Online Review Quick Guide Reference

Who needs a review? All broad-banded staff personnel. Supervisors of non-broadbanded staff may use the Review system/forms from the Office of Human Resources/Payroll or may put the evaluation in letter form.

If I have completed a review for my employee in this fiscal year FY19 (7/1/18-6/30/19), do I need to complete another online review? No. We have excluded all employees who have already had paper reviews turned.

Can I use the paper review this year? We will process paper reviews this transitional year only.

If employee is on probation will I do a review? Employees on probation will need to have a probationary review completed at the end of the 6 month probationary period. That program will launch end of February 2019.

How do I log in, and what if I can’t log in? Simply click on the link in the email and it will take you to the CAS (Central Authentication Service) login screen. Use your NDSU username and password. Contact HR/Payroll if you have problems.

What do I do when I get an email notification I have a task to complete? Login to the employee portal and look at “My Reviews” folder to see which employee has an action step/task to complete.

How do I see which employees I need to perform a review on? Once logged in, click the “My Employee Reviews” folder on the right side of the page.

What is the first thing I will need to do? Click the “Supervisor Creates Plan” link for your employee. The “Plan” consists of 3 parts: competencies, goals, and professional development. You will need to enter information for goals and professional development. The goals you enter should be what the employee was working for this review period and may be found on last year’s review. Professional development activities are a form of a goal but are more focused on training, certification, or other activities to enhance employee knowledge, skills, and abilities. Once you work through the 3 “Plan” screens you will see a blue “complete” button. Once you hit “complete”, this task is done and the employee will get a notification they have a task to complete.

How will I or the employee know what to do for each step? Each step has step instructions at the top of the page. It will explain the step, and also address any NDSU specific instructions or guidance.

Is there a self-review feature? Yes. This is the second step. Employees will be prompted to opt in/out of completing. As the supervisor, you need to set the expectation of whether you will require the employee to complete. If they do elect to opt out, they still need to click through the screens until they get to the “complete” button. Employees will have the opportunity to comment on their performance of each core competency along with their goals and professional development activities.

How should I handle reviews from employees who transferred mid-year from another department? There is a co-reviewer feature that allows a supervisor to invite a co-review to allow access and input into an employee’s review. Both the Co-Reviewer and Supervisor will get the emails and they both have access to the same information. The supervisor listed as the ‘Reports To’ in People
My employee has 2 supervisors, how do I handle their review? See co-reviewer explanation above.

Is there a 360 feature? There is, but we did not activate it for this year’s review program. The reason is if a 360 review is requested from other employees, the next step/task cannot be completed until the 360’s are entered by the requested employee. If 360 reviewer didn’t complete, it would stall out the review process. This is something we’ll look at for 2020, but in the meantime, collect feedback the way you have in the past (phone, email, conversation, etc.).

Can I save progress once I start working on a review? Yes. There is a “Save Draft” feature that will allow you to save your progress and come back to where you left off.

When does my dashboard update? Every time you or your employee “completes” a task, the step on the dashboard will turn green, and an email notification will go out to the owner of the next task/step.

What is the deadline? March 15th, 2019 set up as the first deadline to have the plan completed, which is the entry of last year’s goals. March 31st, 2019 is the deadline to have the review completed. You will receive email reminders if you are overdue at either of these 2 points.

When will I get emails notifications? When you have a new task to complete you will get an email. When a deadline is 7 days away, you will get an email reminder. When you are overdue, you will receive an email reminder.

What should I do if my employee list is missing people or has wrong people? Contact HR/Payroll for data correction and questions.

What if my employee doesn’t complete their task/step? You will be able to see the progress of all employees you supervise, if they have not completed a task, you should follow-up and prompt them to complete.

How do I get my employee’s review from last year, which has their goals? Contact HR/Payroll.

What do I do if my employee goals changed or we haven’t set them? Goals fields are not required fields this first year, and will not prevent you from completing the review. However, future goals will be required to be entered at the end of the review for the upcoming year.

Is the rating system the same? No. In an effort to better differentiate performance, it is expanded to include: Exceeds Expectations, Meets Expectations, Inconsistently Meets Expectations, and Does Not Meet Expectations. Inconsistently Meets Expectations, and Does Not Meet Expectations are considered negative reviews.

Can I upload attachments? Yes. You may upload any relevant performance related materials as part of the review. As part of the employee acknowledgment of the review, it is their right to respond in writing to any contents/attachments of the review.

What if my employee needs or requests an accommodation based on disability? Please contact HR/Payroll.