2012 Performance Excellence Online System

Steps for Employees
A New Look

Employee logs in using ACC e-ID.
When you log into the system, you will see a new home page that contains a welcome and information on the Faculty and Staff Evaluation Office.
Help Section

The Help Section on the top right of the screen contains links to the following documents:

• Employee Quick Reference
• Employee Detailed Instructions
• Supervisor Quick Reference
• Supervisor Detailed Instructions

These documents will open up in a new window or tab depending on the internet settings.

Performance Excellence Online System

Welcome to the 2013 Performance Excellence Program
Past Evaluations Available: You are able to view your past PEP evaluations that were completed online.

Scroll or click on the “Evaluations” tab on the top of the screen.
2. There will be two choices from the pull down list:
   - Create Self Evaluation
   - Archives

3. Click on “Archives”
You will see your past evaluations that were completed online. 

If you click on the year, the evaluation will open in a new window or tab depending on the internet settings. You are able to view and print these evaluations.
To Create a Self Evaluation

1. Scroll or click on the “Evaluations” button on the top of the screen.
2. There will be two choices from the pull down list:
   - Create Self Evaluation
   - Archives

3. Click on “Create Self Evaluation”
Please Note: The top of the Annual Performance Review Form will contain the Current Year Goals and Objectives. These are the Goals and Objectives that were entered in last year’s Review.

Current Year Goals and Objectives
2011 Goals
2011 Professional Development Activities

2012 Annual Performance Review (PEP) Form
Your evaluation for this year will populate.

4. Complete the Annual Performance Review Form Section

<table>
<thead>
<tr>
<th>Basic Job Requirements</th>
<th>Exceeds Requirements</th>
<th>Meets Requirements</th>
<th>Needs Improvement</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of the Job: Does employee have adequate knowledge and skills related to</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>the requirements to complete the variety of tasks required by the job?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of Work: Is the quality of work acceptable and does it meet established</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>standards? Is the employee accurate?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Productivity and Efficiency: Does employee complete assignments on schedule, use</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>resources wisely and manage time effectively?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability, Dependability: Does the employee follow through on assigned tasks to</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>completion as expected? Is the employee reliable?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance: Does employee meet attendance requirements?</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Initiative: Does the employee demonstrate initiative and resourcefulness by taking</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>appropriate action with a minimum of direction as situations arise? Does the employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>seek opportunities to learn new skills, and make suggestions for improving work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>processes?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety: Does the employee work safely, follow safety rules, report unsafe</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>working conditions/practices, and proactively prevent unsafe practices in the</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>workplace?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Servant Leadership: Does the employee demonstrate a desire to serve, show a</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>willingness and readiness to provide good service to students, faculty, staff, and/or</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>the public?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Servant Leadership: Does the employee exhibit honesty, integrity, and high ethical</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>standards while performing their job duties?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Development: Has employee completed annual requirements?</td>
<td>○ Yes</td>
<td></td>
<td>○ No</td>
<td></td>
</tr>
</tbody>
</table>

Comments:
5. Complete the Next Year Goals and Objectives section at the bottom.

Next Year Goals and Objectives

2012 Goals

Employee Goals and Objectives for FY 2011 (list goal, desired outcome and timeframe for completion of goal):

2012 Professional Development

List of Professional Development Activities for FY 2011:

Save and Exit This Evaluation
6. Click the “Save and Exit This Evaluation” button on the bottom of the Form.

If you do not click on the “Save and Exit This Evaluation” button before exiting this screen, your responses will be lost. You are able to edit the “Self Evaluation” as many times as you need.
You will now see a completed self evaluation. Take a printed copy of the self evaluation to the meeting with your supervisor.
Meet with your Supervisor

Now that your self evaluation is complete, you will need to meet with your supervisor to conduct your Annual Performance Excellence Evaluation.
STOP

This Section is to be completed after you have had your meeting with your supervisor and conducted your Annual Performance Review.
**Notification the evaluation is available for Employee Sign Off**

Once your supervisor submits the final evaluation for you to review, you will receive an email notifying you to log into the PEP system and submit your final evaluation.

You will need to log into the system and sign your evaluation before it is officially submitted.

An example of the email you will receive is below.
Signing Your Evaluation:
1. Scroll or click on the “Evaluations” button on the top of the screen.
2. There will now be a pull down option of “Official Evaluation”.
3. Click on “Official Evaluation”
4. Review the information on the form and confirm the information is what was agreed upon during the meeting with your supervisor.

**STOP** If the information in the form is not what was agreed upon or if you have any questions, contact your supervisor before signing this evaluation. Once the employee signs and the form has been submitted, the form can only be viewed and printed, changes can no longer be made.

If you wish to make comments, you can add them in the comment box before signing.
5. Before signing and submitting your evaluation you must indicate if you agree with the supervisors evaluation.

Do you agree with this evaluation? ☐ Yes  ☐ No

I certify that I have discussed this evaluation with my supervisor [Signature] on this day, May 8, 2012.
Please Note: The evaluation will be submitted whether you agree or not with the report. Your answer will be reflected and saved on the official evaluation. (See example on next slide)
At the end of your submitted evaluation, there will be a box that says, “Do You Agree with Your Manager’s Assessment?” This answer will reflect whether you chose “Yes” or “No”.

<table>
<thead>
<tr>
<th>Employee Comments:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2012 Professional Development: List of Professional Development Activities for FY 2011:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Do You Agree with Your Manager’s Assessment?</strong></td>
<td><strong>Yes</strong></td>
</tr>
</tbody>
</table>

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<td><strong>2012 Professional Development: List of Professional Development Activities for FY 2011:</strong></td>
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<tr>
<td><strong>Do You Agree with Your Manager’s Assessment?</strong></td>
<td><strong>No</strong></td>
</tr>
</tbody>
</table>
6. Once you agree or disagree you must hit the submit button to finalize your evaluation.

**Please Note:** The “Submit” Button will not become active until you click either “Yes” Or “No”
7. After you click on the “Submit” button you will get a message that states “you have accepted your final evaluation from your supervisor”.

This message means you have successfully submitted your evaluation. You may print a version of this evaluation now or return at a later time and print it.
The next time you log into the Performance Excellence Online System you will see “Print Evaluation” instead of “Official Evaluation” in the drop down menu under “Evaluations”.

If you click on “Print Evaluation” your 2012 Annual Employee Performance Review will appear in a new window/tab depending on the internet setting.
Questions

• If you have questions about the functioning of this website, please contact the help desk at helpdesk@austincc.edu or 223-HELP (4357).

• If the supervisor listed on your evaluation is wrong please notify us. It is preferable that you send an e-mail documenting these issues to your Faculty and Staff Evaluation Office at fseo@austincc.edu.
Faculty and Staff Evaluation Office

http://www.austincc.edu/hr/eval/

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