



# Performance Management Training for PSA Staff

Department of Human Resources  
July 2019

# 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)

# Accessing the PSA and Non-Aligned Performance Management Applications

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

**FY2019  
PSA Performance Management  
Application**

Login Successful !!

### Review Period: July 2018 - June 2019

NJIT is committed to the success and growth of its employees and administers performance management programs in accordance with applicable collective bargaining provisions and the parameter of its performance management program. The evaluation program and process are designed to facilitate ongoing communication and participation of employees in the performance management process, establish accountability for performance and links compensation to performance as applicable. THE ESSENTIAL parameters of performance management include performance PLANNING, performance feedback, and performance evaluation. Performance management is a continual process and, as such, periodic review and revision of goals and objectives is recommended to ensure focused performance.

### PSA Staff

To access PSA employee evaluations, [click here](#).

To access the prior years' evaluations please [click here](#).

### Non Aligned Staff

To access Non Aligned employee evaluations, [click here](#).

To access the prior years' evaluations please [click here](#).

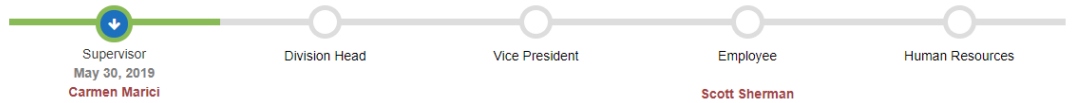
## Select Employee for Filling the Evaluation

**Select Department**

**Select Status**

**Select Employee**

Evaluation saved successfully.



**Employee Information**

Name	Scott Sherman
Department for Review Period	Business Information Systems
Current Title	Sr Information System Analyst
Current Department	Business Information Systems

Print Evaluation

**Evaluation**

**University Competencies**

- Effective Communications**
  - Meets Requirements  Does Not Meet Requirements
- Innovative Thinking/ Creativity**
  - Meets Requirements  Does Not Meet Requirements
- Professionalism**
  - Meets Requirements  Does Not Meet Requirements
- Teamwork/ Collaboration**
  - Meets Requirements  Does Not Meet Requirements

**Departmental Competencies**

- Competency 1  Meets Requirements  Does Not Meet Requirements
- Competency 2  Meets Requirements  Does Not Meet Requirements

SAVE

Competency 3

Meets Requirements  Does Not Meet Requirements

Competency 4

Meets Requirements  Does Not Meet Requirements

+ Add Competency - Remove Competency

### NCAA Compliance

Works in accordance with NCAA rules and regulations

Meets Requirements  Does Not Meet Requirements  N/A

### Overall Rating

Overall Rating

Meets Requirements  Does Not Meet Requirements

### Supervisor Comments

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

Supervisor Comment

Text area for entering supervisor comments.



### Goals/ Plans for Next Year

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, quote, table, table border, and link. Below the toolbar is a text area containing the word "Goals".

### Exceptional Performance

Exceptional Performance is defined as demonstrably superior performance for the evaluation period which consistently demonstrates a mastery of the position requirements.  
*If the employee is being recommended for exceptional performance award, you must provide below a summary demonstrating how the employee meets the criteria of exceptional performance as defined, listing specific contributions, characteristics and outcomes.*

Recommend for exceptional performance award

Save

Submit

SAVE

Errors while completing evaluation

Enter the justification for recommending the employee for exceptional performance

Goals

**Exceptional Performance**

Exceptional Performance is defined as demonstrably superior performance for the evaluation period which consistently demonstrates a mastery of the position requirements. *If the employee is being recommended for exceptional performance award, you must provide below a summary demonstrating how the employee meets the criteria of exceptional performance as defined, listing specific contributions, characteristics and outcomes.*

Recommend for exceptional performance award

Rich text editor toolbar with icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, table, and undo. Below the toolbar is a large text area for entering the justification.

Save

Submit

SAVE

Dear.....,

This is an automated message requesting your action regarding the evaluation of.....

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

Thank you.

Department of Human Resources  
New Jersey Institute of Technology

## Select Employee for Approving the Evaluation

**Role** Division Head

**Select Department**

**Select Status**

**Select Employee**

✓ Select

Justification

### Division Head

#### Division Head Comments

Rich text editor toolbar with icons for Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Table, and Link. Below the toolbar is a text area labeled "Division Head Comments".

Concur with recommendation for exceptional performance

Return For Correction Submit

SAVE

Exceptional Performance Notification  
Including this employee, you have nominated 1 employees for exceptional performance awards, out of a total of 25 employees, or 4 percent.

Justification

Division Head

Division Head Comments

Rich text editor toolbar with icons for Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Table Border, and Insert Link. Below the toolbar is a text area labeled "Division Head Comments".

Concur with recommendation for exceptional performance

Return For Correction Submit

SAVE

Dear.....,

This is an automated message requesting your action regarding the evaluation of.....

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 Fadi Deek

[Stats](#)

[Switch User](#) ▾

[Logout](#)

Select Employee for Approving the Evaluation

**Role** Vice President

**Select Department**

Business Information Systems ▾

**Select Status**

In Progress ▾

**Select Employee**

Scott Sherman

✓ Select

**NJIT**

New Jersey Institute of Technology



[Empty comment box]

Concur with recommendation for exceptional performance

**Vice President**

**Vice President Comments**

Rich text editor toolbar with icons for Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and Undo/Redo. Below the toolbar is a text area labeled "Vice President Comment".

Concur with recommendation for exceptional performance

Return For Correction

Submit

SAVE

Exceptional Performance Notification

Including this employee, you have nominated 2 employees for exceptional performance awards, out of a total of 269 employees, or 0.74 percent.

Concur with recommendation for exceptional performance

Vice President

Vice President Comments

Rich text editor toolbar with icons for Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Quote, Table, and Link. Below the toolbar is a text area labeled "Vice President Comment".

Concur with recommendation for exceptional performance

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

**NJIT**

New Jersey Institute of Technology

Welcome Scott Sherman,

**PSA Performance Evaluation - Review Period : July 2018 - June 2019**

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

Please note that you should have a performance based evaluation meeting with your supervisor within ten (10) working days of having received the email informing you that your evaluation is now available for your review. You must electronically submit the evaluation to Human Resources within five (5) working days of the meeting, and no later than September 15.

[View My Evaluation](#)

New Jersey Institute of Technology

# Performance Management Application

Home | Bargaining Unit

Switch User | Logout

Do you concur with the... | Concur

### Employee Comments

thank you

Submit to Human Resources

### Confirmation

Proceed to submit to Human Resources?

Cancel | Submit

✔ Evaluation reviewed by employee and submitted to HR successfully. ✕

Welcome Scott Sherman,

PSA Performance Evaluation - Review Period : July 2018 - June 2019

Your evaluation has been completed. Please click the link below to view your evaluation.

[View My Evaluation](#)





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