Office of Human Resources

PROFESSIONAL DEVELOPMENT

Creating the Performance Management Plan - Staff Instructions

Complete the Job-Related Performance Goals and Professional Development Objectives Form.

Meet with your Supervisor to discuss the plan.

When your supervisor completes your performance plan on the site, you will receive an email so that you can acknowledge the plan and make comments. This will give you the link and you can use single sign-on.

https://jobs.stonehill.edu/hr/login

Click on the 3 dots in upper left corner, and select "Stonehill Employee Performance Portal"
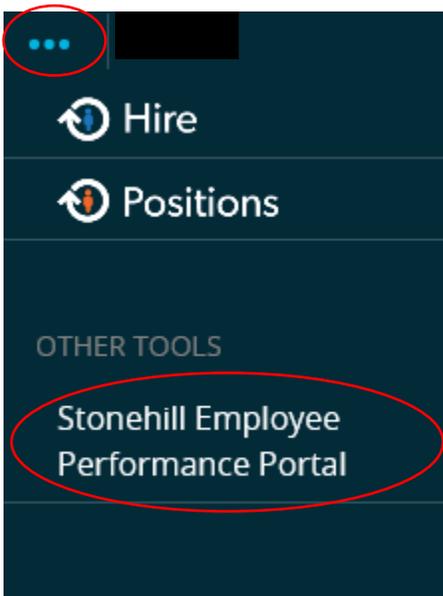
You will land on this page. Select the current evaluation under "Your Action Items".
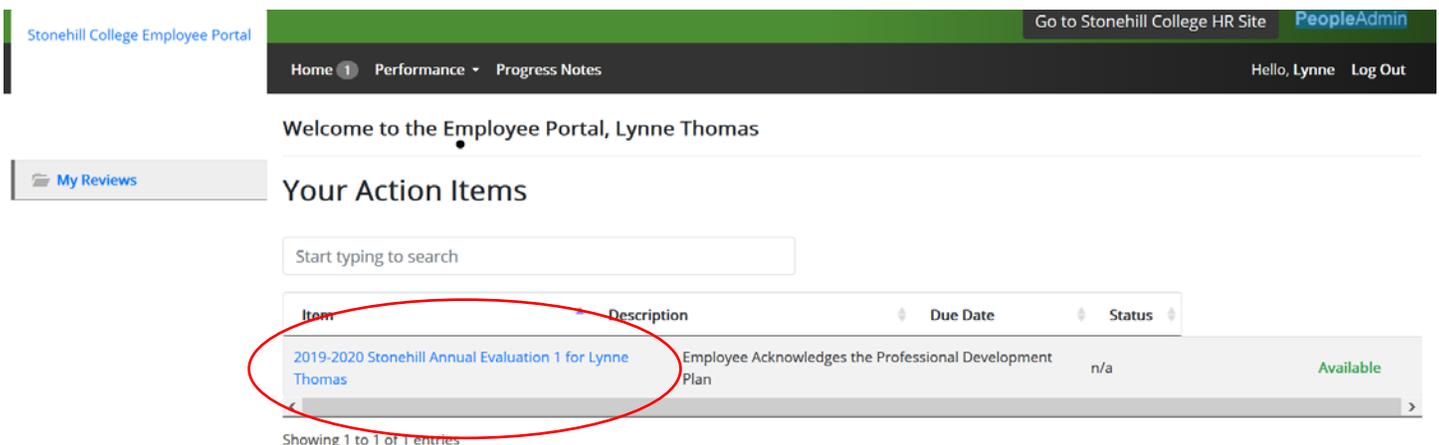
You will now see the entire plan: 1) Core Values; 2) Job-Related Performance Goals; and 3) Professional Development Objectives.

Once you have reviewed the plan that you discussed with your supervisor, you can either make comments and return to your supervisor or make comments and acknowledge the plan.

Make your comments and acknowledge the plan and it will then be returned to your supervisor.

Once you acknowledge the plan, you will return to this page where you can see where the process is.

This completes the performance plan step.

Throughout the performance plan year, you and your supervisor can enter progress notes into the plan. These might include accomplishments, goals achieved or areas for improvement. When you log in, you will see the tab for "Progress Notes" on the top. See additional instructions below.

Mid-Year Monitoring - Staff Instructions

Throughout the performance plan year, you and your supervisor can enter progress notes into the plan. These might include accomplishments, goals achieved or areas for improvement. When you log in, you will see the tab for "Progress Notes" on the top. Click on this.

Next click on "Create Progress Note".

You can select the following from the drop down menus in each box.

You have the option to share the note with your supervisor and you can add an attachment. Once you have completed this step click on "Create". You can continue to add progress notes throughout the plan year.

Now you will meet with your supervisor to discuss your progress. There is no action needed by you at this point.

Final Performance Review - Staff Instructions

It is now time to complete the self-evaluation and then you can begin the final review process. The first step is to review the Core Values. You can type in a comment or example of how you have achieved each Core Value. If it does not apply to you, comment "Not Applicable".

Then click "Save as Draft" to save for later or "Next" when you are done.

After clicking "Next" you will land on the Job-Related Performance Goals page. Here you can choose the status of the goals: 1) Completed; 2) In Progress; 3) Not Completed; or 4) No Longer Applicable. You can also provide comments, if any, on each goal. Again, click "Next" to get to the Professional Development Objectives section.

After clicking "Next", you will land on the Professional Development Objectives page. Here you can provide comments, if any, on each objective. When you know you are done, click "Complete". This will send the self-evaluation to your supervisor.

Once the supervisor completes their evaluation, you will meet to discuss. You will then receive notification to complete your next step: "The Employee Acknowledges the Plan". You will see that the "Supervisor Evaluation has been marked as complete".

Here you can review the entire evaluation you discussed with your supervisor. You also have the option to print the completed plan by selecting "Actions" and then "Print".

Now you can comment on the evaluation and acknowledge it.

Timing :

May 15, 2020

Resources Needed:

None

Expected Outcome:

Share knowledge with team.

Rating

Exceeds Expectations

Supervisor Comments

Comment

Comment

Check spelling

Thank you for a great year and for the opportunities you provided me,

➔ Acknowledge

The process is now complete! Congratulations!