Online Performance Reviews with PeopleAdmin

Employee Guide

This detailed guide is designed to help you, the employee, navigate the online Performance Communication Process using PeopleAdmin. Included in this guide are screen shots to show you the step-by-step details, with hints and tips for smooth sailing through the process.

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If you have any questions or need assistance through the process, contact the Office of Human Resources & Payroll:

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A. The Performance Communication Process

Your VOICE should be heard, and we want to hear it! WPI’s VOICE stands for Virtue, Output, Integrity, Collaboration, and Excellence are the proficiencies we measure against for our communication process.

The performance communication process is the culmination of regular check-ins and discussions between employees and their supervisors about assigned duties and responsibilities, job performance, and goals for the future. This process is a combination of written and oral communication and is intended to recognize solid performance, successes and achievements, as well as to identify opportunities for development and growth.

This process is essential for promoting personal success and fostering a collaborative culture on campus. Discussions about performance help supervisors gain insight into their employees’ strengths and abilities, and allows them to recognize achievements and evaluate job progress. Feedback from this process aids in the development of effective training programs to further expand knowledge and skills.

The performance communication process is built as a pay-for-performance structure. Salary increases are awarded annually, effective the first of July each year. The amount of the salary increase pool of funds is recommended by the administration and approved by the Board of Trustees. The method of allocating funds is based on rewarding meritorious performance. Merit increases will be awarded on a pay-for-performance basis and are based on individual performance. When used as intended, this structure achieves the goal of rewarding truly top performers with merit increases that match their achievements and contributions.

For additional information about the performance communication process, please refer to the Additional Resources section of this guide.
B. The Performance Communication Checklist

The checklist is an optional tool to further assist you through the performance communication process. It is primarily designed to aid the supervisor, but we encourage you to review it and be aware of the steps. Each step is listed below, and a link to the checklist can be found in the Additional Resources section of this guide.

![VOICE]
Virtue Output Integrity Collaboration Excellence

Performance Communication Process Checklist

**Two weeks before the meeting...**
- Gather documentation and feedback on employee performance
- Review employee’s current job description
- Contact Human Resources to sign up for a training session if needed

**One week before the meeting...**
- Schedule a meeting with the employee
- Have the employee complete their own self-evaluation

**While completing the written evaluation...**
- Provide specific comments for each area on the Performance Communication Form
- Confirm that the overall rating is consistent with the individual ratings of each competency

**Following the meeting...**
- Review salary process guidelines to determine an appropriate recommendation, if exceptional merit is being requested, be sure justification was provided on the performance communication form.
- Submit a position description modification (if applicable) in PeopleAdmin
- Confirm that evaluation is signed by the employee and yourself
- Schedule any recommended training or professional development for employee
- Schedule a follow-up evaluation if performance rating does not meet expectations
- Review salary letter with employee on May 1st
C. PeopleAdmin

1. How do I login?

⇒ Go to the HR Website to find the link for PeopleAdmin.

⇒ Hit the SSO Authentication link to login.
⇒ Use your WPI credentials to login.

⇒ When you are logged in, look in the upper right hand corner for the link to “Go to WPI Employee Portal”.
2. How do I Access / Complete My Self-Communication Form?

⇒ This is what your Employee Portal screen will look like:

![Employee Portal Screen]

⇒ Your open performance communication action items will appear in your queue.
⇒ Select “Self Evaluation” to get started.
⇒ The next screen is what you will see when you open the form:

![Self Evaluation Form]

⇒ Enter your comments into each field.
When you reach the end of each tab, you will see the following options:

- Complete each tab of the Self Communication Form. Remember, VOICE – Virtue, Output, Integrity, Collaboration, Excellence ... ensure your VOICE is heard and be as thorough as you can.
- On the Training Opportunities tab, select the training options that would best suit your business needs, and add comments if needed.

Complete the Growth and Development tab to comment on your previous goals, special accomplishments, and strengths / areas for development.

The Growth and Development tab is also an appropriate time to review your job description to ensure your tasks and responsibilities are currently reflected. To review your job description, select your title under your name in the upper left corner of the screen:
Your job description screen will look like this:

- You may print your job description and submit any changes to your supervisor.
To advance to the Attachments tab, it is important to click “Save Draft” then click the Attachments tab. DO NOT HIT COMPLETE at this point if you wish to attach documents, as Complete will send your form to your Supervisor.

Attach any supporting documentation to your form. You may attach more than one document by hitting “New Attachment” after uploading each document.
⇒ When you are finished adding your documentations, you can navigate back to the Growth and Development tab. Click “Complete” at the bottom of the screen, or under “Actions” you can click “Complete”, “Save Draft” to come back and finish the form at a later time, or “Print” to print a copy of your form before submitting it to your supervisor.

⇒ Congratulations! You have successfully completed your self-communication form!
3. How do I Review My Supervisor’s Communication Form?

⇒ Your completed self-communication form will be advanced to the next stage in the process. Your supervisor will complete their form and then send it to the next tier of management for approval before you will be able to view it. Once the manager approves the form, it will be available for you to review, acknowledge and comment.

⇒ Your employee portal screen will look like this, and you will be able to check on the status of your performance communication form:

![Employee Portal Screen 1](image1)

⇒ Once you receive your supervisor’s communication form, you will be able to review it and add comments if needed.

⇒ Select the action item to proceed:

![Employee Portal Screen 2](image2)
⇒ You may print the form by selecting the “Actions” button, then “Print”, or you can acknowledge the form from the “Actions” button or the “Acknowledge” button at the bottom of the screen.
⇒ Your acknowledgment will be recorded, and your supervisor will receive notification. You may review the acknowledgment at any time.

⇒ The meeting to review this communication form should be scheduled between you and your supervisor. Once you have reviewed the form, the process is complete. No further action is required in PeopleAdmin.
D. Did You Know?

⇒ You may add Progress Notes throughout the year to keep track of important projects, accomplishments, or kudos you have received.

⇒ Your My Reviews page will default to open programs, but if you would like to search for past reviews, you can change the search filter to Completed. You may also search by the other criteria listed in the left-hand column.
E. Additional Resources

You may refer to our Performance Management website for the following information:

⇒ Quick Start Guide
⇒ Checklist
⇒ Performance Communication Process Presentation