Evaluator (Manager/Supervisor) Guide

The Evaluation Process requires both, employee and evaluator (manager/supervisor) to complete the online performance evaluation.

Process Overview:
1. Employee completes a self-evaluation first
2. **Evaluator** receives the employee self-evaluation; reviews employee’s self-evaluation, comments and completes (and saves only!) their portion of the evaluation. **UNeval allows you to cut and paste statements from a word document into the comment sections**
3. Employee and Evaluator meet to discuss performance evaluation
4. Evaluator — after meeting with the employee the evaluator has the opportunity to make any final changes.
5. The evaluator then submits the evaluation (which returns it to the employee for a final review).
6. Employee receives final performance evaluation with both, employee and evaluator, ratings and comments.
7. Employee reviews final performance evaluation, adds comments (optional), confirms review of performance evaluation and discussion with evaluator and submits for record.

I. Access Evaluation

1. When your Employee has completed and submitted their self-evaluation, The Evaluator receives an email notification like the one below requesting action. Click the link in the email to sign into UNeVal.

   **Recommended Browsers:** Chrome, Firefox or Microsoft Edge. It is highly recommended you use one of these browsers to ensure the best compatibility with entering documentation and saving your work.
**If** you are asked to sign in with **DUO**, follow the link to [https://trueyou.nebraska.edu/SelfService/](https://trueyou.nebraska.edu/SelfService/) and complete the instructions to set up access. Once your DUO access is completed, start over by...
clicking on the UnEval Link provided in your email notification to continue with the Performance Evaluation Process

2. Evaluation requiring your input will show at the bottom of your page
3. Click on the gray Open Form button shown below

II. Filling in the Evaluation / Rating and Comments

1. Review the employee rating scale
   a. The rating scale located at the top of the Performance Evaluation gives you a description of each rating. For example, “4 – Exceeds Expectations” means the employee consistently meets and almost always exceeds expected levels of performance.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - Not Applicable/Insufficient Info</td>
<td>Not Rated due to Applicability or Insufficient Information</td>
</tr>
<tr>
<td>1 - Unsatisfactory Performance</td>
<td>Seldom meets established standards; must improve for continued employment</td>
</tr>
<tr>
<td>2 - Needs Improvement</td>
<td>Sometimes meets established standards but lacks consistency; seldom exceeds and often falls short of desired results; must improve for continued employment</td>
</tr>
<tr>
<td>3 - Meets Expectations</td>
<td>Meets and occasionally exceeds established standards</td>
</tr>
<tr>
<td>4 - Exceeds Expectations</td>
<td>Consistently meets and almost always exceeds expected levels of performance</td>
</tr>
</tbody>
</table>
2. You will see your employee’s self-rating responses above the area where you will enter your information. For each performance evaluation core value, check your desired rating and add comments to support your decision. **UNeval allows you to cut and paste statements from a word document into the comment sections**

3. All sections must be completed (rating and comments)

Red means uncompleted - Yellow means partially completed - Green means completed

II. Filling in the Evaluation / Smart Goals Section

**Goal Setting** – This section will display the Employee’s documented goal(s). Evaluators may list additional goals for the employee or comment on the employee’s response. *(training to comment about the SMART goals section)*
III. SAVING the Evaluation

**VERY IMPORTANT -**
When you have completed your portion as the Evaluator, it is very important that you only SAVE the document at this time. If you submit the evaluation before you meet with the employee, you will not be able to access the document to make changes. If changes are needed and you have already submitted – the evaluation will need to be “reset”. All your information (and all your employee’s information) will be lost and the entire process will have to start over. As a failsafe, the evaluation automatically saves as you type but there is also a SAVE button in case you want to confirm that your information has been logged.

Only click the Submit button after you met and reviewed evaluation with the employee.

Date of Performance Evaluation meeting with employee:

[Date field]

Have you met with the employee? If not - do not click the submit button.
1. You may print / save a copy of the evaluation by clicking on the PDF icon to prepare for your meeting with your employee. Clicking on the PDF icon will also allow you to send a copy of the evaluation to your employee before you meet with them so they can review ahead of time.

IV. Meet with your Employee

HR Employee Relations can provide you with some great resources for talking with your employees about performance. For more information, contact Kristina Hoffmann at kristinahoffmann@unomaha.edu

V. Submitting the Evaluation

After you have met with your employee and you have updated in UNeVal any agreed upon changes to their performance evaluation, submit the document. Log into the UNeVal application as instructed above, make any changes required, enter the date you met with your employee and follow the screenshot below.

After you Submit, an email notification is sent to your employee. They are required to review the final Performance Evaluation. They must confirm they have met with their supervisor/manager and submit the final document. The Final Performance Evaluation is stored in their UNeVal record in a PDF format.

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This document will be available to you and the employee year round and readily available for the next performance evaluation period.