

## Supervisor Guide: Monitoring Appraisals

The Dashboard is used to monitor the status of current appraisals within your supervision structure.

- You can search for employee reviews by going to the 'Performance' menu near the top left of your screen (next to 'Home'). Choose 'My Employees' Reviews' from the drop down menu to take you to your 'Reviews Dashboard'.
- When the screen appears, it will automatically show you the current active appraisals. You can monitor the status of appraisals within your supervision by using the colored status tabs at the top of the dashboard. You can also get a quick look at a specific process name and owner by hovering over the colored step blocks.
- The filter bar at the top of the navigation screen allows you to sort by a specific program, search for a specific employee, and /or group the information by supervisor. The 'Advanced' filter button gives you more sort options including 'Program Status'. By setting the 'Program Status' to 'Closed', you will be able to access past appraisals (limited to those completed within the PeopleAdmin system).
- If you want to monitor the status of an individual employee's appraisal in more detail click the employee's name from the screen above
- For the main dashboard or individual employee overviews, use the following key to identify the task's status.
  - A white box means the Task has not been started and is unavailable
  - A green box means the task has been completed
  - An Orange box means the task is open

Overview - To review the lists of all tasks (routing state) for each appraisal, you can click the "Overview" link in the left navigation area. Click home tab then the Employee's name and then choose Overview.

- The 'Overview' screen will show you all the performance tasks that will or have occurred during this review year. It also lists the task owner and the date the owner completed the task. The tasks for which you are the owner are in blue.
  - On the left side of the overview screen you can access any completed or open performance actions 'Plan', 'Supervisor Evaluation', and action 'History'. Click the link to access the desired document.

If you have questions about this process please contact the Human Resources Office at (989)686-9107.