Job Aid Manager

PEP

ONLINE

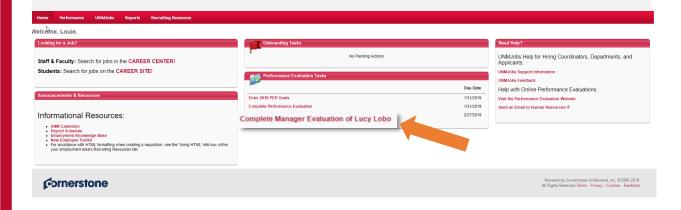
Performance Evaluation Process Employee & Organizational Development The University of New Mexico



The Following tasks are completed within the Manager Evaluation of the Employee

Reopen a previous step in the Review Process

- What is it? It is a way to return your employee's evaluation to them for correction or edits.
- As a manager you may need to reopen a step in an employee's evaluation. This could be because an employee did not enter in all their 2019 goals before they submitted the review, or they need to change or add something to their self-evaluation. Remember that you can only reopen one step at a time. Once you reopen the step the link will appear on the employee's tasks on their UNMJobs homepage.
- Click on "Complete Manager Evaluation"



3	Overview	Lucy Lobo 1/1/2018 - 12/31/2018		
	Job Responsibilities Ev			
	Goal Evaluation			
	Self-Evaluation	Overview		
Manager Evaluation Welcome to UNM's new online Performance Evaluation and Planning process!				
	2019 Goal Planning	Click the "Get Started" button below to begin. You can also use the links on the left hand side of the page to navigate to later sections in the evaluation.		
	Performance Discussion	Managers, if needed you can use the "Reopen Step" button below to send the self-evaluation back to your employee for editing. Visit the PEP website for detailed instructions on reopening steps. Job aids, FAQs, and additional materials to help you navigate this process are available by clicking here.		
	Acknowledgement and	Review Step Progression		
		Self Evaluation		
		Wanager Evaluation Due: 2/27/2019		
		Performance Discussion and Submission		
		Employee Acknowledgement		
		Reopen Step		

• On the Overview Screen- click on "Reopen Step"

• Click on the step you wish to reopen. You *may only open one step at a time.*

You may only reopen 1 review sto Due will appear.	ep at a time. Only steps tl	nat have a status of Complete or Pas
 Self Evaluation Comment for reviewer 	ß	

- Put the reason you are reopening the step in the "Comment for Reviewer" box
- Click "**Save**" and the link will reappear on the employee's UNMJobs homepage.

Adding a Co-Planner

- What is it? It is a way for managers to share the ability to rate or comment on their employee's performance evaluation with another person.
- There are many reasons that you may need to add a co-planner to a Performance review. An employee may be very new in the department and it would be more appropriate for their previous manager to complete the review. A manager could be on sabbatical or away from the office. An employee may report to a retired staff member or someone who is not on campus most of the time.
- Keep in mind that the other planners and employee can see who made which comments and evaluations. Also only one person can review a section at time so keep in communication with the other planners to decide who will do which step.

Click on "Complete Employee Evaluation"

				2018 Annual Performance Evaluation	Options -
				2010 Annual Performance Evaluation	
		6	Overview	Lucy Lobo 1/1/2018 - 12/31/2018	Add Co-Planners
		2	Job Responsibilities Ev	—	0%
		1 State	Goal Evaluation		
			Self-Evaluation	Overview	
		J	2019 Goal Planning	Welcome to UNM's new online Performance Evaluation and Planning process! Click the "Get Started" button below to begin. You can also use the links on the left hand s	side of the page to navigate to later
		¢	Performance Discussion	sections in the evaluation. Managers, if needed you can use the "Reopen Step" button below to send the self-evaluati Visit the PEP website for detailed instructions on reopening steps.	-
			Acknowledgement and	Job aids, FAQs, and additional materials to help you navigate this process are available by o	clicking here.
				Review Step Progression	
				Self Evaluation	
				Manager Evaluation Duet 2/27/2019	
				Performance Discussion and Submission	

• From the Overview screen, click on the dropdown menu on "Options." Choose "Add Co-Planners."

Add Co-Planners	×
Larry Lobo 😒	
ß	Cancel Save

- Search for a user and then "Select the user"
- Click "**Save**" and the Co-Planner will receive a notification to complete the Manager Evaluation of the employee.
- Remember that you need to discuss beforehand who will do which section of the review.