Employee Performance Management
Quick Reference Guide for 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 Employee 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.*)

SETTING GOALS

1. Select Employee Menu.
2. Select My Evaluations. (*If you receive the alert "There is no data to display," please contact your manager to have your evaluation kicked off.*)
3. Complete the following steps for the Performance Goal tab and the Development Goal tab:
   a) Enter Goal Name and SMART Goal Description for each performance goal or development 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.

Development Goals

Development goals focus on areas you want to develop in order to grow in your job or advance in your career. Below is an example of a development goal:

Public Speaking

To increase my effectiveness in giving presentations I will join Toastmasters by March 31 and attend at least 6 monthly meetings by the end of the year. I will ask Ted Thomas to provide feedback using the Toastmasters format on my presentations after each staff meeting during the year.

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ENTERING NOTES

1. Select Employee Menu.
2. Select My Evaluations.
3. 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

1. Select Employee Menu.
2. Select My Evaluations.
3. Complete the following steps for each of your Performance Goals, Competencies, and Development Goals:
   a) Select the Evaluate button.
   b) Enter comments describing the accomplishment of the goal or demonstration of the competency. This comment should summarize any notes you entered for yourself throughout the year. (*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 your goals and competencies, select the Overall Evaluation of Performance tab.
5. Select the Submit Evaluation button.

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.

For in-class training dates, visit www.drexel.edu/hr/employees/epmtraining.html. Online training is available at learning.drexel.edu.