

Performance Evaluations 2017

GreatJobs Performance Evaluations

The GreatJobs system incorporates Position Descriptions, Notice of Vacancy (NOV) and Performance Evaluations.

A Position Description must first be in GreatJobs in order to create a Performance Evaluation.

The website is: <https://sso.tam.us.edu>

great jobs
for great people™

- ♦ Texas AgriLife Extension Service
- ♦ Texas AgriLife Research
- ♦ Texas Forest Service
- ♦ Texas Veterinary Medical Diagnostic Laboratory

Performance Evaluation Highlights

- All performance evaluations will be routed for signature online.
- At least one entry is required in the objectives/goals and development plan sections.
- System Policy requires a face-to-face performance evaluation meeting.

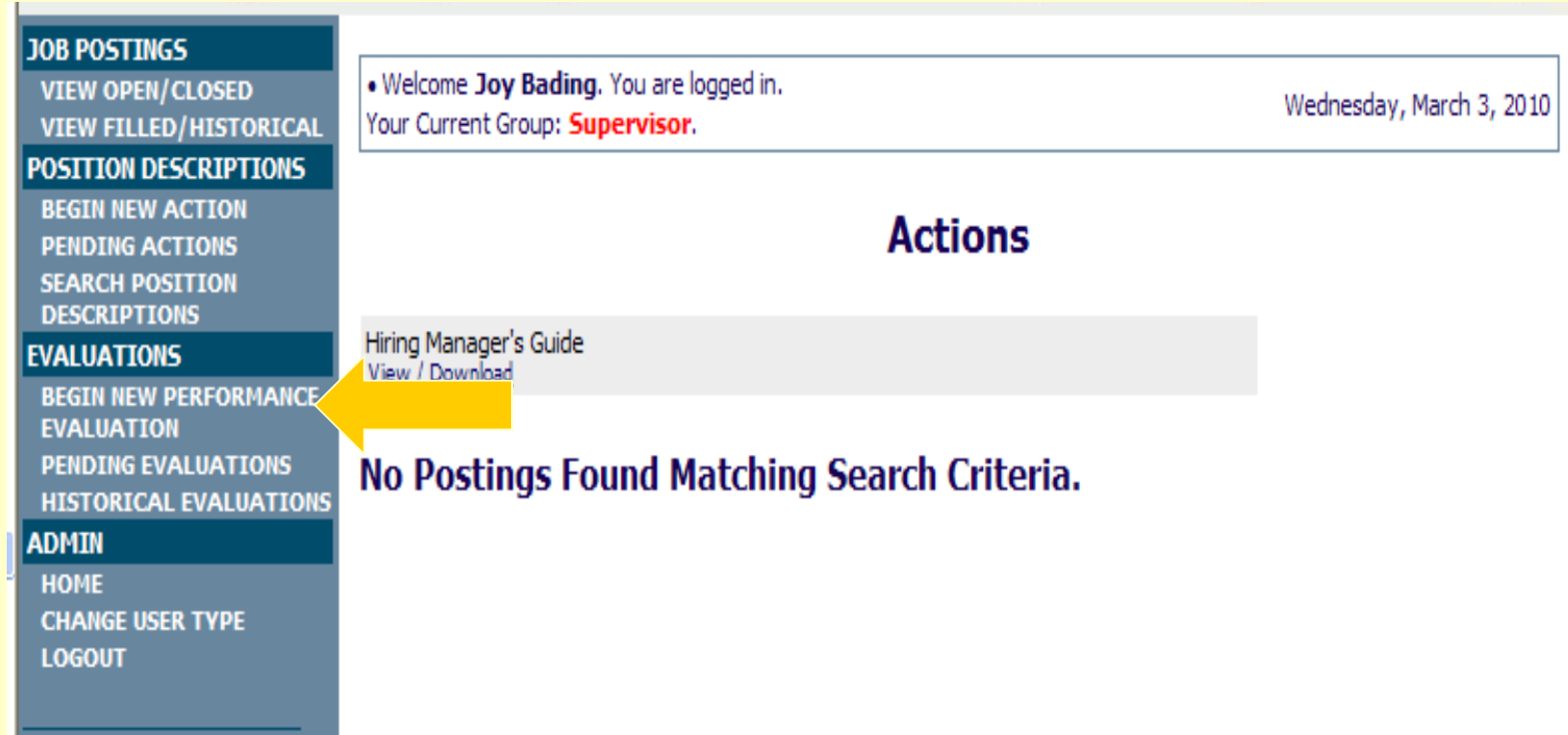
Performance Evaluation Highlights

- Employee and Unit/Department Head can return evaluation to Supervisor for edits if needed.
- Employees must review each section of their evaluation and move through the tabs by clicking on “Continue to next page”.
- Each performance evaluation must be routed into a completed status by May 31 each year.

4 Main Steps to Evaluation Process

1. Supervisor completes performance evaluation. Supervisor and employee meet to discuss evaluation. Supervisor submits evaluation to employee for review.
2. Employee reviews evaluation online and returns to supervisor.
3. Supervisor submits evaluation to unit/department head for final approval.
4. Unit/department head reviews and approves.

Supervisor Begins Evaluation



JOB POSTINGS
VIEW OPEN/CLOSED
VIEW FILLED/HISTORICAL

POSITION DESCRIPTIONS
BEGIN NEW ACTION
PENDING ACTIONS
SEARCH POSITION DESCRIPTIONS

EVALUATIONS
BEGIN NEW PERFORMANCE EVALUATION
PENDING EVALUATIONS
HISTORICAL EVALUATIONS

ADMIN
HOME
CHANGE USER TYPE
LOGOUT

• Welcome **Joy Bading**. You are logged in.
Your Current Group: **Supervisor**.

Wednesday, March 3, 2010

Actions

Hiring Manager's Guide
View / Download

No Postings Found Matching Search Criteria.

Supervisor Chooses Online Evaluation or Uploads Form (Storage Option)

JOB POSTINGS
VIEW OPEN/CLOSED
VIEW FILLED/HISTORICAL

POSITION DESCRIPTIONS
BEGIN NEW ACTION
PENDING ACTIONS
SEARCH POSITION DESCRIPTIONS

EVALUATIONS
BEGIN NEW PERFORMANCE EVALUATION
PENDING EVALUATIONS
HISTORICAL EVALUATIONS

ADMIN
HOME
CHANGE USER TYPE
LOGOUT

[FAQS - EMPLOYEES](#)

• Welcome **Joy Bading**. You are logged in.
Your Current Group: **Supervisor**.

Wednesday, March 3, 2010

Choose Performance Evaluation Action to Begin

Create New Evaluation

2 Records

▲ Evaluation Type(s):

Non-faculty Performance Evaluation
[Start Action](#)

Other Performance Evaluation Forms (storage option)
[Start Action](#)

1

or

2

Supervisor Completes Online, Competency-based evaluation (i.e.: non-faculty)

JOB POSTINGS

VIEW OPEN/CLOSED

VIEW FILLED/HISTORICAL

POSITION DESCRIPTIONS

BEGIN NEW ACTION

PENDING ACTIONS

SEARCH POSITION DESCRIPTIONS

EVALUATIONS

BEGIN NEW PERFORMANCE EVALUATION

PENDING EVALUATIONS

HISTORICAL EVALUATIONS

ADMIN

HOME

CHANGE USER TYPE

LOGOUT

• FAQs - EMPLOYEES


• Welcome **Joy Bading**. You are logged in.
Your Current Group: **Supervisor**.

Wednesday, March 3, 2010

Choose Performance Evaluation Action to Begin

Create New Evaluation

2 Records

 Evaluation Type(s):

Non-faculty Performance Evaluation
[Start Action](#)

Other Performance Evaluation Forms (storage option)
[Start Action](#)

Text Describing the Performance Ratings – Search for Employee, PIN or Title

POSITION DESCRIPTIONS

BEGIN NEW ACTION
PENDING ACTIONS
SEARCH POSITION
DESCRIPTIONS

EVALUATIONS

BEGIN NEW PERFORMANCE
EVALUATION
PENDING EVALUATIONS
HISTORICAL EVALUATIONS

ADMIN

HOME
CHANGE USER TYPE
LOGOUT

- FAQs - EMPLOYEES
- FAQs - UNIT
CONTACTS/SUPERVISORS
- HR TOOLBOX

Non-faculty Performance Evaluation

PERFORMANCE EVALUATION RATING DESCRIPTIONS

- Outstanding
Employee's job performance is exceptional in comparison to job requirements, essentials duties, and/or responsibilities and, if applicable, in comparison to other employees performing similar duties. Performance at this level **consistently exceeds** expectations and makes significant contributions to the mission of the unit.
- Highly Effective
Employee's job performance **consistently meets** and **frequently exceeds** job requirements, essential duties, and/or responsibilities. Performance at this level is considered above average in comparison to job requirements and to others performing similar duties, when applicable.
- Effective
Employee **consistently meets** all job requirements, essential duties, and/or responsibilities in a competent manner. This is the minimum expected level of performance for employees.
- Needs Improvement
Employee **meets some but not all** job requirements, essential duties, and responsibilities. Guidance and/or coaching are needed for improvement.
- Unsatisfactory
Employee **does not meet** job requirements, essential duties, and/or responsibilities for position. Immediate and significant improvement is needed.

Search Position Description on which to begin evaluation

Employee
User Acct

Any



Position
Title

Any



PIN
Number

SEARCH

CLEAR RESULTS

CANCEL EVALUATION

The employee selected will appear then click “Start Action” link to begin evaluation

Non-faculty Performance Evaluation

Choose Position Description on which to begin evaluation

1 Record

▼ Payroll Title	▼ Title Code	▼ PIN	▼ Dept/Unit	▼ First Name	▲ Last Name	▼ Last Action
Office Associate Start Action View Summary	0058	test	Administration	test	test	Position Description Update Approved

PERFORMANCE EVALUATION RATING DESCRIPTIONS

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• Unsatisfactory

Employee **does not meet** job requirements, essential duties, and/or responsibilities for position. Immediate and significant improvement is needed.

Search Position Description on which to begin evaluation

Employee User Acct

test, test

Position Title

Any




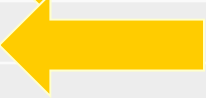
PIN Number

Internet


Supervisors – Click on the blue Supervisors link and read important info before beginning


Evaluation Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continued	Supervisor Evaluation Factor	Performance Objectives & Development	Attach Documents	Performance Summary																																																																																
<div>CONTINUE TO NEXT PAGE >></div>																																																																																							
<p><u>SUPERVISORS:</u> Please read before beginning the evaluation process.</p> <p>*Required information is denoted with an asterisk.</p> <table border="1"><tbody><tr><td>Employee User Account for Position Description</td><td colspan="7">test, test</td></tr><tr><td>Employee First Name</td><td colspan="7">test</td></tr><tr><td>Employee Last Name</td><td colspan="7">test</td></tr><tr><td>Position Title</td><td colspan="7">Office Associate</td></tr><tr><td>* Evaluation Cycle</td><td colspan="7"><input type="text" value="Annual"/></td></tr><tr><td>* Evaluation Cycle Begin Date</td><td><input type="text"/></td><td colspan="6">MM/DD/YYYY -or- MM-DD-YYYY</td></tr><tr><td>* Evaluation Cycle End Date</td><td><input type="text"/></td><td colspan="6">MM/DD/YYYY -or- MM-DD-YYYY</td></tr><tr><td>* Date of Evaluation</td><td><input type="text"/></td><td colspan="6">MM/DD/YYYY -or- MM-DD-YYYY</td></tr><tr><td>Unit</td><td colspan="7">Administration</td></tr><tr><td>PIN Number</td><td colspan="7">test</td></tr></tbody></table>								Employee User Account for Position Description	test, test							Employee First Name	test							Employee Last Name	test							Position Title	Office Associate							* Evaluation Cycle	<input type="text" value="Annual"/>							* Evaluation Cycle Begin Date	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY						* Evaluation Cycle End Date	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY						* Date of Evaluation	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY						Unit	Administration							PIN Number	test						
Employee User Account for Position Description	test, test																																																																																						
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Unit	Administration																																																																																						
PIN Number	test																																																																																						

Enter required information marked with the red asterisk *

Evaluation Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continued	Supervisor Evaluation Factor	Performance Objectives & Development	Attach Documents	Performance Summary
CONTINUE TO NEXT PAGE >>							
<u>SUPERVISORS:</u> Please read before beginning the evaluation process.							
*Required information is denoted with an asterisk.							
Employee User Account for Position Description	test, test						
Employee First Name	test						
Employee Last Name	test						
Position Title	Office Associate						
* Evaluation Cycle	<input type="text" value="Annual"/> 						
* Evaluation Cycle Begin Date	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY 					
* Evaluation Cycle End Date	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY 					
* Date of Evaluation	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY 					
Unit	Administration						
PIN Number	test						


Continue by clicking on the next tab or clicking on the “Continue to Next Page” button.

 Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continued	Supervisor Evaluation Factor	Performance Objectives & Development	Attach Documents	Performance Summary
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 **CONTINUE TO NEXT PAGE >>**

SUPERVISORS: Please read before beginning the evaluation process.


*Required information is denoted with an asterisk.

Employee User Account for Position Description	test, test		
Employee First Name	test		
Employee Last Name	test		
Position Title	Office Associate		
* Evaluation Cycle	Annual		
* Evaluation Cycle Begin Date	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY	
* Evaluation Cycle End Date	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY	
* Date of Evaluation	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY	
Unit	Administration		
PIN Number	test		

Review of job duties taken directly from Position Description – then continue to next tab

Create Non-faculty Performance Evaluation

CANCEL **PREVIEW EVALUATION**





Evaluation Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continued	Supervisor Evaluation Factor	Performance Objectives & Development	Attach Documents	Performance Summary
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The following duties are from the current position description. Changes to the position description must be made within the Position Description module in this website.

Existing Entries

6 Records

<input checked="" type="checkbox"/> Essential Duty:	 Description of job responsibility/duty:	 Percent of total time:
Yes	Assists new employees with the new hire employment process which includes assisting them with the completion of forms, securing UINs, verifying completion of required training and online benefits enrollment.	5
Yes	Perform online background criminal history, sex offender registry, and driving record checks for new employees; create and email completion certificates to units.	5
No	Performs other related duties as needed.	10
Yes	Processes unemployment and workers' compensation claims which includes data collection; verification of records; online data entry; generating of reports; and maintaining files.	5
Yes	Provides information and appropriate forms to employment applicants, students, administrators, and employees; assists online employment applicants and departmental staff with problems encountered with the online employment process and answers questions regarding the system; scans application documents and electronically attaches the documents to online employment application files; enters and submits online position announcements to the Texas Workforce Commission's online employment website (Work In Texas) and if applicable in HigherEdJobs.com, for available positions and changes the status of the announcements online as appropriate.	40
	Reviews documents for completeness and accuracy; prepares courtesy letters for employment applicants for Ag Program departments/units; processes and maintains forms and records; enters, verifies and retrieves data via a computer; compiles information for reports and specialized studies; prepares reports on a wide variety of	

The next 2 tabs contain the job evaluation factors (or competencies) to be rated.

Evaluation Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continued	Supervisor Evaluation Factor	Performance Objectives & Development	Attach Documents	Performance Summary				
		<< RETURN TO PREVIOUS		CONTINUE TO NEXT PAGE >>							
<p>Review and respond to the following evaluation factors, making specific comments in each category.</p> <p>*Required information is denoted with an asterisk.</p> <table><tr><td>Employee First Name:</td><td>test</td></tr><tr><td>Employee Last Name:</td><td>test</td></tr></table>								Employee First Name:	test	Employee Last Name:	test
Employee First Name:	test										
Employee Last Name:	test										
Continuous Learning and Job Knowledge											
<p>Rate the employee's demonstrated <u>job knowledge</u>. Consider factors such as:</p> <ul style="list-style-type: none">- 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		<div><input checked="" type="radio"/> No Response</div> <div><input type="radio"/> Outstanding</div> <div><input type="radio"/> Highly Effective</div> <div><input type="radio"/> Effective</div> <div><input type="radio"/> Needs Improvement</div> <div><input type="radio"/> Unsatisfactory</div>									
<p>Rate the employee's <u>job performance</u>. Consider factors such as:</p> <ul style="list-style-type: none">- use of resources and technology* - initiative to seek feedback and development opportunities to improve performance		<div><input checked="" type="radio"/> No Response</div> <div><input type="radio"/> Outstanding</div> <div><input type="radio"/> Highly Effective</div> <div><input type="radio"/> Effective</div>									

If the employee is also a supervisor,
complete the supervisor evaluation factor

Evaluation Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continued	Supervisor Evaluation Factor	Performance Objectives & Development	Attach Documents	Performance Summary								
<< RETURN TO PREVIOUS		CONTINUE TO NEXT PAGE >>													
<p>Review and respond to the following evaluation factors making specific comments in each category.</p> <p>*Required information is denoted with an asterisk.</p> <table><tr><td>Employee First Name:</td><td>test</td></tr><tr><td>Employee Last Name:</td><td>test</td></tr></table> <p>Supervisors - Managing and Supervising People (if applicable)</p> <table><tr><td>Provides timely direction and gains employee commitment</td><td><input checked="" type="radio"/> No Response <input type="radio"/> Outstanding <input type="radio"/> Highly Effective <input type="radio"/> Effective <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory</td></tr><tr><td>Maintains open communications and solicits feedback from subordinates as appropriate</td><td><input checked="" type="radio"/> No Response <input type="radio"/> Outstanding <input type="radio"/> Highly Effective <input type="radio"/> Effective <input type="radio"/> Needs Improvement</td></tr></table>								Employee First Name:	test	Employee Last Name:	test	Provides timely direction and gains employee commitment	<input checked="" type="radio"/> No Response <input type="radio"/> Outstanding <input type="radio"/> Highly Effective <input type="radio"/> Effective <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory	Maintains open communications and solicits feedback from subordinates as appropriate	<input checked="" type="radio"/> No Response <input type="radio"/> Outstanding <input type="radio"/> Highly Effective <input type="radio"/> Effective <input type="radio"/> Needs Improvement
Employee First Name:	test														
Employee Last Name:	test														
Provides timely direction and gains employee commitment	<input checked="" type="radio"/> No Response <input type="radio"/> Outstanding <input type="radio"/> Highly Effective <input type="radio"/> Effective <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory														
Maintains open communications and solicits feedback from subordinates as appropriate	<input checked="" type="radio"/> No Response <input type="radio"/> Outstanding <input type="radio"/> Highly Effective <input type="radio"/> Effective <input type="radio"/> Needs Improvement														

Performance Objectives and Goals

- List objectives and goals which, when met, will enhance job performance and/or assist the employee in successfully accomplishing job responsibilities.
- Multiple objectives and goals can be entered, edited, viewed and deleted.

Development Plan

- Outline a plan for development covering specific on-the-job training needs, training and development courses, self-development and other approaches which will help the employee in accomplishing his/her job responsibilities and in meeting objectives agreed in above. Include specific timetables for development actions and/or corrective actions as applicable.

Performance Objectives & Development

- This section requires at least one entry under Objectives and Goals and at least one entry under Development Plan.
- If performance objectives/goals and a development plan are provided as separate documents, add an entry stating “document attached on next tab” and attach them on the next tab.

Writing Objectives and Development Plan







- Employees can write own goals and objectives and bring to evaluation meeting.
- Resources for Writing Performance Objectives and Employment Development Plans can be found on the HR Performance Management page :

<http://agrilifeas.tamu.edu/hr/supervisor-toolkit/performance-management/>

Performance Objectives & Development

Evaluation Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continued	Supervisor Evaluation Factor	Performance Objectives & Development	Attach Documents	Performance Summary
<p>THIS SECTION REQUIRES AN ENTRY!</p> <p>Add objectives & goals and a development plan and click Add Entry.</p> <p>To Add A New Entry: Click the Add New Entry button.</p> <p>To Edit An Entry: Click the Edit link for the specific entry.</p> <p>To View An Entry: Click the View link for the specific entry.</p> <p>To Delete An Entry: Click the Delete link for the specific entry.</p> <p>When you are finished adding your entries, you may go to the next page by clicking "Continue to Next Page".</p>							
<p>Existing Entries</p> <p>No Records Found</p>							
<p>Add New Entry</p> <p>* Required information is denoted with an asterisk.</p> <div> <div> <p>Objectives and Goals: List objectives and goals which, when met, will enhance job performance and/or assist the employee in successfully accomplishing job responsibilities.</p> <p>* If performance objectives and development information are shown on the written performance evaluation, add an entry stating "see attached document".</p> </div> <div> <input type="text"/> </div> </div> <div> <p>Development Plan: Outline a plan for</p> <input type="text"/> </div>							

Performance Objectives & Development

Evaluation Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continued	Supervisor Evaluation Factor	Performance Objectives & Development	Attach Documents	Performance Summary				
<p>✓ The entry has been added.</p> <p>THIS SECTION REQUIRES AN ENTRY!</p> <p>Add objectives & goals and a development plan and click Add Entry.</p> <p>To Add A New Entry: Click the Add New Entry button. To Edit An Entry: Click the Edit link for the specific entry. To View An Entry: Click the View link for the specific entry. To Delete An Entry: Click the Delete link for the specific entry.</p> <p>When you are finished adding your entries, you may go to the next page by clicking "Continue to Next Page".</p> <p>Existing Entries</p> <p>1 Record</p> <table border="1"><thead><tr><th> Objectives and Goals</th><th> Development Plan</th></tr></thead><tbody><tr><td>Objective One is to View Edit Delete</td><td>Development Plan is</td></tr></tbody></table> <p>ADD NEW ENTRY << RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >> SAVE AND STAY ON THIS PAGE</p>								 Objectives and Goals	 Development Plan	Objective One is to View Edit Delete	Development Plan is
 Objectives and Goals	 Development Plan										
Objective One is to View Edit Delete	Development Plan is										

Attach Documents

S

Evaluation Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continued	Supervisor Evaluation Factor	Performance Objectives & Development	Attach Documents	Performance Summary
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To attach documents:

1. Select "Attach"
2. Select "Browse," locate and select the file, select "open"
3. Select "Attach"
4. Select "Confirm"

3 Records

Attach / Remove	Document Type	Attached Document
Attach	Document 1	Not Attached
Attach	Document 2	Not Attached
Attach	Document 3	Not Attached

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL

PREVIEW EVALUATION

Attach Documents

Details	Duties and Responsibilities	Factors	Factors Continued	Evaluation Factor	Objectives & Development	Documents	Summary	Notes/History
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To attach documents:

1. Select "Attach"
2. Select "Browse," locate and select the file, select "open"
3. Select "Attach"
4. Select "Confirm"

[Return to Previous](#)

Please choose one of the following methods to associate a document.

Upload a new document:

Browse below to select a document to associate

File:

or

Paste a new document:

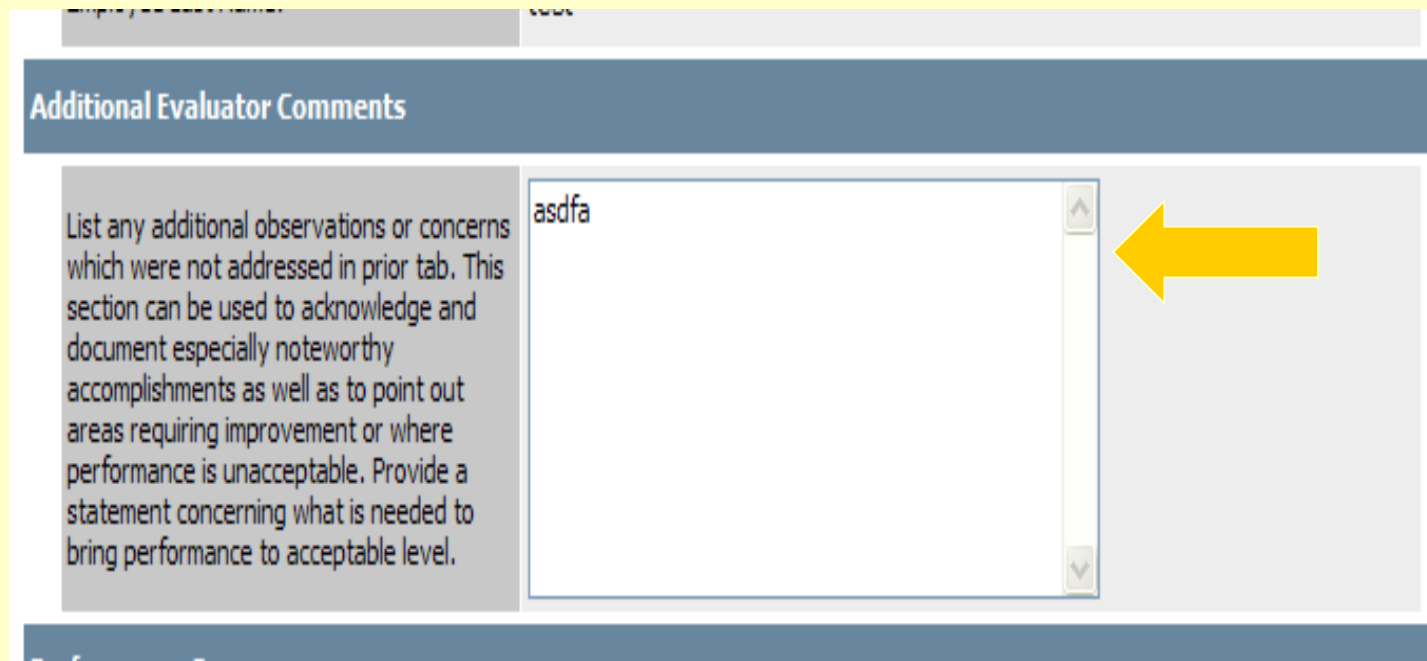
Please either copy and paste document text or type from scratch into the box below to associate a document.

Text:

[Return to Previous](#)

Performance Summary Tab

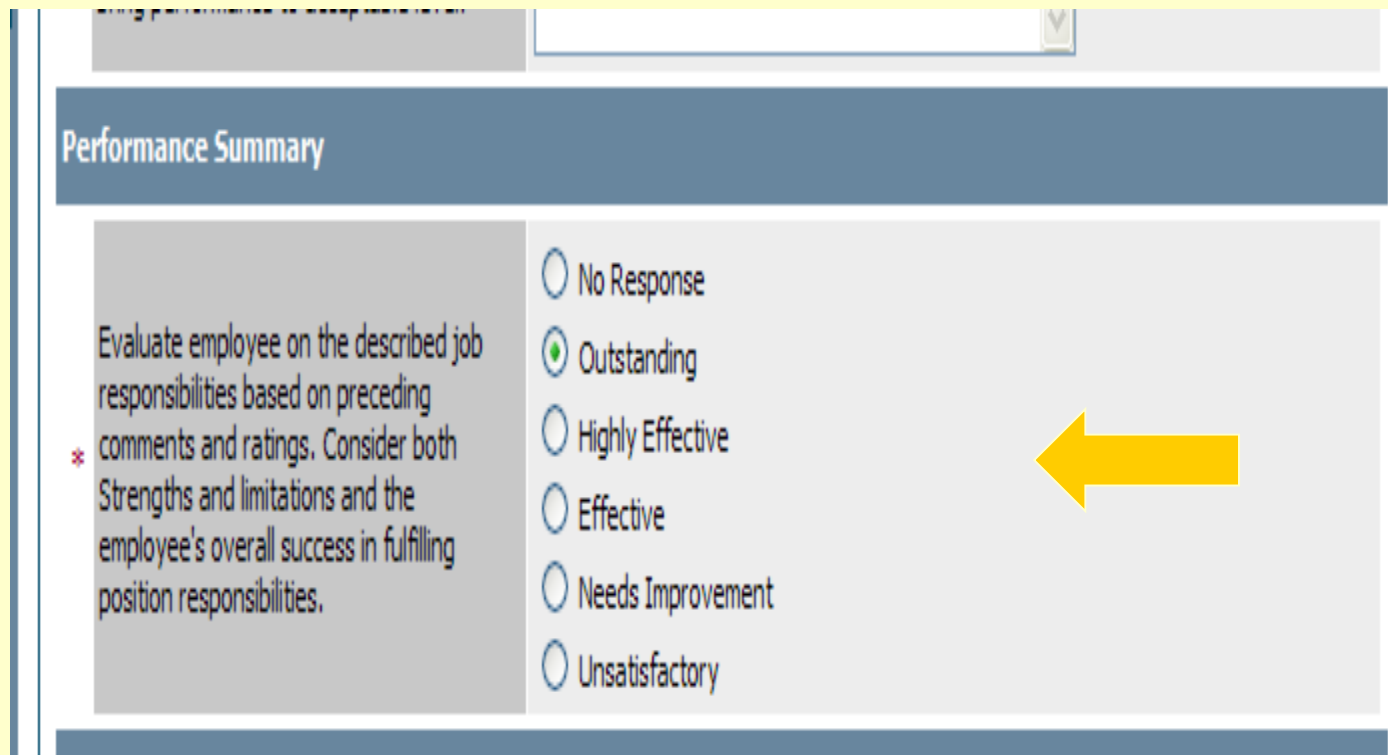
On the Performance Summary Tab there is a box for Additional Evaluator Comments:



The screenshot shows a software interface with a tab labeled "Performance Summary". Below the tab is a section titled "Additional Evaluator Comments". To the left of a text input box is a grey instruction box that reads: "List any additional observations or concerns which were not addressed in prior tab. This section can be used to acknowledge and document especially noteworthy accomplishments as well as to point out areas requiring improvement or where performance is unacceptable. Provide a statement concerning what is needed to bring performance to acceptable level." The text input box contains the text "asdfa" and has a yellow arrow pointing to it from the right.

Performance Summary Tab

The next section is the Performance Summary and the overall rating for the employee and is a required field:



The screenshot shows a software interface for the 'Performance Summary' tab. At the top, there is a header bar with the text 'Performance Summary'. Below this, on the left, is a grey box containing the instruction: '* Evaluate employee on the described job responsibilities based on preceding comments and ratings. Consider both Strengths and limitations and the employee's overall success in fulfilling position responsibilities.' To the right of this box is a list of six radio button options: 'No Response', 'Outstanding', 'Highly Effective', 'Effective', 'Needs Improvement', and 'Unsatisfactory'. The 'Outstanding' option is selected, indicated by a green dot in the center of the radio button. A large yellow arrow points to the 'Outstanding' radio button.

Performance Summary

* Evaluate employee on the described job responsibilities based on preceding comments and ratings. Consider both Strengths and limitations and the employee's overall success in fulfilling position responsibilities.

- ☐ No Response
- ☒ Outstanding
- ☐ Highly Effective
- ☐ Effective
- ☐ Needs Improvement
- ☐ Unsatisfactory

Performance Summary Tab

Employee Comments

Employee Comments. Supporting documents can be attached.

I confirm that I am current on all required training as identified by System Policy 33.05 Employee Training and System Regulation 33.05.02 Required Employee Training, as of the date of this evaluation.

Employee Acknowledgement

I acknowledge that this performance evaluation was conducted to evaluate my performance in the specified period and to discuss future performance and development plans. The job duties as stated in my current Position Description were reviewed by me and my supervisor. I understand that my signature does not necessarily indicate my concurrence with the evaluation results and that I am entitled to review my performance evaluation bearing all the required electronic signatures. It is my understanding that a record of these results will be maintained in accordance with the current records retention schedule.

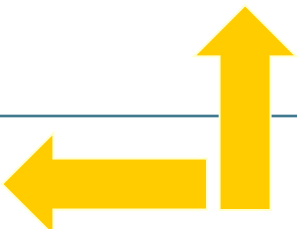

Choosing "Send Evaluation to Supervisor" on the following page confirms acknowledgement shown above.

Unit Head or Other Administrator Comments

Unit Head or other applicable administrator comments. Supporting documents can be attached.

Notes/History Tab

Evaluation Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continued	Supervisor Evaluation Factor	Performance Objectives & Development	Attach Documents	Performance Summary	Notes/History
History				Modified By				
03-04-2010 10:13 AM				Joy Bading				
<i>Saved Not Submitted</i>								
View Summary								
03-04-2010 10:14 AM				Joy Bading				
<i>Saved Not Submitted</i>								
View Summary								
<input type="button" value=" << RETURN TO PREVIOUS"/>				<input type="button" value=" CONTINUE TO NEXT PAGE >>"/>				
<input type="button" value=" SAVE AND STAY ON THIS PAGE"/>								
<input type="button" value=" CANCEL"/>				<input type="button" value=" VIEW EVALUATION SUMMARY >>"/>				



Evaluation Status: Save vs. Send?

TAMU AgriLife Employment - Windows Internet Explorer

https://greatjobs.tamu.edu/userfiles/jsp/shared/frameset/frameset.jsp?time=1332444299097

File Edit View Favorites Tools Help

Human Resources Texas A&M University Suggested Sites Free Hotmail Web Slice Gallery

TAMU AgriLife Employment

great jobs for great people™

- ♦ Texas AgriLife Extension Service
- ♦ Texas AgriLife Research
- ♦ Texas Forest Service
- ♦ Texas Veterinary Medical Diagnostic Laboratory

• Welcome **Joy Bading**. You are logged in. Thursday, March 22, 2012
Your Current Group: **Human Resource**.

View Non-faculty Performance Evaluation Summary

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click **Continue**. To edit or add comments, click **Edit**. To exit the evaluation without making any changes, click **Cancel**.

[Edit](#) [Printer-Friendly Version](#)

Evaluation Status

☒ Save without Submit

☐ Send for Employee Signature

☐ Send to Unit Head

CANCEL **CONTINUE**

Evaluation Details

Employee User Account for Position Description	test, test
Employee First Name	test
Employee Last Name	test
Position Title	Office Associate
Evaluation Cycle	Annual
Evaluation Cycle Begin Date	01/01/2001
Evaluation Cycle End Date	12/31/2001
Date of Evaluation	01/01/2002
Unit	Administration

Evaluation has been submitted for employee's review

• Welcome **Joy Bading**. You are logged in.
Your Current Group: **Supervisor**.

Thursday, March 4, 2010

View Pending Evaluations

✓ The status of Evaluation has successfully been changed to *Sent for Employee Signature*.

Active Evaluations

1 Record

▼ Title	▼ ADLOC	▼ Employee Name	▼ Status	▲ Last Action Date
Office Associate View View Summary	06	test, test	Sent for Employee Signature	03-04-2010

Employee will receive an e-mail when the evaluation has been sent to them:

A performance evaluation has been submitted for your review.

1. Login to GreatJobs at <https://sso.tamus.edu/>
2. Change your user type to "Employee" if necessary
3. Click "Pending Evaluations"
4. "View" the performance evaluation.
5. Continue through the tabs.
6. Click appropriate selection to send the evaluation to supervisor.

Employee Selects Pending Evaluations

The screenshot displays a web application interface for an HR system. On the left is a vertical navigation menu with the following sections: 'POSITION DESCRIPTIONS' (containing 'BEGIN NEW ACTION' and 'SEARCH POSITION DESCRIPTIONS'), 'EVALUATIONS' (containing 'PENDING EVALUATIONS' and 'HISTORICAL EVALUATIONS'), and 'ADMIN' (containing 'HOME', 'CHANGE PASSWORD', 'CHANGE USER TYPE', and 'LOGOUT'). Below these are links for 'FAQS - EMPLOYEES', 'FAQS - UNIT CONTACTS/SUPERVISORS', and 'HR TOOLBOX'. The 'EVALUATIONS' section is highlighted with a dark blue background. A large yellow arrow points from the 'PENDING EVALUATIONS' link to a button labeled 'View Pending Evaluations' in the main content area. Above this button, a message box displays a welcome message for 'Joy Bading', the current group 'Employee', and the date 'Thursday, March 4, 2010'. Below the 'View Pending Evaluations' button, the text 'No Results Found' is displayed.

POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH POSITION DESCRIPTIONS

EVALUATIONS
PENDING EVALUATIONS
HISTORICAL EVALUATIONS

ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

• FAQS - EMPLOYEES
• FAQS - UNIT CONTACTS/SUPERVISORS
• HR TOOLBOX

Welcome **Joy Bading**. You are logged in.
Your Current Group: **Employee**.
Thursday, March 4, 2010

View Pending Evaluations

No Results Found

Employee Selects View

POSITION DESCRIPTIONS

BEGIN NEW ACTION
SEARCH POSITION
DESCRIPTIONS

EVALUATIONS

PENDING EVALUATIONS
HISTORICAL EVALUATIONS

ADMIN

HOME
CHANGE USER TYPE
LOGOUT
LOGOUT OF UNIT CONTACT

• FAQs - EMPLOYEES

• FAQs - UNIT
CONTACTS/SUPERVISORS

• HR TOOLBOX

• Welcome **Joy Bading**. You are logged in as test test.
Your Current Group: **Employee**.

Thursday, March 4, 2010

View Pending Evaluations

Active Evaluations

1 Record

▼ Title	▼ ADLOC	▼ Employee Name	▼ Status	▲ Last Action Date
Office Associate View View Summary	06	test, test	Sent for Employee Signature	03-04-2010



Employee must review each page

TAMU AgriLife Employment - Windows Internet Explorer

https://greatjobs.tamu.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1332444299097

File Edit View Favorites Tools Help

Human Resources Texas A&M University Suggested Sites Free Hotmail Web Slice Gallery

TAMU AgriLife Employment

great jobs for great people™

- ♦ Texas AgriLife Extension Service
- ♦ Texas AgriLife Research
- ♦ Texas Forest Service
- ♦ Texas Veterinary Medical Diagnostic Laboratory

• Welcome **Joy Bading**. You are logged in. Thursday, March 22, 2012
Your Current Group: **Human Resource**.

View/Edit Non-faculty Performance Evaluation

[CANCEL](#) [VIEW EVALUATION SUMMARY >>](#)

Evaluation Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continued	Supervisor Evaluation Factor	Performance Objectives & Development	Attach Documents	Performance Summary	Notes/History
--------------------	---------------------------------------	--------------------	------------------------------	------------------------------	--------------------------------------	------------------	---------------------	---------------

[CONTINUE TO NEXT PAGE >>](#)

SUPERVISORS: Please read before beginning the evaluation process.

*Required information is denoted with an asterisk.

Employee User Account for Position Description	test, test
Employee First Name	test
Employee Last Name	test
Position Title	Office Associate
* Evaluation Cycle	Annual
* Evaluation Cycle Begin Date	01/01/2011 MM/DD/YYYY -> MM-DD-YYYY
* Evaluation Cycle End Date	12/31/2011 MM/DD/YYYY -> MM-DD-YYYY
* Date of Evaluation	01/01/2012 MM/DD/YYYY -> MM-DD-YYYY
Unit	Administration
PIN Number	test

Internet 100%

Attach Documents Page

View/Edit Non-faculty Performance Evaluation

CANCEL

Evaluation Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continued	Supervisor Evaluation Factor	Performance Objectives & Development	Attach Documents	Performance Summary
------------------------------------	---	------------------------------------	--	--	--	-------------------------	----------------------------

To attach documents:

1. Select "Attach"
2. Select "Browse," locate and select the file, select "open"
3. Select "Attach"
4. Select "Confirm"

3 Records

Attach / Remove	Document Type	Attached Document
Attach	Document 1	Not Attached
Attach	Document 2	Not Attached
Attach	Document 3	Not Attached



<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>


SAVE AND STAY ON THIS PAGE

CANCEL

Employee Performance Summary

Responsibilities	Continued	Factor	Development
<< RETURN TO PREVIOUS		CONTINUE TO NEXT PAGE >>	
<p>*Required information is denoted with an asterisk.</p>			
Employee First Name:	test		
Employee Last Name:	test		
Additional Evaluator Comments			
List any additional observations or concerns which were not addressed in prior tab. This section can be used to acknowledge and document especially noteworthy accomplishments as well as to point out areas requiring improvement or where performance is unacceptable. Provide a statement concerning what is needed to bring performance to acceptable level.	asdfa		
Performance Summary			
Evaluate employee on the described job responsibilities based on preceding comments and ratings. Consider both Strengths and limitations and the employee's overall success in fulfilling position responsibilities.	Outstanding		
Employee Comments			
Employee Comments. Supporting documents can be attached.	<div><div></div><div></div></div>		
* I confirm that I am current on all required training as identified by System Policy 33.05 Employee Training and System Regulation 33.05.02 Required Employee Training, as of the date of this evaluation.	<div>No Response </div> 		
Employee Acknowledgment			

Employee Acknowledgement

33.05.02 Required Employee Training, as of the date of this evaluation.	
Employee Acknowledgement	
<p>I acknowledge that this performance evaluation was conducted to evaluate my performance in the specified period and to discuss future performance and development plans. The job duties as stated in my current Position Description were reviewed by me and my supervisor. I understand that my signature does not necessarily indicate my concurrence with the evaluation results and that I am entitled to review my performance evaluation bearing all the required electronic signatures. It is my understanding that a record of these results will be maintained in accordance with the current records retention schedule.</p>	
Choosing "Send Evaluation to Supervisor" on the following page confirms acknowledgement shown above.	
Unit Head or Other Administrator Comments	
Unit Head or other applicable administrator comments. Supporting documents can be attached.	
<p>*Required information is denoted with an asterisk.</p>	
<input type="button" value=" << RETURN TO PREVIOUS"/>	<input type="button" value=" CONTINUE TO NEXT PAGE >>"/>
<input type="button" value=" SAVE AND STAY ON THIS PAGE"/>	

Employee has two choices now:

TAMU AgriLife Employment - Windows Internet Explorer

https://greatjobs.tamu.edu/userfiles/jsp/shared/frameset/frameset.jsp?time=1332530330446

File Edit View Favorites Tools Help

Human Resources Texas A&M University Suggested Sites Free Hotmail Web Slice Gallery

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- ◆ Texas AgriLife Research
- ◆ Texas Forest Service
- ◆ Texas Veterinary Medical Diagnostic Laboratory

USERS

- SEARCH USERS
- POSITION DESCRIPTIONS
- BEGIN NEW ACTION
- SEARCH POSITION DESCRIPTIONS
- EVALUATIONS
- PENDING EVALUATIONS
- HISTORICAL EVALUATIONS
- ADMIN
- HOME
- CHANGE USER TYPE
- LOGOUT
- LOGOUT OF UNIT CONTACT

• FAQs

• HR TOOLBOX

Welcome **Joy Bading**. You are logged in as test test. Friday, March 23, 2012
Your Current Group: **Employee**.

View Non-faculty Performance Evaluation Summary

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click **Continue**. To *edit or add comments*, click **Edit**. To *exit the evaluation without making any changes*, click **Cancel**.

[Edit](#) [Printer-Friendly Version](#)

Evaluation Status

☒ Save

☐ Send Evaluation to Supervisor for Edits

☐ Send Evaluation to Supervisor (Employee Acknowledgement Confirmed)

CANCEL CONTINUE

Evaluation Details

Employee User Account for Position Description	test, test
Employee First Name	test
Employee Last Name	test
Position Title	Office Associate
Evaluation Cycle	Annual
Evaluation Cycle Begin Date	01/01/2011
Evaluation Cycle End Date	12/31/2011
Date of Evaluation	01/01/2012
Unit	Administration

Supervisor Receives E-mail

If employee returns for editing, the employee should contact the supervisor to discuss what changes are requested. The supervisor will receive an email that states:

Last Name, First Name has returned a performance evaluation to you for editing.

1. Login at <https://sso.tamus.edu>
2. Change your user type to "Supervisor" if necessary
3. Select "Pending Evaluations"
4. "View" the appropriate evaluation
5. Move through the tabs making changes as appropriate
6. Select "Send for employee signature"

Supervisor Receives E-mail

If employee sends to supervisor with no request for edits, the supervisor will receive an email that states:

Last Name, First Name has returned a performance evaluation for your review.

1. Login at <https://sso.tamu.edu>
2. Change your user type to "Supervisor" if necessary
3. Select "Pending Evaluations"
4. "View" the appropriate evaluation
5. Continue through the tabs.
6. Select "Send to Unit/Department Head"

Supervisor selects Pending Evaluations

The screenshot displays a web application interface. On the left is a dark blue sidebar menu with the following sections:

- JOB POSTINGS**
 - VIEW OPEN/CLOSED
 - VIEW FILLED/HISTORICAL
- POSITION DESCRIPTIONS**
 - BEGIN NEW ACTION
 - PENDING ACTIONS
 - SEARCH POSITION DESCRIPTIONS
- EVALUATIONS**
 - BEGIN NEW PERFORMANCE EVALUATION
 - PENDING EVALUATIONS
 - HISTORICAL EVALUATIONS
- ADMIN**
 - HOME
 - CHANGE USER TYPE
 - LOGOUT

Below the sidebar, there are links for:

- FAQS - EMPLOYEES
- FAQS - UNIT CONTACTS/SUPERVISORS
- HR TOOLBOX

The main content area on the right has a light gray header with a welcome message:

• Welcome **Joy Bading**. You are logged in.
Your Current Group: **Supervisor**.

Below the header, the word **Actions** is displayed in a large, bold, dark blue font. A yellow arrow points from the 'PENDING EVALUATIONS' link in the sidebar to the main content area. Below the arrow, the text **No Postings Found Matching Search Criteria.** is displayed in a bold, dark blue font. Above this text, there is a link for 'Hiring Manager's Guide' with a 'View' link below it.

Supervisor selects evaluation that has been returned by employee

JOB POSTINGS

VIEW OPEN/CLOSED

VIEW FILLED/HISTORICAL

POSITION DESCRIPTIONS

BEGIN NEW ACTION

PENDING ACTIONS

SEARCH POSITION DESCRIPTIONS

EVALUATIONS

BEGIN NEW PERFORMANCE EVALUATION

PENDING EVALUATIONS

HISTORICAL EVALUATIONS

ADMIN

HOME

CHANGE USER TYPE

LOGOUT

• FAQs - EMPLOYEES

• FAQs - UNIT CONTACTS/SUPERVISORS

• HR TOOLBOX

• Welcome **Joy Bading**. You are logged in.

Friday, March 5, 2010


Your Current Group: **Supervisor**.

View Pending Evaluations

Active Evaluations

1 Record

Title	ADLOC	Employee Name	Status	Last Action Date
Office Associate View View Summary	06	test, test	Employee Reviewed and Returned Evaluation to Supervisor	03-05-2010



Click Continue to Next Page button to go through all tabs to review evaluation

TAMU AgriLife Employment - Windows Internet Explorer

https://greatjobs.tamu.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1332531054196

File Edit View Favorites Tools Help

Human Resources Texas A&M University Suggested Sites Free Hotmail Web Slice Gallery

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- ♦ Texas Forest Service
- ♦ Texas Veterinary Medical Diagnostic Laboratory

JOB POSTINGS
VIEW OPEN/CLOSED
VIEW FILLED/HISTORICAL

POSITION DESCRIPTIONS
BEGIN NEW ACTION
PENDING ACTIONS
SEARCH POSITION DESCRIPTIONS

EVALUATIONS
BEGIN NEW PERFORMANCE EVALUATION
PENDING EVALUATIONS
HISTORICAL EVALUATIONS

ADMIN
HOME
CHANGE USER TYPE
LOGOUT
LOGOUT OF UNIT CONTACT

• FAQs
• HR TOOLBOX

Welcome Joy Bading. You are logged in as test test.
Your Current Group: Supervisor.
Friday, March 23, 2012

View Non-faculty Performance Evaluation

[RETURN TO SEARCH RESULTS](#) [VIEW EVALUATION SUMMARY >>](#)

Evaluation Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continue	Supervisor Evaluation	Performance Objectives & Assessment	Attach Documents	Performance Summary	Notes/History
--------------------	---------------------------------------	--------------------	-----------------------------	-----------------------	-------------------------------------	------------------	---------------------	---------------

[CONTINUE TO NEXT PAGE >>](#)

SUPERVISORS: Please read before beginning the evaluation process.

*Required information is denoted with an asterisk.

Employee User Account for Position Description	test, test
Employee First Name	test
Employee Last Name	test
Position Title	Office Associate
Evaluation Cycle	Annual
Evaluation Cycle Begin Date	01/01/2011
Evaluation Cycle End Date	12/31/2011
Date of Evaluation	01/01/2012
Unit	Administration
PIN Number	test

Internet 100%

Click “Attach Documents” Tab

View Non-faculty Performance Evaluation

RETURN TO SEARCH RESULTS

VIEW EVALUATION SUMMARY >>

Evaluation Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continued	Supervisor Evaluation Factor	Performance Objectives & Development	Attach Documents	Performance Summary	Notes/History
------------------------------------	---	------------------------------------	--	--	--	-------------------------	-------------------------------------	-------------------------------

To attach documents:

1. Select "Attach"
2. Select "Browse," locate and select the file, select "open"
3. Select "Attach"
4. Select "Confirm"

3 Records

Attach / Remove	Document Type	Attached Document
	Document 1	Not Attached
	Document 2	Not Attached
	Document 3	Not Attached

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE



Click “Performance Summary” Tab

Evaluation Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continued	Supervisor Evaluation Factor	Performance Objectives & Development	Attach Documents	Performance Summary	Notes/History
<< RETURN TO PREVIOUS		CONTINUE TO NEXT PAGE >>						
<p>*Required information is denoted with an asterisk.</p>								
Employee First Name:		test						
Employee Last Name:		test						
Additional Evaluator Comments								
<p>List any additional observations or concerns which were not addressed in prior tab. This section can be used to acknowledge and document especially noteworthy accomplishments as well as to point out areas requiring improvement or where performance is unacceptable. Provide a statement concerning what is needed to bring performance to acceptable level.</p>		asdfa						
Performance Summary								
<p>Evaluate employee on the described job responsibilities based on preceding comments and ratings. Consider both Strengths and limitations and the employee's overall success in fulfilling position responsibilities.</p>		Outstanding						
Employee Comments								
Employee Comments. Supporting documents can be attached.		no comment						
I confirm that I am current on all required training as identified by System Policy 33.05 Employee Training and System		Yes						

Supervisor Sends to Unit/Dept Head

TAMU AgriLife Employment - Windows Internet Explorer

https://greatjobs.tamu.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1332531054196

File Edit View Favorites Tools Help

★ Favorites Human Resources Texas A&... Suggested Sites Free Hotmail Web Slice Gallery

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- ♦ Texas Forest Service
- ♦ Texas Veterinary Medical Diagnostic Laboratory

JOB POSTINGS

- VIEW OPEN/CLOSED
- VIEW FILLED/HISTORICAL
- POSITION DESCRIPTIONS**
- BEGIN NEW ACTION
- PENDING ACTIONS
- SEARCH POSITION DESCRIPTIONS

EVALUATIONS

- BEGIN NEW PERFORMANCE EVALUATION
- PENDING EVALUATIONS
- HISTORICAL EVALUATIONS

ADMIN

- HOME
- CHANGE USER TYPE
- LOGOUT
- LOGOUT OF UNIT CONTACT

• FAQs

• HR TOOLBOX

• Welcome **Joy Bading**. You are logged in as test test. Friday, March 23, 2012
Your Current Group: **Supervisor**.

View Non-faculty Performance Evaluation Summary

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click **Continue**. To edit or add comments, click **Edit**. To exit the evaluation without making any changes, click **Cancel**.

[Go to Tab View](#) [Printer-Friendly Version](#)

Evaluation Status

☒ Save

☐ Send to Unit Head

CANCEL CONTINUE

Evaluation Details

Employee User Account for Position Description	test, test
Employee First Name	test
Employee Last Name	test
Position Title	Office Associate
Evaluation Cycle	Annual
Evaluation Cycle Begin Date	01/01/2011
Evaluation Cycle End Date	12/31/2011
Date of Evaluation	01/01/2012
Unit	Administration
PIN Number	test

Unit/Department Head Receives E-mail

Last Name, First Name has submitted a performance evaluation for your review.

1. Login at <https://sso.tamus.edu>
2. Change your user type to "Unit/Dept Head" if necessary
3. Select "Pending Evaluations"
4. "View" the appropriate evaluation
5. Continue through the tabs
6. Complete/Finalize the evaluation

Unit/Dept Head Selects Pending Evaluations

The screenshot displays the Texas Veterinary Medical Diagnostic Laboratory web application. The interface includes a top header with the logo and the text "Texas Veterinary Medical Diagnostic Laboratory". A left sidebar contains a navigation menu with the following sections: "JOB POSTINGS" (VIEW OPEN/CLOSED, VIEW PENDING, VIEW FILLED/HISTORICAL), "CREATE NOV" (FROM TEMPLATE, FROM PREVIOUS, FROM POSITION DESCRIPTION), "POSITION DESCRIPTIONS" (BEGIN NEW ACTION, PENDING ACTIONS, SEARCH POSITION DESCRIPTIONS), "EVALUATIONS" (PENDING EVALUATIONS, HISTORICAL EVALUATIONS), and "ADMIN" (HOME, CHANGE PASSWORD, CHANGE USER TYPE, LOGOUT). Below the sidebar, there are links for "FAQS - EMPLOYEES", "FAQS - UNIT CONTACTS/SUPERVISORS", and "HR TOOLBOX". The main content area at the top shows a welcome message for "Joy Bading" and the date "Friday, March 5, 2010". The main heading is "Pending Actions", and the message "No Results Found" is displayed. A large yellow arrow points to the "PENDING EVALUATIONS" option in the sidebar menu.

for great people

◆ Texas Veterinary Medical Diagnostic Laboratory

• Welcome **Joy Bading**. You are logged in.
Your Current Group: **Unit/Dept Head**.

Friday, March 5, 2010

Pending Actions

No Results Found

EVALUATIONS

PENDING EVALUATIONS

HISTORICAL EVALUATIONS

ADMIN

HOME

CHANGE PASSWORD

CHANGE USER TYPE

LOGOUT

• FAQS - EMPLOYEES

• FAQS - UNIT CONTACTS/SUPERVISORS

• HR TOOLBOX

Unit/Dept Head Chooses Evaluation to be Reviewed

• Welcome **Joy Bading**. You are logged in.
Your Current Group: **Unit/Dept Head**.

Friday, March 5, 2010

View Pending Evaluations

Active Evaluations				
1 Record				
▼ Title	▼ ADLOC	▼ Employee Name	▼ Status	▲ Last Action Date
Office Associate View View Summary	06	test, test	Sent to Unit Head	03-05-2010



Unit/Dept Head goes through each page

TAMU AgriLife Employment - Windows Internet Explorer

https://greatjobs.tamu.edu/userfiles/jsp/shared/frameset/frameset.jsp?time=1332531534977

File Edit View Favorites Tools Help

★ Favorites | ★ Human Resources Texas A&... | Suggested Sites | Free Hotmail | Web Slice Gallery

TAMU AgriLife Employment

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- ♦ Texas AgriLife Extension Service
- ♦ Texas AgriLife Research
- ♦ Texas Forest Service
- ♦ Texas Veterinary Medical Diagnostic Laboratory

• Welcome **Joy Bading**. You are logged in as test test. Friday, March 23, 2012
Your Current Group: **Unit/Dept Head**.

View/Edit Non-faculty Performance Evaluation

CANCEL **VIEW EVALUATION SUMMARY >>**

Evaluation Details	Essential Duties and Responsibilities	Evaluation Factors	Evaluation Factors Continued	Supervisor Evaluation Factor	Performance Objectives & Development	Attach Documents	Performance Summary	Notes/History
--------------------	---------------------------------------	--------------------	------------------------------	------------------------------	--------------------------------------	------------------	---------------------	---------------

CONTINUE TO NEXT PAGE >>

SUPERVISORS: Please read before beginning evaluation process.

*Required information is denoted with an asterisk.

Employee User Account for Position Description	test
Employee First Name	test
Employee Last Name	test
Position Title	Office Associate
Evaluation Cycle	Annual
Evaluation Cycle Begin Date	01/01/2011
Evaluation Cycle End Date	12/31/2011
Date of Evaluation	01/01/2012
Unit	Administration
PIN Number	test

Done Internet 100%

Continue through Tabs to Performance Summary Tab – Scroll to Bottom of Page

eat people ♦ Texas Forest Service
♦ Texas Veterinary Medical Diagnostic Laboratory

Representative comments on performance comments and ratings. Consider both Strengths and limitations and the employee's overall success in fulfilling position responsibilities.

Outstanding

Employee Comments

Employee Comments. Supporting documents can be attached.

no comment

I confirm that I am current on all required training as identified by System Policy 33.05 Employee Training and System Regulation 33.05.02 Required Employee Training, as of the date of this evaluation.

Yes

Employee Acknowledgement

I acknowledge that this performance evaluation was conducted to evaluate my performance in the specified period and to discuss future performance and development plans. The job duties as stated in my current Position Description were reviewed by me and my supervisor. I understand that my signature does not necessarily indicate my concurrence with the evaluation results and that I am entitled to review my performance evaluation bearing all the required electronic signatures. It is my understanding that a record of these results will be maintained in accordance with the current records retention schedule.

Choosing "Send Evaluation to Supervisor" on the following page confirms acknowledgement shown above.

Unit Head or Other Administrator Comments

Unit Head or other applicable administrator comments. Supporting documents can be attached.

*Required information is denoted with an asterisk.

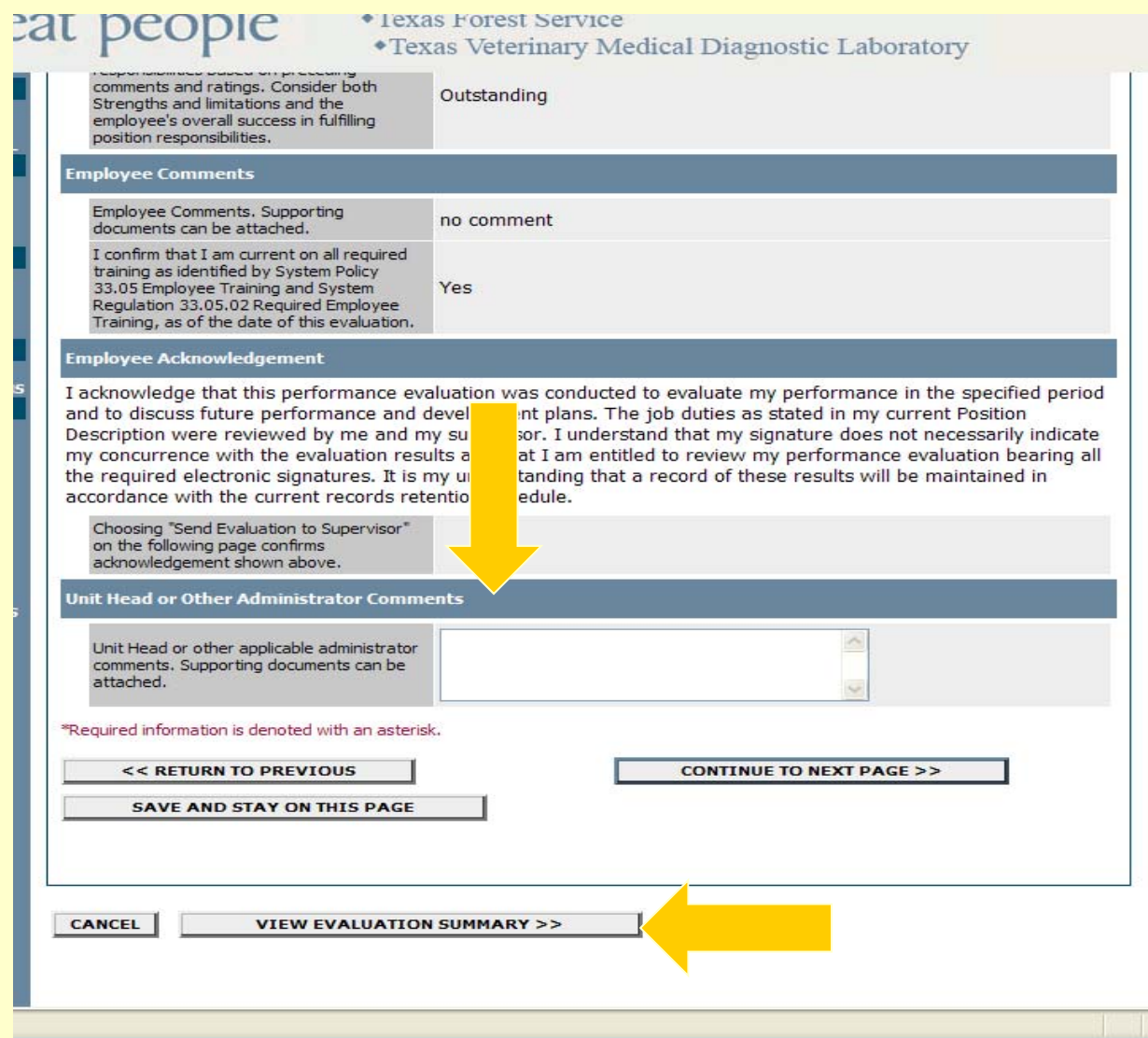
<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL

VIEW EVALUATION SUMMARY >>



Unit/Dept Head Has Two Choices

TAMU AgriLife Employment - Windows Internet Explorer

https://greatjobs.tamu.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1332531534977

File Edit View Favorites Tools Help

★ Favorites ★ Human Resources Texas A&... Suggested Sites Free Hotmail Web Slice Gallery

TAMU AgriLife Employment

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- ◆ Texas AgriLife Extension Service
- ◆ Texas AgriLife Research
- ◆ Texas Forest Service
- ◆ Texas Veterinary Medical Diagnostic Laboratory

JOB POSTINGS

- VIEW OPEN/CLOSED
- VIEW PENDING
- VIEW FILLED/HISTORICAL

CREATE NOV

- FROM TEMPLATE
- FROM PREVIOUS
- FROM POSITION DESCRIPTION

POSITION DESCRIPTIONS

- BEGIN NEW ACTION
- PENDING ACTIONS
- SEARCH POSITION DESCRIPTIONS

EVALUATIONS

- PENDING EVALUATIONS
- HISTORICAL EVALUATIONS

ADMIN

- HOME
- CHANGE USER TYPE
- LOGOUT
- LOGOUT OF UNIT CONTACT

• FAQs

• HR TOOLBOX

• Welcome **Joy Bading**. You are logged in as test test. Friday, March 23, 2012
Your Current Group: **Unit/Dept Head**.

View Non-faculty Performance Evaluation Summary

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click **Continue**. To edit or add comments, click **Edit**. To exit the evaluation without making any changes, click **Cancel**.

[Edit](#) [Printer-Friendly Version](#)

Evaluation Status

- ☒ Save
- ☐ Evaluation Complete
- ☐ Send Evaluation to Supervisor for Edits

CANCEL **CONTINUE**

Evaluation Details

Employee User Account for Position Description	test, test
Employee First Name	test
Employee Last Name	test
Position Title	Office Associate
Evaluation Cycle	Annual
Evaluation Cycle Begin Date	01/01/2011
Evaluation Cycle End Date	12/31/2011
Date of Evaluation	01/01/2012
Unit	Administration

Employee and Supervisor receive email indicating that the Unit/Dept Head has finalized the evaluation.

The performance evaluation for Last Name, First Name has been finalized. Please login at <https://sso.tamus.edu> and select "Historical Evaluations" to view the performance evaluation.

