Introductory Period Evaluation Guide for DUCOM Employees

Icon Key

View Evaluation Performance Notes Print Spell Check Legal Check

LOGGING IN

1. Sign into DrexelOne and select the Employees tab.
2. Select More BannerWeb Services.
3. Select Performance Management. (*If after selecting the link you only see a blank screen, you will need to disable your pop-up blocker: Click on the bar that appears under the URL field on the browser and select Always Allow Pop-ups from this Site. Select the Performance Management link again.*)

ACCESSING THE EVALUATION & SETTING GOALS

After you attend new hire orientation, Human Resources will kick off your Introductory Period Evaluation for you.

1. Select Employee Menu.
2. Select My Evaluations.
3. Complete the following steps for the Performance Goal tab:
   a) Enter Goal Name and SMART Goal Description for each performance goal.
   b) Select the Save button at the bottom of the screen.

Performance Goals

Performance goals are the "what" you are working to accomplish. They are tied to departmental and/or organizational strategic priorities. Below is an example of a performance goal:

Billing Management

- Implement an enhanced billing management process through web based technology by 9/30/08.
- Develop a master design document, and creating stakeholder buy-in and awareness.
- Ensure functionality of system and new form.
- Develop the communication and implementation plan for the new process by the end of September.
- Ready for delivery in mid-October.

SIGNING THE EVALUATION

1. Select Employee Menu.
2. Select My Evaluations.
3. Select the Overall Evaluation of Performance tab.
4. Scroll all of the way to the bottom of the page and enter your user ID (the same user ID that you used to log into DrexelOne).
5. Enter any final comments in the Signature Comments field.
6. Select the Submit Signature button.

Contact Kathy Choy (klc323@drexel.edu or 215.895.1661) for issues regarding Performance Management.
Contact Lindsay Snyder (les37@drexel.edu or 2153895.2776) for issues regarding the performance evaluation software.