Overview

This document will guide you through the overall process of completing staff performance evaluations, highlighting areas benefiting from additional instruction or detail.

PLEASE READ

Notes

• This document includes a one-page summary of the process that includes enough information to get you started. Additional and more detailed process information follows.

• Some departments, such as the Police Department or Athletics, use a modified or different evaluation. While some of the details may be different, the mechanics are the same.

• Goals from 2023-24 are automatically pulled into the review process. New goals for 2024-25 will be added after the review process ends (more info to be provided later).

• Both the manager and employee sign off in Ignite to indicate that the performance discussion meeting took place. However, the manager must sign off first before the employee will be able to.

Key Difference from Previous Years

• The names of the ratings have been changed for greater clarity. The underlying ratings have not changed, just the names. This change was based on feedback with the intent is to provide better and more consistent understanding for all.

<table>
<thead>
<tr>
<th>Previous Rating Name</th>
<th>New Rating Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Area of Concern</td>
<td>1. Does Not Meet Expectation</td>
</tr>
<tr>
<td>2. Area of Needed Development</td>
<td>2. Inconsistently Meets Expectations</td>
</tr>
<tr>
<td>3. Area of Competence</td>
<td>3. Consistently Meets Expectations</td>
</tr>
</tbody>
</table>
Staff Performance Appraisals:
Completing and Viewing Staff Evaluations as a Manager

Index

One Page Summary on Evaluations ..................................................................................................................3
Completing the Evaluation Process..................................................................................................................4
  1. Navigating to and Opening the Evaluation..................................................................................................4
  2. Completing a Manager Evaluation of the Employee.....................................................................................6
  3. Optional All-in-One Method for Entering Reviews.......................................................................................9
  4. Sharing and Releasing a Manager Evaluation............................................................................................13
  5. Indicating the Performance Discussion Was Held ....................................................................................15
Viewing Process Progress of Direct and Indirect Reports ..............................................................................17
READ FIRST
This is a brief overview of navigation and process for evaluations. More details are available in the later sections. NOTE: information on viewing where employees are in the process is available in the more detailed sections below.

One Page Summary on Evaluations

Evaluation Process (Yellow steps shown below)

1. Employee completes and submits self-valuation.
   (by March 20)
2. Manager completes the evaluation.
   (by April 12)
3. Manager shares completed evaluation with employee, and they meet to discuss.
   (by April 26)
4. Manager indicates performance review meeting was held.
   (by April 26)
5. Employee confirms performance review meeting was held.
   (by April 26)

Navigation to Evaluation
1. My Team > Career and Performance > Evaluate Performance > 2023-24 Staff Performance Review

Completing the Evaluation
1. The document has several sections. Each section is completed separately and accessed through the Edit or Evaluate buttons.
   - Document Details: Ignore this section. It contains administrative details about the document.
   - Ratings Summary: This section shows the overall calculated rating from the other sections AND includes a comment section for you to complete. Provide a brief overview of the employee’s overall performance including notable successes and challenges worth highlighting, especially ones not mentioned in other sections, as well as areas of strength and development for future career growth.
   - Core Commitments: This section uses both a drop-down ratings scale as well as a comments box for each of the six core commitments. Ratings are required and comments providing detail and context for the rating are recommended. Additionally, managers are expected to add comments if the highest or lowest ratings are selected.
   - Job Performance: This section also uses a rating scale and comment box.
   - Performance Goals: If the employee has entered performance goals in Ignite for the past year they will be included here. There is a comment section, but no rating. If the employee has not entered goals, there is no need to complete this section.

2. When finished you can print or save the document as PDF using the Print button. Click Submit on the same page to submit the evaluation. The final electronic versions of the document will be housed in Ignite.

Sharing the Evaluation with the Employee
1. Navigate to evaluation and open as described above. Click the Share and Release button, then Submit.

Indicating the Performance Discussion was Held
1. Navigate to evaluation and open as described above. Click the Indicate Meeting Held button, then enter the Meeting Held Date, and Submit. The employee also needs to confirm the meeting was held but cannot do so until after you have first indicated the meeting was held.
Completing the Evaluation Process

I. Navigating to and Opening the Evaluation

1. You can access the Complete Manager Evaluation task by selecting the Career and Performance tile under the My Team tab on the Ignite home page.

2. On the Goals and Performance Overview page, click Evaluate Performance on the left side of the screen.
3. In the Performance Documents section, select the **2023-24 Staff Performance Review** link to open the evaluation. This page also shows which stages are complete with the green check mark, the current stage, and what needs to be completed, along with due dates. Additionally, the left side has numerous filter options and you can filter whether you see the reviews for just your direct reports or all who report up to you (if applicable).

Performance Documents

![Performance Documents screenshot](image-url)
2. Completing a Manager Evaluation of the Employee

1. After opening the evaluation, you will see several sections, including an overall Ratings Summary, Core Commitments, Job Performance, and Performance Goals (if applicable).

To enter ratings or comments you must select Edit or Evaluate for each section. NOTE: even though the Ratings Summary is at the top, you may want to complete it last.
When clicking **Evaluate** you will be able to select a rating by using the drop-down menu. You can select a rating from the following options: **Does Not Meet Expectations**, **Inconsistently Meets Expectations**, **Consistently Meets Expectations**, and **Consistently Exceeds Expectations**. You can also enter comments by typing in the box labeled “Manager Comments.” While it’s always helpful to add comments, you are **REQUIRED** to add comments if you use either the Does Not Meet Expectations or Consistently Exceeds Expectations ratings. Follow all of these steps for each evaluation topic category.

2. After evaluating the Core Commitment section, evaluate the Job Performance section the same way. If the employee has Performance Goals, there is not a rating given but you can comment in that section. When you are finished evaluating your direct report, an overall rating will be automatically calculated in the top of the screen in the “Ratings Summary” section. Select **Edit** to add final comments and an overall summary of their performance.
3. Write final comments and an overall summary of their performance for the year and additional comments for items not addressed elsewhere on the form, including areas of strength and areas of development for future career growth. Select **Save** when you are finished. After saving, you can return to the document to edit or add additional information.

4. When finished, click **Submit** in the upper right-hand corner of the screen to submit your direct report’s evaluation. **Once submitted, you will not be able to make any additional changes.**

Note: selecting **Print** prior to submitting will allow you to print or save the document as a PDF. Even after submitting your employee will not be able to see any of the ratings or comments you have made until you share the document (next section).

**Note:** if you did not add comments to one or more of the sections, you will get a warning message like the one below. If you select **No**, the document will not be submitted, and you can make changes. If you select **Yes**, the document will finish submitting.
3. Optional All-in-One Method for Entering Reviews

1. After logging in and going to the My Team Career and Performance tile, you will be on the Goals and Performance Overview page. Select the Evaluate Performance tab on the left side of the screen. Note: The Review Period should default to 2022 Annual Review Period. If not, use the drop down to change it.

2. On the Evaluate Performance page, click on All-in-One Evaluations in the upper right.

3. Select the appropriate performance review from the Performance Document dropdown.

After you select a performance document, you can start manager evaluations here.
4. You will see all staff members needing to have their ratings entered. The different sections of the review form are tabbed along the top with the current section in bold and underlined. The status, number of items rated and commented on, and each item in the section is to the right of the employee’s name.

Note: the items run off the right margin and there is currently no way to scroll right. The only way to see them is to shrink the screen (CTRL+Mouse wheel on PCs). However, fitting it all in makes it very small and difficult to read.
Fortunately, it is not necessary to see the entire screen to make ratings. Clicking on the number shown under Rated or Commented will open that section of the review document to make the ratings as previously described.

5. Select the different section tabs to repeat for all sections of the document.
6. Repeat for each staff member. When you are finished, click **Submit** in the upper right.

7. After submitting, you will see this warning. Select **Continue**.

Submit manager evaluations?

You're about to submit your manager evaluations for processing. You can't edit this performance document until the process is complete.

- [ ] Cancel
- **[ ] Continue**
4. Sharing and Releasing a Manager Evaluation

1. To begin, ensure that you are inside of your direct report’s performance profile. Under the “Performance Documents” section you can check the tasks you need to finish in order to share and release the Manager Evaluation.

   ![Performance Documents](image)

   2023-24 Staff Performance Review
   Testuser_Baylor_s41
   E140

   Current Task | Task Completion
   Share Performance | 2 / 5
   Document with Employee

   Manager Rating
   Employee Rating
   Consistently Meets Expectations

   All Tasks
   - Employee Completes Self-Evaluation | Due 03/20/2024
   - Conduct Manager Evaluation | Due 04/12/2024
   - Share Performance Document with Employee
   - Confirm Review Meeting Held | Due 04/26/2024

2. Next, click on the performance evaluation by selecting the 2023-24 Staff Performance Review link.

   ![Performance Documents](image)

   Saved Search
   ManagerViewFacetedSea

   Filters
   Expand All | Collapse All
   ^ Employees

   Document Type
   - Standard
   Anytime
3. In the upper right of the screen, click **Share and Release** to share the evaluation for employee review. This will give the employee access to your ratings and comments.

4. After clicking Share and Release, select **Submit** to release the evaluation to the employee.
5. Indicating the Performance Discussion Was Held

1. Return to the Evaluate Performance page and select the 2022-23 Staff Performance Review link.

2. In the upper right of the screen, click Indicate Meeting Held.
3. Next, click the **Calendar icon** to enter the date when you had the meeting with your direct report and then **Submit**.

You have now completed all of your steps. Your employee will now be able to confirm the meeting was held in order to finalize the process in Ignite.
Viewing Process Progress of Direct and Indirect Reports

Managers can view the individual progress of their employees in the performance appraisal process from the regular Career and Performance tile.

1. From the My Team tab on the main Ignite page, selecting Career and Performance opens up the Goal and Performance Overview page.
2. Select **Evaluate Performance** from the options on the left side of the screen.

3. The Evaluate Performance screen lets you see where each direct report is at in the process. In this example, Testuser_Baylor_s41 is needing to **Confirm Review Meeting Held**.
4. **Note:** There are a number of filters down the left side. You can filter to see only your direct reports or everyone who reports up to you by changing the **Employees** filter.

The **Document Status** filter defaults to **In Progress** so employee who have already completed their reviews will not show unless you clear or change the filter setting.