

Details for the Electronic Form

SCOPE This document is for staff completing an evaluation in the online form

Timeline: The electronic form will be available July 1 – September 30

Access the application through uab.edu/performancemgmt and choose “Log Into the App for Completing the Online Evaluation Form.”

Before getting started

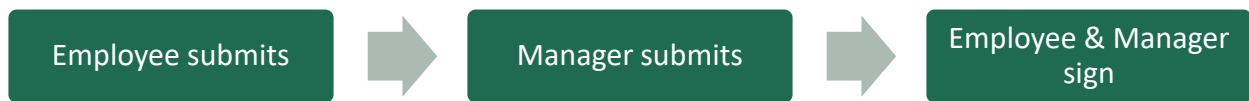
If you will be evaluating Individual Contributors or Emerging Leaders:

- Goals are optional for these job roles. If applicable, each employee must add their goals on the electronic form for the goals to be added to their evaluation.

If you will be evaluating Functional Managers, Functional Directors or Organizational Leaders:

- Goals are required for these job roles. Each employee must add their goals on the electronic form for the goals to be appear on their evaluation.

Process Flow



Evaluating an employee

1. Log into the app. Choose “Option B” on uab.edu/performancemgmt.

Performance Management

Performance management is an on-going process where leaders, faculty and staff work together to plan, monitor and review job performance and overall contribution to the university while supporting individual growth and development. More than just an annual performance evaluation, performance management is the continuous process of setting goals, assessing progress, and providing on-going coaching and feedback to ensure that employees are meeting their objectives and career goals.

Fundamental components of the Performance Management process at UAB include:

- Discussion of expected job roles and how those contributions relate to the broader mission
- Regular check-ins
- Annual performance evaluation that includes self-assessment, manager evaluation, dialogue and feedback, and planning forward through goal setting

Performance Management at its Core

- Manager and direct report meet regularly (at least monthly) throughout the year to review:
 - Goals

Complete the Form Online

Upload Faculty or Check-In Form

Continued on next page

2. Click the “Open Eval” button next to the employee’s name whose evaluation you’d like to edit.

Manager Dashboard

Show entries Search:

	Name (BlazerId)	Assigned Supervisor	Eval Required?	Employee Submitted?	Supv Submitted?	Employee Signed?	Supv Signed?	
Open Eval	Dragon, Blaze T. (BLAZE)	Lastname, Firstname (BLAZERID)	Yes	No	No	No	No	Options
Open Eval	Lastname, Firstname (BLAZERID)	Lastname, Firstname (BLAZERID)	No	No	No	No	No	Options

3. Add your comments and ratings. Once your employee submits their Self-Evaluation, their ratings and comments will appear on the evaluation. Your employee must submit their Self-Evaluation before you can submit your evaluation.

Achieve Results *

Employee Rating	Manager Rating	Criteria
--Please Select--	--Please Select--	Functional knowledge and skills: Demonstrates skills and knowledge related to best practices in discipline or specialty area, stays aware of major developments by customers and team members for functional knowledge and skills.
--Please Select--	--Please Select--	Service quality: Successfully meets deadlines and goals; perseveres when quality and time standards, maintains supportive relationships with customers.

Employee ratings and comments appear after the employee submits their self-evaluation.

4. Submit your evaluation. Once you “Submit,” your employee will be able to view your comments and ratings. *Note: An employee must “Submit” an evaluation before the Manager; otherwise, the “Submit” button will not be shown.*

5. Sign the evaluation. After you have saved and submitted your ratings and comments, both the manager and employee must sign the performance evaluation. Either person may sign first, but both signatures are required.

In order to sign, open the Performance Evaluation (see screenshot from Step 2) and scroll to the bottom of the page.

Once the employee and the manager have signed the evaluation, the performance evaluation is finalized and completed. No manual uploading is required. ■