

Employee Self-Evaluation Process

Staff Initiated: requires both, employee and evaluator (supervisor/manager) 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 their portion of the evaluation
3. Employee and Evaluator meet to discuss performance evaluation
4. Employee receives final performance evaluation with both, employee and evaluator, ratings and comments
5. Employee reviews final performance evaluation, adds comments(optional), confirms review of performance evaluation and discussion with evaluator and submits for record



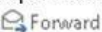
I. Access Evaluation

Employee receives an email notification like the one below when their evaluation is available. 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.



Full Detail (when you open the email)

 Reply  Reply All  Forward

Mon 4/2/2018 2:40 PM



notifications@net.unmc.edu on behalf of uneval-notification@unomaha.edu
Performance Evaluation Notification

[Report Phish](#)

Your Performance Evaluation is now available. Please go to <https://uneval.unmc.edu> and login with your credentials.

*** NOTE ***

You are responsible for the confidentiality of your login and password. Disclosure to any other person is unauthorized.

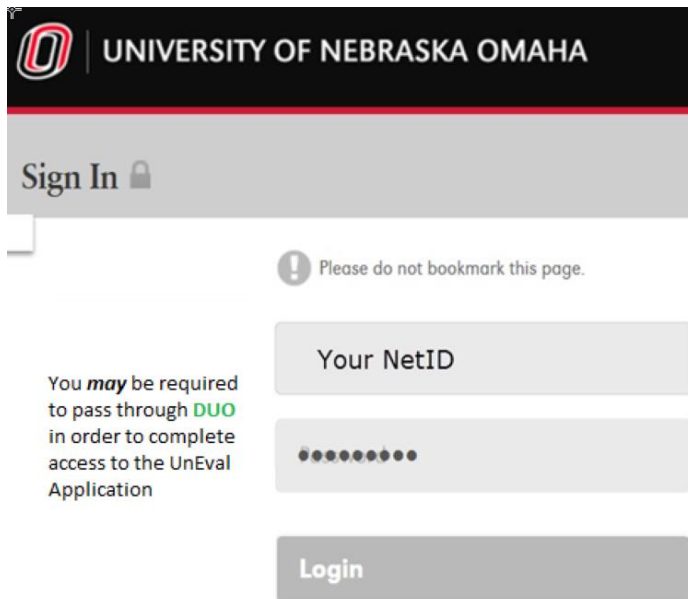
UNIVERSITY OF
Nebraska


UNeVal


Employee Evaluations


Click on our UNO Tile

sign in using your university's credentials



 UNIVERSITY OF NEBRASKA OMAHA

Sign In 

 Please do not bookmark this page.

You *may* be required to pass through **DUO** in order to complete access to the UnEval Application

Your NetID

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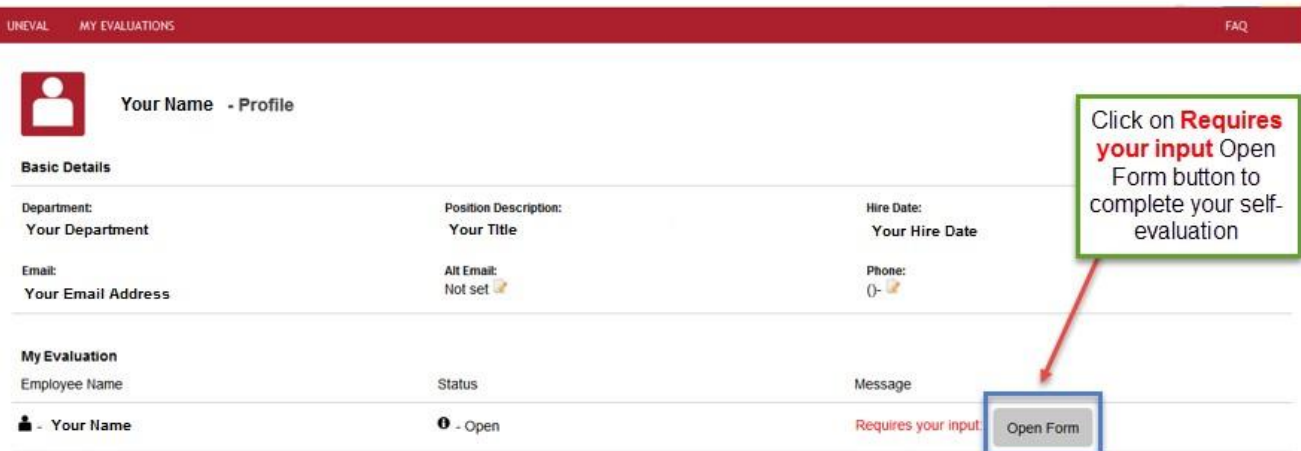
Login

**** If** you are asked to sign in with **DUO**, follow the link to <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


- **Evaluation requiring your input** will show at the bottom of your page
- Click on the gray Open Form button shown below

UNeVal

Employee Evaluations





UNEVAL MY EVALUATIONS FAQ

 **Your Name** - Profile

Basic Details

Department: Your Department	Position Description: Your Title	Hire Date: Your Hire Date
Email: Your Email Address	Alt Email: Not set	Phone: ()-

My Evaluation

Employee Name	Status	Message
 - Your Name	 - Open	Requires your input Open Form

II. Filling in the Evaluation / Self-Rating and Comments Section

Basic Procedures:

1. Review the employee rating scale
2. For each performance evaluation **Core Value**, check desired rating and add comments to support rating. The **Complimentary Competencies** provided may assist you in writing your responses. Read them carefully and take your time ***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)
4. Meet with evaluator (supervisor) to discuss performance evaluation
5. Finalize performance evaluation

Accomplishments

You will be asked to list your prior accomplishments at the beginning of the evaluation

Accomplishments

✓ 1) List prior accomplishments

Enter Comments:*

Note the **red** checkmark at the top left corner of the picture. The checkmark indicates whether a particular section has been completed or not.

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



Performance Evaluation Core Values

Performance Evaluation Core Values are the selected areas you will be evaluated on (Teamwork, Communication, Customer Focus, etc.).

Excellence

Focusing on exceptional education, groundbreaking research, and life-long success of our students and alumni

✓

✓ Complimentary Competency Customer / Quality Focus: anticipates, monitors, and meets the needs of colleagues, customers, and students; clarifies customer needs and takes responsibility for addressing; ensures the standards of quality service are met and trains others in them

Enter Rating:*

(e.g. 3.0, 3.3, 3.5)

Enter Comments:*

Incomplete - Enter a Rating and Comments

Partially Completed - Either the Rating or the Comments is not filled in

Complete - The Rating and the Comment section has been filled in

For each value, you are required to enter a rating number from 1.0 to 4.0 and add comments in the text box to support your rating



Enter Rating:* (e.g. 3.0, 3.3, 3.5)

Enter Comments:*

Text area for entering comments

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.

Employee Rating Scale

Rating	Description
0 - Not Applicable/Insufficient Info	Not Rated due to Applicability or insufficient information
1 - Unsatisfactory Performance	Seldom meets established standards; must improve for continued employment
2 - Needs Improvement	Sometimes meets established standards but lack consistency; seldom exceeds and often falls short of desired results; must improve for continued employment
3 - Meets Expectations	Meets and occasionally exceeds established standards
4 - Exceeds Expectations	Consistently meets and almost always exceeds expected levels of performance

III. Filling in the Evaluation / Smart Goals Section

Goals for the Next 12 months. You may use the SMART criteria as a guide when writing goals that are clear and reachable.

- ✔ **Specific:** When setting a goal, be specific about what you want to accomplish. What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
- ✔ **Measurable:** What metrics are you going to use to determine if you meet the goal? How can you measure progress and know if you've successfully met your goal?
- ✔ **Achievable:** What skills and/or tools do you need to attain this goal? Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?
- ✔ **Relevant:** Is goal in alignment with department/unit/UNO goals and objectives? Why are you setting this goal now? Is it aligned with overall objectives?
- ✔ **Time-Bound:** Provide a target date for achieving goal. What's the deadline and is it realistic?

✔ Employee Comments:

Enter Comments:*

Text area for entering employee comments

The goal section requires the employee to list at least one (1) goal for the coming year (training to comment about the SMART goals section)

IV. Submit to Evaluator

The Submit button will appear grayed out and you will not be able to submit the evaluation until all areas of the evaluation are completed (all checkmarks are **green**).

1. 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
2. You may **print a copy** or **save a copy** of your evaluation by using the gray “PDF” button

PDF  button



After you click the submit button, you will **not** be able to make any further changes to your evaluation. A prompt window will pop up to confirm the Submit action. Click Ok to confirm or Cancel if you still need to review.

Submit Evaluation

Your evaluation will be submitted to your Evaluator and you will no longer be able to edit. Click OK to proceed.



V. Review and Approve

Once your Evaluator has completed their portion of your review **and you have met with them to review their responses**, your Evaluator will then submit your evaluation back to you for final confirmation. After receiving the “**Email notification**” that your evaluation is available, click the link in the email to sign into UNeVal

VI. Access Evaluation

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

UNeVal

Employee Evaluations



The screenshot shows the UNeVal interface. At the top, there are navigation links for 'UNEVAL', 'MY EVALUATIONS', and 'FAQ'. Below this is a user profile section with a placeholder for a name and a 'Profile' link. The 'Basic Details' section contains fields for Department, Position Description, Hire Date, Email, Alt Email, and Phone. The 'My Evaluation' section shows the employee's name, status ('Evaluator Submitted - Pending Employee Approval'), and a message that says 'Requires your input'. A blue box highlights the 'Open Form' button, and a callout box with a red arrow points to it, containing the text: 'Click on Requires your input Open Form button to complete your self-evaluation'.

The “Employee Confirmation” is the final step in the performance evaluation process

Your Evaluation will now reflect your self-rated results along with your Evaluator’s responses. At the bottom of the form is provided an “Employee Comments” box for any additional employee comments., Adding additional comments is optional and not required.



The screenshot shows a text area for 'Employee Comments: (optional)'. The text area is empty and has a rounded rectangular border. There are small icons in the bottom right corner of the text area.

To Submit your Final Evaluation, you must Confirm that you have reviewed the performance evaluation and have met with your Evaluator for a performance review

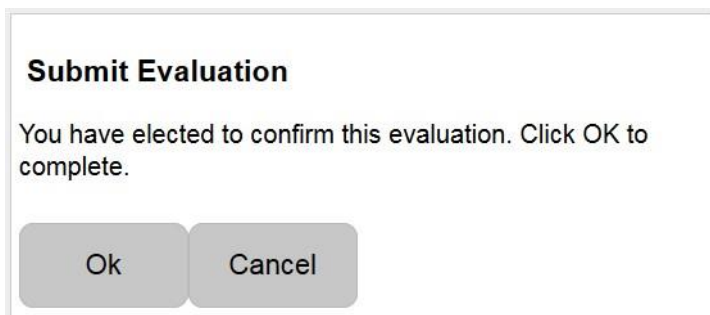
Verification of Review

Please confirm your evaluation. Your confirmation indicates that you had an opportunity to review the contents of your evaluation and that you met with your supervisor to discuss your evaluation. Your confirmation does not imply agreement with the evaluation. Once you confirm your evaluation you may print it for your records.

I ():

Confirm

A prompt will pop up to confirm submission of the evaluation



- 1) To finalize the last step, click the “OK” button. (click Cancel if you need more time to review)
- 2) Your evaluation has been successfully completed when you are redirected back to your My Evaluations Tab
- 3) Print a copy of your completed evaluation for your records
- 4) Close your Browser