



Serving as the Performance Management Designee

Employee Relations Department

2020



Contents

| | |
|---|----|
| Performance Management Introduction..... | 3 |
| Performance Management Definitions | 4 |
| Performance Management Menus | 6 |
| <i>Performance Main Menu</i> | 6 |
| <i>Performance Plan Menu</i> | 6 |
| <i>Performance Evaluation Menu</i> | 7 |
| Creating Performance Plans..... | 8 |
| <i>Create New Plan</i> | 10 |
| <i>Create/Edit Goals</i> | 11 |
| <i>Create/Edit Competencies</i> | 12 |
| <i>Create/Edit Career Development</i> | 12 |
| <i>Printing/Saving Performance Plan</i> | 13 |
| <i>Send to Employee or Reviewer</i> | 14 |
| <i>Next Steps</i> | 14 |
| <i>Alternative Employee Signoff</i> | 16 |
| Editing Evaluations | 17 |
| <i>Enter Results and Accomplishments</i> | 19 |
| <i>Select Competency Ratings</i> | 20 |
| <i>Select Overall Rating</i> | 20 |
| <i>Printing/Saving Performance Evaluation</i> | 21 |
| <i>Review Performance Plan</i> | 22 |
| <i>Next Steps</i> | 23 |
| <i>Alternative Employee Signoff</i> | 24 |
| Performance Plan Status Definitions | 25 |
| Performance Evaluation Status Definitions | 26 |

Performance Management Introduction

The performance management program at Virginia Tech is used to help define and evaluate performance expectations. This program covers all University and Classified Staff. In addition, there are some areas of the university that use the program for AP faculty. The annual performance review period runs from November through October, in concordance with the State fiscal cycle. The following provides a brief description of the performance cycle.

- November begins the plan year with the review and implementation of the plan goals, competencies and career goals. Throughout the year, the plan can be modified and enhanced according to ongoing projects, performance adjustments, coaching and feedback.
- In August (may be earlier or later depending on the department), the supervisor requests employee input on overall job performance. This is the time for the employee to complete their self-evaluation based on the plan year goals. Once the self-evaluation is complete, the supervisor can begin their review of the employee. The supervisor completes their draft of the evaluation and sends it to the reviewer by the beginning of September.

Note: There may be variations in the timeline depending on your senior management area.

- Once the reviewer is satisfied with the evaluation, they submit it to the Budget Authority. Depending on management, the evaluation is either forwarded directly to the supervisor so that it can be communicated to the employee; or a senior management group may review the evaluations prior to releasing them to the supervisors for communication.
- The supervisor schedules a meeting with the employee to discuss the finalized employee evaluation before releasing the electronic copy to them.
- The supervisor and the employee should discuss the final evaluation no later than the end of October.
- The plan process begins again in November.

If there are any questions or if you require assistance with the performance management tool, please contact University Employee Relations: Rodney Irvin (540-231-5303), Vickie Mitchell (540-231-2850), or Tina Kapalin (540-231-4272).

Other Resources

Performance Management website - <https://www.hr.vt.edu/compensation-performance-management/performance.html>

Flowchart for the Performance Plan and Evaluation Process - <https://www.hr.vt.edu/compensation-performance-management/performance.html>

User Guides and Tutorials - <https://www.hr.vt.edu/compensation-performance-management/performance.html>

Performance Management Definitions

Performance Goals and/or Job Responsibilities involves establishing specific, measurable objectives (outcomes) to be accomplished within a specific time frame and/or using a specific approach. These objectives can be a mixture of short- and long-term, innovative and routine, but should all be aligned to the college/department's goals and strategy along with providing a clear link to everyone's success.

Goal Theory setting suggests that it can serve as an effective tool for making progress by ensuring that participants have a clear awareness of what they must do to achieve or help achieve an objective.

Goal setting helps employees focus on specific aspects of their job that are related to the objectives for that review period.

The S.M.A.R.T. tool should be used as a guide to ensure all goals are written clearly so everyone knows exactly what will be achieved, when they will be completed, and to what standards.

| | | | | |
|---|--|--|--|---|
|  Specific |  Measurable |  Attainable |  Realistic |  Time-bound |
| <p>Do: Set real numbers with real deadlines.</p> <p>Don't: Say, "I want more visitors."</p> | <p>Do: Make sure your goal is trackable.</p> <p>Don't: Hide behind buzzwords like, "brand engagement," or, "social influence."</p> | <p>Do: Work towards a goal that is challenging, but possible.</p> <p>Don't: Try to take over the world in one night.</p> | <p>Do: Be honest with yourself- you know what you and your team are capable of.</p> <p>Don't: Forget any hurdles you may have to overcome.</p> | <p>Do: Give yourself a deadline.</p> <p>Don't: Keep pushing towards a goal you might hit, "some day."</p> |

Competencies behaviors, attributes or skills that are predictors of personal success in the workplace.

There are three universal competencies that have been pre-defined for all staff employees. They include:

- Teamwork
- Maintaining a Safe and Secure Work Environment
- Diversity Commitment

There are two additional competencies that are preselected for supervisors. They include:

- Engagement
- People Development

The job specific competencies are unique to each employee. Three to five job specific competencies should be selected. The selected competencies reflect how your work should be carried out and may be areas of specific focus for your job. It is essential and highly recommended to meet frequently throughout the year to deliver competency feedback. Waiting until the yearly evaluation time causes a disservice to the employee and the department, especially when there is unsatisfactory performance or other issues that negatively affect engagement.

Career Development is often overlooked during the performance planning and review process. This is an opportunity for the employee and supervisor to discuss future plans in terms of professional development. If, for example, an employee wishes to move into a supervisory role in the next two years, then part of their career development plan may be to complete the supervisory skills workshops offered through University Organizational and Professional Development. In this case, the supervisor would be responsible for providing the funds to cover the cost of the program.

Remember that the career development plan is looking beyond the current performance review period towards acquiring skills for future opportunities. Training and other skills acquisition that is necessary for the employee's current role should be included in the goals section of the performance plan.

Hint: Don't wait until evaluation time to provide feedback!

Frequent collaborative meetings, including open conversations about goals, development plans, and performance, will keep employee and departmental plans on track and allow the yearly evaluation process to run smoothly without any surprises or upsets.

Performance Management Menus

Performance Main Menu

- [Performance Plan Menu](#) - Create or edit performance plans. November - December timeframe
- [Performance Evaluation Menu](#) - Create or edit performance evaluations. July - October timeframe
- [Update Plan and Evaluation Status](#) - Used by performance management administrators.

The screenshot shows the Virginia Tech Information System interface. At the top, there is a dark red header with the text "Virginia Tech Information System". Below this, there are three tabs: "Hokie Plus", "Hokie Team", and "Hokie Spa". A search bar is located on the left, and navigation links "BACK", "SITE MAP", "HELP", and "EXIT" are on the right. The main content area is titled "Performance Main Menu" and lists four menu items: "Performance Plan Menu", "Performance Evaluation Menu", "Update Plan and Evaluation Status", and "Update Plan and Evaluation Status". At the bottom, there is a footer with a list of links: "[VT Alerts | Hokie PLUS | Hokie Team | Hokie Spa | Timetable of Classes | Undergraduate Admissions | Graduate Admissions | University Account Information | Faculty Online Credential System]".

Performance Plan Menu

- [Performance Management Approvals](#) – Allows an admin to update position numbers.
- [Create/Edit Plan](#) - Used when creating or editing your own performance plan.
- [View Current Approved Plan](#) - View your current approved performance plan.
- [List Employees Where I am Defined as Supervisor](#) - Allows a person defined as a supervisor to view and approve plans.
- [List Employees Where I am Defined as Reviewer](#) - Allows a person defined as a reviewer to view and approve plans.
- [List Employees Where I am Defined as the Designee](#) - Allows a person defined as a designee to view and edit plans.
- [Display Plan for Employee](#) - Used to view plans just for a specific employee.

The screenshot shows the Virginia Tech Information System interface for the Performance Plan Menu. It features the same header and navigation as the previous screenshot. The main content area is titled "Performance Plan Menu" and lists ten menu items: "Performance Management Approvals", "Update Position numbers for Supervisors and Reviewers", "Create/Edit Plan", "Create or Edit your Performance Plan", "View Current Approved Plan", "Display your current APPROVED performance plan. This may be last year's plan if you are currently developing this year's performance plan.", "List Employees Where I am Defined as the Supervisor", "View Status of Plans for employees under your supervision", "List Employees Where I am Defined as the Reviewer", "View Status of Plans for employees under your Review", "List Employees Where I am Defined as the Designee", "View Status of Plans for employees where you are the designee", "List Employees by Organization Code", "Displays employees under a specified organization code", "Display Plan for Employee", and "Display plan for specified employee". The footer is identical to the previous screenshot.

Performance Evaluation Menu

- [Create/Edit Self Evaluation](#) - Used when creating or editing your own self-evaluation.
- [View Current Approved Evaluation](#) - This will display your approved performance evaluation.
- [List Employees Where I am Defined as Supervisor](#) - Allows a person defined as a supervisor to view and create performance evaluations.
- [List Employees Where I am Defined as Reviewer](#) - Allows a person defined as a reviewer to view and approve performance evaluations.
- [List Employees by Organization Code](#) - Displays employees under a specific organization.
- [Display Evaluation for Employee](#) - Used to view performance evaluations for a specific employee.
- [List Employees Where I am Defined as the Designee](#) - Allows a person defined as a designee to edit and view performance evaluations.
- [Evaluation History](#) - Allows a designated person to view the history of a specific performance evaluation.

Virginia Tech Information System

[Hokie Plus](#) [Hokie Team](#) [Hokie Spa](#)

Search

[BACK](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Performance Evaluation Menu

[Create/Edit Self Evaluation](#)

Create or Edit your Performance Evaluation

[View Current Approved Evaluation](#)

Display your current approved performance evaluation

[List Employees Where I am Defined as the Supervisor](#)

View status of evaluations for employees under your supervision

[List Employees Where I am Defined as the Reviewer](#)

View status of evaluations for employees under your review

[List Employees by Organization Code](#)

Displays employees under a specified organization code

[Display Evaluation for Employee](#)

Display evaluation for specified employee

[List Employees Where I am Defined as the Designee](#)

View status of evaluations for employees where you are listed as the designee

[Evaluation History](#)

View the history of the evaluations

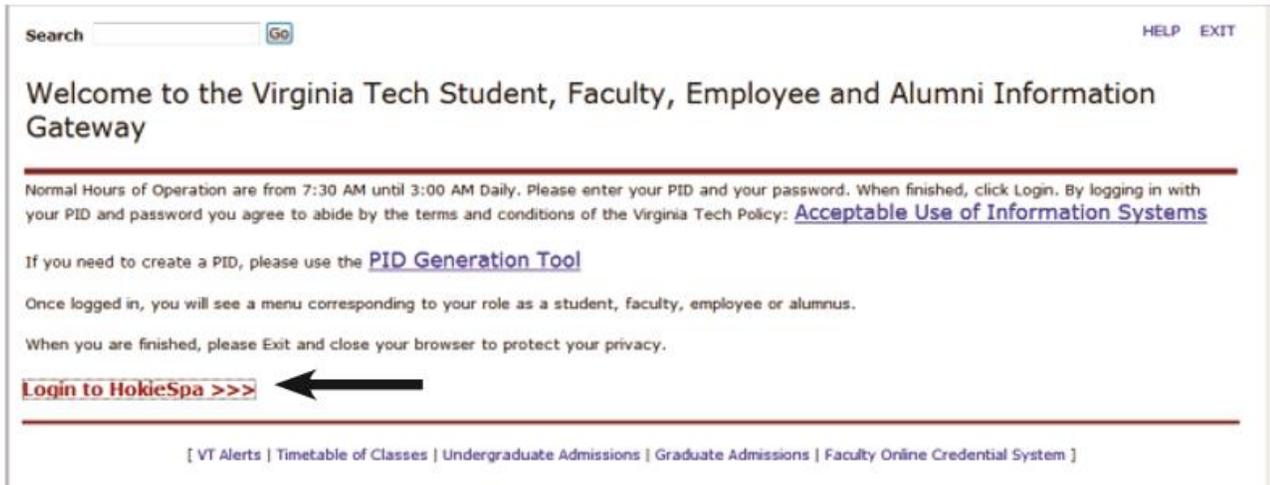
[[VT Alerts](#) | [Hokie PLUS](#) | [Hokie Team](#) | [Hokie Spa](#) | [Timetable of Classes](#) | [Undergraduate Admissions](#) | [Graduate Admissions](#) | [University Account Information](#) | [Faculty Online Credential System](#)]

Creating Performance Plans

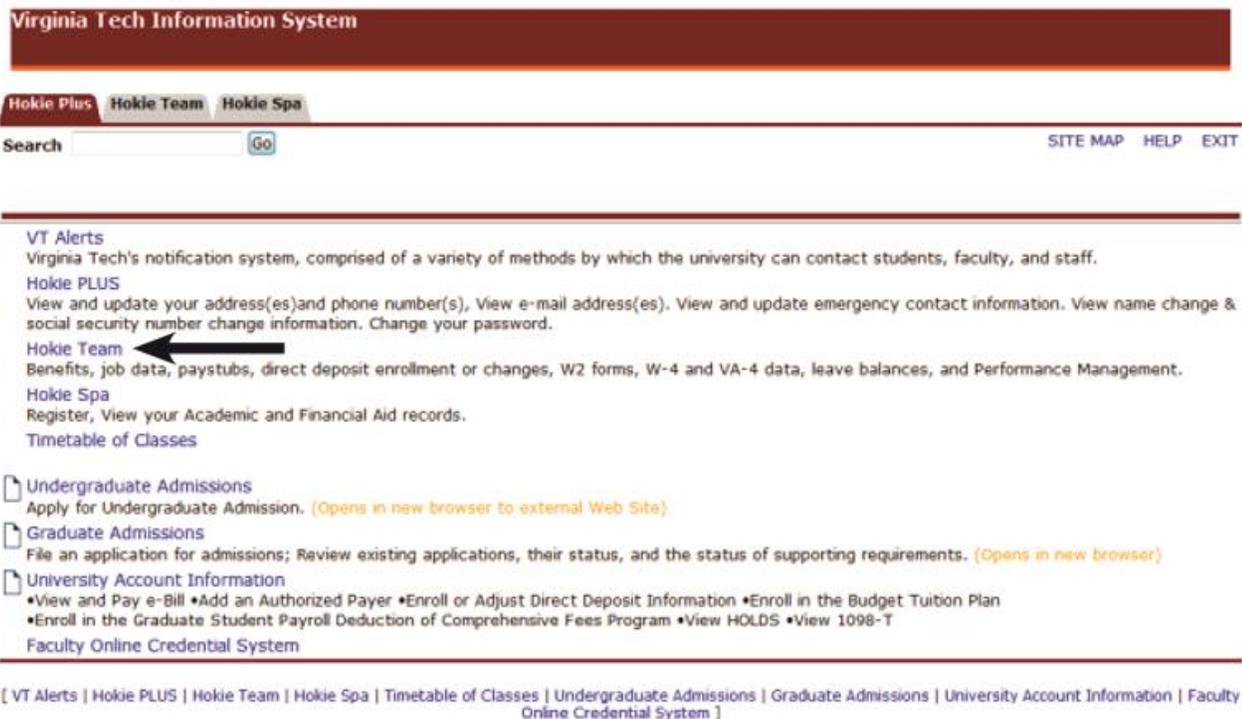
This option allows you to create performance plan for an employee.

1. Navigate to <https://login.vt.edu/profile/cas/login?execution=e1s1> and click on **Login to HokieSpa**.
On the next screen log in with your PID and password.

Please Note: The system will time out after 30 minutes of inactivity so please save periodically.



2. Click on **Hokie Team**.



3. Scroll to the bottom of the screen and click on **Performance Planning and Evaluation Tool**.

Virginia Tech Information System

Hokie Plus Hokie Team Hokie Spa

Search MAIN MENU SITE MAP HELP EXIT

Hokie TEAM (Tech Employee Access Menu)

- Benefits and Deductions
View your retirement plans, Health insurance information, miscellaneous deductions.
- Most Recent Pay Stub
Displays your most recent pay stub or the pay stub selection page if you have more than one paycheck in the most recent pay period.
- Pay Information
View your Payroll Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs; Change your Pay Stub Selection
- Graduate Students on an Assistantship: Enroll in Payroll Deduction
Allows graduate students on an assistantship to enroll in payroll deduction for payment of their comprehensive fee, technology fee and capital fee (if applicable).
- Tax Forms
View and update your W-4 and VA-4 information; View your W-2 Form and/or 1042S Form (if applicable).
- Current and Past Jobs
View current and past jobs.
- Leave Balances
View your leave balances.
-  Direct Deposit
Update your Direct Deposit bank information. Payroll, Student Refunds and other University reimbursements can be automatically deposited into your bank account.
- Veterans Classification
Attention Veterans - please update your discharge date and Veteran Classifications
- Update Ethnicity and Race
View and update your ethnicity and race information.
- Labor Redistribution
Initiate and approve retroactive employee payroll funding changes.
- Performance Planning and Evaluation Tool 
- Performance Planning and Evaluation Tool

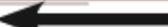
4. On the Performance Main Menu, click on **Performance Plan Menu**.

Virginia Tech Information System

Hokie Plus Hokie Team Hokie Spa

Search [BACK](#) SITE MAP HELP EXIT

Performance Main Menu

- Performance Plan Menu 
Create or Edit a Performance Plan
- Performance Evaluation Menu
Create or Edit a Performance Evaluation
- Update Plan and Evaluation Status
Update Plan and Evaluation Status

5. Click on **List Employees Where I am Defined as the Designee**.

Virginia Tech Information System

Hokie Plus Hokie Team Hokie Spa

Search [BACK](#) SITE MAP HELP EXIT

Performance Plan Menu

- [Performance Management Approvals](#)
Update Position numbers for Supervisors and Reviewers
- Create/Edit Plan
Create or Edit your Performance Plan
- View Current Approved Plan
Display your current APPROVED performance plan. This may be last year's plan if you are currently developing this year's performance plan.
- List Employees Where I am Defined as the Supervisor
View Status of Plans for employees under your supervision
- List Employees Where I am Defined as the Reviewer
View Status of Plans for employees under your Review
- List Employees Where I am Defined as the Designee 
View Status of Plans for employees where you are the designee
- List Employees by Organization Code
Displays employees under a specified organization code
- Display Plan for Employee
Display plan for specified employee

Create New Plan

As a designee, you will see a list of employees that contains position number, name, plan status, plan year, alternate signoff, option to view plan, and option to view history. To display employees who are defined as AP faculty, check mark the **Display AP faculty** box and click on the **Apply** button.

6. Click on **View Plan** to create a new plan.

Virginia Tech Information System

Hokie Plus Hokie Team Hokie Spa

Search Go RETURN TO MENU SITE MAP HELP EXIT

Employees Where I am Defined as the Designee

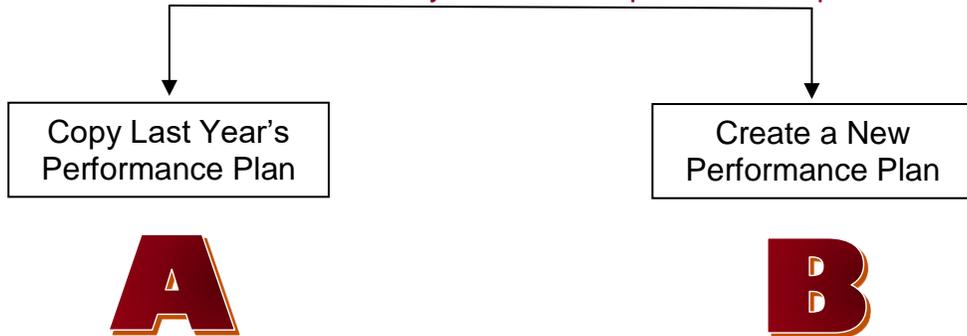
Display AP Faculty

| Employee Position Number | Employee Name | Plan Status | Plan Year | Alternative Employee Signoff | View Plan | View History |
|--------------------------|--------------------|--------------------|-----------|------------------------------|--|---|
| PBT008 | Fisher, Stephen D | Employee editing | 2012 | → | <input type="button" value="View Plan"/> | <input type="button" value="View History"/> |
| PBT007 | Doo, Scooby D | Supervisor editing | 2012 | | <input type="button" value="View Plan"/> | <input type="button" value="View History"/> |
| PBT010 | O'Hara, Virginia A | Employee approved | 2012 | | <input type="button" value="View Plan"/> | <input type="button" value="View History"/> |

[VT Alerts | Hokie PLUS | Hokie Team | Hokie Spa | Timetable of Classes | Undergraduate Admissions | Graduate Admissions | University Account Information | Faculty Online Credential System]

7.

There are 2 different ways to create a performance plan.



Please Note: Last year's evaluation must be approved/accepted online by the employee before you can create this year's plan.

A

Copy Last Year's Performance Plan

If a performance plan was created in the previous year using the performance management online system, you may copy that plan for the current year.

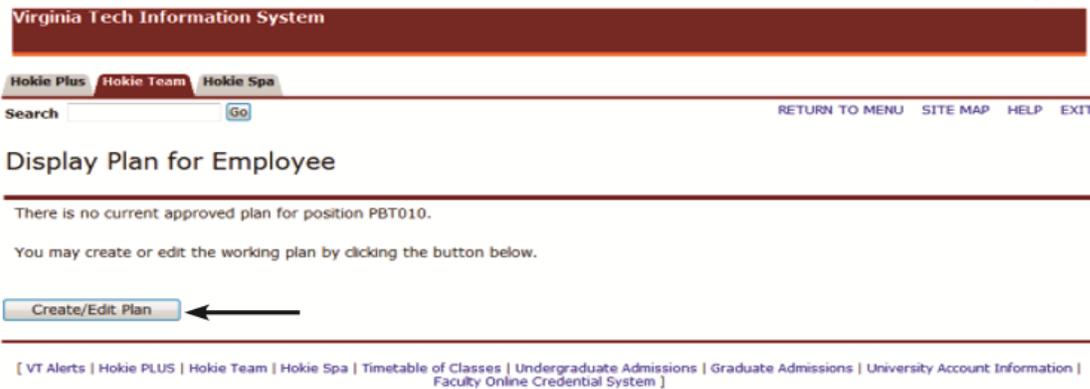
- Click on the **Copy to Next Plan Year** button at the bottom of the screen.

B

Create a New Performance Plan

If a performance plan was not created in the previous year, you will see the option to create a new plan.

- Click on the **Create/Edit Plan** to create a new plan.



Create/Edit Goals

Hint: When creating goals, use S.M.A.R.T.

| S | M | A | R | T |
|--|---|---|---|--|
| Specific | Measurable | Attainable | Realistic | Time-bound |
| Do: Set real numbers with real deadlines. Don't: Say, "I want more visitors." | Do: Make sure your goal is trackable. Don't: Hide behind buzzwords like, "brand engagement," or, "social influence." | Do: Work towards a goal that is challenging, but possible. Don't: Try to take over the world in one night. | Do: Be honest with yourself- you know what you and your team are capable of. Don't: Forget any hurdles you may have to overcome. | Do: Give yourself a deadline. Don't: Keep pushing towards a goal you might hit, "some day." |

8. Click on the **Create a New Goal** button to enter a new goal or the **Goal** radio button to edit a goal.



9. Enter/view the goal information and metrics.

10. When finished, click on **Save**, then click **Save and continue to next Goal** or **Continue to Competencies**.

Goal Entry Page

Personal Data:
 Employee ID: PRT00010 Employee Name: Virginia Ann O'Hara

Performance Goals and/or Job Responsibilities

Goal 1: Implement new technology to allow for mail sorting to occur before 9:00am

Metrics:

Metric 1: Project is completed no later than July 2012

Metric 2: Periodic checks post system implementation show mail is sorted before 9:00am 95% of the time

Metric 3: Employee informs manager of any potential issues that could cause a delayed implementation date as soon as the issue is known

Metric 4:

Metric 5:

Buttons: Save, Save and continue to next Goal, Delete Goal and Metrics, Save and Return to Main Goals Page, Continue to Competencies, Exit Without Saving

Create/Edit Competencies

Universal competencies have been predefined for all staff employees. If they are a supervisor, you will see pre-defined competencies. These cannot be changed.

For the job specific competencies, you can click on the name of each one to see the description and performance measure.

11. Choose the competencies by selecting the check box beside the competency name.
Select between 3 and 5 competencies.

Competencies

Universal Competencies:

- Teamwork: Select
- Maintaining a Safe & Secure Work Environment: Select
- Diversity Commitment: Select
- Job Specific Competencies:
- Adaptability & Flexibility: Select
- Analytical Skills & Problem Solving/Solving: Select
- Communication Skills: Select
- Compliance/Quality of Service: Select
- Creativity and Innovation: Select
- Customer Service Orientation: Select
- Initiative: Select
- Interpersonal Skills: Select
- Job Knowledge & Technical Competence: Select
- Mission, Business & Strategic Plan: Select
- Time Management: Select
- Work Habits: Select
- Results Orientation: Select

Competencies description and performance measures:

Teamwork: Implies the intention to work cooperatively with others, to be a part of a team, to work together, as opposed to working separately or competitively. Teamwork may only be considered when the subject is a member of a group of people functioning as a team, generally where he or she is not the leader. "Team" is broadly defined as any task or process-oriented group of individuals.

Model Performance: Offers ideas for improvement; contributes to group work; efforts are well received and normally result in process improvements and productivity. Consistently volunteers to help others within work group as work schedule permits. Contributes positively to resolution of conflict or problem encountered.

Strong Performance: Contributes proactively to work group efforts by offering new ideas for improvement, sharing knowledge and otherwise demonstrating a cooperative manner in dealing with supervisors and coworkers. Does his or her part toward group efforts.

Developing Performance: Is making a conscious effort to become a team player. On a more frequent basis, is sharing job knowledge and ideas in an effort to improve overall group performance.

Unacceptable Performance: Shows little or no interest in group efforts. Rarely demonstrates active participation in group interaction. Not perceived as a team player.

Comments:

Buttons: Save, Continue to Career Development, Back to Main Goals Page, View Performance Plan, Exit Without Saving

12. When finished, click on **Save**, then click on **Continue to Career Development**.

Please Note: If there are more than 5 competencies, then the comments field at the bottom of the section should be used. It is important to remember that between 3 and 5 competencies are considered the optimal number. As you add more and more competencies, it is difficult to really strive for excellence.

Create/Edit Career Development

13. Create or edit information under the *Item Employee is responsible for* section and *Item Supervisor is responsible for* section.

14. When finished, click **Save**, then click on **View Performance Plan**. This will save the changes.

Career Development

Personal Data:
 Employee ID: PRT00010 Employee Name: Virginia Ann O'Hara
 Position Number: PRT610 Job Title: IT Specialist
 Dept./Org.: Dine Organization Supervisor: Scooby D Doo
 Review Year: 2012

Career Development Plan:

| Item Employee is responsible for: | Item Supervisor is responsible for: |
|--|--|
| 1. Participate in classes offered through Microsoft IT Academy | 1. Reserve money to pay for classes and career development |
| 2. | 2. |
| 3. | 3. |

Buttons: Save, Back to Main Goals Page, Back to Competencies, View Performance Plan, Exit Without Saving

15. After the performance plan has been completed, please click on the **View in PDF** link to save or print a copy of the plan.

Performance Plan

[View in PDF](#) ←

Final Version of Performance Plan

Personal Data:

| | | | |
|-------------------------|-------------------|-----------------------|--------------------|
| Employee ID: | PBT000010 | Employee Name: | Virgina Ann O'Hara |
| Position Number: | PBT010 | Job Title: | IT Specialist |
| Dept./Org.: | Dino Organization | Supervisor: | Scooby D Doo |
| Review Year: | 2012 | | |

Rating Definitions for Goals/Responsibilities

| Model Performance | Strong Performance | Developing Performance | Unacceptable Performance |
|--|---|---|--|
| Outstanding Performance that considerably and consistently exceeds expectations. | Good, solid performance. Fully meets expectations and may, on occasion, exceed expectations in this area. | May partially meet performance expectations but needs improvement. Steps to improve performance in this area must be clearly detailed in the Career Development Plan section. | Performance is well below an acceptable level in this area. Steps to improve performance in this area must be clearly detailed in the Career Development Plan section. |

Printing/Saving Performance Plan

When viewing the performance plan as a .pdf file using Adobe Acrobat Reader or any other type of PDF reader, you can use the **Save** and **Print** buttons in the PDF toolbar to save a copy onto your computer or print it if you have a printer accessible.



A designee at any time can check the status of the performance review to make sure that the plan is finalized within the appropriate time frame.

Check the Status of a Performance Plan

1. Log into <https://login.vt.edu/profile/cas/login?execution=e1s1>
2. Click on **Hokie Team**.
3. Click on **Performance Planning and Evaluation Tool**.
4. Click on **Performance Plan Menu**.
5. Click on **List Employees Where I am Defined as the Designee**.

Employees Where I am Defined as the Designee

Display AP Faculty

| Employee Position Number | Employee Name | Plan Status | Plan Year | Alternative Employee Signoff | View Plan | View History |
|--------------------------|--------------------|--------------------|-----------|------------------------------|--|---|
| PBT007 | Doo, Scooby D | Supervisor editing | 2012 | | <input type="button" value="View Plan"/> | <input type="button" value="View History"/> |
| PBT008 | Fisher, Stephen D | Employee reviewing | 2012 | | <input type="button" value="View Plan"/> | <input type="button" value="View History"/> |
| PBT010 | O'Hara, Virginia A | Employee approved | 2012 | | <input type="button" value="View Plan"/> | <input type="button" value="View History"/> |

- After the employee has reviewed the plan and provided input, the status will change to **Supervisor editing**.
- Both the supervisor and designee can now view the plan and select **Finalize** and **Send to Reviewer** or **Finalize and Send to Employee**. If a plan is sent to a reviewer, then the person designated as the reviewer will be able to look at the plan and provide feedback.
- When the plan is finalized and sent to the employee, the status will change to **Supervisor Approved**.
- The employee will be able to view the final plan and acknowledge receipt of it. The status will then change to **Employee Approved**.

If **Send to Reviewer** is selected, the reviewer will go over the performance plan and, can either send it back to the supervisor for modifications, or they may approve the plan. Once the plan is approved, the employee will need to log into the performance system to acknowledge receipt of the performance plan. If the employee cannot log into the system, a paper copy may be printed and signed. The supervisor or designee will then need to enter an **Alternate Employee Signoff**.

Please refer to pages 25 and 26 for performance plan status definitions.

Alternative Employee Signoff

If the employee reviewed the performance plan and approved a paper copy, or if the employee refused to sign a paper copy, then the designee has the option to submit an **Alternative Employee Signoff**.

1. From the Performance Plan menu select **List of Employees Where I am Defined as the Designee**.
2. Click on **Enter alternative signoff**. This option will only appear once either the supervisor or reviewer has finalized the plan and forward it to the employee.
3. Choose one of these options and click on the **Submit** button:
 - Employee reviewed and approved a paper copy
 - Employee refused to sign a paper copy

The screenshot shows the 'Performance Plan Menu' interface. It includes a search bar and a list of menu items. The 'Enter alternative signoff' option is highlighted in the 'Alternative Employee Signoff' column of a table. Below the table, there are radio buttons for selecting the signoff option: 'Employee reviewed and approved a paper copy' (selected) and 'Employee refused to sign a paper copy'. A 'Submit' button is at the bottom.

| Employee Position Number | Employee Name | Plan Status | Plan Year | Alternative Employee Signoff | View Plan | View History |
|--------------------------|-------------------|-----------------|-----------|------------------------------|---------------------------|------------------------------|
| PE1006 | Fisher, Stephen D | Employee adding | 2012 | | View Plan | View History |
| PE1010 | Ohara, Virginia A | Supervisor | 2012 | Enter alternative signoff | View Plan | View History |
| PE1009 | Trigo, Daniel A | No plan exists | | | View Plan | View History |

When viewing the plan status, it will reflect either **Employee reviewed and approved a paper copy** or **Employee refused to sign a paper copy**.

If there are any questions or if you require assistance with the performance management tool, please contact University Employee Relations: Rodney Irvin (540-231-5303), Vickie Mitchell (540-231-2850), or Tina Kaplan (540-231-4272).

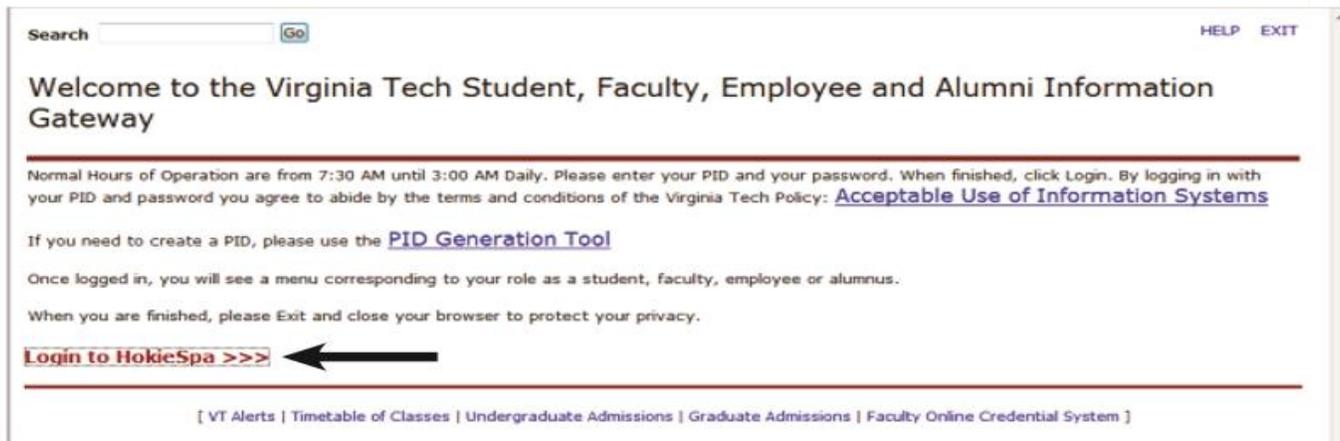
Editing Evaluations

The purpose of an evaluation is to document how well an employee has met the expectations defined in the performance plan. During this process, the employee has an opportunity to perform a self-evaluation. The self-evaluation can be completed online through the performance management system or through the use of other forms such as the Employee Work Profile Performance Plan and Evaluation (P112). The self-evaluation is used to document accomplishments as related to each performance goal/job responsibility and competency and allows an employee to summarize career development activities.

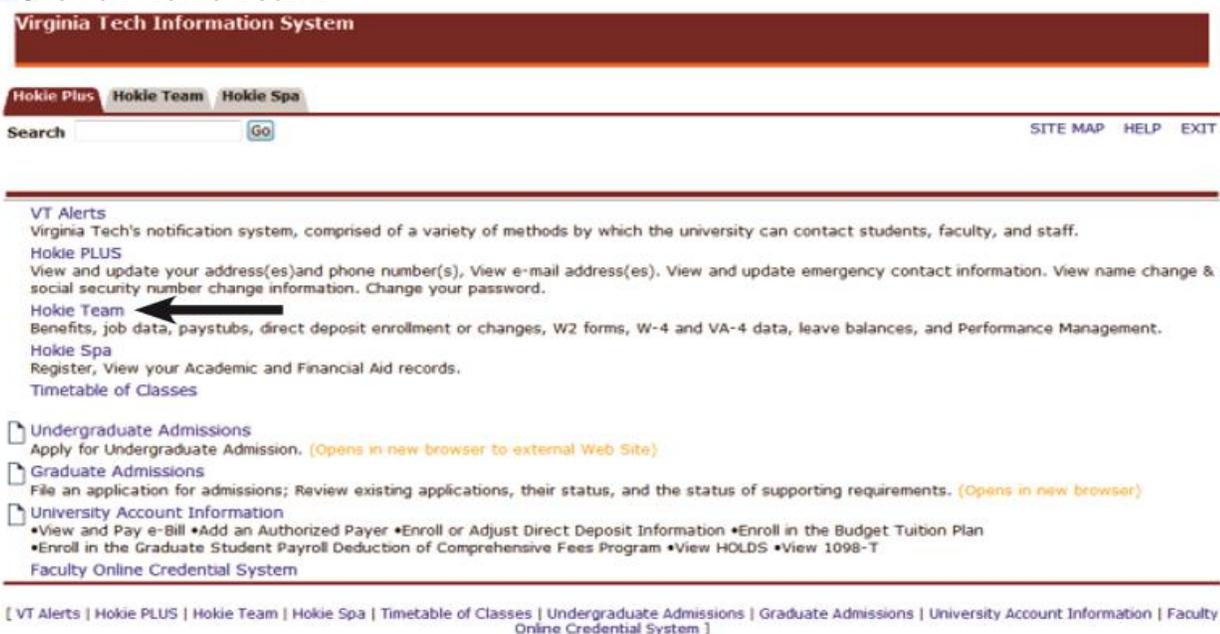
If a supervisor begins the performance evaluation process, a person who has the designee role may edit the evaluation but they will not have the access to submit the finalized version.

1. Navigate to <https://login.vt.edu/profile/cas/login?execution=e1s1> and click on **Login to HokieSpa**. On the next screen log in with your PID and password.

Please Note: The system will time out after 30 minutes of inactivity so please save periodically.



2. Click on **Hokie Team**.



3. Scroll to the bottom of the screen and click on **Performance Planning and Evaluation Tool**.

Virginia Tech Information System

Hokie Plus Hokie Team Hokie Spa

Search MAIN MENU SITE MAP HELP EXIT

Hokie TEAM (Tech Employee Access Menu)

- Benefits and Deductions**
View your retirement plans, Health insurance information, miscellaneous deductions.
- Most Recent Pay Stub**
Displays your most recent pay stub or the pay stub selection page if you have more than one paycheck in the most recent pay period.
- Pay Information**
View your Payroll Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs; Change your Pay Stub Selection
- Graduate Students on an Assistantship: Enroll in Payroll Deduction**
Allows graduate students on an assistantship to enroll in payroll deduction for payment of their comprehensive fee, technology fee and capital fee (if applicable).
- Tax Forms**
View and update your W-4 and VA-4 information; View your W-2 Form and/or 1042S Form (if applicable).
- Current and Past Jobs**
View current and past jobs.
- Leave Balances**
View your leave balances.
- Direct Deposit**
Update your Direct Deposit bank information. Payroll, Student Refunds and other University reimbursements can be automatically deposited into your bank account.
- Veterans Classification**
Attention Veterans - please update your discharge date and Veteran Classifications
- Update Ethnicity and Race**
View and update your ethnicity and race information.
- Labor Redistribution**
Initiate and approve retroactive employee payroll funding changes.
- Performance Planning and Evaluation Tool** ←
- Performance Planning and Evaluation Tool

4. On the Performance Main Menu, click on **Performance Evaluation Menu**.

Virginia Tech Information System

Hokie Plus Hokie Team Hokie Spa

Search [BACK](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Performance Main Menu

- Performance Plan Menu
Create or Edit a Performance Plan
- Performance Evaluation Menu** ←
Create or Edit a Performance Evaluation
- Update Plan and Evaluation Status
Update Plan and Evaluation Status

- Click on **List Employees Where I am Defined as the Designee**.

Virginia Tech Information System

Hokie Plus Hokie Team Hokie Spa

Search [BACK](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Performance Evaluation Menu

- Create/Edit Self Evaluation**
Create or Edit your Performance Evaluation
- View Current Approved Evaluation**
Display your current approved performance evaluation
- List Employees Where I am Defined as the Supervisor**
View status of evaluations for employees under your supervision
- List Employees Where I am Defined as the Reviewer**
View status of evaluations for employees under your review
- List Employees by Organization Code**
Displays employees under a specified organization code
- Display Evaluation for Employee**
Display evaluation for specified employee
- List Employees Where I am Defined as the Designee** ←
View status of evaluations for employees where you are listed as the designee
- Evaluation History**
View the history of the evaluations

As a designee, you will see a list of employees that contains position number, name, evaluation status, evaluation year and option to view evaluation. To display employees who are defined as A/P faculty, check mark the **AP faculty** box and click on the **Apply** button. You may only select an evaluation if the status is **Supervisor Editing**.

5. Click on the **Create/Edit Evaluation**.

The screenshot shows the Virginia Tech Information System interface. At the top, there are navigation tabs for 'Hokie Plus', 'Hokie Team', and 'Hokie Spa'. Below this is a search bar and a 'Go' button. The main heading is 'Employees Where I am Defined as the Designee'. There is a checkbox for 'Display AP Faculty' and an 'Apply' button. A table lists three employees with their position numbers, names, evaluation statuses, and evaluation years. The 'Evaluation Status' for Stephen D. Fisher is 'Employee self evaluation complete', for Virginia A. O'Hara is 'Supervisor editing', and for Scooby D. Doo is 'Evaluation Sent to Budget Authority'. The 'Evaluation Year' for all is 2012. To the right of the table, there are buttons for 'Create/Edit Evaluation' for each employee, with an arrow pointing to the button for Stephen D. Fisher. A footer contains various system links.

| Employee Position Number | Employee Name | Evaluation Status | Evaluation Year | Create/Edit Evaluation |
|--------------------------|--------------------|-------------------------------------|-----------------|------------------------|
| PBT008 | Fisher, Stephen D | Employee self evaluation complete | 2012 | Create/Edit Evaluation |
| PBT010 | O'Hara, Virginia A | Supervisor editing | 2012 | Create/Edit Evaluation |
| PBT007 | Doo, Scooby D | Evaluation Sent to Budget Authority | 2012 | Evaluation unavailable |

Enter Results and Accomplishments

6. Edit the results and accomplishments for each assigned goal/job responsibility and check the appropriate performance rating for each one.

| Performance Goals and/or Job Responsibilities | Actual Results and Accomplishments | Ratings |
|---|--|---|
| <p>Identify 1-4 goals and/or primary job responsibilities.</p> <p>Goal/Job Responsibility: Prepare the annual budget financial summary to allow sufficient time for review by Dept. Heads prior to final budget meeting in April</p> <p>Metrics: 1) Uses the FY11 expense data as a basis for all FY12 expense forecasts. 2) Works with individual dept heads to ensure that all last minute expenses are reflected in preparing the FY12 estimates 3) Completes a rough draft of the budget summary and submits to me no later than March 15th</p> | <p>Evaluate results against mutually established performance goals and job responsibilities.</p> <p>Mary fully met my expectations on this project. She was able to support the estimates using the FY11 actual expenses and met with the department heads to make sure we captured as much of the actual data as possible. The feedback from the department heads was very positive and there were particular comments made about her strong customer service skills. I received the report a day early and was satisfied with the results.</p> | <p>Select on ratings for each performance goal or job responsibility.</p> <p><input type="radio"/> Model Performance <input checked="" type="radio"/> Strong Performance <input type="radio"/> Developing Performance <input type="radio"/> Unacceptable Performance</p> |

Listed below is the description for each rating:

- **Model Performance** - Outstanding Performance that considerably and consistently exceeds expectations.
- **Strong Performance** - Good, solid performance. Fully meets expectations and may, on occasion, exceed expectations in this area.
- **Developing Performance** - May partially meet performance expectations but needs improvement. Steps to improve performance in this area must be clearly detailed in the Career Development Plan section.
- **Unacceptable Performance** - Performance is well below an acceptable level in this area. Steps to improve performance in this area must be clearly detailed in the Career Development Plan section.

8. Click on **Save**, then click on **Continue to Next Goal** or **Continue to Competencies**.

Select Competency Ratings

Competencies describe the behavior that employees are expected to demonstrate when they are successfully performing their jobs. You will see a list of universal and job specific competencies. Universal competencies are pre-defined for all staff employees. If they are a supervisor, you will also see a list of pre-defined competencies.

9. Select a rating for each competency.

| | | | |
|---|---|--|--|
| Universal Competencies: | | | |
| Teamwork: Implies the intention to work cooperatively with others, to be a part of a team, to work together, as opposed to working separately or competitively. Teamwork may only be considered when the subject is a member of a group of people functioning as a team, generally where he or she is not the leader. "Team" is broadly defined as any task or process-oriented group of individuals. | | | |
| <input type="radio"/> Model Performance | <input checked="" type="radio"/> Strong Performance | <input type="radio"/> Developing Performance | <input type="radio"/> Unacceptable Performance |
| Maintaining a Safe & Secure Work Environment: University Policy 5800, Health and Safety Policy, was issued in January 2001. The policy states, "At Virginia Tech, safety is everyone's responsibility. All members of the university community are expected to be thoroughly familiar with their safety responsibilities, strive to follow safety practices at all times, act proactively to prevent accidents and injuries, communicate hazards to supervisors, and be prepared for emergencies that may occur in the workplace." | | | |
| <input type="radio"/> Model Performance | <input checked="" type="radio"/> Strong Performance | <input type="radio"/> Developing Performance | <input type="radio"/> Unacceptable Performance |

Listed below is the description for each rating:

- **Model Performance** - Outstanding Performance that considerably and consistently exceeds expectations.
- **Strong Performance** - Good, solid performance. Fully meets expectations and may, on occasion, exceed expectations in this area.
- **Developing Performance** - May partially meet performance expectations but needs improvement. Steps to improve performance in this area must be clearly detailed in the Career Development Plan section.
- **Unacceptable Performance** - Performance is well below an acceptable level in this area. Steps to improve performance in this area must be clearly detailed in the Career Development Plan section.

10. Click on **Save**, then click on **Continue to Overall Rating and Comments**.

Select Overall Rating

The final step in the performance evaluation is to give an overall rating and enter a summary of overall performance.

11. Select an overall rating and enter comments in the Supervisor's Summary of Overall Performance.

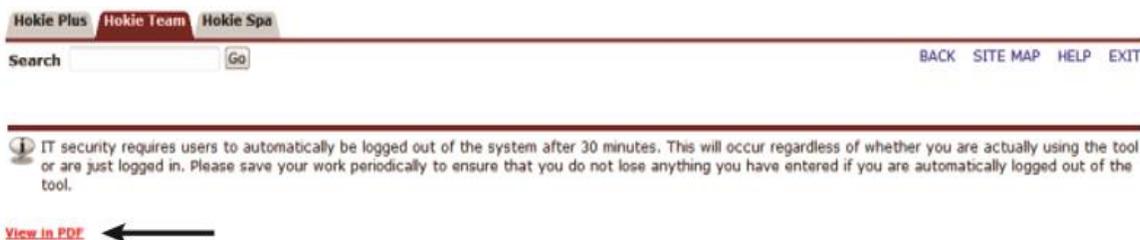
| | | | |
|---|---|--|--|
| *** Overall Rating *** | | | |
| <input type="radio"/> Model Performance | <input checked="" type="radio"/> Strong Performance | <input type="radio"/> Developing Performance | <input type="radio"/> Unacceptable Performance |
| Employee Comments (optional): | | | |
| <div style="border: 1px solid #ccc; height: 40px;"></div> | | | |

Listed below is the description for each rating:

- **Model Performance** - Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to goals of the organization, department and/or senior management area.
- **Strong Performance** - Good, solid performance. Fulfills all position requirements and goals and may, on occasion, generate results above those expected of the position.
- **Developing Performance** - Performance leaves room for improvement. Employee requires either additional development in deficient technical areas; or, may be a new hire requiring additional training; or, is not responding favorably to coaching for performance improvement.
- **Unacceptable Performance** - Performance is well below the minimum position requirements. Requires immediate review and action including implementation of Performance Improvement Plan (PIP).

12. When finished, click on **Save**, then click on **View Entire Evaluation**.

13. After the evaluation has been completed, please click on **View in PDF** to save or print a copy of the evaluation.



Printing/Saving Performance Evaluation

When viewing the self-evaluation as a .pdf file using Adobe Acrobat Reader or any other type of PDF reader, you can use the **Save** and **Print** buttons in the PDF toolbar to save a copy onto your computer or print it if you have a printer accessible.



Review Performance Plan

14. Review the performance evaluation and, if needed, you can go back to any section to make changes. You will notice that there is not an option to Finalize and send to Reviewer, the supervisor must perform that function. You now may exit the evaluation.

The screenshot shows a performance evaluation form with the following sections:

- Supervisor Evaluation:** Includes fields for Employee ID, Employee Name, Position Number, Job Title, Dept./Camp., Supervisor, and Review Date.
- Setting Expectations for Goals/Responsibilities:** Divided into Measured Performance, Emerging Performance, Developing Performance, and Outstanding Performance.
- Performance Goals and/or Job Responsibilities:** A section for listing specific goals and responsibilities.
- Measurable Results and Accomplishments:** A section for describing achievements.
- Rating:** A section for providing an overall rating.
- Behavioral Competencies:** A section for evaluating behavioral competencies.
- Sub-Specific Competencies:** A section for evaluating specific competencies.
- Self-Management:** A section for evaluating self-management skills.
- Employee Comments (Optional):** A section for the employee's comments.
- Supervisor's Summary of Overall Performance:** A section for the supervisor's overall summary.
- Supervisor's Summary of Overall Performance:** A section for the supervisor's overall summary.
- Career Development Plan:** A section for discussing career development.

At the bottom of the form, there are several navigation buttons:

- Exit without Saving
- Back to Goals
- Back to Competencies
- Back to Overall Rating and Comments

Exit without Saving

Exit without Saving and return to main menu.

Back to Goals

Modify items in the goals section.

Back to Competencies

Modify items in the competencies section.

Back to Overall Rating and Comments

Modify the overall rating and comments section.

Next Steps

The supervisor will need to send the performance plan to the reviewer so they can edit the performance evaluation and return it back to the supervisor for approval or further modifications. A designee at any time can check the status of the performance review to make sure that the plan is finalized within the appropriate time frame.

Check the Status of a Performance Evaluation

1. Navigate <https://login.vt.edu/profile/cas/login?execution=e1s1> and log in with your PID and password.
2. Click on **Hokie Team**.
3. Click on **Performance Planning and Evaluation Tool**.
4. Click on **Performance Evaluation Menu**.
5. Click on **List Employees Where I am Defined as the Designee**.

Employees Where I am Defined as the Designee

Display AP Faculty

| Employee Position Number | Employee Name | Plan Status | Plan Year | Alternative Employee Signoff | View Plan | View History |
|--------------------------|--------------------|--------------------|-----------|------------------------------|--|---|
| PBT007 | Doo, Scooby D | Supervisor editing | 2012 | | <input type="button" value="View Plan"/> | <input type="button" value="View History"/> |
| PBT008 | Fisher, Stephen D | Employee reviewing | 2012 | | <input type="button" value="View Plan"/> | <input type="button" value="View History"/> |
| PBT010 | O'Hara, Virginia A | Employee approved | 2012 | | <input type="button" value="View Plan"/> | <input type="button" value="View History"/> |

- While the performance evaluation is being written, the status will be **Supervisor Editing**.
- After the supervisor sends the performance review to the reviewer, the status changes to **Evaluation Sent to Reviewer**.
- The reviewer will go through evaluation, enter final comments, and submit to Budget Authority. The status changes to **Evaluation Sent to Budget Authority**.
- After Budget Authority and/or Senior Management has reviewed all evaluations, they will be released back to the supervisor. The status will change to **Budget Authority Approved or Senior Management Approved**.
- The supervisor will receive an email after it has been approved and schedule a meeting with the employee to review the evaluation. The supervisor will then release the evaluation to the employee and the status will change to **Supervisor released to employee**.
- After the employee has acknowledged receipt of their performance plan, the status changes to **Employee Approved**.

Please refer to pages 25-26 for performance plan and evaluation status definitions.

Alternative Employee Signoff

If the employee reviewed the performance evaluation and approved a paper copy, or if the employee refused to sign a paper copy, then the designee has the option to submit an **Alternative Employee Signoff**.

1. From the Performance Evaluation Menu select **List of Employees Where I am Defined as the Designee**.
2. Click on **Enter alternative signoff**. This option will only appear once the evaluation has been approved by Budget Authority and/or Senior Management.
3. Choose one of these options and click on the **Submit** button:
 - Employee reviewed and approved a paper copy
 - Employee refused to sign a paper copy

The screenshot shows the 'Performance Evaluation Menu' in the Virginia Tech Information System. The menu includes options like 'Create/Edit Self Evaluation', 'View Current Approved Evaluation', and 'List Employees Where I am Defined as the Designee'. The 'List Employees Where I am Defined as the Designee' option is selected, leading to a table of employees. The table has columns for 'Employee Position Number', 'Employee Name', 'Plan Status', 'Plan Year', 'Alternative Employee Signoff', 'View Plan', and 'View History'. The first row shows 'Fisher, Stephen D' with 'Employee editing' status and '2012' plan year. The second row shows 'O'Hara, Virginia A' with 'Supervisor approved' status and '2012' plan year, and an arrow pointing to 'Enter alternative signoff'. The third row shows 'Tripp, Daniel A' with 'No plan exists' status. Below the table, there is a section titled 'Enter alternative employee signoff' with two radio button options: 'Employee reviewed and approved a paper copy' (selected) and 'Employee refused to sign a paper copy'. A 'Submit' button is at the bottom.

| Employee Position Number | Employee Name | Plan Status | Plan Year | Alternative Employee Signoff | View Plan | View History |
|--------------------------|--------------------|---------------------|-----------|------------------------------|-----------|--------------|
| PT0106 | Fisher, Stephen D | Employee editing | 2012 | | View Plan | View History |
| PT0110 | O'Hara, Virginia A | Supervisor approved | 2012 | Enter alternative signoff | View Plan | View History |
| PT0109 | Tripp, Daniel A | No plan exists | | | View Plan | View History |

When viewing the evaluation status, it will reflect either **Employee reviewed and approved a paper copy** or **Employee refused to sign a paper copy**.

This completes the performance plan cycle! The supervisor should be meeting with the employee to work on next year's performance plan within 30 days of receiving the performance evaluation.

If there are any questions or if you require assistance with the performance management tool, please contact University Employee Relations: Rodney Irvin (540-231-5303), Vickie Mitchell (540-231-2850), or Tina Kapalin (540-231-4272).

Performance Plan Status Definitions

| Performance Plan Status | Definition |
|---|--|
| No Plan Exists | A performance plan for the current review period has not been started by the employee or the supervisor. If the supervisor does not require a draft plan from their employee(s), they may create a performance plan. |
| Employee Editing | Employee is editing the plan and neither the supervisor or reviewer will be able to access the plan until the employee sends it to the supervisor. |
| Supervisor Created Plan | Supervisor has created a performance plan. |
| Employee Complete | Employee has completed a performance plan prior to the supervisor and sent it to the supervisor for their review or the employee has returned the performance plan that the supervisor sent them to edit. |
| Copied from Previous Year | The performance plan was copied from the previous year's performance plan. |
| Copied from Employee | The performance plan was copied from the employee's draft of the plan. |
| New Version Created | An existing approved plan has been copied and created into a new version that can be updated. This is for the same performance review period. This is not used when a plan from last year was used to create the plan for the current review period. |
| Supervisor Editing | Supervisor is editing the plan and neither the employee or reviewer will be able to access the plan until the supervisor sends it on. |
| Employee Reviewing | The supervisor has sent the performance plan to the employee for input. The employee will be able to edit the plan before returning to the supervisor. |
| Supervisor Approved | The supervisor has sent the performance plan to the employee as a final for review; the employee will not be able to edit. The employee should review and acknowledge receipt. |
| Reviewer Reviewing | The supervisor has sent the performance plan to the reviewer to examine. |
| Reviewer Approved | The reviewer has sent the performance plan to the employee for review. |
| Employee Approved | The employee has reviewed their performance plan and selected the "I have received and reviewed my performance plan" option. |
| Employee Reviewed and Approved a Paper Copy | The supervisor has selected "Enter Alternative Signoff" on the "List of Employees Where I am defined as the Supervisor" screen and selected the "Employee reviewed and approved a paper copy" option. |
| Employee Refused to Sign a Paper Copy | The supervisor has selected "Enter Alternative Signoff" on the "List of Employees Where I am defined as the Supervisor" screen and selected the "Employee refused to sign a paper copy" option. |

Performance Evaluation Status Definitions

| Performance Evaluation Status | Definition |
|---|---|
| No Evaluation Exists | A performance evaluation for the current review period has not been started by the employee or supervisor. If the employee chooses not to do a self-evaluation, the supervisor may begin the performance evaluation. |
| Employee Editing Self-Evaluation | Employee has created their self-evaluation and is still in process. |
| Supervisor Created Evaluation | The supervisor has started an evaluation for the employee. The employee will not be able to enter a self-evaluation into the online system until the supervisor has started their evaluation. |
| Supervisor Editing | The supervisor is editing the performance evaluation. |
| Evaluation Sent to Reviewer | The supervisor has completed the evaluation and sent it to the reviewer. |
| Evaluation Sent to Budget Authority | If your college/VP area uses a calibration team, this status indicates that the reviewer has reviewed the evaluation and sent it to the calibration team for final approval. The calibration team is typically a group of senior managers from your senior management area. |
| Budget Authority Approves | The calibration team has approved the evaluation and returned it to the supervisor. |
| Senior Management Approves | The calibration team has approved the evaluation and returned it to the supervisor. |
| Supervisor Released to Employee | The supervisor has sent the final evaluation to the employee for their review and will arrange a meeting to discuss the evaluation. The employee should log on and acknowledge approval. |
| Employee Approved | The employee has logged on and acknowledged evaluation approval. |
| Employee Reviewed and Approved a Paper Copy | The employee was provided a paper copy that they reviewed and signed. |
| Employee Refused to Sign a Paper Copy | The employee received a paper copy of the evaluation but declined to sign it. |



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