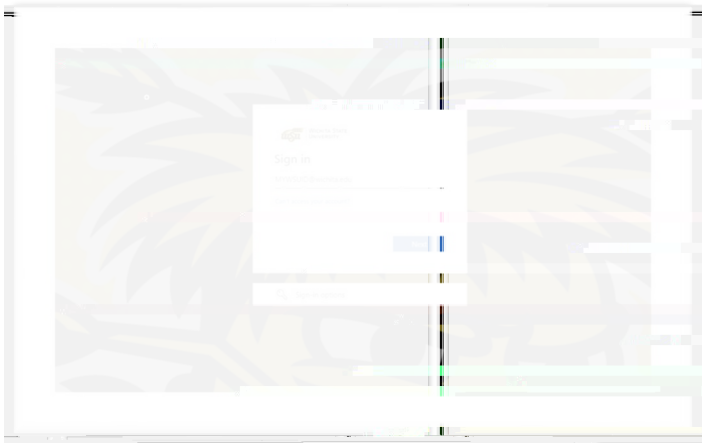
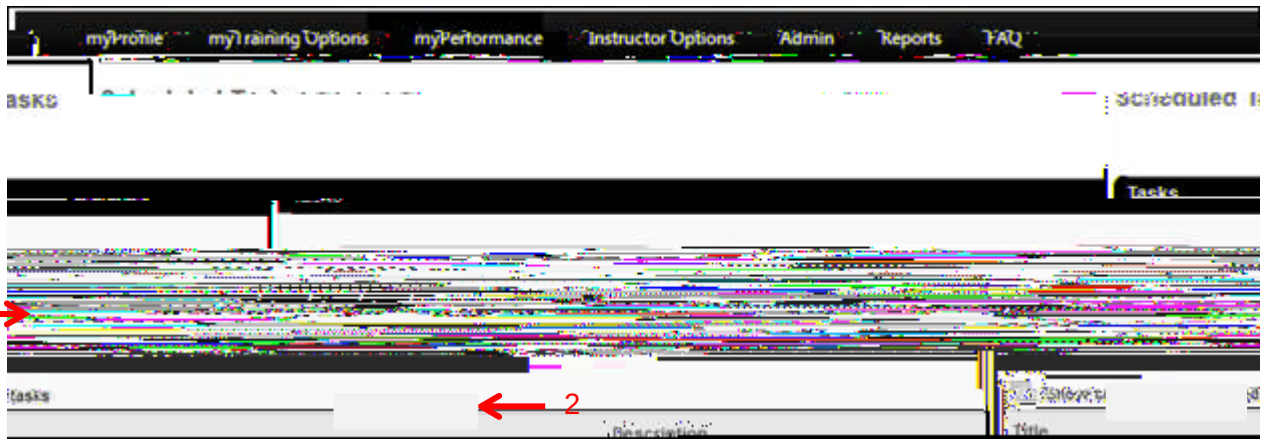
The following instructions are for a Manager completing an annual evaluation for a non-teaching direct report

Login to



1. Select the Evaluations link.

2. To access an employee's evaluation before first submission in a step, select the evaluation in Tasks list.
3. To access an employee's evaluation if you have already submitted information into it previously, check the box for "Show completed and expired tasks" then select the employee evaluation in Tasks list.



STEP ONE: PLANNING AND MID-REVIEW

The first step of the review process is Planning and Mid-Review. During Planning, t

Options

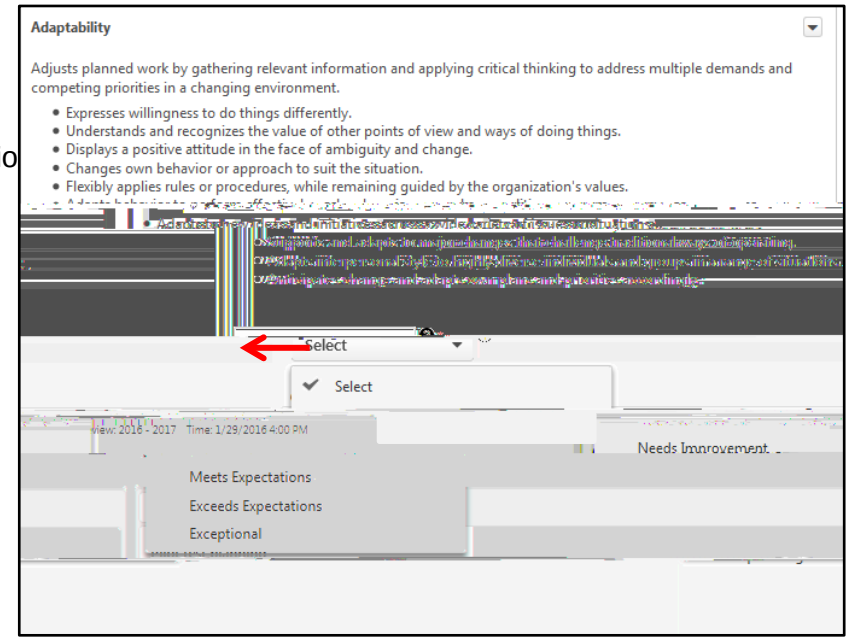
Managers will have various options available in the Options menu during Steps 1, 3, 5.

Options may include:

Rate Competencies

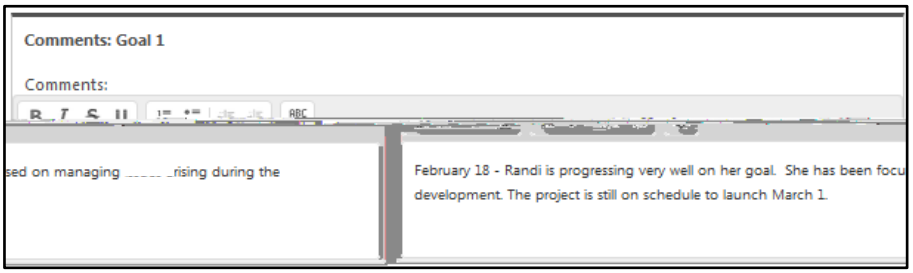
Managers must rate each competency according to the employee's performance throughout the review period.

1. Review comments added by the employee during Step 2 – Self-Evaluation.
2. Click the drop-down menu to select the rating for the first competency. Click the to read the definition of each rating.
3. Add comments to each competency explaining the rating, either positive or negative.
4. Scroll down to the next competency to continue rating.
5. When you are finished with each competency click Save and Continue to advance to the next section.



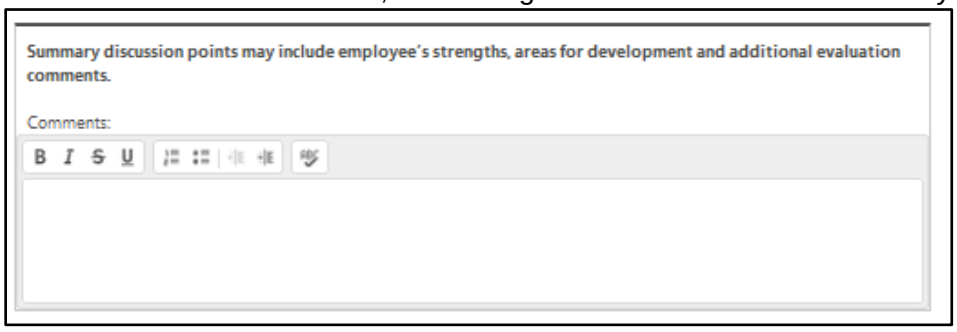
Goals Planning and Review

This section is optional and will not be weighed or rated during the end of the review period. If you added goals during the Planning or Mid-Review and wish to comment on any goals at this time, a comment box is available in the lower half of the page. Click Save and Continue to advance to the next section.



Additional Comments

In the Additional Comments section, the manager will be able to enter summary comments for the overall review period.



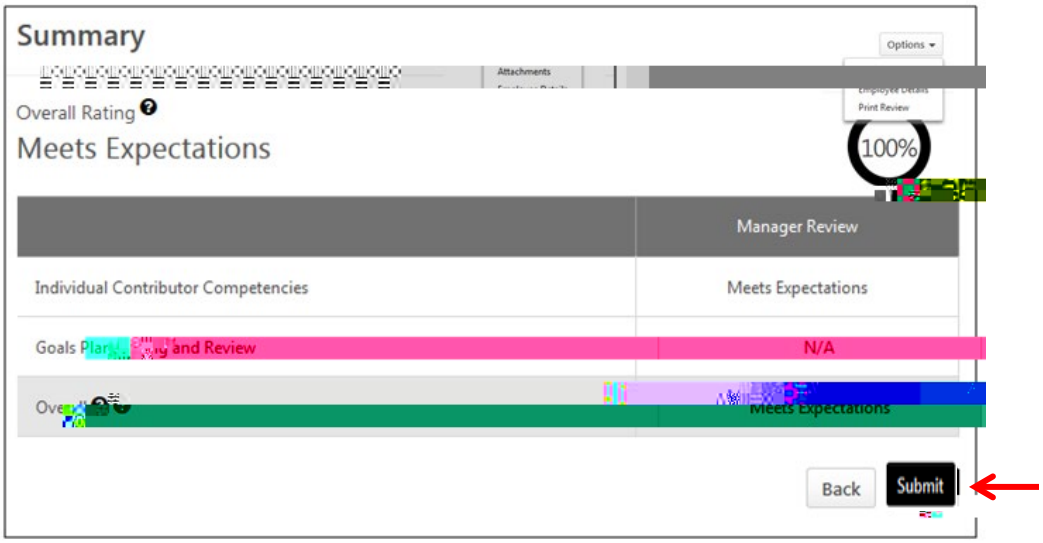
Rating Summary

In the Summary section, the manager will be able to view overall rating calculations after the completion of their ratings. It is also used to print the review or upload attachments at the end of the review period. Click the Options button to print the evaluation, if desired. Otherwise, you may click Next.

Overall ratings take weights into consideration, and are automatically calculated by the software:

a. The Competencies are weighted equally.
b. The Competencies account for 100% of the Overall Rating.

Submit Review



*The review will now advance to Step 4 – Employee Signature for their signature and any additional comments. Once the employee electronically signs and submits the review, the evaluation will return to the manager to complete Step 5 – Manager Signature.

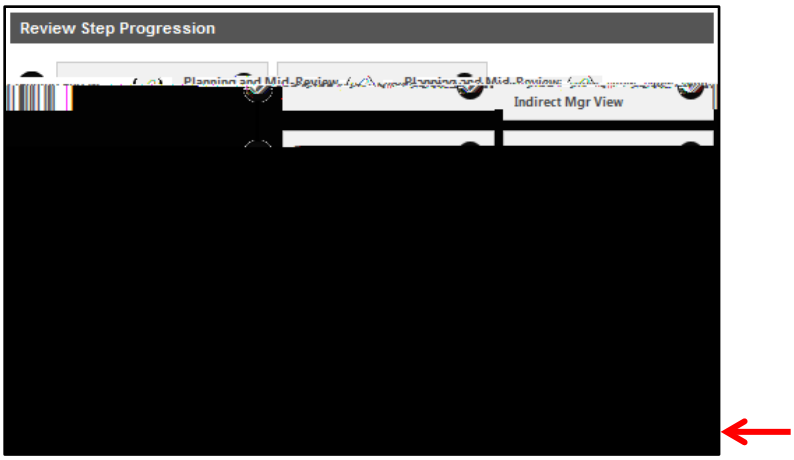
STEP FIVE – MANAGER SIGNATURE

During the Step 5, the manager will be able to view comments from the employee and/or indirect manager after the ratings were assigned. The manager can add additional comments and electronically sign the evaluation.

Login through myWSU and access the review (see page 1 for instructions)

Review Step Progression

This screen summarizes the review steps for the review period. Click Get Started button.



Competencies

This section allows the manager