

PSU Performance Management

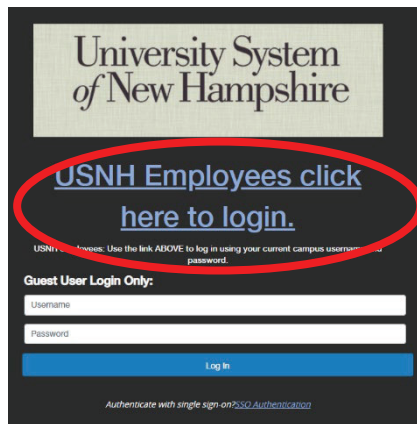
Navigating People Admin for the Annual Performance Review

Accessing the Online Performance Management System

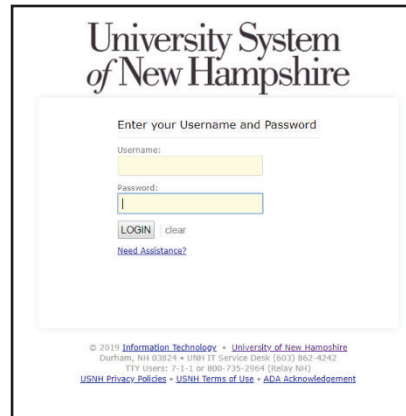
Open your internet browser (Google Chrome or Mozilla Firefox is recommended) and go to:

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

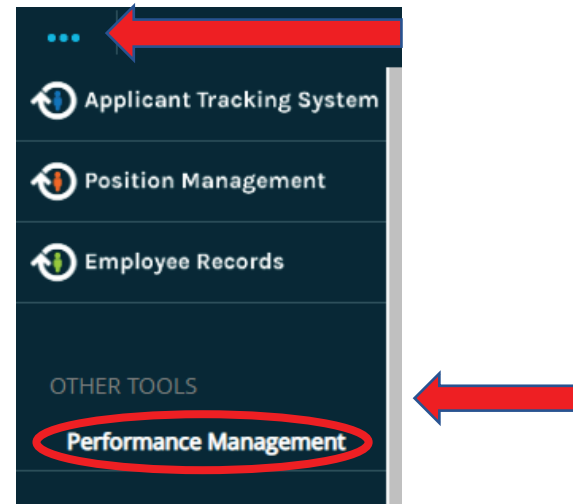
1. Click the blue
"USNH Employee
click here to login"



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.

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

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

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 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

The screenshot displays the 'Supervisor Review' page for Gerry Vandegrift in the PeopleAdmin system. The page includes a navigation bar with 'Home', 'Performance', and 'Progress Notes'. The main content area is divided into sections: 'Overview', 'Supervisor Review', 'Self Review', 'Approvals & Acknowledgements', and 'My Reviews'. The 'Supervisor Review' section contains a message: 'Please acknowledge review by clicking the Action button to the right and choosing Acknowledge. Acknowledging review does not mean you agree with the review, it only means you received a copy of the review.' Below this, there are sections for 'Accomplishments' and 'Opportunities for Improvement'. The 'Accomplishments' section describes administrative support provided to English, Philosophy, and Linguistics programs. The 'Opportunities for Improvement' section discusses the complexity of transactions and the need for a software solution. On the right side, there is a summary of the review: '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', and 'Last Completed Step: Supervisor Review'. An 'Actions' dropdown menu is visible, with the 'Acknowledge' option highlighted by a red circle.

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.