Introductory Period Evaluation Guide for DUCOM Managers

Icon Key

View Evaluation	Performance Notes	Print	Spell Check	Legal Check
Next Status	Previous Status	Delete	View Past Evaluations	

LOGGING IN

1. Sign into DrexelOne and select the Employees tab.
2. Select Personnel Information.
3. Select BannerWeb for College of Medicine Employees.
4. 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 your employee attends new hire orientation, Human Resources will kick off their Introductory Period Evaluation for you.

1. Select Manager Menu.
2. Select My Employee Evaluations.
3. Select in the Planning phase column, per employee.
4. Review, edit, or add Performance Goals by entering a Goal Name and SMART Goal Description for each goal. *Note that Development Goals are not required for the Introductory Period Evaluation.*
5. Select the Save button.
6. Select per goal if you wish to add notes at this time.
7. Select the Overall Evaluation of Performance tab to review the evaluation rating definitions for goals, competencies, and overall performance.

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.

ADVANCING TO THE NEXT PHASE

1. Select Manager Menu.
2. Select My Employee Evaluations.
3. Select per employee/phase

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ENTERING NOTES

1. Select Manager Menu.
2. Select My Employee Evaluations.
3. Select to view the evaluation.
4. Complete the following steps for each of the goals/competencies you want to write a note for:
   a) Select in the Actions column.
   b) Under the Add Note heading, select the Note Entry Audience. (Select from Private or All. Private: only viewable to the user who inserts the note. All: viewable to any user.)
   c) Enter the performance notes in the Note Entry field.
   d) Select Save.

EVALUATING PERFORMANCE

There is no employee self assessment for Introductory Period Evaluations. Only the manager evaluation is required for Introductory Period Evaluations.

1. Select Manager Menu.
2. Select My Employee Evaluations.
3. Select to view the evaluation.
4. Complete the following steps for each of your employee's Performance Goals, Competencies, and Next Steps:
   a) Select the Evaluate button.
   b) Enter comments describing the accomplishment of the goal or demonstration of the competency. (*All Comments will be viewable to all users.*)
   c) Using the scale provided, select a rating and then select the Evaluate button.
4. Once you are finished rating all of the employee's goals and competencies, select the Overall Evaluation of Performance tab.
5. Select an Overall Rating.
6. Select the Submit Evaluation button.

SIGNING THE EVALUATION

1. Select Manager Menu.
2. Select My Employee Evaluations.
3. Select to view the evaluation.
4. Select the Overall Evaluation of Performance tab.
5. 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).
6. Enter any final comments in the Signature Comments field.
7. Select the Submit Signature button.

Contact Tara McLoone (tmm343@drexel.edu or 215.895.2839) for issues regarding Performance Management.
Contact Lindsay Snyder (les37@drexel.edu or 2153895.2776) for issues regarding the performance evaluation software.