

Advantage 3.11 ESS

How to Navigate the Performance Evaluation Module in ESS 3.11

Creation Date: 05/23/2018

Revision Date: 07/09/2018

Goal & Objectives

Goal: After this class, staff will know how to use the Performance Evaluation module in ESS 3.11

Objectives:

- Show staff how to navigate Performance Evaluations

Performance

Currently, **Evaluations** is the only tab being used.

Incidents is under construction for monitoring extended leave activities.

Expectations, Learning and Career Development and **Training Profile** are currently not being utilized by the City of Tucson.



Evaluations

The following widgets can be found on the Evaluations sub tab:

- Current Evaluations
- Past Evaluations
- Self Evaluations
- Past Self Evaluations



Current Evaluations

The Current Evaluations widget allows you to view your most recent evaluations which have been signed/released by your manager and now require your signature. Select an evaluation from the list to view the complete evaluation via the Current Evaluations Wizard.

Name	Evaluation Type	Evaluation Due Date	Evaluation Ready for Next Level Manager	Evaluation Reviewed by Next Level Manager
SMITH, SARA	ANNL	05/11/2008		Edward Jones
SMITH, SARA	ANNL	07/11/2011		Edward Jones
SMITH, SARA	ANNL	08/11/2013	Michael Owens	

• *General Information*

Current Evaluations - General Information

SMITH, SARA

[General Information](#) > [Detailed Rating](#) > Evaluation Acceptance

This section will display employee assignment information in regards to this evaluation

Name: SMITH, SARA	Home Department: Personal
From: 05/01/2007	Home Unit: 010-1010
To: 05/01/2008	Position: PERF M MGR1

Evaluation Due Date: 05/11/2008

[Next >](#)

- ***Detailed Ratings***



Current Evaluations - Detailed Rating

SMITH, SARA

[General Information](#) > [Detailed Rating](#) > [Evaluation Acceptance](#)

This section will display detailed ratings for employee assignment. Select a rating by selecting on the rating listed on the grid. Once you have reviewed the ratings, Click Next to continue


Rating Type	Rating	Number
-------------	--------	--------

< Previous Next >

Select the **Rating** to view detailed information for the rating, comments regarding the evaluation, and/or areas for growth.

****Currently, the only *Rating* is ALL and *Rating Profile Desc* is ALL EMPLOYEES. This may be changed in the future.**

Line Details ✖

Rating Type : EMPEV	Number : <input type="text"/>
Rating Type Desc : PERFORMANCE	Comments : <div style="border: 1px solid gray; height: 100px;"></div>
Definition of Rating Type : THIS DEFINES HOW THE EMPLOYEE IS RATED ON JOB PERFORMANCE	Areas for Growth : <div style="border: 1px solid gray; height: 100px;"></div>
Rating Response : EXCEL 	
Rating Description : Excellent	

Current Evaluations - Detailed Rating

SMITH, SARA

[General Information](#) > **Detailed Rating** > [Evaluation Acceptance](#)

This section will display detailed ratings for employee assignment. Select a rating by selecting on the rating listed on the grid. Once you have reviewed the ratings, Click Next to continue

Rating Type	Rating	Number
-------------	--------	--------

[< Previous](#) [Next >](#)

- ***Evaluation Acceptance***

- Displays Rating Profile
- Allows addition of comments
- If satisfied with evaluation, select **Sign Evaluation** button
- **Generate PDF** button allows the opening of a PDF version of the evaluation, which can then be saved or printed.

You can navigate back to previous sections by using the **Previous** link or by selecting the section name link located at the top of the page. Select **Save** to save your changes and exit the evaluation.

Current Evaluations - Evaluation Acceptance

SMITH, SARA

[General Information](#) > [Detailed Rating](#) > Evaluation Acceptance

This section is not included in your evaluation. Click Next to continue

Rating Profile: DEFAULT

Overall Rating:

Rated Employee's Comment:

< Previous Sign Evaluation Generate PDF Save

Past Evaluations

Name	Year	Evaluator Name	Next Level Manager Name	Overall Rating	Evaluation Type
SMITH, SARA	07/01/2010	JANE DOE	JOHN ADAMS	ME	ANNL

• *General Information*

Past Evaluations - General Information

SMITH, SARA

General Information > [Detailed Rating](#) > Evaluation Acceptance

This section will display employee assignment information in regards to this evaluation

Name: SMITH, SARA

Home Department: Personal

From: 07/01/2010

Home Unit:

To: 07/01/2011

Position:

Evaluation Due Date: 07/11/2011

Next >

- ***Detailed Ratings***

Past Evaluations - Detailed Rating ✕


SMITH, SARA

[General Information](#) > [Detailed Rating](#) > [Evaluation Acceptance](#)

This section will display detailed ratings for employee assignment. Select a rating by selecting on the rating listed on the grid. Once you have reviewed the ratings, Click Next to continue

Evaluation Type	Year	Overall Rating
WORK	2007	


< Previous
Next >

Line Details 

Rating Type : EMPEV **Number :**


Rating Type Desc : PERFORMANCE **Comments :**

Definition of Rating Type : THIS DEFINES HOW THE EMPLOYEE IS RATED ON JOB PERFORMANCE **Areas for Growth :**

Rating Response : EXCEL 

Rating Description : Excellent

• *Evaluation Acceptance*

Past Evaluations - Evaluation Acceptance 

SMITH, SARA

[General Information](#) > [Detailed Rating](#) > Evaluation Acceptance

This section is not included in your evaluation. Click Next to continue

Rating Profile:

Overall Rating:

Rated Employee's Comments:

Current Self Evaluations

Current Self Evaluations [1]

Name	Evaluation Type	Rating	Manager Name
Franks, Doreen	6MOS		JOHN SMITH

Self Evaluation Wizard

- **General Information**

Self Evaluations - General Information ✖

Franks, Doreen

General Information > [Ratings](#) > Performance Evaluations

This section will display employee assignment information in regards to this evaluation:

Employee ID :	<input type="text" value="DFRANKS"/>	From :	<input type="text" value="2013-01-22"/>
Appointment ID :	<input type="text"/>	To :	<input type="text" value="03/31/2013"/>
Name :	<input type="text" value="Franks, Doreen"/>	Home Department :	<input type="text" value="010"/>
Union Affiliation :	<input type="text"/>	Home Department Desc :	<input type="text" value="Personal"/>
Union Affiliation Descr :	<input type="text"/>	Evaluation Type :	<input type="text" value="3MOS"/>
Profile :	<input type="text" value="EMPEV"/>	Personnel Action Reason :	<input type="text"/>
Rating Profile Description :	<input type="text" value="EMPEV"/>		
Evaluation Due Date :	<input type="text" value="04/30/2013"/>		

- **Rating**

Self Evaluations - Rating ✖


Franks, Doreen

[General Information](#) > [Ratings](#) > [Performance Evaluations](#)

This section will display detailed ratings for employee assignment. Select a rating by selecting on the rating listed on the grid. Once you have reviewed the ratings, Click Next to continue

Rating Type	Rating Response	Number	Comments
COMM	AVG		
EMPEV	EXCEL		


< Previous
Next >

Line Details 

Rating Type : EMPEV **Number :**

Rating Type Desc : PERFORMANCE **Comments :**

Definition of Rating Type : THIS DEFINES HOW THE EMPLOYEE IS RATED ON JOB PERFORMANCE **Areas for Growth :**

Rating Response : EXCEL 

Rating Description : Excellent

- ***Performance Evaluation***

Self Evaluations - Performance Evaluation 

Franks, Doreen

[General Information](#) > [Ratings](#) > **Performance Evaluations**

ctext

Overall Response :	<input type="text" value="ME"/>	Employee Signature Checkbox :	<input type="checkbox"/>
Overall Response Desc :	<input type="text" value="MEETS EXP"/>	Employee Signature Source :	<input type="text" value="Acceptance by Evalu"/>
Evaluation Ready for Employee Review :	<input type="checkbox"/>	Rated Employee's Comments :	<input type="text"/>

Past Self Evaluations

Past Self Evaluations [3]

Name	Evaluation Type	Rating	Manager Name
Franks, Doreen	3MOS	EMPEV	John Smith

Past Self Evaluation Wizard

- **General Information**

Self Evaluations - General Information ✖

Franks, Doreen

General Information > [Ratings](#) > Performance Evaluations

This section will display employee assignment information in regards to this evaluation

Employee ID :	<input type="text" value="DFRANKS"/>	From :	<input type="text" value="2013-01-22"/>
Appointment ID :	<input type="text"/>	To :	<input type="text" value="03/31/2013"/>
Name :	<input type="text" value="Franks, Doreen"/>	Home Department :	<input type="text" value="010"/>
Union Affiliation :	<input type="text"/>	Home Department Desc :	<input type="text" value="Personal"/>
Union Affiliation Descr :	<input type="text"/>	Evaluation Type :	<input type="text" value="3MOS"/>
Profile :	<input type="text" value="EMPEV"/>	Personnel Action Reason :	<input type="text"/>
Rating Profile Description :	<input type="text" value="EMPEV"/>		
Evaluation Due Date :	<input type="text" value="04/30/2013"/>		

- **Rating**

Self Evaluations - Rating ✖

Franks, Doreen

[General Information](#) > [Ratings](#) > [Performance Evaluations](#)

This section will display detailed ratings for employee assignment. Select a rating by selecting on the rating listed on the grid. Once you have reviewed the ratings, Click Next to continue

Rating Type	Rating Response	Number	Comments
COMM	AVG		
EMPEV	EXCEL		

< Previous
Next >

- **Performance Evaluation**

Self Evaluations - Performance Evaluation 

Franks, Doreen

[General Information](#) > [Ratings](#) > **Performance Evaluations**

ctext

Overall Response :	<input type="text" value="ME"/>	Employee Signature Checkbox :	<input type="checkbox"/>
Overall Response Desc :	<input type="text" value="MEETS EXP"/>	Employee Signature Source :	<input type="text" value="Acceptance by Evalu"/>
Evaluation Ready for Employee Review :	<input type="checkbox"/>	Rated Employee's Comments :	<input type="text"/>

Thank You!

This concludes Navigating the
Performance Evaluation Module
in ESS 3.11