ePerformance

ePerformance Module

WHAT IS IT?
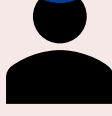
- Self-Service evaluation management application for managers and employees housed within OneUSG HCM system.

- Launching January 2024.

- Training: January 2024

WHAT'S DIFFERENT?

- Five Point Standardized Rating Scale

- Job Descriptions integrated into evaluation

- Additional sections for goals, USG core values and institutional values.

Performance Evaluations Workflow

	Step 1: Create Evaluation Documents	Step 2: Define Criteria (goals, performance, etc.)	Step 3: Complete Self Evaluation	Step 4: Complete Preliminary Discussion with Employee	Step 5: Finalize Manager Evaluation
Employee			👤	👤🔄	
Manager		👤		👤	👤
Human Resources	👤				

ePerformance Sections

Rating Scale	Criteria	% of Evaluation
Goals	• Completion of last year's goals • Creation of goals for upcoming evaluation period.	25% to 30%
Job Duties	• Assigned job duties located in job description (job profile) • Additional assigned tasks	40%
Performance Factors	• Job Knowledge • Quality of Work • Communication • Critical Thinking • Initiative • Reliability/Attendance • Adherence to Policies • Interpersonal Relationships • Customer Service • Innovation	15% to 20%
Leadership Factors (Additional Factors added to Leadership Evaluation)	• Strategic Planning • Fiscal/Budget Management • Delegates/Directs Effectively	15% to 20%
USG Core Values/Institutional Values	• USG Core Values • Columbus State Institutional Values	15%

Behavior Anchored Rating Scale

Rating Scale	Definition	Behavioral Indicators
Exemplary	Outstanding performance that consistently exceeds milestones.	• Displays advanced knowledge and skills • Proactively seeks new challenges.
Superior	Good, solid performance that fully meets milestones and on occasion exceeds milestones.	• Demonstrates strong, consistent leadership. • Results add value.
Successful	Good solid performance that meets all milestones.	• Shares knowledge and skills appropriately. Meets expectations.
Partially Successful	Performance falls short of the minimum criteria and standards of milestones. Immediate and substantial improvement is needed to address this area.	• Work behavior occasionally fall below required levels. • Improvement is required. • Could be attributed to newness on the job, missing skills, etc.
Not Successful	Performance in this area is inconsistent and does not meet milestone. Performance feedback and efforts to reinforce competency may provide the tools to achieve success	• Lacks the knowledge of the position to accomplish goals. • Has not demonstrated the ability to retain key job knowledge. • Does not seek development opportunities.

Process Review

ePerformance Evaluation

Manager Defines Criteria

Step 1: Managers log into OneUSG. Choose Team Performance Tile.

Manager Self Service ▾

Review/Approve EDR	Delegations	My Team	Approvals
❌ ❓ ✅			**33**

Manage Positions	Review Transactions	Company Directory	Talent: Degrees&Certifications
	⚠️ ✅ ❌		

Team Time	Team Performance	Open Jobs	Create Job Opening
25 Exceptions	**1** In Progress Documents	**1**	

My Forms	Help	System Manager Reporting	TL Approval Compliance

Step 2: Under "Current Documents", the manager will choose the team member they will be evaluating.

Step 3: Define Criteria.

Performance Process ⚙ «

Steps and Tasks ↻ ⚙▼

USG Annual Review for Staff

USG Annual Review for Staff

Overview

▼ ● Define Criteria
  Due Date
  ● Update and Approve

▶ ○ Review Self Evaluation
  Due Date

▶ ○ Complete Manager Evaluation
  Due Date

USG Annual Review for Staff
Define Criteria - Update and Approve

Actions ▾

Job Title HR/EEO/OD Professional   Manager
Document Type USG Annual Review for Staff   Period
Template Annual Review for Staff   Document ID 30160
Status In Progress   Due Date

1. Review the performance criteria (goals and/or responsibilities) that the employee plans to accomplish during this the performance period.
2. Make any necessary adjustments to the criteria and review your changes with the employee.
3. Once the performance criteria is correct select the approve button to complete this step.

| Goals | **Job Duties** | Performance Factors | Values |

▼ Section 2 - Job Duties & Knowledge

Job Duties & Knowledge will be evaluated by: Employee, Manager

▼ Expand | ▶ Collapse | 📋 Add Item

▼ **Job Duty 1**   🗑

Description : Serves as CSU's student employment program coordinator, to include coordinating the advertisement, selection, background checks, hiring, evaluation, and termination process for all categories of student employees (student assistants, federal work study, graduate assistants, etc.).

Created By Profile   01/04/2024 3:37PM

▼ **Job Duty 2**   🗑

Description : Coordinates information with hiring managers regarding part-time staff/faculty job postings, to include coordinating the advertisement and selection; ensures all documentation from interview committees have been received (i.e. interview notes, confidentiality statements and applicant ranking); ensures parttime staff/faculty job offers are extended and accepted in accordance to best practices, policies and procedures; coordinates onboarding for part-time staff and faculty positions to include conducting background checks, assisting with completion of new hire paperwork, submits user account setup and termination requests; upon notification attends job recruitment fairs; schedules part-time new hire and random drug screenings as necessary.

Created By Profile   01/04/2024 3:37PM

▼ **Job Duty 3**   🗑

Description : Serves as secondary contact for talent management/recruitment.

Steps and Tasks ↻ ⚙▾

USG Annual Review for Staff

Overview

- ▼ ● **Define Criteria**
  Due Date
  - ● Update and Approve
- ▶ ○ **Review Self Evaluation**
  Due Date
- ▶ ○ **Complete Manager Evaluation**
  Due Date

USG Annual Review for Staff

Define Criteria - Update and Approve

Job Title	HR/EEO/OD Professional	**Manager**	
Document Type	USG Annual Review for Staff	**Period**	
Template	Annual Review for Staff	**Document ID**	30160
Status	In Progress	**Due Date**	

1. Review the performance criteria (goals and/or responsibilities) that the employee plans to accomplish during this the performance period.
2. Make any necessary adjustments to the criteria and review your changes with the employee.
3. Once the performance criteria is correct select the approve button to complete this step.

Goals	Job Duties	**Performance Factors**	Values

▼ Section 3 - Performance Factors

Performance Factors will be evaluated by: Employee, Manager

⊙ Expand | ⊙ Collapse

▼ **Communication**

Description : The extent to which employee is proficient and professional in oral and written communication. This includes listening, understanding, remembering, and following oral or written instructions; asking for clarification when necessary and providing information to others in a clear, complete and concise manner.

Created By Template   01/04/2024 3:37PM

▼ **Customer Service**

Description : The extent to which the employee provides a customer friendly environment and superior service to our clients, patients, coworkers, supervisors, subordinates, faculty and students. The employee resolves customer needs with confirmed satisfaction, responsiveness, and outcomes.

Created By Template   01/04/2024 3:37PM

▼ **Initiative**

Description : The extent to which employee is a self-starter, shares new ideas for doing things, and is willing to assume additional duties when necessary. Displays positive attitude and willingness to improve both personally and professionally in a constantly changing environment.

Created By Template   01/04/2024 3:37PM

Performance Process ⚙ «

Steps and Tasks ↻ ⚙▾

USG Annual Review for Staff   Overview

- ▼ 🔴 **Define Criteria**
  - Due Date
  - 🔴 **Update and Approve**

- ▶ ○ **Review Self Evaluation**
  - Due Date

- ▶ ○ **Complete Manager Evaluation**
  - Due Date

USG Annual Review for Staff

Define Criteria - Update and Approve

Job Title	HR/EEO/OD Professional	**Manager**	
Document Type	USG Annual Review for Staff	**Period**	
Template	Annual Review for Staff	**Document ID**	30160
Status	In Progress	**Due Date**	

1. Review the performance criteria (goals and/or responsibilities) that the employee plans to accomplish during this the performance period.
2. Make any necessary adjustments to the criteria and review your changes with the employee.
3. Once the performance criteria is correct select the approve button to complete this step.

| Goals | Job Duties | Performance Factors | **Values** |

▼ Section 4 - Values

Values will be evaluated by: Employee, Manager

⦿ Expand | ▶ Collapse

▼ Accountability

Description : We firmly believe that education in the form of scholarship, research, teaching, service, and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical, and fiscal resources given to our care.

Created By   Template   01/04/2024 3:37PM

▼ Excellence

Description : We will perform our duties to foster a culture of excellence and high quality in everything we do.

Created By   Template   01/04/2024 3:37PM

▼ Integrity
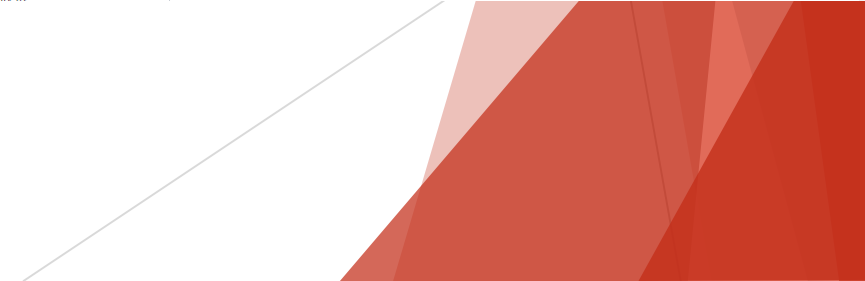
Description : We will be honest, fair, impartial, and unbiased in our dealings both with and on behalf of the USG.

Created By   Template   01/04/2024 3:37PM

▼ Respect

Description : We recognize the inherent dignity and rights of every person, and we will do our utmost to fulfill our resulting responsibility to

Step 4: Approve Criteria

Performance Process

Steps and Tasks

USG Annual Review for Staff

Overview

- Define Criteria
  Due Date

- Review Self Evaluation
  Due Date

- Complete Manager Evaluation
  Due Date

USG Annual Review for Staff

Confirmation - Performance Criteria Approved

You have successfully approved and completed the Define Criteria Step.

Employee Self-Evaluation

Step 5: Employee will be able to complete the "Self Evaluation" section of the evaluation.

Make SCCP Contribution

STATE CHARITABLE CONTRIBUTIONS PROGRAM

Degrees & Certificates

Company Directory

Forms

Time and Absence

Payroll

Personal Details

Recruiting Self Service

Performance

My Forms

Help
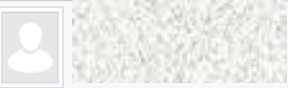
My Current Documents   1

My Historical Documents

Evaluations of Others   0

Historical Evaluations of Others

My Current Documents

Document Type	Document Status	Period Begin / Period End	Next Due Date	
USG Annual Review for Staff	Evaluation in Progress			>

Step 6: Employee submits self evaluation for each of the ratings

Step 6: Employee submits self evaluation for each of the ratings

USG Annual Review for Staff
Self-Evaluation - Update and Complete

Job Title	HR/EEO/OD Professional	Manager
Document Type	USG Annual Review for Staff	Period
Template	Annual Review for Staff	Document ID 30160
Status	Evaluation in Progress	Due Date

▼ Employee Data

Employee ID 0329678
Department 4600000   Human Resources
Location 300   Columbus State University

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

🖩 Calculate All Ratings

| Goals | Job Duties | Performance Factors | Values | Overall Summary |

▼ Section 2 - Job Duties & Knowledge

▼ Expand | ▶ Collapse

▼ Job Duty 1

Description : Serves as CSU's student employment program coordinator, to include coordinating the advertisement, selection, background checks, hiring, evaluation, and termination process for all categories of student employees (student assistants, federal work study, graduate assistants, etc.).

Employee Rating [▾]   0.00 🖩

Employee Comments

[rich text editor toolbar: Paragraph | A▾ | A▾ | A▾ | A▾ | B I U S | ☰ ☰ | 田▾ 🖼 🔗 Ω▾ | ↶ ↷ 🔍▾ | align buttons]

Created By Profile   01/04/2024 3:37PM

▼ Job Duty 2

Description : Coordinates information with hiring managers regarding part-time staff/faculty job postings, to include coordinating the advertisement and

USG Annual Review for Staff

Overview

▶ ✓ **Define Criteria**
Due Date

▼ ○ **Complete Self Evaluation**
Due Date

◑ Update and Complete

▶ ○ **Review Manager Evaluation**
Due Date

USG Annual Review for Staff

Self-Evaluation - Update and Complete

Job Title	HR/EEO/OD Professional	**Manager**	
Document Type	USG Annual Review for Staff	**Period**	
Template	Annual Review for Staff	**Document ID**	30160
Status	Evaluation in Progress	**Due Date**	

▼ **Employee Data**

Employee ID	0329678	
Department	4600000	Human Resources
Location	300	Columbus State University

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

▦ Calculate All Ratings

| Goals | Job Duties | Performance Factors | Values | Overall Summary |

▼ Section 3 - Performance Factors

⊙ Expand | ⊙ Collapse

▼ **Communication**

Description : The extent to which employee is proficient and professional in oral and written communication. This includes listening, understanding, remembering, and following oral or written instructions; asking for clarification when necessary and providing information to others in a clear, complete and concise manner.

Employee Rating [▾]   0.00 ▦

Employee Comments

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Created By Template   01/04/2024 3:37PM

Steps and Tasks ↻ ⚙▾

USG Annual Review for Staff
Overview

▶ ✓ Define Criteria
Due Date

▼ ○ Complete Self Evaluation
Due Date
  ◐ Update and Complete

▶ ○ Review Manager Evaluation
Due Date

USG Annual Review for Staff
Self-Evaluation - Update and Complete

Job Title	HR/EEO/OD Professional	**Manager**	
Document Type	USG Annual Review for Staff	**Period**	
Template	Annual Review for Staff	**Document ID**	30160
Status	Evaluation in Progress	**Due Date**	

▼ **Employee Data**

Employee ID	0329678		
Department	4600000	Human Resources	
Location	300	Columbus State University	

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

▦ Calculate All Ratings

| Goals | Job Duties | Performance Factors | **Values** | Overall Summary |

▼ Section 4 - Values

▾ Expand | ▸ Collapse

▼ **Accountability**

Description : We firmly believe that education in the form of scholarship, research, teaching, service, and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical, and fiscal resources given to our care.

Employee Rating [⌄] 0.00 ▤

Employee Comments

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Created By	Template		01/04/2024 3:37PM

▼ **Excellence**

Step 7: Employee completes self evaluation for each of the ratings

Steps and Tasks   ⟳   ⚙ ▾

USG Annual Review for Staff

⟩ ✔ Define Criteria
    Due Date

⟨ ○ Complete Self Evaluation
    Due Date
      ⦿ Update and Complete

⟩ ○ Review Manager Evaluation
    Due Date

USG Annual Review for Staff

Self-Evaluation - Update and Complete

Job Title HR/EEO/OD Professional	**Manager** Debra Blanks	
Document Type USG Annual Review for Staff	**Period**	
Template Annual Review for Staff	**Document ID** 30160	
Status Evaluation in Progress	**Due Date**	

▾ **Employee Data**

    Employee ID 0329678

    Department 4600000   Human Resources

    Location 300   Columbus State University

Enter your ratings and comments for each applicable section and save. When yo
your changes and send this document to your manager for review.

▦ Calculate All Ratings

Goals	Job Duties	Performance Factors	Values	Overall Summa

▾ Section 5 - Overall Summary

    Employee Rating 1 - Not Successful   0.75

    Employee Comments

    [⌕ 🖨 | Paragraph ▾ | A≡ ▾ A↕ ▾ A ▾ A ▾ | **B** *I* U S | ≔ ≔ —]

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Complete Evaluation   ✕

You have almost finalized your self evaluation. If you have no further
entries select confirm to complete this evaluation and send it to your
manager for review.

[Confirm]   [Cancel]

Manager Evaluation

Manager Self Service ▾

Review/Approve EDR	**Delegations**	**My Team**	**Approvals**
			33
Manage Positions	**Review Transactions**	**Company Directory**	**Talent: Degrees&Certifications**
Team Time	**Team Performance**	**Open Jobs**	**Create Job Opening**
25 Exceptions	1 In Progress Documents	1	
My Forms	**Help**	**System Manager Reporting**	**TL Approval Compliance**

Step 9: Under "Current Documents", the manager will choose the team member they will be evaluating.

Step 10: Manager will then be able to review the "Self Evaluation". Complete the "Manager's Evaluation." The manager should meet with the employee before submitting the evaluation.

CSA

Description : This position has been designated a Campus Security Authority

Manager Rating [▼] 0.00

Manager Com

Writing Tools

Paragraph ▼ A ▼ A ▼ A ▼ A ▼ **B** *I* U S̶

Employee Rating

Employee Comments The Employee has either not entered their comments yet or completed their self-evaluation.

Created By Profile   01/09/2024 12:27PM

Job Duty 1

Description : In partnership with departmental leadership, provides coordination and support on various projects and activities related to the performance management process; reviews, monitors, and analyzes provisional and annual performance evaluations; monitors and coordinates ratings and assists with performance concerns and/or disciplinary actions that require Performance Improvement Plans (PIPs) or Performance Development Plans (PDPs); communicates provisional and annual performance evaluations due dates, reminders, and deadlines to managers and supervisors.

Manager Rating [▼] 0.00

Manager Com

Writing Tools

Paragraph ▼ A ▼ A ▼ A ▼ A ▼ **B** *I* U S̶

Employee Rating

Employee Comments The Employee has either not entered their comments yet or completed their self-evaluation.

Created By Profile   01/09/2024 12:27PM

Job Duty 2

Description : Serves as the primary FMLA administrator, to include meeting with employees to discuss leave options, drafting and sending correspondence and notices as prescribed by the US Department of Labor and CSU policy, following up on requests for leave, regularly communicating status with stakeholders (employee, supervisor, payroll, etc.), administering the leave in the absence management system, and facilitating return to work. Ensures all FMLA documentation and processes are up-to-date and in compliance. Serves as ADA compliance administrator, to include receiving requests for accommodations, working with employees and managers on engaging in the interactive dialogue process in accordance with the ADAAA

Calculate All Ratings

▼ Section 2 - Job Duties & Knowledge

⊙ Expand | ⊙ Collapse | 🗐 Add Item

▶ CSA

▶ Job Duty 1

▶ Job Duty 2

▶ Job Duty 3

▶ Job Duty 4

▶ Job Duty 5

▶ Job Duty 6

▶ Job Duty 7

▶ Job Duty 8

▶ Job Duty 9

▶ Job Duty 10

▶ Job Duty 11

Job Duties & Knowledge Summary

Summary Weight   25   %   (not less than 25%)

Manager Rating   0.00 🗐 🎟

Manager Comments

| 🔍 🖨 | Paragraph ▾ | A▾ ▾ | A↕ ▾ | A ▾ | A ▾ | B | I | U | S | ≔ | ≔ | — |
| ⊞ ▾ | ▾ | 𝒫 | Ω ▾ | ↶ | ↷ | ✎ ▾ | ≡ | ≡ | ≡ | ≡ | ⫷ | ⫸ |

Employee Rating

Employee Comments The Employee has either not entered their comments yet or completed their self-evaluation.

Attachments

No Attachments have been added to this document

➕   Add Attachment

Performance Process

Steps and Tasks

USG Annual Review for Staff

USG Annual Review for Staff
Manager Evaluation - Update and Share

Save | Share with Employee

Print   Export

✓ Define Criteria
Due Date

✓ Review Self Evaluation
Due Date

Complete Manager Evaluation
Due Date
○ Update and Share
Pending Acknowledgement

Actions ▾

Job Title HR/EEO/OD Professional   Manager
Document Type USG Annual Review for Staff   Period
Template Annual Review for Staff   Document ID 30160
Status Evaluation in Progress   Due Date

▼ Employee Data

Employee ID 0329678
Department 4600000   Human Resources
Location 300   Columbus State University

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

📊 Calculate All Ratings

| Goals | Job Duties | Performance Factors | Values | Overall Summary | Sign-off Remarks |

▼ Section 1 - Goals

➕ Add Item

Goals Summary

Summary Weight 25 %   (not less than 25%)
Manager Rating 4 - Superior ▾   4.00
Manager Comments

[text editor toolbar: Paragraph, B, I, U, S, etc.]

Step 10.5: If any items are left unrated, the system will notify the manager and they will be able to enter in their rating.

Step 10.5: Once completed, the manager will be able to submit and share.

< Team Performance

Performance Process

Steps and Tasks

USG Annual Review for Staff

Overview

- ● Define Criteria
  Due Date

- ● Review Self Evaluation
  Due Date

- ● Complete Manager Evaluation
  Due Date
  - ● Update and Share
  - ● Pending Acknowledgement

USG Annual Review for Staff

Confirmation - Shared with Employee

● You have successfully shared your evaluation with the employee.

Step 11: Employee signs into OneUSG. Selects "Performance" tile and selects the shared evaluation.

Step 12: Employee must review evaluation AND meet with manager to review, ask questions, give feedback, etc. Once meeting is complete, employee will "acknowledge" or "sign" the evaluation.

Performance Process

Steps and Tasks

Tara Beard
USG Annual Review for Staff

Overview

▸ ✓ Define Criteria
Due Date

▸ ✓ Complete Self Evaluation
Due Date

▾ ✓ Review Manager Evaluation
Due Date
View

USG Annual Review for Staff

Confirmation - Employee Acknowledgement

✓ You have successfully acknowledged this document.

USG Annual Review for Staff | Save | Override Acknowledgement

Manager Evaluation - Pending Acknowledgement

Actions ▼

Job Title	HR/EEO/OD Professional	Manager	
Document Type	USG Annual Review for Staff	Period	
Template	Staff Tmplate- No Add/Aprvl/in	Document ID	19883
Status	Pending Acknowledgement	Due Date	12/31/2022

| ☐ Notify | ☒ Export

▼ **Employee Data**

Employee ID

Department 5710000   Office of Human Resources

This document is currently awaiting the employee's acknowledgement.

f the employee can not or does not acknowledge this document you can select the Override Acknowledgement button and indicate the reason why you are overriding the employee's acknowlededgment.

↻ Reopen

| Goals | Job Duties | Performance Factors | Values | Overall Summary | Sign-off Remarks |

▼ Section 1 - Goals

⊙ Expand | ⊙ Collapse

▶ **Manager added goal**

Goals Summary

Reviewing the Evaluation

Performance document will be maintained in the "My Historical Documents" section of the Performance Tile in Employee Self Service.

USG Annual Review for Leaders

Manager Evaluation - Completed

🖨 Print | 📧 Notify | 📄 Export

Actions ▾

Job Title	▓▓▓▓▓▓▓▓▓▓	**Manager**	▓▓▓▓▓▓
Document Type	USG Annual Review for Leaders	**Period**	▓▓▓▓▓▓
Template	USG Annual Review	**Document ID**	29418
Status	Completed	**Due Date**	▓▓▓▓▓

▼ **Employee Data**

Employee ID	4050682	
Department	4600000	Human Resources

The document status is Completed.

Goals	Job Duties	Performance Factors	Values	Overall Summary	Sign-off Remarks

▼ Section 1 - Goals

⊙ Expand | ⊙ Collapse

▶ **Specific**

▶ **Measurable**

Goals Summary

Manager Evaluation - Completed

Debra Blanks

Job Title: Assoc/Asst Dir Subdiv/Unit AD
Document Type: USG Annual Review for Leaders
Template: USG Annual Review
Status: Completed

Manager: Tamara Wade
Period: 01/01/2023 - 12/31/2023
Document ID: 29418
Due Date: 12/31/2023

Employee Data			
Empl ID :	4050682		
Department :	4600000		Human Resources

The document status is Completed.

Section 1 - Goals

Specific

Description :

What exactly do you want to achieve?

- Start Date : 09/01/2023
- End Date : 12/31/2023

Manager Rating: 4 - Superior

Manager Comments: discussed and understood.

Employee Comments: Test

	Created By :	Tamara Wade	09/06/2023 3:42PM
	Last Modified By :	Tamara Wade	09/06/2023 4:13PM

Measurable

Description :

How to Measure

- Start Date :
- End Date :

Manager Rating: 4 - Superior

Manager Comments:

Employee Comments: Test

	Created By :	Tamara Wade	09/06/2023 3:56PM
	Last Modified By :	Tamara Wade	09/06/2023 4:13PM

Goals Summary			
	Manager Rating: 4 - Superior		
	Summary Weight: 25% (not less than 25%)		
	Manager Comments:		
	Employee Comments:		
		Test	

Section 2 - Job Duties & Knowledge

Guidance and direction

Description :

In partnership with the Director, provide guidance and direction to the HR and Payroll team.

Manager Rating: 3 - Successful   3.00
Manager Comments:

Employee Rating: 3 - Successful
Employee Comments:

	Created By :	Profile	09/06/2023 3:39PM
	Last Modified By :	Tamara Wade	09/06/2023 4:13PM

Implement diversity and inclusion training

Description :

Implement diversity and inclusion training, embedding practices in university-wide hiring and selection processes. Partner with external vendor to develop, implement, and maintain CSU's Affirmative Action Plan; serves as institution's Affirmative Action/Equal Opportunity Officer

appear after the Acknowledgement step

Manager's Override   Test - Employee refused to stop shopping.
Acknowledgement Comments:

Section 7 - Overall Summary

Manager Rating: 4 - Superior   3.85

Manager Comments:
                      Happy Shopping!

Employee Rating: 4 - Superior

Employee Comments:

Section 8 - eSignature Section

Tamara Wade (Employee Refused)   09/06/2023 4:19:54PM
_____
Employee Signature   Date

Tamara Wade   09/06/2023 4:17:05PM
_____
Manager Signature   Date

Attachments
No Attachments have been added to this document☐

Audit History		
Created By :	Victoria Cantrell	09/06/2023 3:39:03PM
Manager Signed By :	Tamara Wade	09/06/2023 4:17:05PM
Acknowledged By :	Tamara Wade	09/06/2023 4:19:54PM
Completed By :	System	09/06/2023 4:19:54PM
Last Modified By :	System	09/06/2023 4:19:54PM

Resources

- [Human Resources ePerformance Page](#)