

PEP  
ONLINE

## Job Aid Manager

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”**

The screenshot shows the UNMJobs homepage with a navigation bar at the top containing links for Home, Performance, UNMJobs, Reports, and Recruiting Resources. The main content area is divided into several sections:

- Looking for a Job?**: Search for jobs in the CAREER CENTER! (Staff & Faculty) and CAREER SITE! (Students).
- Announcements & Resources**: Informational Resources including UNM Calendars, Payroll Schedule, Employment Knowledge Base, New Employee Toolkit, and assistance with HTML formatting.
- Onboarding Tasks**: No Pending Actions.
- Performance Evaluation Tasks**: A table with columns for task name and due date.

	Due Date
Enter 2018 PEP Goals	1/31/2019
Complete Performance Evaluation	1/31/2019
<b>Complete Manager Evaluation of Lucy Lobo</b>	2/27/2019
- Need Help?**: Links for UNMJobs Help for Hiring Coordinators, UNMJobs Support Information, UNMJobs Feedback, and Help with Online Performance Evaluations.

An orange arrow points to the 'Complete Manager Evaluation of Lucy Lobo' link in the Performance Evaluation Tasks section.

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- On the Overview Screen- click on “**Reopen Step**”

Overview

Lucy Lobo  
1/1/2018 - 12/31/2018

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### Overview

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 side of the page to navigate to later sections in the evaluation.  
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.

#### Review Step Progression

- Self Evaluation
- Manager Evaluation  
Due: 2/27/2019
- Performance Discussion and Submission
- Employee Acknowledgement

Reopen Step Get Started

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

### Reopen Previous Review Step

You may only reopen 1 review step at a time. Only steps that have a status of Complete or Past Due will appear.

Self Evaluation

**Comment for reviewer**

Cancel Save

- 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”**

Home Performance UNMJobs Reports Recruiting Resources

### 2018 Annual Performance Evaluation

Lucy Labo  
1/1/2018 - 12/31/2018

Options

- Add Co-Planners
- Print Review
- Print Reviewee Version

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#### Review Step Progression

- Self Evaluation
- Manager Evaluation  
Due: 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

 

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.*