



## PROFESSIONAL DEVELOPMENT

### Creating the Performance Management Plan - Staff Instructions

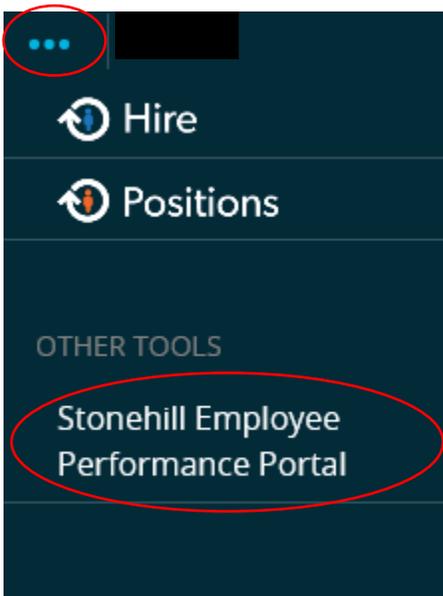
Complete the Job-Related Performance Goals and Professional Development Objectives Form.

Meet with your Supervisor to discuss the plan.

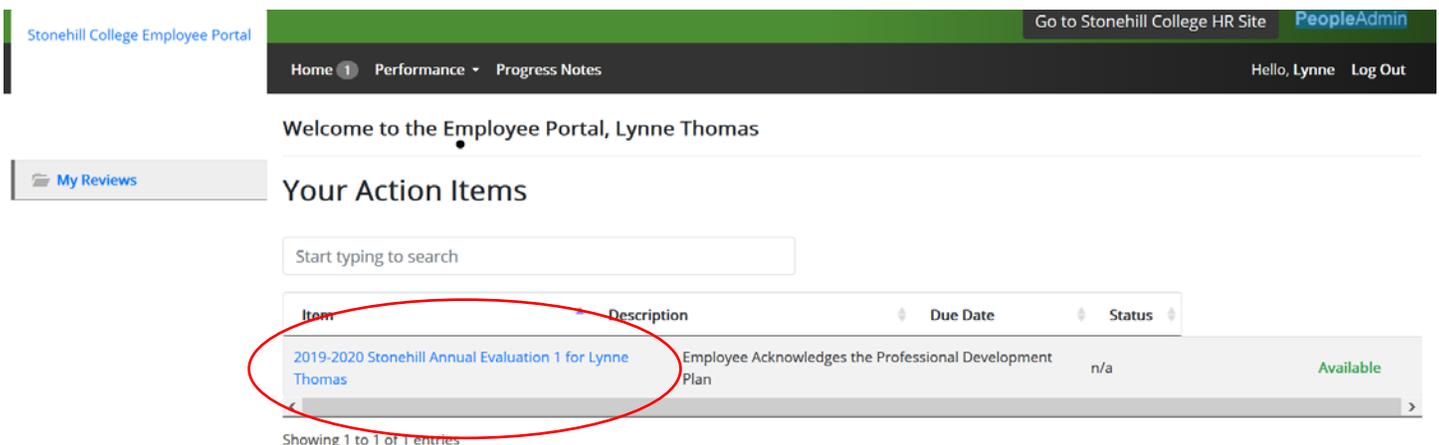
When your supervisor completes your performance plan on the site, you will receive an email so that you can acknowledge the plan and make comments. This will give you the link and you can use single sign-on.

<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.

Stonehill College Employee Portal

Go to Stonehill College HR Site PeopleAdmin

Home Performance Progress Notes Hello, Lynne Log Out

Lynne Thomas

Supervisor: Lily Krentzman  
Position Description: Human Resources/Legal Assistant  
Department: Root

Plan for Lynne Thomas

Core Values

Core Value

Service: Utilize one's gifts and talents to advance the mission of Stonehill College in service to our students and community.

Core Value

Inclusive Excellence: Demonstrates a belief in the inherent dignity of each person. Maintains an inclusive environment, free of bias, which welcomes diversity and respect of others' personal differences. Seeks opportunities for self-growth and collaboration in the areas of diversity, equity, and social justice.

2019-2020 Stonehill Annual Evaluation 1

Review Status: Open

Evaluation Type: Focal

Program Timeframe: 04/01/19 to -

Last Updated: June 11, 2019 20:05

Last Completed Step: Supervisor/Employee meet to Review the Professional Development Plan

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

Timing

May 15, 2020

Resources Needed

None

Expected Outcome

Share knowledge with team.

Comment

My comments.

Check spelling

Return to Supervisor Acknowledge

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

## Lynne Thomas

Supervisor: Lily Krentzman

Position Description: [Human Resources/Legal Assistant](#)

Department: Root

- Overview
- Plan**
- Supervisor Evaluation
- Self Evaluation
- Approvals & Acknowledgements

Your acknowledgement was recorded ×

Task	Task Owner	Date Opened	Date Completed	Due Date
1 Supervisor Creates the Professional Development Plan	Lily Krentzman Supervisor	2019-04-26	2019-06-11	
2 Supervisor/Employee meet to Review the Professional Development Plan	Lily Krentzman Supervisor	2019-04-26	2019-06-11	
3 <a href="#">Employee Acknowledges the Professional Development Plan</a>	Lynne Thomas	2019-04-26	2019-06-11	
4 Mid Year Monitoring	Lily Krentzman Supervisor	2019-04-26		

**2019-2020 Stonehill Annual Evaluation 1**  
Review Status: Open  
Evaluation Type: Focal  
Program Timeframe: 04/01/19 to -  
Last Updated: June 11, 2019 20:22  
Last Completed Step: Employee Acknowledges the Professional Development Plan

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.

The screenshot shows the Stonehill College Employee Portal interface. At the top, there is a navigation bar with 'Home', 'Performance', and 'Progress Notes' (circled in red). Below the navigation bar, the user's name 'Lynne Thomas' is displayed, along with their supervisor 'Lily Krentzman', position description 'Human Resources/Legal Assistant', and department 'Root'. The main content area is titled 'Mid Year Monitoring' and contains the instruction: 'Please meet with your employee and use the Progress Notes to document items discussed.' A blue 'Complete' button is visible. On the right side, there is a sidebar with information about the '2019-2020 Stonehill Annual Evaluation', including 'Review Status: Open', 'Evaluation Type: Focal', and 'Program Timeframe'.

Next click on “Create Progress Note”.

The screenshot shows the Stonehill College Employee Portal interface, specifically the 'Progress Notes' section. The navigation bar at the top includes 'Home', 'Performance', and 'Progress Notes'. Below the navigation bar, the user's name 'Lily' is displayed. The main content area is titled 'Progress Notes' and features a search bar with a magnifying glass icon and an 'Advanced' dropdown menu. A blue 'Create Progress Note' button is circled in red. Below the search bar, there is a table with columns for 'Title', 'Shared', 'Program', 'Author', and 'Employee'. At the bottom of the table, there are 'Previous', '1', and 'Next' navigation buttons.

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

**New Progress Note** [X]

**Program (optional)**  
2019-2020 Stonehill Annual Evaluation 1

**Employee\***  
Lynne Thomas

**Step (optional)**  
Mid Year Monitoring

**Type\***  
Original Progress Note

**Title\***  
Completed Flining Project

**Comments\***  
Flining project completed on time and under budget

Share this Progress Note

Attachment

**Create** **Cancel**

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.

Stonehill College Employee Portal | Go to Stonehill College HR Site | PeopleAdmin

Home | Performance | Progress Notes | Hello, Lynne | Log Out

Completed Flining Project created successfully.

My Reviews

Progress Notes [Create Progress Note]

Search [Advanced]

Title	Shared	Program	Date	Type	Author	Employee	
Completed Flining Project	private	2019-2020 Stonehill Annual Evaluation 1	06/12/2019	Original Progress Note	you	you	

Previous 1 Next

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".

Lynne Thomas

Supervisor: Lily Krentzman

Position Description: Human Resources/Legal Assistant

Department: Root

Self Evaluation for Lynne Thomas

Core Values Performance Goals Professional Development

Attachments 0

Check spelling

2019-2020 Stonehill Annual Evaluation 1

Review Status: Open

Evaluation Type: Focal

Program Timeframe: 04/01/19 to -

Last Updated: June 11, 2019 20:28

Last Completed Step: Mid Year Monitoring

Overview

Plan

Supervisor Evaluation

Self Evaluation

Approvals & Acknowledgements

My Reviews

Core Value:

Service: Utilize one's gifts and talents to advance the mission of Stonehill College in service to our students and community.

Specific Examples

Example

Core Value:

Inclusive Excellence: Demonstrates a belief in the inherent dignity of each person. Maintains an inclusive environment, free of bias, which welcomes diversity and respect of others' personal differences. Seeks opportunities for self-growth and collaboration in the areas of diversity, equity, and social justice.

Specific Examples

Example

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

Core Value:

**For Supervisors: Supervisor Excellence:** Strives to bring out the best in each employee by providing feedback on a regular basis and opportunities for professional development. Uses college resources wisely and encourages others to do so; accepts individual responsibility for actions that affect the institution; pursues opportunities to deliver services more efficiently and effectively. Ability to determine when making departmental decisions, how they impact the College as a whole. Ability to collaborate cross-divisionally to create the best outcomes for our students and the College.

Specific Examples

Not applicable

Core Value:

**For Supervisors: Commitment to Diversity:** Demonstrates a commitment to increase the diversity of our community by hiring, training, supporting and retaining diverse candidates. Communicates openly a desire to promote a culture of belonging. Aware of the College's capacity and mission to be a catalyst for the transformation of society; work towards the creation of a more just and compassionate world.

Specific Examples

Not applicable

Save Draft Next >

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.

Overview

Plan

Supervisor Evaluation

Self Evaluation

Approvals & Acknowledgements

My Reviews

Required fields are indicated with an asterisk (\*).

### Performance Goals

Goal Description:

Goal 1

Timing:

December 31, 2019

Resources Needed:

\$500 for file folders

Expected Outcome:

Complete new filing system

\* Performance Goal Status

Completed

Employee Comments

On time and under budget.

Save Draft Next

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.

Supervisor: Lily Krentzman

Position Description: Human Resources/Legal Assistant

Department: Root

2019-2020 Stonehill Annual Evaluation 1

Review Status: Open

Evaluation Type: Focal

Program Timeframe: 04/01/19 to -

Last Updated: June 11, 2019 20:28

Last Completed Step: Mid Year Monitoring

### Self Evaluation for Lynne Thomas

Core Values Performance Goals Professional Development

Attachments

Check spelling

These are the Professional Development objects that were set at the start of the rating period .

Please comment on your progress

### Professional Development

Professional Development Objectives:

Attend NEHRA Conference

Timing :

May 15, 2020

Resources Needed:

None

Expected Outcome:

Share knowledge with team.

Comments

Attended NEHRA Conference and shared knowledge during staff meetings in January.

Save Draft Complete

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".

Lynne Thomas

Supervisor: Lily Krentzman  
Position Description: Human Resources/Legal Assistant  
Department: Root

The Supervisor Evaluation has been marked as complete.

Supervisor Evaluation for Lynne Thomas

Core Values

Please provide a rating for each core value and any specific examples of employees accomplishments.

Core Value:

Service: Utilize one's gifts and talents to advance the mission of Stonehill College in service to our students and community.

Specific Examples

Type example of how this core value was met

Rating

2019-2020 Stonehill Annual Evaluation

Review Status: Open

Evaluation Type: Focal

Program Timeframe: 04/01/19 to -

Last Updated: April 29, 2019 22:11

Last Completed Step: Supervisor Completes Evaluation

Co-reviewer: Maria Martone

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".

Lynne Thomas

Supervisor: Lily Krentzman  
Position Description: Human Resources/Legal Assistant  
Department: Root

Supervisor Evaluation for Lynne Thomas

Core Values

Please provide a rating for each core value and any specific examples of employees accomplishments.

Core Value:

Service: Utilize one's gifts and talents to advance the mission of Stonehill College in service to our students and community.

Specific Examples

Example

Rating

Meets Expectations

Core Value:

Inclusive Excellence: Demonstrates a belief in the inherent dignity of each person. Maintains an Inclusive environment, free of bias, which welcomes diversity and respect of others' personal differences. Seeks opportunities for self-growth and collaboration in the areas of diversity, equity, and social justice.

Specific Examples

2019-2020 Stonehill Annual Evaluation 1

Review Status: Open

Overall Rating: Exceeds Expectations

Evaluation Type: Focal

Program Timeframe: 04/01/19 to -

Last Updated: June 11, 2019 21:04

Last Completed Step: Supervisor/Employee Evaluation Meeting

**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**  
Thank you for a great year and for the opportunities you provided me.

[ABC Check spelling](#)

[Acknowledge](#)

**The process is now complete! Congratulations!**