

Electronic
Performance Evaluations

Employee Training

Electronic Personnel Transactions & Performance Evaluations Quick Guide

Effective July 1, 2007

New features available by logging into the portal at <https://portal.cmich.edu/>

PERFORMANCE REVIEWS:

ANNUAL PERFORMANCE REVIEW - TO COMPLETE YOUR PERFORMANCE EVALUATION.

Complete the following pages to document the conversations between you and your supervisor:

- Process Overview - indicate your understanding of the intentions of the performance review process
- Review Details - determine the applicable fiscal year & review period for this review & verify your employee data
- Duties & Responsibilities - review your current job description for accuracy & indicate your current performance
- Goals Projects Initiatives - enter any objectives *[to complete for this year]* in addition to your day-to-day responsibilities
- Performance Style - indicate "the manner in which" or "how" you complete your work responsibilities
- Assessment - evaluate your overall performance in designated key performance areas
- Final Review - submit the finalized evaluation to the reviewing authority *[completed at the end of the fiscal year]*

Contact Employee Relations at 989.774.6447 with any questions.

PERSONNEL TRANSACTIONS

- BEGIN NEW ACTION
- VIEW PENDING
- VIEW JOB DESCRIPTIONS
- VIEW MY POSITION

PERFORMANCE REVIEWS

- BEGIN NEW REVIEW
- VIEW ACTIVE
- VIEW HISTORICAL

ADMIN

- HOME
- LOGOUT

• Welcome **onsite test**. You are logged in.
Your Current Group: Employee.

Sunday, May 20, 2007

Choose Performance Review Action to Begin

Create New Review

1 Record

Review Type:

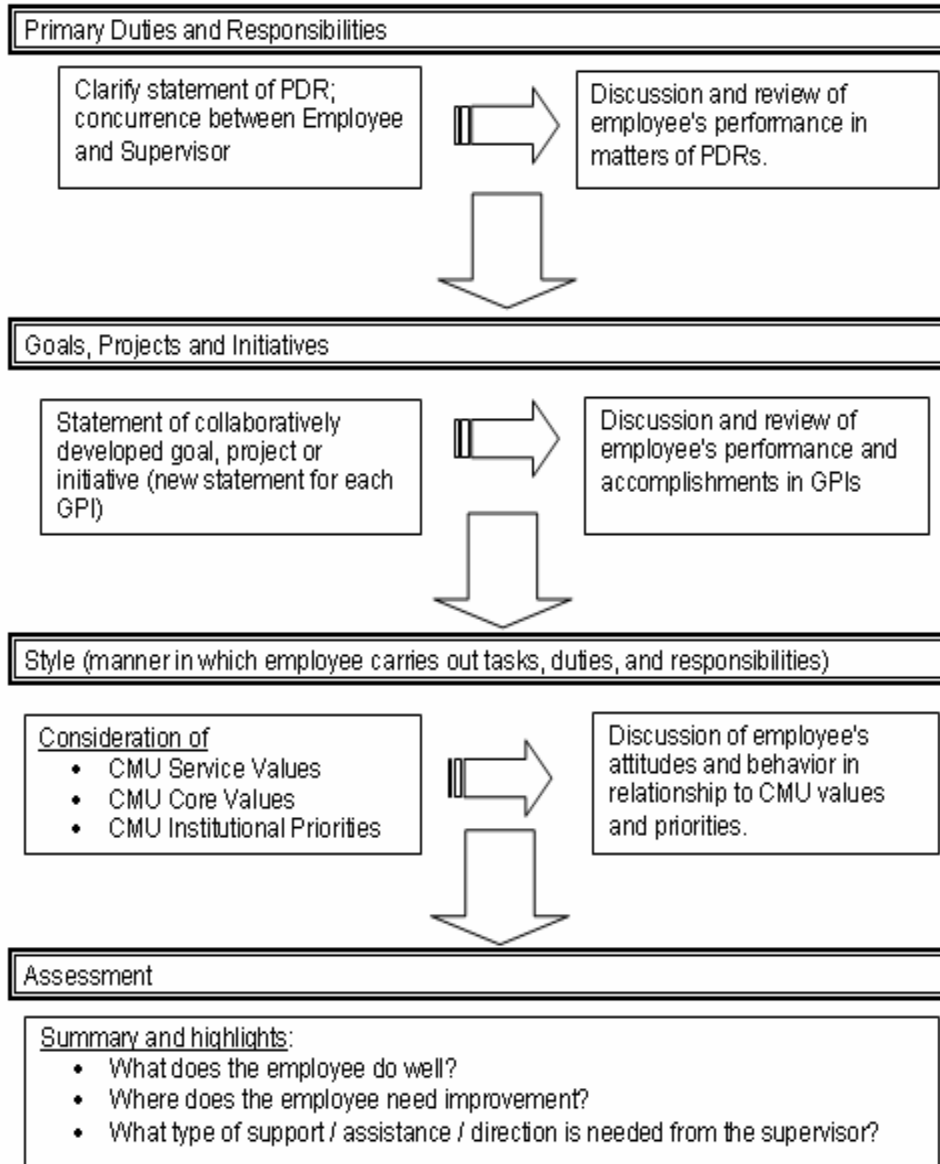
Action Description:

Annual Performance Review

[Start Action](#)

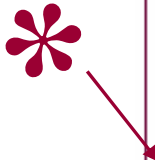
Use this action to begin an annual performance review

Performance Review Process Overview



Create Annual Performance Review

Process Overview	Review Details	Duties & Responsibilities	Goals Projects Initiatives	Performance Style	Assessment	Final Review	Notes/History
Evaluation Type							
Fiscal Year:		<input type="text"/>					
Review Period:		<input type="radio"/> Start Process <input type="radio"/> Mid-Year Conversation <input type="radio"/> Final Review					
Employee Data							
Employee First Name		<input type="text"/>					
Employee Last Name		<input type="text"/>					
Campus ID #:		<input type="text"/>					
<p>*Required information is denoted with an asterisk.</p>							
<input type="button" value=" << RETURN TO PREVIOUS"/>				<input type="button" value=" CONTINUE TO NEXT PAGE >>"/>			



Create Annual Performance Review

Process Overview	Review Details	Duties & Responsibilities	Goals Projects Initiatives	Performance Style	Assessment	Final Review	Notes/History
<p>The primary duties and responsibilities of this position, as reflected in the current job description, are shown below. Supervisor and incumbent are asked to review this information for accuracy.</p>							
Position Description: Duties and Responsibilities							
General Statement of Duties: (3-5 primary functions)							
Duties and Responsibilities:							
Duties & responsibilities of this position accurately reflected above?							
EMPLOYEE: Does this position description accurately reflect the job duties and responsibilities of your position?		<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response					
SUPERVISOR: Does this position description accurately duties and responsibilities of your employee?							
Job Performance Comments and Observations							
EMPLOYEE: Briefly state how you are currently performing these job duties.							
SUPERVISOR: Briefly state how your employee is currently performing these job duties.							
<p>*Required information is denoted with an asterisk.</p>							
<< RETURN TO PREVIOUS				CONTINUE TO NEXT PAGE >>			

[CANCEL](#)[PREVIEW REVIEW](#)

Create Annual Performance Review

Process Overview	Review Details	Duties & Responsibilities	Goals Projects Initiatives	Performance Style	Assessment	Final Review	Notes/History
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For this review year, enter below any personal objectives that will be required [of the employee] in addition to the current day-to-day responsibilities. These may be: goals that relate to the University Vision plan; Division or Department Strategies; Personal goals; Special Projects, etc.

Add New Entry

To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

* Required information is denoted with an asterisk.

Objective Description:

Briefly comment on the current progress on this objective:

Briefly comment on the employee's current progress on this objective:

ADD ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

CANCEL

PREVIEW REVIEW

Create Annual Performance Review

File Edit Go To Favorites Help

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CMU INSTITUTIONAL PRIORITIES

Priority I – Teaching and Learning
Create an environment that supports teaching and learning as the top priority.

Central Michigan University is committed to providing a high-quality academic program for all students. Our faculty and staff, both in the classroom and in the administrative offices, are preparing students for the future. We are committed to providing opportunities for all students to synthesize and apply their well-qualified knowledge and skills.

File Edit Go To Favorites Help

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CMU CORE VALUES

Learning -
Student-focused learning, placing the strongest emphasis on the student's learning experience.
The scholarship of discovery and creativity, recognizing that the university is to seek, apply and disseminate knowledge.
Liberal education as the foundation of the education program, a commitment in a general education program.
Graduate education as integral to the university's mission, providing an environment for all community members and providing a high-quality education.
Nurturing and encouraging personal growth, deliberately supporting individuals' effort to realize their potential.

Community -
Diversity and multiculturalism, embracing multiple perspectives, the dominance of only one idea, person, faction, gender, or ethnicity.
A sense of community, encouraging a shared sense of responsibility and commitments to common goals, and the value of the whole.
Respect and civility in the treatment of each other, recognizing the exchange and expression of thoughts and ideas, and the value of shared governance, supporting the principles of shared decision-making.

Service -
Serving the larger community, recognizing an individual's role in a larger theory and practice.
Professional responsibility, taking seriously the responsibility of the learning community, and upon society.

File Edit Go To Favorites Help

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CMU SERVICE VALUES

Care -
Respectful, Polite, Friendly, Fair, Helpful, Cooperative
The caring individual displays these traits in all daily interactions with people. We demonstrate dignity, a positive attitude, equal and consistent treatment, appreciation for diversity, open-mindedness, honesty, fairness and compassion through all that we say and do.

Knowledge -
Efficient, Organized, Proactive, Reliable
The knowledgeable person knows how to do the job well, is aware of processes, procedures, systems, technology, rules, regulations, organizational charts and responsibilities. In short, we should be competent in terms of the knowledge it takes to serve people in an excellent fashion.

Availability -
Accessible, Punctual, Listening, Attentive
The essence of availability is providing service when and where it is needed. It should be easy to get help. Our availability depends on many factors, such as location, hours of operation, physical arrangements, and accommodations for individuals with disabilities.

Follow Through -
Commitment, Accountability, Responsiveness, Ownership
Follow through includes whatever is necessary to bring a transaction to a point of closure. We follow-up until the final point is reached and we do what it takes to get the optimal outcome. This means that the matter has been thoroughly handled by us to the point that the person is clear regarding the status, outcome, or resolution.



Create Annual Performance Review

Process Overview	Review Details	Duties & Responsibilities	Goals Projects Initiatives	Performance Style	Assessment	Final Review	Notes/History
<p>This section is intended to focus dialogue between employee and supervisor on key aspects of overall performance.</p>							
What does the employee do well?							
Employee Comments:							
Supervisor Comments:							
What could the employee improve or develop further?							
Employee Comments:							
Supervisor Comments:							
What type of support / assistance / direction is needed from a supervisor?							
Employee Comments:							
Supervisor Comments:							
Additional Comments							
Use this space for any additional information considered helpful, informative, or relevant to this performance review.							
Employee Comments:							
Supervisor Comments:							
<< RETURN TO PREVIOUS				CONTINUE TO NEXT PAGE >>			

[CANCEL](#)

[PREVIEW REVIEW](#)

Create Annual Performance Review

Process Overview	Review Details	Duties & Responsibilities	Goals Projects Initiatives	Performance Style	Assessment	Final Review	Notes/History
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ONLY COMPLETE THIS SECTION **AT THE END OF THE FISCAL YEAR** PRIOR TO FORWARDING TO HUMAN RESOURCES.

Certification and Completion

Employee and supervisor are strongly encouraged to ensure that the review is complete, thorough, and submitted to the reviewing authority by or before the established calendar deadline date.

EMPLOYEE: I certify that this performance review has been finalized for this fiscal year and may now be submitted to the reviewing authority.

SUPERVISOR: I certify that this performance review has been finalized for this fiscal year and may now be submitted to the reviewing authority.

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CANCEL

PREVIEW REVIEW



Create Annual Performance Review

Process Overview	Review Details	Duties & Responsibilities	Goals Projects Initiatives	Performance Style	Assessment	Final Review	Notes/History
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Once you enter a note and save it (by clicking **Add Note**, then confirming), that note will be permanently added to this review, even if you cancel out of the review without saving.

History	Modified By
05-20-2007 10:27 PM	onsite test
<i>Create Action Status: New Annual Performance Review</i>	

Add Notes

Notes:

ADD NOTES

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CANCEL

PREVIEW REVIEW

View Annual Performance Review Summary

Please review the details of the review carefully before continuing.

[Edit](#)

 [Printer-Friendly Version](#)

Review Status

- Saved Not Submitted (Employee)
 Submit to Supervisor for Review

[CANCEL](#)

[CONTINUE](#)

Process Overview

Performance Review

This performance review is intended to facilitate the communication between supervisors and employees.

It is in no way intended to replace established disciplinary procedures outlined in contracts/handbooks.

Should at any time a supervisor determine that an employees' job performance places them in a job jeopardy or disciplinary situation, the supervisor must contact Employee Relations at 774-6447.

EMPLOYEE: I have read and understand the intentions of this performance review process.

SUPERVISOR: I have read and understand the intentions of this performance review process.

Notes/History

05-20-2007 10:27 PM

onsite test

Create Action Status: New Annual Performance Review



PERSONNEL TRANSACTIONS

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PERFORMANCE REVIEWS

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ADMIN

- HOME
- LOGOUT

• Welcome **onsite test**. You are logged in.
Your Current Group: Employee.

Sunday, May 20, 2007

View Active

View Active

1 Record

<input type="checkbox"/> Position Title	<input type="checkbox"/> Classification	<input type="checkbox"/> Position Number	<input type="checkbox"/> Employee First Name	<input type="checkbox"/> Employee Last Name	<input type="checkbox"/> Fiscal Year	<input type="checkbox"/> Action Type	<input type="checkbox"/> Review Period	<input type="checkbox"/> Status	<input type="checkbox"/> Last Action Date
Accountant View View Summary	PS-04	55555	Nikki	Turner	2007-2008	Annual Performance Review	Start Process	Submit to Supervisor for Review	07-18-2007



PERSONNEL TRANSACTIONS

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PERFORMANCE REVIEWS

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ADMIN

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• Welcome **onsite test**. You are logged in.
Your Current Group: Employee.

Sunday, May 20, 2007

View Historical

View Historical								
1 Record								
▼ Position Title	▼ Classification	▼ Position Number	▼ Employee First Name	▼ Employee Last Name	▼ Fiscal Year	▼ Action Type	▲ Review Period	▼ Last Action Date
EXEC SECRETARY View View Summary	OP-06	55555	Nikki	Turner	2006-2007	Annual Performance Review	Final Review	10-08-2007

PERSONNEL TRANSACTIONS

- [BEGIN NEW ACTION](#)
- [VIEW PENDING](#)
- [VIEW JOB DESCRIPTIONS](#)
- [VIEW MY POSITION](#)

PERFORMANCE REVIEWS

- [BEGIN NEW REVIEW](#)
- [VIEW ACTIVE](#)
- [VIEW HISTORICAL](#)

ADMIN

- [HOME](#)
- [LOGOUT](#)

• Welcome **onsite test**. You are logged in.
Your Current Group: Employee.

Wednesday, May 23, 2007

Any questions?

Contact:

Employee Relations at

989.774.6447