Supervisor Frequently Asked Questions

What if there is an employee missing from my Employee Portal listing?

- Please notify HR as there may have been supervisory changes, name changes, or other position detail updates since the last evaluation process that have not been captured. The system refreshes nightly, therefore, changes will likely be reflected in the Employee Portal the next day.

What if there is an employee listed in my Employee Portal that does not report to me?

- Please notify HR as there may have been supervisory changes or other position changes since the last evaluation process. The system refreshes every nightly, therefore, changes will likely be reflected in the Employee Portal the next day.

What happens if I miss the deadline to submit or acknowledge a review?

- Overdue items will still appear in the Employee Portal. Employees can complete the necessary tasks until HR closes the program.

What types of files can I attach to an appraisal?

- Via the Progress Notes tab, employees/supervisors may attach word-processing documents such as Microsoft Word documents, PDFs, Plain Text documents, Excel spreadsheets, and Graphics (.tiff, .tif, .jpeg, .jpe, .png). All documents are converted to a PDF upon saving and depending on file size this may take some time to upload.

I realized I made a mistake on an employee appraisal. What can I do to solve the issue and add accurate information?

- Please contact HR to have the issue resolved. HR has the ability to return items to the supervisor or employee and to edit items after they have been progressed through the system.

I am not sure what to do next. Where can I go to find out?

- Simply log into the Employee Portal and view the Home tab. All tasks waiting for the employee's action will be listed as an action item. Tasks that the employee has already completed can be viewed under "My Employees' Reviews".

For any other questions, please contact the Office of Human Resources at 686-9107.