

PSU Performance Management

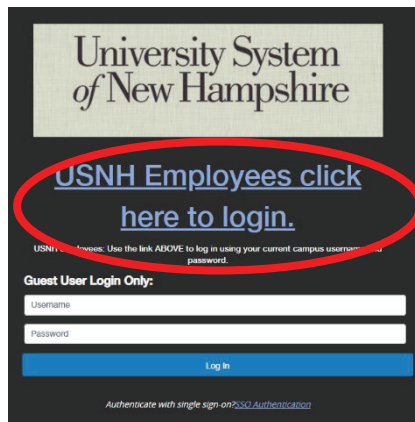
Navigating People Admin for the Annual Performance Review

Accessing the Online Performance Management System

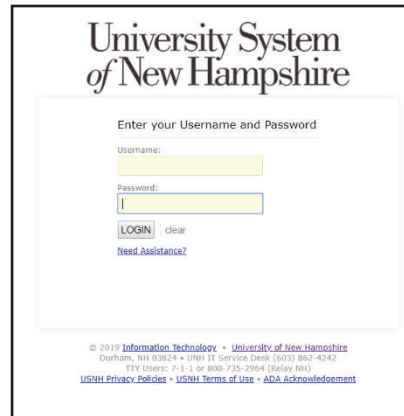
Open your internet browser (Google Chrome or Mozilla Firefox is recommended) and go to:

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

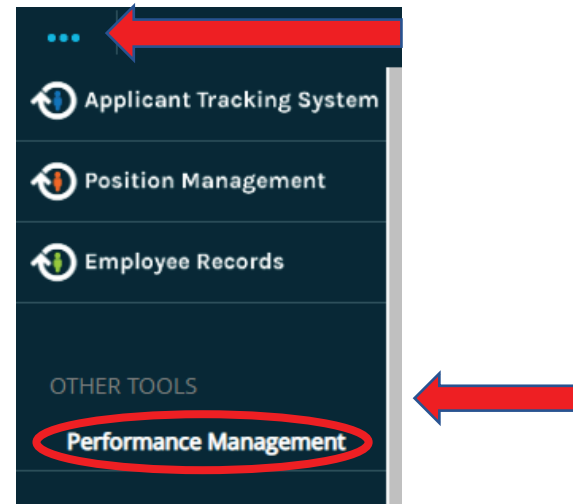
1. Click the blue
"USNH Employee
click here to login"



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.



Supervisor Action Items

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

Supervisor Review

Performance Management Home Page

Your tasks will be listed under the Action Items

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

University System of New Hampshire

Go to University System of New Hampshire HR Site PeopleAdmin

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

Welcome to the Employee Portal, Dana Graf

[My Reviews](#)
[My Employees' Reviews](#)

Your Action Items

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

Showing 1 to 1 of 1 entries

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"

Supervisor Review

SAVE, SAVE, SAVE!!!!!!
System times out every 15 min. of inactivity. Save frequently to avoid losing work.

Click Self Review to see employee's self evaluation response. Click Supervisor Review to return.

Complete the performance and development sections in the space provided.

Select a response for the Overall Performance Rating.

Once you have finished the self evaluation, click **Complete**. Once you have clicked complete your employee will have access to completed review and will be anticipating a face-to-face discussion.

University System of New Hampshire

Go to University System of New Hampshire HR Site PeopleAdmin

Home Performance Progress Notes Hello, Dana My Account Log Out

Gerry Vandegrift

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

Overview
Supervisor Review
Self Review
History
My Reviews
My Employees' Reviews

Supervisor Review for Gerry Vandegrift

Evaluate the accomplishments and opportunities for this employee. Create goals for the upcoming cycle and rate the overall performance. Complete by clicking the Action button to the right and choosing Complete. The employee will be able to see the completed supervisor evaluation when this step is complete.

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

Attachments

Check spelling

Required fields are indicated with an asterisk (*).

Accomplishments

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

* Accomplishments

Opportunities for Improvement

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

Opportunities

Goals

Please provide the mutually agreed upon goal(s). What the goal(s) is/are, how it/they will be measured, and the timeline.

* Goals

Remove Entry?

Add Entry

Overall Performance

EXEMPLARY: Has exceeded normal responsibilities and expectations and has demonstrated a commitment to PSU that has moved the institution forward in support of its mission and strategic plan.

SATISFACTORY: Has performed at an acceptable level and has fulfilled his/her basic responsibilities for the year.

UNSATISFACTORY: Has not met minimum duties and expectations and a Performance Improvement Plan will be developed. Please contact your HR Representative to start improvement plan process.

* Rate the employee's overall performance over the last year

Please select

Save Complete

Attachments accepted
Spell Check