

Good afternoon, Line Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

APPS

Personal Details					
Documents					
Identifications					
Contact Information					
Family and Emergency Contacts	Career and Performance	Personal Information	Learning	Benefits	Current Jobs
My Organization Chart	Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert
My Public Info					
Change Photo					
Employment Info					
Document Delivery Preferences					

**Goals and Performance -
Manager Evaluation of Employee
Goals**

Show More

BlueSky Help

1/27
Click 'My Team'

anager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert



Show More

Good afternoon, Line Manager!

Me My Team Procurement Tools Others

2/27 Click 'Performance Overview'

QUICK ACTIONS

- Transfer
- Employee Summary
- Employment Info
- Change Assignment
- Document Records

APPS

My Team	Onboarding	Hiring	Performance Overview	Performance
Learning	Workforce Compensation	Termination	+	

Show More

Things to Finish

Assigned to Me 7	2 hours ago FYI Complete the interview questionnaire Interview Feedback...	4 days ago REJECTED Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-...
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Goals and Performance Overview

Review Period 2020-21

My Team

Search Person

Show Filter

Add Performance Goal

Sort By Name ascending

3/27
Click on the **Blue Hyperlinked Text** that says Performance Appraisal next to the employee you'd like to evaluate.

<input type="checkbox"/>	ES Exempt Staff Senior Research Associate Last Updated Performance Rating Performance Documents 2020-21 Staff Performance Appraisal Check-Ins	Performance Goals 0 of 2 completed Anytime Documents Potential Rating
<input type="checkbox"/>	NS Nonexempt Staff Benefits Coordinator Last Updated Performance Rating	Performance Goals 0 of 0 completed



Review and evaluate the contents of each section of the evaluation. Click submit when you're done.

4/27
To begin, we'll evaluate the employee's performance goals. To do so, click 'Evaluate' right here.

Document Details	
Evaluation Topics	
Performance Goals 0 of 3 rated 0 of 3 commented	Evaluate
Core Behaviors & Mission 0 of 2 rated 0 of 2 commented	Evaluate
Employee Development	Evaluate

Summarize your overall performance during this appraisal period.
You can also include any significant additional accomplishments or missed opportunities that impact your rating and are not mentioned in previous sections.

Overall Performance	
Manager Rating	Employee Rating Exceeds expectations
Manager Comments	
Employee Comments	
Comment	



Rate and Comment

Evaluate the included performance goals.
Additional feedback for each performance goal can be accessed at the bottom of the list.
Enter ratings and comments (include a discussion of next steps wherever applicable).

Sort By Oldest to Latest

5/27
First, you will have to give a rating to this specific goal. To do so, click the Expand Icon.

Manager Rating

Employee Rating
Outstanding

Manager Comments

Font 2 B I U

Employee Comments
Comment

Test Joe 7/1 Beta



Evaluate Topic Performance Goals

Mary Louise

Save and Close Cancel

Rate and Comment

Evaluate the included performance goals.
Additional feedback for each performance goal can be accessed at the bottom of the list.
Enter rating and comments (include a discussion of next steps wherever applicable).

Last Saved 8/31/2020 11:40 AM Sort By Oldest to Latest

Mary Test Goal 3

Test

Status

Not started

Manager Rating

Exceeds expectations

Rating	Rating Description
Outstanding	Outstanding
Exceeds expectations	Exceeds expectations
Successful	Successful
Below Expectations	Below Expectations
Unsatisfactory	Unsatisfactory

Employee Rating

Outstanding

6/27
Now, select the rating level you'd like to give this goal by clicking the desired description.

Mary Test 1



Evaluate Topic Performance Goals

Mary Louise

Save and Close

Cancel

i Evaluate the included performance goals.
Additional feedback for each performance goal can be accessed at the bottom of the list.
Enter rating and comments (include a discussion of next steps wherever applicable).

Sort By Oldest to Latest

Mary Test Goal 3

Test

Status

Not started

Manager Rating

Outstanding

Manager Comments

Font 2 B I U

7/27

Now, give some specific comments about the employee's goal. Comments should be directly related to an employee's performance related to this specific goal.

Employee Comments

Test Outstanding

Mary Test 1

Test Description

Status

Not started

Manager Rating

Employee Rating

Exceeds expectations

Manager Comments



Save and Close

Cancel

Font 2 **B I U** [bulleted list] [numbered list] [link] [unlink] [undo] [redo] [clear]

Employee Comments

Comment

Test Joe 7/1 Beta

Status

Not started

Manager Rating

Employee Rating

Exceeds expectations

Manager Comments

Font 2 **B I U** [bulleted list] [numbered list] [link] [unlink] [undo] [redo] [clear]

Employee Comments

Comment

Test Joe 7/1 Gamma

Test Description - Manager Edit

Status

Not started

Manager Rating

Employee Rating

8/27



Repeat this process for any other goals that the employee has listed. Once you are finished, click **'NEXT'** below.



Rate and Comment

Evaluate the included performance goals.
Additional feedback for each performance goal can be accessed at the bottom of the list.
Enter rating and comments (include a discussion of next steps wherever applicable).

Last Saved 8/31/2020 9:30 AM

Sort By Oldest to Latest

Test Joe 7/1 Alpha

Test Description

Status

Not started

Manager Rating

Employee Rating

Outstanding

Manager Comments

Font 2 **B I U** [List Icons]

Employee Comments

Comment

Test Joe 7/1 Beta

9/27

Once you are happy with your evaluations and comments, click **'Save and Close'** to move on to the next section.



Review and evaluate the contents of each section of the evaluation. Click submit when you're done.

Document Details

Evaluation Topics

- Performance Goals**
3 of 3 rated | 3 of 3 commented
- Core Behaviors & Mission**
0 of 2 rated | 0 of 2 commented Evaluate
- Employee Development** Evaluate

10/27

Great Start! Next, we have to evaluate the Employee's ratings of their Core Values. To do so, click 'Evaluate' right here.

Summarize your overall performance during this appraisal period.
You can also include any significant additional accomplishments or missed opportunities that impact your rating and are not mentioned in previous sections.

Overall Performance Edit

Manager Rating	Employee Rating Exceeds expectations
Manager Comments	
Employee Comments	
Comment	



i Evaluate the included competencies.
Click [here](#) or visit the performance section at hr.depaul.edu to review definitions of each Core Behavior and Managerial Behavior.

11/27 ✕
Again, we'll begin by expanding the Manager Rating section by clicking the **Expand Icon**.

Manager Rating

⌵

Employee Rating

Outstanding

Manager Comments

Font 2 **B** *I* U

Employee Comments

Comment

Supports DePaul's Mission, Vision and Values

- Understands and supports the distinctive Catholic and Vincentian mission as a university.
- Demonstrates a commitment to service, lifelong learning, sharing of knowledge that advance and supports university mission.
- Promotes organizational stewardship with practice that are financially, socially and environmentally responsible.
- Is student centered; anticipates and responds to students' needs and supports all efforts that promote student affordability, accessibility and attainment.
- Exemplifies Vincentian personalism and leadership by demonstrating a respect for the God-given dignity of each person, and an inclusiveness that comes from openness to the diversity that surrounds us in our world and our community.

Briefly describe (2-3 sentences) how this employees work contributes to the overall mission of DePaul University:

Manager Rating

Employee Rating



i Evaluate the included competencies.
Click [here](#) or visit the performance section at hr.depaul.edu to review definitions of each Core Behavior and Managerial Behavior.

Last Saved 8/31/2020 9:34 AM

Core Behaviors

Collaborates and Contributes to Team Work

12/27 ✕

Click on your desired rating.

Employee Rating
Outstanding

Rating	Rating Description
Outstanding	Outstanding
Exceeds expectations	Exceeds expectations
Successful	Successful
Below Expectations	Below Expectations
Unsatisfactory	Unsatisfactory

Comment

Supports DePaul's Mission, Vision and Values

- Understands and supports the distinctive Catholic and Vincentian mission as a university.
- Demonstrates a commitment to service, lifelong learning, sharing of knowledge that advance and supports university mission.
- Promotes organizational stewardship with practice that are financially, socially and environmentally responsible.
- Is student centered; anticipates and responds to students' needs and supports all efforts that promote student affordability, accessibility and attainment.
- Exemplifies Vincentian personalism and leadership by demonstrating a respect for the God-given dignity of each person, and an inclusiveness that comes from openness to the diversity that surrounds us in our world and our community.

Briefly describe (2-3 sentences) how this employees work contributes to the overall mission of DePaul University:



i Evaluate the included competencies.
Click [here](#) or visit the performance section at hr.depaul.edu to review definitions of each Core Behavior and Managerial Behavior.

Last Saved 8/31/2020 9:34 AM

Core Behaviors

- Collaborates and Contributes to Team Work
- Responsive to Change
- Fosters Diversity and Inclusion
- Encourages Open Communication and
- Fosters Continuous Improvement

Manager Rating

Outstanding

Manager Comments

Font 2 B I U [Rich Text Editor]

13/27
Now, add specific comments related to the employee's evaluation of this core value.

Employee Comments

Comment

Supports DePaul's Mission, Vision and Values

- Understands and supports the distinctive Catholic and Vincentian mission as a university.
- Demonstrates a commitment to service, lifelong learning, sharing of knowledge that advance and supports university mission.
- Promotes organizational stewardship with practice that are financially, socially and environmentally responsible.
- Is student centered; anticipates and responds to students' needs and supports all efforts that promote student affordability, accessibility and attainment.
- Exemplifies Vincentian personalism and leadership by demonstrating a respect for the God-given dignity of each person, and an inclusiveness that comes from openness to the diversity that surrounds us in our world and our community.

Briefly describe (2-3 sentences) how this employees work contributes to the overall mission of DePaul University:



i Evaluate the included competencies.
Click [here](#) or visit the performance section at hr.depaul.edu to review definitions of each Core Behavior and Managerial Behavior.

Last Saved 8/31/2020 9:35 AM

Core Behaviors

- Collaborates and Contributes to Team Work
- Responsive to Change
- Fosters Diversity and Inclusion
- Encourages Open Communication and Cooperation
- Fosters Continuous Improvement

Manager Rating

Outstanding

Employee Rating

Outstanding

Manager Comments

Font 2 **B I U**

Employee Comments

Comment

Supports DePaul's Mission, Vision and Values

- Understands and supports the distinctive Catholic and Vincentian mission as a university.
- Demonstrates a commitment to service, lifelong learning, sharing of knowledge that advance and supports university mission.
- Promotes organizational stewardship with practice that are financially, socially and environmentally responsible.
- Is student centered; anticipates and responds to students' needs and supports all efforts that promote student affordability, accessibility and attainment.
- Exemplifies Vincentian personalism and leadership by demonstrating a respect for the God-given dignity of each person, and an inclusiveness that comes from openness to the diversity that surrounds us in our world and our community.

Briefly describe (2-3 sentences) how this employees work contributes to the overall mission of DePaul University:

Repeat the process of expanding the Rating box, selecting your desired rating, and providing comments for any other core values your employee has listed. Click 'Next' below when complete.



Rate and Comment

i Evaluate the included competencies.
Click [here](#) or visit the performance section at hr.depaul.edu to review definitions of each Core Behavior and Managerial Behavior.

Last Saved 8/31/2020 9:36 AM

Core Behaviors

- Collaborates and Contributes to Team Work
- Responsive to Change
- Fosters Diversity and Inclusion
- Encourages Open Communication and Cooperation
- Fosters Continuous Improvement

Manager Rating

Outstanding

Employee Rating

Outstanding

Manager Comments

Font 2 **B I U** [bulleted list icon] [numbered list icon] [link icon] [unlink icon] [undo icon] [redo icon] [text color icon]

Employee Comments

Comment

Supports DePaul's Mission, Vision and Values

- Understands and supports the distinctive Catholic and Vincentian mission as a university.
- Demonstrates a commitment to service, lifelong learning, sharing of knowledge that advance and supports university mission.

15/27

Once you are satisfied with your evaluation, click '**Save and Close**' to move on to the next step of the performance appraisal process.

Manager Evaluation of Employee: 2019-2020 Staff Performance Appraisal

Print Submit



Billy Demon

i Review and evaluate the contents of each section of the evaluation. Click submit when you're done.

Document Details

Evaluation Topics

Performance Goals

3 of 3 rated | 3 of 3 commented

Core Behaviors & Mission

2 of 2 rated | 2 of 2 commented

Employee Development

Evaluate

16/27 ✕
Almost there! Now, we will evaluate the Employee's development goals by clicking 'Evaluate' right here.

Summarize your overall performance during this appraisal period.

You can also include any significant additional accomplishments or missed opportunities that impact your rating and are not mentioned in previous sections.

Overall Performance

Edit ^

Manager Rating

Employee Rating

Exceeds expectations

Manager Comments

Employee Comments

Comment



Save and Close

Cancel

17/27

Enter employee accomplishments this goal cycle from your prerogative as their manager.

My Questionnaire

1. Key Job Responsibilities (Optional)

Additional Accomplishments:

Summarize the most important contributions the employee made in the performance cycle, not included in performance goals.

Areas for Improvement:

Summarize the most important missed opportunities of the performance cycle, not included in performance goals.

2. Employee Development

* Employee Development Summary:

Employee Questionnaire



My Questionnaire

18/27

1. Key Job Responsibilities (Optional)

Additional Accomplishments:
Summarize the most important content of your performance goals.

Areas for Improvement:
Summarize the most important missed opportunities of the performance cycle, not included in performance goals.

2. Employee Development

*** Employee Development Summary:**

Employee Questionnaire

Detail areas in which the Employee has room for growth. Be sure to reference specific instances, and remove feelings or emotions from the comments.

Questionnaire
Demon, Billy

Save and Close Cancel

My Questionnaire

1. Key Job Responsibilities (Optional)

Additional Accomplishments:
Summarize the most important contributions and accomplishments in this role. Include specific examples and goals.

Areas for Improvement:
Summarize the most important missed opportunities and areas for improvement.

2. Employee Development

*** Employee Development Summary:**

Employee Questionnaire

19/27

Now, add specific solutions that can help your employee develop in these areas. Examples would be attending workshops , improving accountability, or working alongside peers to gain experience.



Save and Close

Cancel

My Questionnaire

1. Key Job Responsibilities (Optional)

Additional Accomplishments:

Summarize the most important contributions the employee made in the performance cycle, not included in performance goals.

Areas for Improvement:

Summarize the most important missed opportunities of the performance cycle, not included in performance goals.

2. Employee Development

*** Employee Development Summary:**

Employee Questionnaire

20/27

Once you have finished adding these comments, you can click 'Save and Close' to move on to the final part of the evaluation process.



Print

Submit

Evaluation Topics

Performance Goals

3 of 3 rated | 3 of 3 commented

Core Behaviors & Mission

2 of 2 rated | 2 of 2 commented

Employee Development

Summarize your overall performance during this appraisal period.

You can also include any significant additional accomplishments or missed opportunities that impact your rating and are not m...

Overall Performance

Edit

Manager Rating

Employee Rating

Exceeds expectations

Manager Comments

Employee Comments

Comment

[Show Performance Rating Descriptions](#)

Attachments

21/27 ✕

Last Step! We will now provide an overall performance rating to this employee. This should be determined by the overall scores of the previous sections combined. To do so, click **'Edit'** here.



Manager Evaluation of Employee: 2019-2020 Staff Performance Appraisal

Billy Demon

Print

Submit

Core Behaviors & Mission
2 of 2 rated | 2 of 2 commented

Employee Development

22/27 ✕

One last time, click the **Expand** Icon...

...period.
...opportunities that impact your rating and are not mentioned in previous sections.

Save Cancel

Manager Rating

Employee Rating
Exceeds expectations

Manager Comments

Font 2 **B I U**

Employee Comments

Comment

Attachments



Core Behaviors & Mission
2 of 2 rated | 2 of 2 commented

Employee Development

Summarize your overall performance during this appraisal period.

You can also include any significant additional accomplishments or missed opportunities that impact your rating and are not mentioned in previous sections.

23/27 ✕
Click the desired rating...

Save Cancel

Employee Rating
Exceeds expectations

Rating	Rating Description
Outstanding	Outstanding
Exceeds expectations	Exceeds expectations
Successful	Successful
Below Expectations	Below Expectations
Unsatisfactory	Unsatisfactory

Comment

Attachments



Core Behaviors & Mission
2 of 2 rated | 2 of 2 commented

Employee Development

Summarize your overall performance during this appraisal period.
You can also include any significant additional accomplishments or missed opportunities that impact your rating and are not mentioned in previous sections.

Overall Performance

Manager Rating

24/27
And add comments.

Save Cancel

Manager Comments

Employee Comments
Comment

Attachments



Manager Evaluation of Employee: 2019-2020 Staff Performance Appraisal

Billy Demon

Print

Submit

Core Behaviors & Mission
2 of 2 rated | 2 of 2 commented

Employee Development

25/27



And click 'Save' when you are satisfied with your changes.

Summarize your overall performance during this appraisal period.

You can also include any significant additional accomplishments or missed opportunities that impact your rating and are not

Overall Performance

Last Saved 8/31/2020 9:49 AM

Manager Rating

Employee Rating

Exceeds expectations

Manager Comments

Rich text editor with toolbar (Font, Size, Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Undo, Redo, Undo, Redo) and a large text area.

Employee Comments

Comment

Save

Cancel

Attachments



Print

Submit

Summarize your overall performance during this appraisal period.

You can also include any significant additional accomplishments or missed opportunities that impact your rating and are not mentioned in previous sections.

Overall Performance

Manager Rating

Outstanding

Manager Comments

Comment

Employee Comments

Comment

[Show Performance Rating Descriptions](#)

26/27



If you'd like, you can add attachments such as projects or personnel files by expanding and uploading here. It is not required. Once you are done, click **'Next'** below.

Edit



Attachments





Manager Evaluation of Employee: 2019-2020 Staff Performance Appraisal

Billy Demon

Print

Submit

Evaluation topics

Performance Goals

3 of 3 rated | 3 of 3 commented

Core Behaviors & Mission

2 of 2 rated | 2 of 2 commented

Employee Development

27127 ✕

This is your final chance to make any changes, or review your comments. Once you are satisfied, click 'Submit' to release the evaluation to your employee.

Summarize your overall performance during this appraisal period.

You can also include any significant additional accomplishments or missed opportunities that impact your rating and are not mentioned in previous sections.

Overall Performance

Edit

Manager Rating

Outstanding

Employee Rating

Exceeds expectations

Manager Comments

Comment

Employee Comments

Comment

[Show Performance Rating Descriptions](#)

Attachments





Print

Submit

Evaluation topics

Performance Goals

3 of 3 rated | 3 of 3 commented

Evaluate

Core Behaviors & Mission

2 of 2 rated | 2 of 2 commented

Evaluate

Employee Development

Evaluate

Summarize your overall

You can also include any s

Overall Performance

Manager Rating

Outstanding

Manager Comments

Comment

Employee Comments

Comment

Show Performance Rating Descriptions

Edit

Congratulations! You have successfully evaluated your employee.
You should see that the process is now in 'Second Level Manager Approval' Once the second level manager approves these goals, they will be sent to the employee.

Attachments