Manager Performance Evaluation

QUICK GUIDE

Step 1: Access the **Manager Performance Dashboard** @ *pep.uga.edu*, under 'Profile' via the hamburger menu in the upper right corner of your PEP dashboard. View the Supervisor Training if you need a refresher on the new process.

Step 2: Select **Complete Performance Evaluation** to launch your scheduled evaluation tasks.

a) Choose the appropriate evaluation type, then the employee you want to evaluate.

b) After you read the Instructions, rate your employee on each subheading, to create an overall score for each Assessment Item. Add comments at the subheading or Assessment Item level. The 'person icon' can suggest verbiage for behaviors associated with each UGA Competency

c) You can 'Save & Return' 'Print' or 'Spell Check' the Evaluation at any point. If you want others to review the evaluation, please print to pdf and share. You can 'Save & Return' to edit later.

d) Carefully review the Evaluation before you submit. Once submitted, no edits are allowed. If the evaluation needs to be be reverted, please contact the PEP HelpDesk.

e) You can access completed evaluations in the employee's Snapshot file. You can use the evaluation graphic or the printable Assessment Report pdf to have a performance conversation with the employee.

Step 3: When you are ready for the employee to see their Evaluation, select **Approve Evaluation Release** to be routed to *Pending Approval Requests.* Click the green check beside the name of the employee to release their training and their Evaluation. *Remember that approving at this stage releases the evaluation for the employee to view. This cannot be reversed*