

FAQs – Employee Performance Evaluations

How do I view my performance evaluation in GreatJobs?

- Login to GreatJobs at <https://sso.tamus.edu>.
- Select "Pending Evaluations."
- "View" the performance evaluation.
- Review the evaluation, choosing "Continue to Next Page" to move through the tabs.
- Performance appraisal forms that were uploaded may be viewed on the "Attach Documents" tab.
- Employee documents may also be uploaded on the "Attach Documents" tab.
- Comments may be added on the Performance Summary tab in the section titled "Employee Comments."
- Answer the question regarding required training on the "Performance Summary" tab.
- Select "Send Evaluation to Supervisor (Employee Acknowledgement Confirmed)." An email notification will be sent to the supervisor indicating the performance evaluation has been returned. The supervisor will then forward to the unit/department head for final approval.

Can I edit the evaluation?

No. However, the employee does have the opportunity to add comments and/or attach a document with additional comments.

What are the competencies on which an employee will be evaluated?

Continuous Learning and Job Knowledge

Rate the employee's demonstrated job knowledge. Consider factors such as:

- time in the position
- extent to which efforts are made to stay up-to-date
- extent to which employee is consulted by others on technical matters
- Rate the employee's job performance. Consider factors such as:
- use of resources and technology
- initiative to seek feedback and development opportunities to improve performance
- willingness to accept coaching and implement changes to improve work performance
- level of supervision required.

Building Relationships

- Meets customer and stakeholder needs in a timely and courteous manner
- Identifies and shares information with all relevant individuals and groups

Communication

- Organizes and verbally communicates ideas and information clearly
- Expresses disagreement in a constructive, non-confrontational manner
- Listens attentively and responds appropriately

Dependability and Organizational Support

- Follows instructions and responds promptly to management direction
- Meets attendance and punctuality guidelines - keeps commitments
- Follows policies and procedures
- Takes responsibility for own actions

Teamwork, Cooperation, and Diversity Commitment

- Contributes to building a positive team spirit
- Works actively to resolve conflicts
- Supports diversity initiatives and respects and values individual differences

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Achievement Orientation

- Remains open to new ideas and modifies behavior or work methods in response to new information or changing circumstances
- Performs work with individual motivation, self-confidence, and minimal instruction

Judgment and Decisions

- Exhibits sound and accurate judgment
- Includes appropriate people in decision-making process

Leadership and Initiative

- Demonstrates high standards of conduct and personal accountability
- Anticipates needs and takes action without waiting to be told

Supervisors: Managing and Supervising People (if applicable)

- Provides timely direction and gains employee commitment
- Maintains open communications and solicits feedback from subordinates as appropriate
- Provides opportunities for subordinates' skill development and encourages professional growth
- Recognizes and rewards contributions
- Delegates work assignments as appropriate
- Motivates others to perform well