UNIVERSITY OF NEBRASKA AT OMAHA

Evaluator (Manager/Supervisor) Guide

The Evaluation Process requires both, employee and evaluator (manager/supervisor) to complete the online performance evaluation.
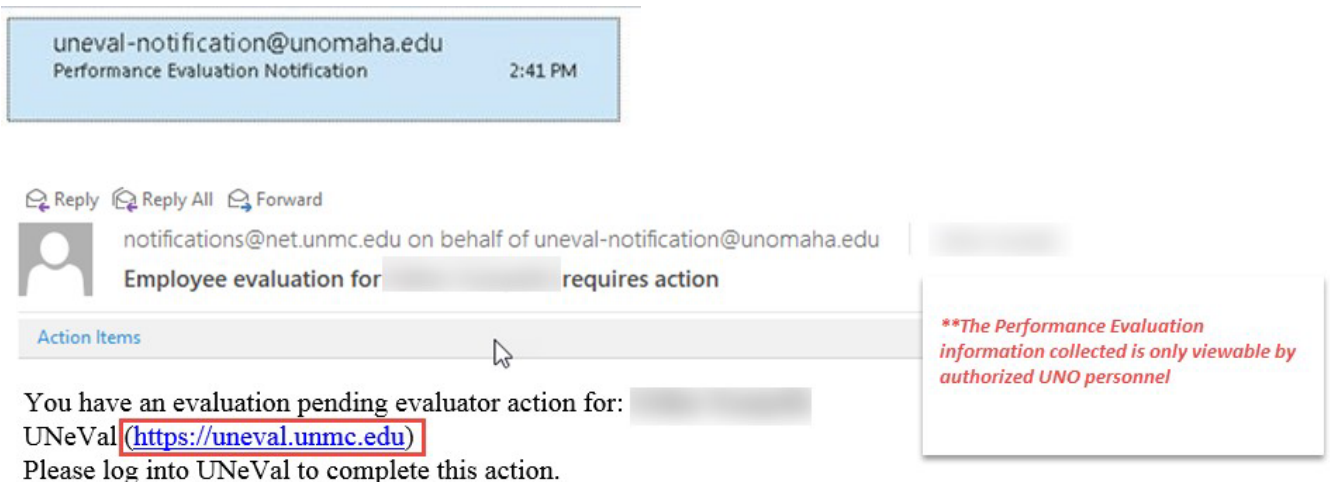
Process Overview:
1. Employee completes a self-evaluation first
2. **Evaluator** receives the employee self-evaluation; reviews employee's self-evaluation, comments and completes (and <u>saves</u> <u>only</u>!) their portion of the evaluation. ***UNeval allows you to cut and paste statements from a word 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 <u>submits</u> 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

uneval-notification@unomaha.edu
Performance Evaluation Notification   2:41 PM

Reply Reply All Forward

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

Employee evaluation for   requires action

Action Items

**The Performance Evaluation information collected is only viewable by authorized UNO personnel

You have an evaluation pending evaluator action for:
UNeVal (https://uneval.unmc.edu)
Please log into UNeVal to complete this action.
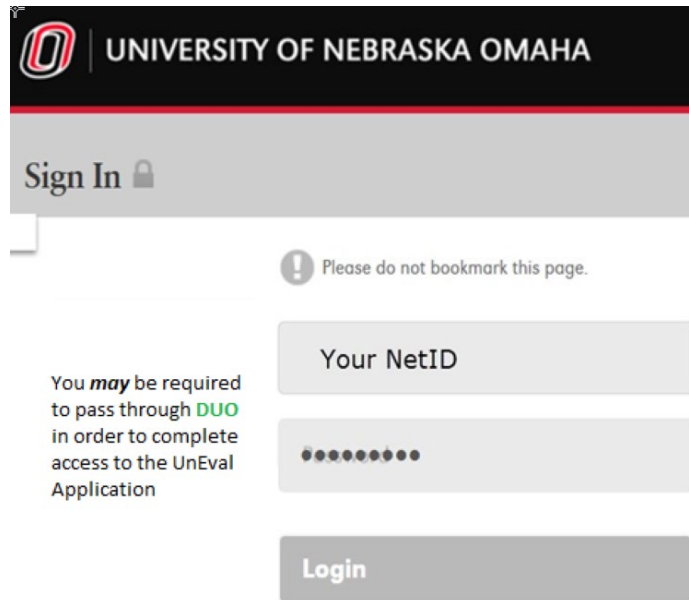
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UNeVal
Employee Evaluations

Click on our UNO Tile

sign in using your university's credentials

University of Nebraska Medical Center

University of Nebraska Omaha

University of Nebraska Lincoln

University of Nebraska Kearney

University of Nebraska (True You)

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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

••••••••••

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

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

Note: Under the MY EVALUATIONS tab, you can see **your** past evaluations by clicking on the down arrow and choosing the year

| **II. Filling in the Evaluation** / **Rating and Comments** |

<mark>**NEW**</mark>
Executive Memorandum 44

This section is require. As an evaluator, you must verify in **Bridge** that your employee has completed the Sexual Harassment training module. If they have, please verify by marking the box. If they have not completed the training, have your employee complete the training in **Bridge**. *It must be completed before their evaluation can be submitted*.

✔

Employee
I have completed the annual sexual misconduct training within the last 12 months.
◉ Yes ○ No

Evaluator
☐ I verify this employee completed the annual sexual misconduct training within the last 12 months.

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.

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

  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)

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Excellence

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

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

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

Employee

Rating: 4.0

Comments:

Working with others

Evaluator

Enter Rating:*

(e.g. 3.0, 3.3, 3.5)

Enter Comments:*

✔✔✔ - Checkmarks assist with helping you track your progress

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)**

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:

➕ Add Response

Additional Comments

Employees are required to enter one (1) goal. Evaluators can enter additional goals for the employee if they choose by clicking on **Add Response**. If an evaluator elects to add comments only they can do so by commenting in the field below

Evaluator Comments:

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III. SAVING the Evaluation
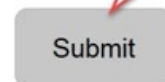
**VERY IMPORTANT -

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:

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 you 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

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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 screen shot below.

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

Date of Performance Evaluation meeting with employee:

PDF   Save

You've met with your employee and made your updates? Now you can submit

Submit

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

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