

PROFESSIONAL DEVELOPMENT



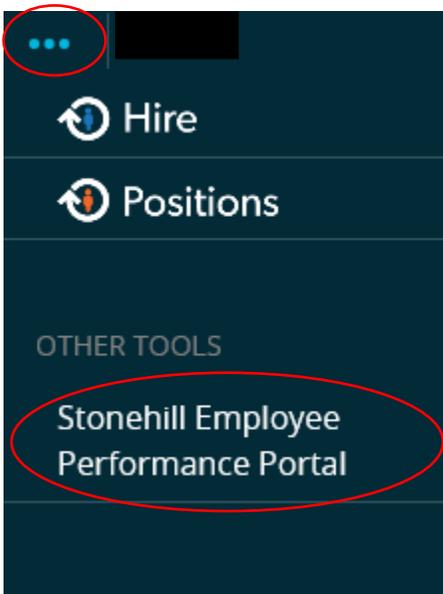
Creating the Performance Management Plan - Supervisor Instructions

When the performance management site goes live, you will receive an email to begin the process for each employee. This will give you the link and you can use single sign-on. Link below:

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

Ask your employee to complete the Job-Related Performance Goals and Professional Development Objectives Form. You will use this information in the first step of the performance management process by copying and pasting from this document. Detailed instructions below.

Click on 3 dots in upper left corner, and select "Stonehill Employee Performance Portal"



You will land on this page. You should see all employees reporting to you. Click on one of your employees.

Stonehill College Employee Portal

Go to Stonehill College HR Site PeopleAdmin

Home 5 Performance Progress Notes Hello, Lily Log Out

Welcome to the Employee Portal, Lily Krentzman

My Reviews
My Employees' Reviews

Your Action Items

Start typing to search

Item	Description	Due Date	Status
2019-2020 Stonehill Annual Evaluation for Lynne Thomas	Supervisor Creates the Professional Development Plan	n/a	Available

Your next landing page is the beginning of the performance planning program. You can see there are three tabs: 1) Core Values; 2) Job-Related Performance Goals; and 3) Professional Development Objectives.

Core Values - Review the core values with your employee. You also have the option to print under "Actions". Do not click "Complete" this - will show the document as completed before you have had a chance to go to the other two tabs.

Lynne Thomas

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

Plan for Lynne Thomas

Supervisor meets with the employee to create the plan for the upcoming year and then enters the plan into the program.

Core Values Performance Goals Professional Development

Core Values

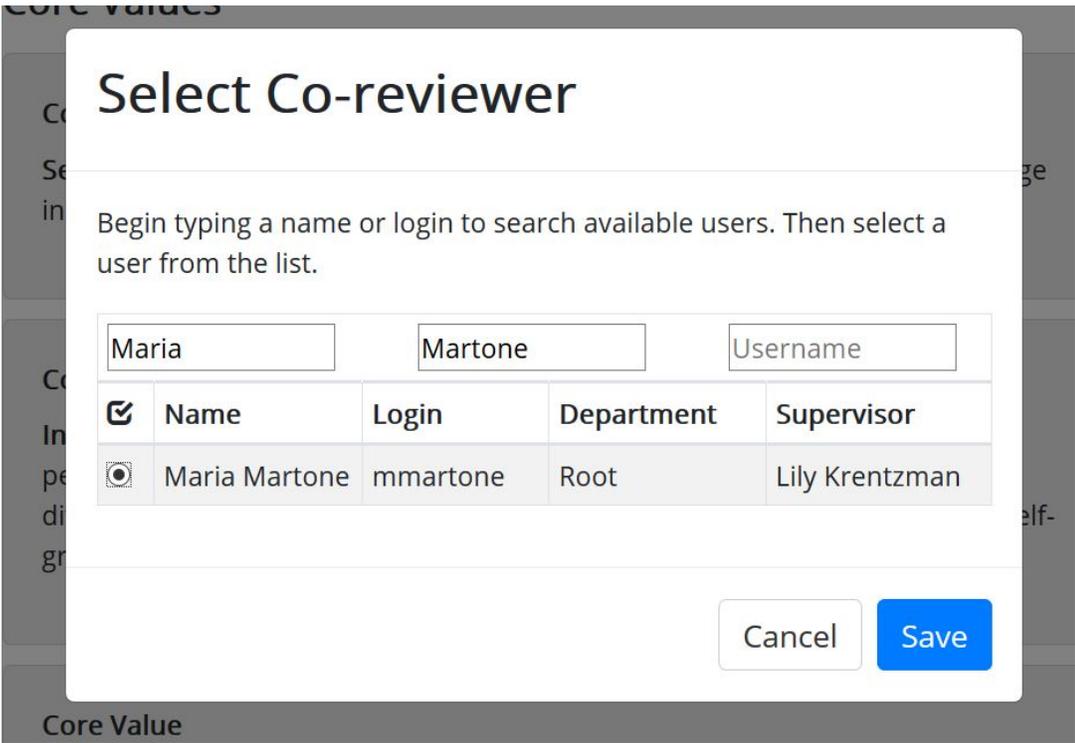
Core Value
Service: Utilize one's gifts and talents to advance the mission of Stonehill College in service to our students and community.

Core Value
Inclusive Excellence: Demonstrates a belief in the inherent dignity of each

Actions

2019-2020 Stonehill Annual Evaluation
Review Status: Open
Evaluation Type: Focal
Program Timeframe: 04/01/19 to -
Last Updated: April 28, 2019 15:47
Co-reviewer: Add Co-reviewer

From here you can add a Co-reviewer: 1) Click on "Add a Co-reviewer"; 2) Type in a name; 3) Select the radio button next to the name; and 4) Hit "Save".



You can now see that the Co-reviewer is to the right. If you make a mistake just click the trash can and start again.

Department: Root

Core Values Performance Goals Professional Development [Check spelling](#)

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

Open
 Evaluation Type: Focal
 Program
 Timeframe: 04/01/19 to -
 Last Updated: April 28, 2019 15:47
Co-reviewer: Maria Martone

Next, go to the “Performance Goals” tab and enter the goals you set with your employee by copying and pasting from the employee completed Job-Related Performance Goals and Professional Development Objectives Form.

Enter the goal description and the timing (when you expect the goal to be completed).

The screenshot shows a web interface for entering performance goals. On the left is a sidebar with navigation options: 'Self Evaluation' (selected), 'History', 'My Reviews', and 'My Employees' Reviews'. The main content area is titled 'Performance Goals' and includes instructions: 'List 1-3 of the most significant job-related performance goals that support the department's strategic goals and where appropriate, the performance standards expected of the individual, established AT THE START OF THE PERFORMANCE PERIOD. At the end of the performance period, indicate the results achieved. Provide a score for each objective you listed. These goals should be specific to the position's job description (e.g. projects or tasks completed). The number of performance goals should not exceed 5.' Below the text are two input fields: '* Goal Description' and 'Timing'. On the right side, there is a timestamp '15:47' and a 'Co-reviewer:' section with a link 'Add Co-reviewer'.

Then enter the resources needed, if any, and the Expected Outcome.

This screenshot shows the input area for resources and outcomes. It features two large text input fields: 'Resources Needed' and 'Expected Outcome'. Below these fields is a checkbox labeled 'Remove Entry?'.

Add Entry

Save Draft **Next >**

You can continue to add entries by clicking the “Add Entry” button. At any point you can “save draft” if you need to stop and come back.

Once you have entered all of the Job-Related Performance Goals, hit “Next” and you will be brought to the Professional Development tab.

Department: Root

Supervisor meets with the employee to create the plan for the upcoming year and then enters the plan into the program.

Core Values Performance Goals Professional Development

Use the space below to set at least 3 professional development goals. [Check spelling](#)

It is required that 2 of these goals be centered around inclusive excellence which includes but is not limited to diversity, equity, and social justice.

Required fields are indicated with an asterisk (*).

Professional Development

* Professional Development Objective

Evaluation
Review Status: **Open**
Evaluation Type: Focal
Program
Timeframe: 04/01/19 to -
Last Updated: April 28, 2019 15:47
Co-reviewer: Maria Martone

- Overview
- Plan
 - Supervisor Evaluation
 - Self Evaluation
- History
 - My Reviews
 - My Employees' Reviews

Type in the Professional Development Objectives, as you did the Job-Related Performance Goals above.

Timing

Resources Needed

Expected Outcome

Remove Entry?

Add Entry

Save Draft **Complete**

You can continue to add entries by clicking the “Add Entry” button. You can also save a draft at any time. Once you have completed all Objectives, click “Complete”. The dialogue box will appear. If you are ready, click “OK”.

You will receive the message that the plan is complete. If you scroll down you will see the entire plan: Core Values, Job-Related Performance Goals, and Professional Development Objectives.

Lynne Thomas

Supervisor: Lily Krentzman
Position Description: [Human Resources/Legal Assistant](#)
Department: Root

The Plan has been marked as complete.

Plan for Lynne Thomas

Actions

2019-2020
Stonehill
Annual
Evaluation

Review Status:
Open

Evaluation Type:
Focal

Program
Timeframe:
04/01/19 to -

Last Updated:
April 28, 2019
17:22

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

Overview

Plan

Supervisor Evaluation

Self Evaluation

History

Under "actions" you now have the option of printing, revising or copying.

Lynne Thomas

Supervisor: Lily Krentzman
Position Description: [Human Resources/Legal Assistant](#)
Department: Root

The Plan has been marked as complete.

Plan for Lynne Thomas

Core Values

Actions

Print

Revise

Copy

2019-2020
Stonehill
Annual
Evaluation

Review Status:
Open

Evaluation Type:

Next, select "Overview" on the left bar and you will see each step in the process. The first step shown will be green to reflect completed with the date.

Lynne Thomas

Supervisor: Lily Krentzman
Position Description: [Human Resources/Legal Assistant](#)
Department: Root

Overview

Plan

Supervisor Evaluation

	Task	Task Owner	Date Opened	Date Completed	Due Date
1	Supervisor Creates the Professional Development Plan	Lily Krentzman Supervisor	2019-04-26	2019-04-28	
2	Supervisor/Employee meet to Review the Professional Development Plan	Lily Krentzman Maria Martone Supervisor	2019-04-26		
3	Employee Acknowledges the Professional	Lynne Thomas	2019-04-26		

2019-2020
Stonehill
Annual
Evaluation

Review Status:
Open

Evaluation Type:
Focal

Program
Timeframe:
04/01/19 to -

Last Updated:
April 28, 2019

Once you have met with the employee, select step 2 “Supervisor/Employee meet to Review the Professional Development Plan”. Following the meeting, click “Complete”.

Lynne Thomas

Supervisor: Lily Krentzman
Position Description: [Human Resources/Legal Assistant](#)
Department: Root

Supervisor/Employee meet to Review the Professional Development Plan

Once you have met with the employee, please click complete.

 Complete

The next step is for the employee to accept the plan. They can also add comments.

Lynne Thomas

Supervisor: Lily Krentzman
Position Description: [Human Resources/Legal Assistant](#)
Department: Root

Overview

Plan

Supervisor Evaluation

	Task	Task Owner	Date Opened	Date Completed	Due Date
1	Supervisor Creates the Professional Development Plan	Lily Krentzman Supervisor	2019-04-26	2019-04-28	
2	Supervisor/Employee meet to Review the Professional Development Plan	Lily Krentzman Supervisor	2019-04-26	2019-04-28	
3	Employee Acknowledges the Professional Development Plan	Lynne Thomas	2019-04-26		

2019-2020
Stonehill
Annual
Evaluation

Review Status:
Open

Evaluation Type:
Focal

Program
Timeframe:
04/01/19 to -

Last Updated:
April 28, 2019

The planning phase is now complete.

Throughout the performance plan year, you and your employee 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 - Supervisor Instructions

Throughout the performance plan year, you can enter progress notes into the plan. These might include accomplishments, goals achieved or areas for improvement. When you log in to this phase of the process, 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 the following items: 'Home', 'Performance', and 'Progress Notes' (which is circled in red). To the right of the navigation bar, it says 'Hello, Lily' and 'Log Out'. 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 text: 'Please meet with your employee and use the Progress Notes to document items discussed.' A blue 'Complete' button is located at the bottom right of this section. On the right side of the page, 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 'Progress Notes' section of the Stonehill College Employee Portal. At the top, there is a navigation bar with 'Home', 'Performance', and 'Progress Notes'. Below the navigation bar, there is a search bar with a magnifying glass icon and a dropdown menu labeled 'Advanced'. To the right of the search bar, there is a blue button labeled 'Create Progress Note' which is circled in red. Below the search bar, there is a table with columns: 'Title', 'Shared', 'Program', 'Author', 'Employee', and a pin icon. At the bottom of the table, there are 'Previous', '1', and 'Next' buttons.

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

The screenshot shows the 'New Progress Note' form. The form has the following fields and dropdown menus:

- Program (optional): 2019-2020 Stonehill Annual Evaluation
- Employee*: Lynne Thomas
- Step (optional): Mid Year Monitoring
- Type*: Original Progress Note
- Title*: Performance Goal #1
- Comments*: Lynne completed this goal 2 months before it was due.

You have the option to share the note with the employee and/or a co-reviewer and/or add an attachment. Once you have completed this step click on “Create”.

Comments *

Lynne completed this goal 2 months before it was due.

[Share this Progress Note](#)

[Attachment](#)

[Create](#) [Cancel](#)

“Create” will bring you to the page below where you can see the title of the note, whether or not it was shared, who authored it and the employee you noted progress on. Attachments would also show up here. You can also create additional progress notes here.

Stonehill College Employee Portal

Go to Stonehill College HR Site

Home 5 Performance ▾ Progress Notes

Hello, Lily Log Out

My Reviews

My Employees' Reviews

Performance Goal #1 created successfully.

[Create Progress Note](#)

Search Advanced ▾

Title ▾	Shared ▾	Program ▾	Author ▾	Employee ▾	
Performance Goal #1	private	2019-2020 Stonehill Annual Evaluation	you	Lynne Thomas	

Previous 1 Next

You can get back to the employee's performance plan by clicking on "Home" or "My Employees' Reviews" and selecting the employee's name.

The screenshot shows the Stonehill College Employee Portal. The top navigation bar includes "Home" (circled in red), "Performance", and "Progress Notes". The user is identified as Lily Krentzman. The left sidebar has "My Reviews" and "My Employees' Reviews" (circled in red). The main content area is titled "Your Action Items" and contains a search box and a table.

Item	Description	Due Date	Status
2019-2020 Stonehill Annual Evaluation for Lynne Thomas (circled in red)	Mid Year Monitoring	n/a	Available

Once you have met with the employee and discussed their progress, you can "Complete" the Mid-Year Monitoring Step.

The screenshot shows the "Mid Year Monitoring" page for Lynne Thomas. The left sidebar displays her name and details: Supervisor: Lily Krentzman, Position Description: Human Resources/Legal Assistant, Department: Root. The main content area has a heading "Mid Year Monitoring" and a message: "Please meet with your employee and use the Progress Notes to document items discussed." On the right, the evaluation details are shown: "2019-2020 Stonehill Annual Evaluation", "Review Status: Open", and "Evaluation Type: Focal". A blue "Complete" button with a right-pointing arrow is circled in red.

The mid-year monitoring phase is now complete.

Final Performance Review - Supervisor Instructions

The employee will complete the self-evaluation as the first step in the final review process, which will trigger an email to you to begin the final evaluation. The first step is to review the Core Values. You can type in a comment or example of how the employee achieved each Core Value. You will also choose a rating in this area as well: Exceeds Expectations, etc. Then click “Next”.

The screenshot displays the Supervisor Evaluation interface. On the left is a navigation menu with options: Plan, Supervisor Evaluation (selected), Self Evaluation, Approvals & Acknowledgements, History, My Reviews, and My Employees' Reviews. The main content area shows a 'Core Value' section with the text: 'Service: Utilize one's gifts and talents to advance the mission of Stonehill College in service to our students and community.' Below this is a 'Specific Examples' text input field containing the text 'Type example of how this core value was met'. A 'Rating' dropdown menu is visible below the text field. The right sidebar contains metadata: 'Timeframe: 04/01/19 to -', 'Last Updated: April 29, 2019 21:41', 'Last Completed Step: Employee Completes Self Evaluation', and 'Co-reviewer: Maria Martone' with a trash icon.

After clicking “Next” you will land on the Job-Related Performance Goals page. Here you can choose the rating and provide comments, if any, on each goal. Again, click “Next” to get to the Professional Development Objectives section.

The screenshot shows the Job-Related Performance Goals page. The left navigation menu is identical to the previous screenshot. The main content area displays a 'Goal Description' section with the following details: 'Goal #1', 'Timing: By December 31, 2019', and 'Resources Needed: Support from Finance \$1,000 for supplies'. The 'Expected Outcome' is listed as 'Completed project'. Below this is a 'Rating' dropdown menu, which is circled in red. At the bottom of the main content area is a 'Supervisor Comments' text input field. The right sidebar shows the same metadata as the previous screenshot.

After clicking “Next” you will land on the Professional Development Objectives page. Here you can choose the rating and provide comments, if any, on each objective. Again, click “Next”.

Supervisor Evaluation

Self Evaluation

Approvals & Acknowledgements

History

My Reviews

My Employees' Reviews

Professional Development Objectives:

Attend Northeast CUPA-HR Conference

Timing :
May 10-12, 2020

Resources Needed:
Conference Fee: \$350
Hotel: \$275
Meals: \$200

Expected Outcome:
Education on new HR practices to share with the HR Team.

Rating

Supervisor Comments

2019 21:41

Last Completed Step:
Employee Completes Self Evaluation

Co-reviewer: Maria Martone

You will see that the “Supervisor Evaluation has been marked as complete”. Here you can see the entire final review for you to print if you like under “Actions”.

Lynne Thomas

Supervisor: Lily Krentzman

Position Description: Human Resources/Legal Assistant

Department: Root

Overview

Plan

Supervisor Evaluation

Self Evaluation

Approvals & Acknowledgements

History

My Reviews

The Supervisor Evaluation has been marked as complete.

Supervisor Evaluation for Lynne Thomas

Actions

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

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

The next step in the process is to meet with your employee and discuss the final review. Once you have completed the meeting, simply click on “Complete”. This sends the final review to the employee to make comments and acknowledge it.

Lynne Thomas

Supervisor: Lily Krentzman

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

Department: Root

Supervisor/Employee Evaluation Meeting

Once you have met with the employee, please click complete.

[Complete](#)

2019-2020 Stonehill Annual Evaluation

Review Status: Open

Evaluation Type: Focal

Program Timeframe: 04/01/19 to -

Last Updated: April 29,

You can return to the home page and see the status of all of your employees.

[My Reviews](#)

[My Employees' Reviews](#)

Reviews Dashboard

Reset
Program: None
Employee Name
Group by: Program
Advanced

All Reviews 6
Not Started 0
In Process 5
Complete 1
Overdue 0
Disputed 0

Last name	First Name	Anniversary Date	Progress	Program	Score
2019-2020 Stonehill Annual Evaluation 6					
Anzelmo	Patricia	None	0/8 1	2019-2020 Stonehill Annual Evaluation	N/A
Falcone	Kathleen	None	0/8 1	2019-2020 Stonehill Annual Evaluation	N/A
Thomas	Lynne	None	✓ 1 2 3 4 5 6 7 8	2019-2020 Stonehill Annual Evaluation	N/A
Martone	Maria	None	0/8 1	2019-2020 Stonehill Annual Evaluation	N/A
Anderson	Natasha	None	0/8 1	2019-2020 Stonehill Annual Evaluation	N/A

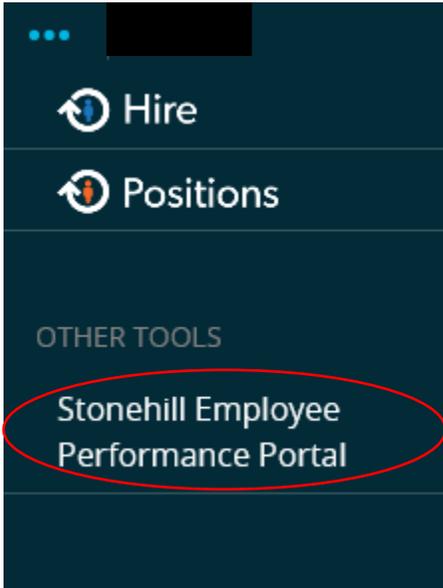
The process is now complete! Congratulations!

Downline Access to Reviews in Your Organization - Supervisor Instructions

A Supervisor who has other supervisors reporting to them can see the reviews of all employees within their organizational structure.

Log in (single sign on)

Select “Stonehill Employee Performance Portal”



All employees reporting to you will appear. To see the employees reporting to those who report to you, click on my “My Employees’ Reviews” on the left tab.

Welcome to the Employee Portal, Jeanne Finlayson

Your Action Items

My Reviews
My Employees' Reviews

Item	Description	Due Date	Status
2019-2020 Stonehill Annual Evaluation 1 for Craig Binney	Supervisor Creates the Professional Development Plan	n/a	Available
2019-2020 Stonehill Annual Evaluation 1 for Jennifer Mathews	Supervisor Creates the Professional Development Plan	n/a	Available
2019-2020 Stonehill Annual Evaluation 1 for Michele Casey	Supervisor Creates the Professional Development Plan	n/a	Available
2019-2020 Stonehill Annual Evaluation 1 for Steve Boaregard	Supervisor Creates the Professional Development Plan	n/a	Available
2019-2020 Stonehill Annual Evaluation 1 for Tamara Anderson	Supervisor Creates the Professional Development Plan	n/a	Available
2019-2020 Stonehill Annual Evaluation 1 for William Smith	Supervisor Creates the Professional Development Plan	n/a	Available

Now you will see all employees in your organization. Then click on “Advanced” and search by Supervisor name.

Reviews Dashboard

Reset Program: None Employee Name Group by: Program **Advanced**

All Reviews 77 Not Started 0 In Process 77 Complete 0 Overdue 0 Disputed 0

Last name	First Name	Anniversary Date	Progress	Program	Score
2019-2020 Stonehill Annual Evaluation 1 77					
Jarvis	Leah	None	0/8 <input type="checkbox"/>	2019-2020 Stonehill Annual Evaluation 1	
Beauregard	Steve	None	0/8 <input type="checkbox"/>	2019-2020 Stonehill Annual Evaluation 1	
Kelleher	Joseph	None	0/8 <input type="checkbox"/>	2019-2020 Stonehill Annual Evaluation 1	
Pigeon	Margaret	None	0/8 <input type="checkbox"/>	2019-2020 Stonehill Annual Evaluation 1	
Oles	Brian	None	0/8 <input type="checkbox"/>	2019-2020 Stonehill Annual Evaluation 1	
DeMonaco	Doreen	None	0/8 <input type="checkbox"/>	2019-2020 Stonehill Annual Evaluation 1	
MacDonald	Colleen	None	0/8 <input type="checkbox"/>	2019-2020 Stonehill Annual Evaluation 1	
Gordon	Paul	None	0/8 <input type="checkbox"/>	2019-2020 Stonehill Annual Evaluation 1	
Harrison	Janice	None	0/8 <input type="checkbox"/>	2019-2020 Stonehill Annual Evaluation 1	
Miquel	Robert	None	0/8 <input type="checkbox"/>	2019-2020 Stonehill Annual Evaluation 1	

Select Supervisor of the staff you would like to view.

Reviews Dashboard

Reset Program: None Employee Name Group by: Program **Advanced**

Reporting Org Unit: None Supervisor: Program Status: Active

All Reviews 77 Not Started 0 In Process 77 Complete 0 Overdue 0 Disputed 0

Last name	First Name	Anniversary Date	Progress	Program	Score
2019-2020 Stonehill Annual Evaluation 1					

Now you will see the staff that reports to the Supervisor you chose. This shows you the progress in the process.

Reviews Dashboard

Reset Program: None Employee Name Group by: Program **Advanced**

Reporting Org Unit: None Supervisor: Ran Alix-Garth Program Status: Active

All Reviews 3 Not Started 0 In Process 3 Complete 0 Overdue 0 Disputed 0

Last name	First Name	Anniversary Date	Progress	Program	Score
2019-2020 Stonehill Annual Evaluation 1 3					
Garland	Mary	None	0/8 <input type="checkbox"/>	2019-2020 Stonehill Annual Evaluation 1	
Damore	Lee-Anne	None	0/8 <input type="checkbox"/>	2019-2020 Stonehill Annual Evaluation 1	
Walsh	Debra	None	0/8 <input type="checkbox"/>	2019-2020 Stonehill Annual Evaluation 1	

Previous 1 Next

You can see the progress here. In this case, no steps have been completed so you cannot view the plan, supervisor evaluation, or self-evaluation.

Mary Garland
 Supervisor: Ran Alix-Garth
 Position Description: [Accounts Payable Supervisor](#)
 Department: Root

Overview
[Plan](#)
[Supervisor Evaluation](#)
[Self Evaluation](#)

History
[My Reviews](#)
[My Employees' Reviews](#)

Task	Task Owner	Date Opened	Date Completed	Due Date
1 Supervisor Creates the Professional Development Plan	Ran Alix-Garth Supervisor	2019-04-26		
2 Supervisor/Employee meet to Review the Professional Development Plan	Ran Alix-Garth Supervisor	2019-04-26		
3 Employee Acknowledges the Professional Development Plan	Mary Garland	2019-04-26		
4 Mid Year Monitoring	Ran Alix-Garth Supervisor	2019-04-26		
5 Employee Completes Self Evaluation	Mary Garland	2019-04-26		
6 Supervisor Completes Evaluation	Ran Alix-Garth Supervisor	2019-04-26		
7 Supervisor/Employee Evaluation Meeting	Ran Alix-Garth Supervisor	2019-04-26		
8 Employee Acknowledges Evaluation	Mary Garland	2019-04-26		

2019-2020 Stonehill Annual Evaluation 1
 Review Status: **Open**
 Evaluation Type: Focal
 Program Timeframe: 04/01/19 to -
 Last Updated: April 30, 2019 10:25

When each step of the performance review is complete, the number will turn green. At this point, you can view the Plan, Supervisor Evaluation, and/or Self-Evaluation as they have now become active in blue. The link to these steps is now live.

Stonehill College Employee Portal

Home Performance Progress Notes

Hello, Jeanne Log Out

Mary Garland
 Supervisor: Ran Alix-Garth
 Position Description: [Accounts Payable Supervisor](#)
 Department: Root

Overview
[Plan](#)
[Supervisor Evaluation](#)
[Self Evaluation](#)
[Approvals & Acknowledgements](#)

History
[My Reviews](#)
[My Employees' Reviews](#)

Task	Task Owner	Date Opened	Date Completed	Due Date
1 Supervisor Creates the Professional Development Plan	Lily Krentzman Supervisor	2019-04-26	2019-04-30	
2 Supervisor/Employee meet to Review the Professional Development Plan	Lily Krentzman Supervisor	2019-04-26	2019-04-30	
3 Employee Acknowledges the Professional Development Plan	Mary Garland	2019-04-26	2019-04-30	
4 Mid Year Monitoring	Lily Krentzman Supervisor	2019-04-26	2019-04-30	
5 Employee Completes Self Evaluation	Mary Garland	2019-04-26	2019-04-30	
6 Supervisor Completes Evaluation	Lily Krentzman Supervisor	2019-04-26	2019-04-30	
7 Supervisor/Employee Evaluation Meeting	Lily Krentzman Supervisor	2019-04-26	2019-04-30	
8 Employee Acknowledges Evaluation	Mary Garland	2019-04-26	2019-04-30	

2019-2020 Stonehill Annual Evaluation 1
 Review Status: **Complete**
 Overall Rating: Meets Expectations
 Evaluation Type: Focal
 Program Timeframe: 04/01/19 to -
 Last Updated: April 30, 2019 12:07
 Last Completed Step: Employee Acknowledges Evaluation

For example, if you click on “Supervisor Evaluation” you will see the entire review.

Mary Garland

Supervisor: Ran Alix-Garth

Position Description: [Accounts Payable Supervisor](#)

Department: Root

[Overview](#)

[Plan](#)

[Supervisor Evaluation](#)

[Self Evaluation](#)

[Approvals & Acknowledgements](#)

[History](#)

[My Reviews](#)

[My Employees' Reviews](#)

Supervisor Evaluation for Mary Garland

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

example

Rating

Exceeds Expectations

Actions ▾

2019-2020 Stonehill Annual Evaluation 1

Review Status: **Complete**

Overall Rating: Meets Expectations

Evaluation Type: Focal

Program Timeframe: 04/01/19 to -

Last Updated: April 30, 2019 12:07

Last Completed Step: Employee Acknowledges Evaluation

Acknowledgements

[Employee Acknowledges Evaluation](#)

Decision: Acknowledge

Task Owner: Mary Garland

Completed On: 04/30/19

12:07:44 PM

Comments:

Thanks for a great year!