



Performance Management Training for Non-Aligned Staff and Administration

Department of Human Resources
July 2019

FY2019
Non-Aligned Performance
Management Application

Application Capability

- Two supervisor routing and input
- Print friendly capability
- Copy and paste functionality from word document
- Unlimited character limit, per dialogue box
- Error message details
- 120 minute time-out limit
- 15 minute pop-up reminders to save
- Save button
- Return for correction, with explanation
- Mobile device capable (VPN required)
- Up to 10 goal capability

Accessing the PSA and Non-Aligned Performance Management Applications

MyNJIT login> Faculty/Staff Services> Human Resources Services> Performance Management Application

Instructions

To complete Self Review:

- Scroll to the bottom and click "Self Review".
- In the Goal/Success Measures section, enter your goals/ performance expectations for the current review period (upto a maximum of 10). If no specific goals for period under review were set in your last performance evaluation, please write what you worked on and/or were expected to accomplish during the year, including success measures.
- In the "Describe your accomplishments" section describe your goals and success measures.
- Click "Submit" to submit your self review to your supervisor. At this point, your review is locked and is not editable anymore.
- Your supervisor will complete his/her evaluation of your performance, related competencies, and apply an overall rating. Your supervisor will then send your review to their manager for approval. Once the review is approved, you will be able to see all the comments and ratings, and your supervisor will schedule a feedback meeting with you to review and discuss your performance and rating.
- Following the feedback session you will have the opportunity to add comments, indicate if you concur or not with the review and rating, and electronically submit the review to Human Resources.
 - Enter comments in the "Employee Comments" box (required if you click Disagree).
 - Indicate you "agree" or "disagree" with the performance review by selecting the appropriate option and indicate if your supervisor has discussed the review with you.
 - Click "Submit to Human Resources" to submit your review. This action will be considered as "signing" your performance review, not that you have agreed with it, as noted above.
 - Your supervisor will receive an email indicating that you have signed and submitted your review to Human Resources.

 Self Review

Performance Management Application

Employee Information

Name	Danielle Mason
Department for Review Period	Human Resources
Current Title	Assoc Dir of Benefits Admin
Current Department	Human Resources

Print Evaluation

Employee Self Review

Goals/ Success Measures 1

Rich text editor toolbar with icons for Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Quote, Table, Table Border, Table Cell, Table Row, Table Column, and Link.

Goal 1

Accomplishments 1

Rich text editor toolbar with icons for Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Quote, Table, Table Border, Table Cell, Table Row, Table Column, and Link.

Accomplishment 1

Confirmation [X]

Proceed to submit?

Cancel Submit

Rich text editor toolbar with icons for Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Undo, and Redo.

Goal 1

Accomplishments 1

Rich text editor toolbar with icons for Cut, Copy, Paste, Undo, and Redo.

Rich text editor toolbar with icons for Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Quote, Table, Table of Contents, and Link.

Accomplishment 1

+ Add Goals/ Accomplishments - Remove Goals/ Accomplishments

Submit Save

Dear.....,

This is an automated message.

This is to confirm that your self review has been submitted to your supervisor. You can view the submitted self review by logging in to the [Performance Management Application](#) to process the evaluation.

Thank you.

Department of Human Resources
New Jersey Institute of Technology

Dear.....,

This is an automated message.

.....ofdepartment has submitted their self review for your evaluation.

Please log into the [Performance Management Application](#) to process the evaluation.

Thank you.

Department of Human Resources
New Jersey Institute of Technology

Performance Management Application


Home PSA Non-Aligned Admin View Welcome Annie Crawford Stats Switch User Logout


- Using the drop down box, click on the department, note the review's status, and select employee.
- Complete the "Supervisor Comments" section for each of the employee's goals or performance expectations.
- If you need additional information from the employee you can return the self review to the employee by clicking the "Return for Correction" button. Note reason for return in the comments box.
 - The employee will receive an email to revise their review and resubmit it to you when revised.
- The University Competency section review is completed using the rating scale next to each competency. For the definition of each performance rating please [click here](#). You may use the comment box to add comments to support your ratings.
- The Departmental Competency section requires a minimum of three (3) competencies specific to the position. More departmental competencies may be added as appropriate by clicking "Add".
 - If the employee is a supervisor, please note the **Manages and Develops Staff** competency in this section.
 - To access the Competency Directory, [click here](#).
 - To access the Competency Directory For Senior Staff, [click here](#).
- Indicate an overall rating to the employee's performance.
- Add comments to the "Supervisor Comments" box (optional).
- Complete the performance goals/plans and individual development plan section for employee for next year. We encourage a preliminary discussion with the employee concerning performance goals and development needs.
- You may also save a copy of the review and/or print a copy for your files by selecting "file" and "print" from the browser tool bar.
- Click "Submit to Approver" to send the review to the approver for their review and approval.
 - If you are designated as both the supervisor and approver, you are done.
- Following approval you will receive an email. Once approved, the review is open for the employee to access and read.
- Schedule a review feedback meeting with the employee, reminding them to read the performance review prior to the meeting.
 - Following this feedback session, the employee may add comments and must indicate if she/he agrees/disagrees with the review, and sign (check box) stating that you, the supervisor, has discussed the review with him/her.
 - You will receive an email that the review has been signed and submitted to Human Resources, completing the process.

To approve:

- Scroll to the bottom and click "Approve"
- Using the drop down box, click on the department, note the review's status, and select employee.
- If you need additional information from the supervisor before you approve the review click the "Return for Correction" button. Note reason for return in the comments box.
 - The supervisor will receive an email to revise the review and resubmit the evaluation.
- You may also save a copy of the review and/or print a copy for your files by selecting "file" and "print" from the browser tool bar.
- When you are ready to approve, click "Submit".
 - The employee's performance review is now open for the employee to read in preparation of the feedback discussion meeting with their supervisor.
 - The employee and supervisor will receive an email noting the review has been approved and to schedule the performance review feedback meeting.

 Self Review

 Evaluate

 Approve

Select Employee for Filling the Evaluation

Select Department

Select Status

Select Employee

- Danielle Mason
- Staci Mongelli

Select

Supervisor Comments 1

B *I* U **S** x₂ x^a I_x

Supervisor Comment 1

+ Add Goals/ Accomplishments - Remove Goals/ Accomplishments

Supervisor Evaluation

University Competencies

- Accountability**
 Exceeded Expectations
 Met Expectations
 Did Not Meet Expectations
- Communications**
 Exceeded Expectations
 Met Expectations
 Did Not Meet Expectations
- Manages and Develops Staff (as appropriate)**
 Exceeded Expectations
 Met Expectations
 Did Not Meet Expectations
 N/A
- Respectful**
 Exceeded Expectations
 Met Expectations
 Did Not Meet Expectations
- Service Focus**
 Exceeded Expectations
 Met Expectations
 Did Not Meet Expectations
- Teamwork and Collaboration**
 Exceeded Expectations
 Met Expectations
 Did Not Meet Expectations

Departmental Competencies

Departmental Competencies

Competency 1

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Competency 2

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Competency 3

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

+ Add Competency - Remove Competency

NCAA Compliance (for athletics only)

Works in accordance with NCAA rules and regulations

- Meets Requirements
- Does Not Meet Requirements
- N/A

Overall Rating

Overall Rating

- Exceeded Expectations
- Met Expectations
- Did Not Meet Expectations

Supervisor Comments

Rich text editor toolbar with icons for Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Quote, Table, Link, and Unlink.

Supervisor Comment

Performance Goals for Next Year

Rich text editor toolbar with icons for Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Text Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Quote, Table, Table of Contents, and Link. The text area contains the word "Goal".

Individual Development Plan for Next Year

Rich text editor toolbar with icons for Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Text Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Quote, Table, Table of Contents, and Link. The text area contains the text "IDP".

[Return For Correction](#) [Submit](#) [Save](#)

Errors while completing evaluation

- ❗ Please enter atleast one Goal/ Success Measure
- ❗ Please enter atleast one Accomplishment

Accomplishments 1

Rich text editor toolbar with icons for Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Quote, Table, Table Border, and Link. Below the toolbar is a large text area for input.

+ Add Goals/ Accomplishments - Remove Goals/ Accomplishments

Save

Submit

Performance Goals for Next Year

Rich text editor toolbar for Performance Goals for Next Year, including icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, and list.

Goal

Confirmation dialog box with title "Confirmation", a close button (X), the text "Proceed to submit?", and "Cancel" and "Submit" buttons.

Individual Development Plan for Next Year

Rich text editor toolbar for Individual Development Plan for Next Year, including icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, and table.

IDP

Footer buttons: "Return For Correction" (red), "Submit" (green), and "Save" (green).

Dear.....,

This is an automated message requesting your action regarding the evaluation ofof Human Resources.

Please log into the [Performance Management Application](#) to process the evaluation.

Thank you.

Department of Human Resources
New Jersey Institute of Technology

Performance Management Application

Home PSA Non-Aligned

Welcome Holly Stern

Stats

Switch User

Logout

- Using the drop down box, click on the department, note the review's status, and select employee.
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- Indicate an overall rating to the employee's performance.
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- Schedule a review feedback meeting with the employee, reminding them to read the performance review prior to the meeting.
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 - You will receive an email that the review has been signed and submitted to Human Resources, completing the process.

To approve:

- Scroll to the bottom and click "Approve"
- Using the drop down box, click on the department, note the review's status, and select employee.
- If you need additional information from the supervisor before you approve the review click the "Return for Correction" button. Note reason for return in the comments box.
 - The supervisor will receive an email to revise the review and resubmit the evaluation.
- You may also save a copy of the review and/or print a copy for your files by selecting "file" and "print" from the browser tool bar.
- When you are ready to approve, click "Submit".
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 - The employee and supervisor will receive an email noting the review has been approved and to schedule the performance review feedback meeting.

Self Review

Evaluate

Approve

NJIT

New Jersey Institute of Technology

Performance Management Application

Select Employee for Approving the Evaluation

Role Approver

Select Department Human Resources

Select Status In Progress

Select Employee
Danielle Mason

Select

Performance Management Application

Home PSA Non-Aligned

Welcome Holly Stern Stats Switch User Logout

Rich text editor toolbar with icons for Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Quote, Table, Link, and Unlink.

IDP

Approver

Approver Comments

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Approver Comment

Return For Correction Submit Save

Performance Management Application

Home PSA Non-A Stats Switch User Logout

Confirmation

Proceed to submit?

Cancel Submit

IDP

Approver

Approver Comments

Approver Comment

Return For Correction Submit Save

Dear.....,

This is an automated message.

.....performance review has been approved. Please schedule your performance review and feedback meeting with the employee.

The employees review is open for him/her to read prior to the feedback meeting. After discussing the performance review with the employee, the employee will indicate their concurrence with the review and will electronically submit the performance review to Human Resources. This completes the review process.

Thank you.

Department of Human Resources
New Jersey Institute of Technology

Dear.....,

This is an automated message.

Your performance review and been completed and approved. At this time, you may log in to the Performance Management Application and read supervisory comments and ratings.

Your supervisor will be in contact shortly to schedule a performance review and feedback meeting.

After the performance review discussion with your supervisor, please electronically indicate your concurrence with the review and submit it to Human Resources. This completes the review process.

Thank you.

Department of Human Resources
New Jersey Institute of Technology

Welcome Danielle Mason,

Non Aligned Performance Evaluation - Review Period : July 2018 - June 2019

You are logged in with the following role(s):

1. Employee.

Your evaluation is available for your review and submission to HR. Please click the link below to review/ submit.

View My Evaluation

2. Supervisor for employee(s) from 1 department(s).

You will be able to evaluate employees reporting to you.

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To evaluate as the supervisor:

Performance Management Application

Home PSA Non-Aligned

Welcome Danielle Mason Stats Switch User Logout

Employee Concurrence

Do you concur with the evaluation?

I Concur I Do Not Concur

Did you meet with your manager to discuss this review?"

I Did Meet I Did Not Meet

Employee Comments

Rich text editor toolbar with icons for Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Quote, Table, Table of Contents, and Link.

Comment

Submit to Human Resources



Thank You!

For Assistance and Questions Please Contact Us:

- Bob Lazer- ext. 3143; lazer@njit.edu
- Lauren Rubitz- ext. 5524; rubitz@njit.edu

NJIT

New Jersey Institute
of Technology