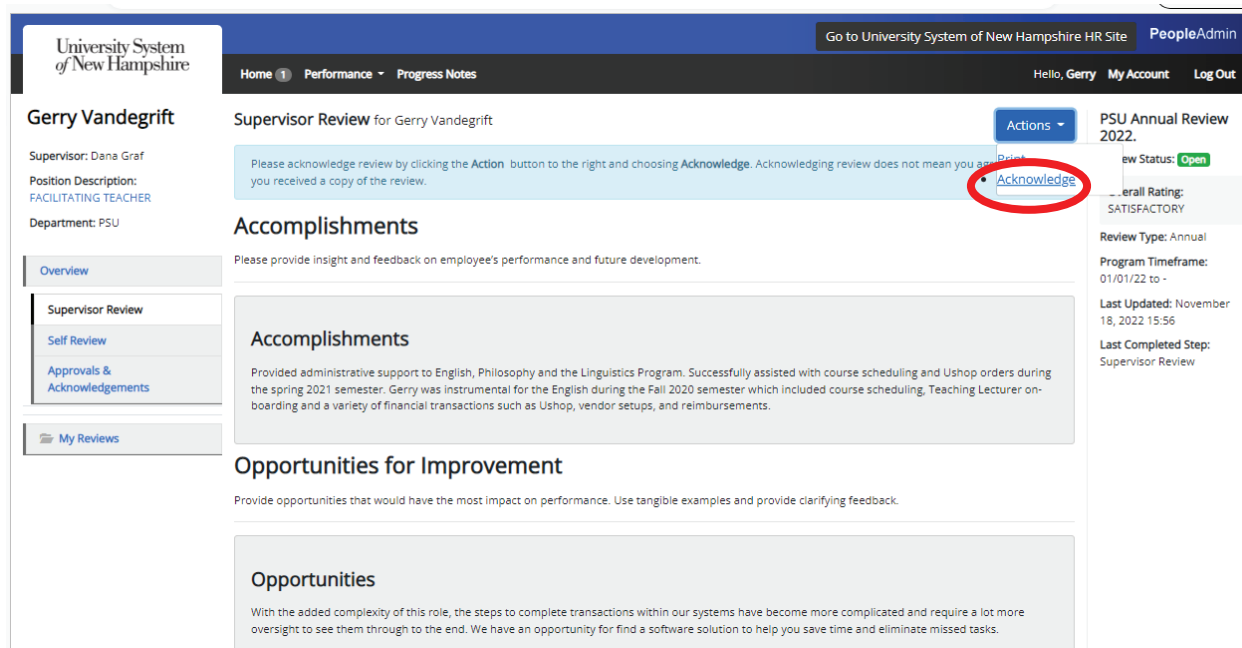
Your Action Items

Start typing to search

Item	Description	Due Date	Status
PSU Annual Review 2022. for Gerry Vandegrift	Employee Acknowledges Evaluation	2023-01-31 Due in 2 months	Upcoming

Showing 1 to 1 of 1 entries

Employee Acknowledgement



University System of New Hampshire

Go to University System of New Hampshire HR Site PeopleAdmin

Home Performance Progress Notes Hello, Gerry My Account Log Out

Gerry Vandegrift

Supervisor: Dana Graf
Position Description: FACILITATING TEACHER
Department: PSU

Overview
Supervisor Review
Self Review
Approvals & Acknowledgements
My Reviews

Supervisor Review for Gerry Vandegrift

Please acknowledge review by clicking the **Action** button to the right and choosing **Acknowledge**. Acknowledging review does not mean you agree, it only means you received a copy of the review.

Actions
Acknowledge

PSU Annual Review 2022

Review Status: **Open**
Overall Rating: SATISFACTORY
Review Type: Annual
Program Timeframe: 01/01/22 to -
Last Updated: November 18, 2022 15:56
Last Completed Step: Supervisor Review

Accomplishments

Please provide insight and feedback on employee's performance and future development.

Accomplishments

Provided administrative support to English, Philosophy and the Linguistics Program. Successfully assisted with course scheduling and Ushop orders during the spring 2021 semester. Gerry was instrumental for the English during the Fall 2020 semester which included course scheduling, Teaching Lecturer onboarding and a variety of financial transactions such as Ushop, vendor setups, and reimbursements.

Opportunities for Improvement

Provide opportunities that would have the most impact on performance. Use tangible examples and provide clarifying feedback.

Opportunities

With the added complexity of this role, the steps to complete transactions within our systems have become more complicated and require a lot more oversight to see them through to the end. We have an opportunity for find a software solution to help you save time and eliminate missed tasks.

Once you have read the completed review, click **Acknowledge**. Acknowledging review does not mean that you agree but that employee has received a copy of the completed review.