

# Details for the Electronic Form

**OPTION B** This document is for schools and units completing an evaluation in the online form

**Timeline:** The electronic form will be available July 15 (est.) – October 31

**Access the application** through [uab.edu/performancemgmt](http://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](http://uab.edu/performancemgmt).

Performance Management

UAB is committed to creating an environment of excellence, where all faculty and staff grow knowledge, skills and abilities while supporting UAB's vision and mission.

**OPTION A**  
*Upload a Current Form*

Upload finished evaluations to the online app.

**OPTION B**  
*Use the New Form*

Complete an evaluation in the online app.

**2. Click the “Options” button next to the employee’s name whose evaluation you’d like to edit, then choose “Performance Eval.”**

Manager Dashboard

View My Goals View My Self Evaluation View My Performance Evaluation

Show 10 entries Search:

Name	Blazerid	Assigned Super Name	Assigned Super Blazerid	Employee Submitted?	Employee Signed?	Manager Signed?
Dragon, Blaze T.	BLAZE	Porch, Spencer B	SBP59338	No	No	No
Lastname, Firstname	BLAZERID	Porch, Spencer B	SBP59338	No	No	No

Options Performance Eval

**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--	<b>Functional knowledge and skills:</b> 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--	<b>Service quality:</b> 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. ■