CITY OF TUCSON

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.

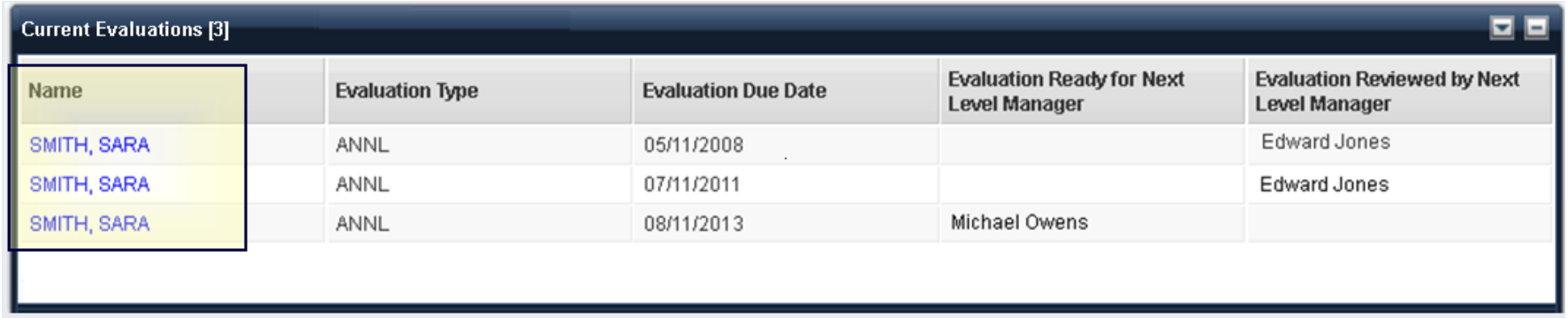
Evaluations

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

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

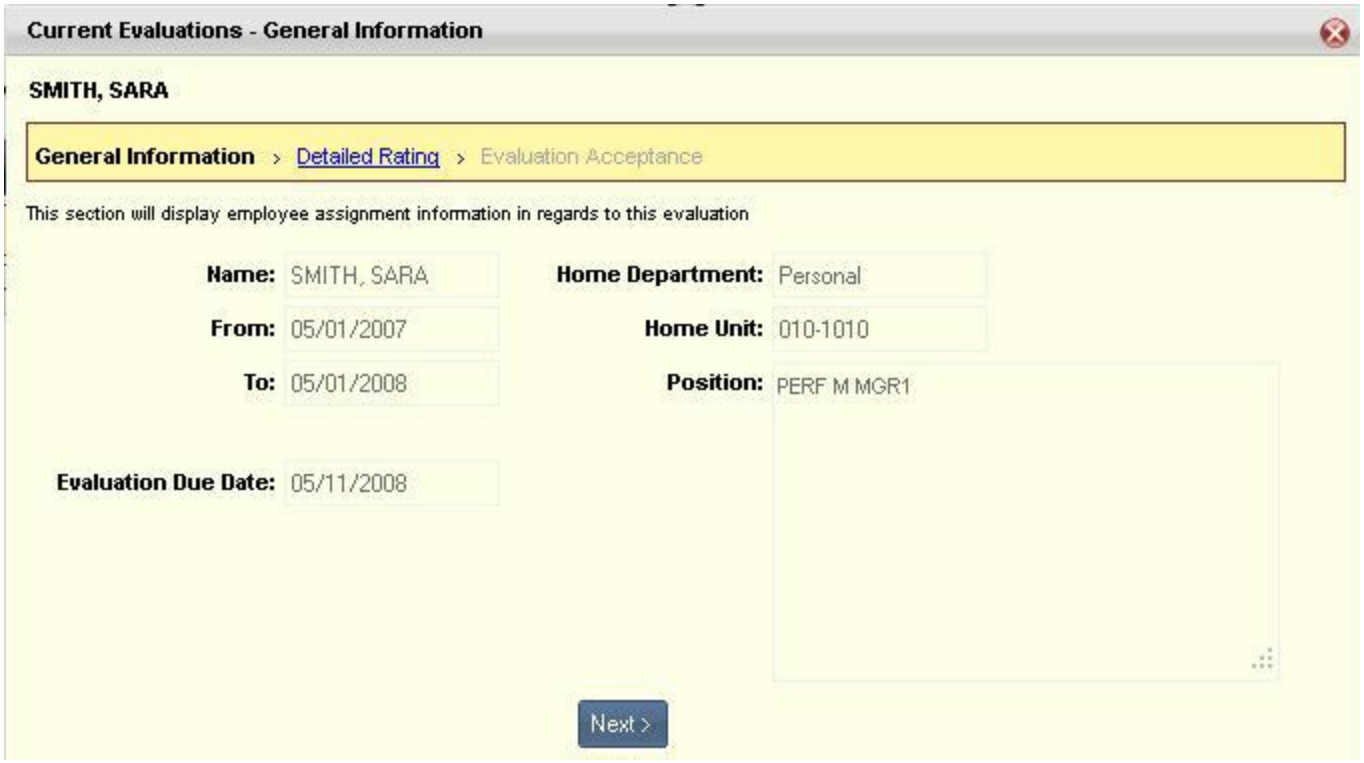
Current Evaluations

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.

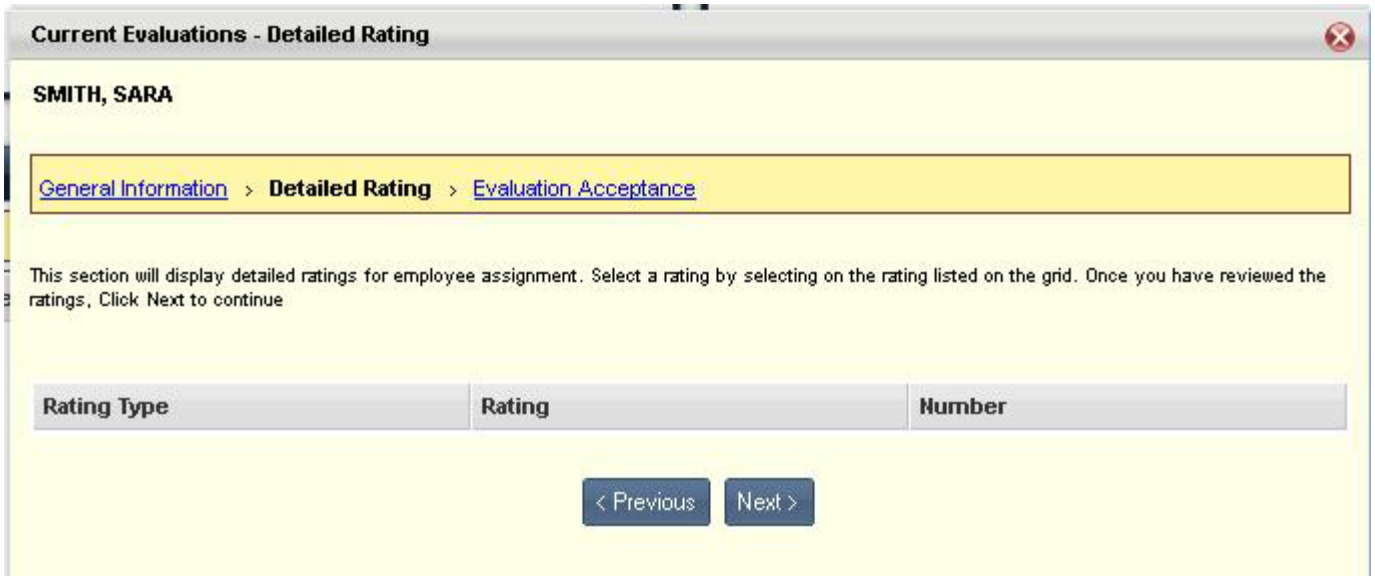

Current Evaluations [3]

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***

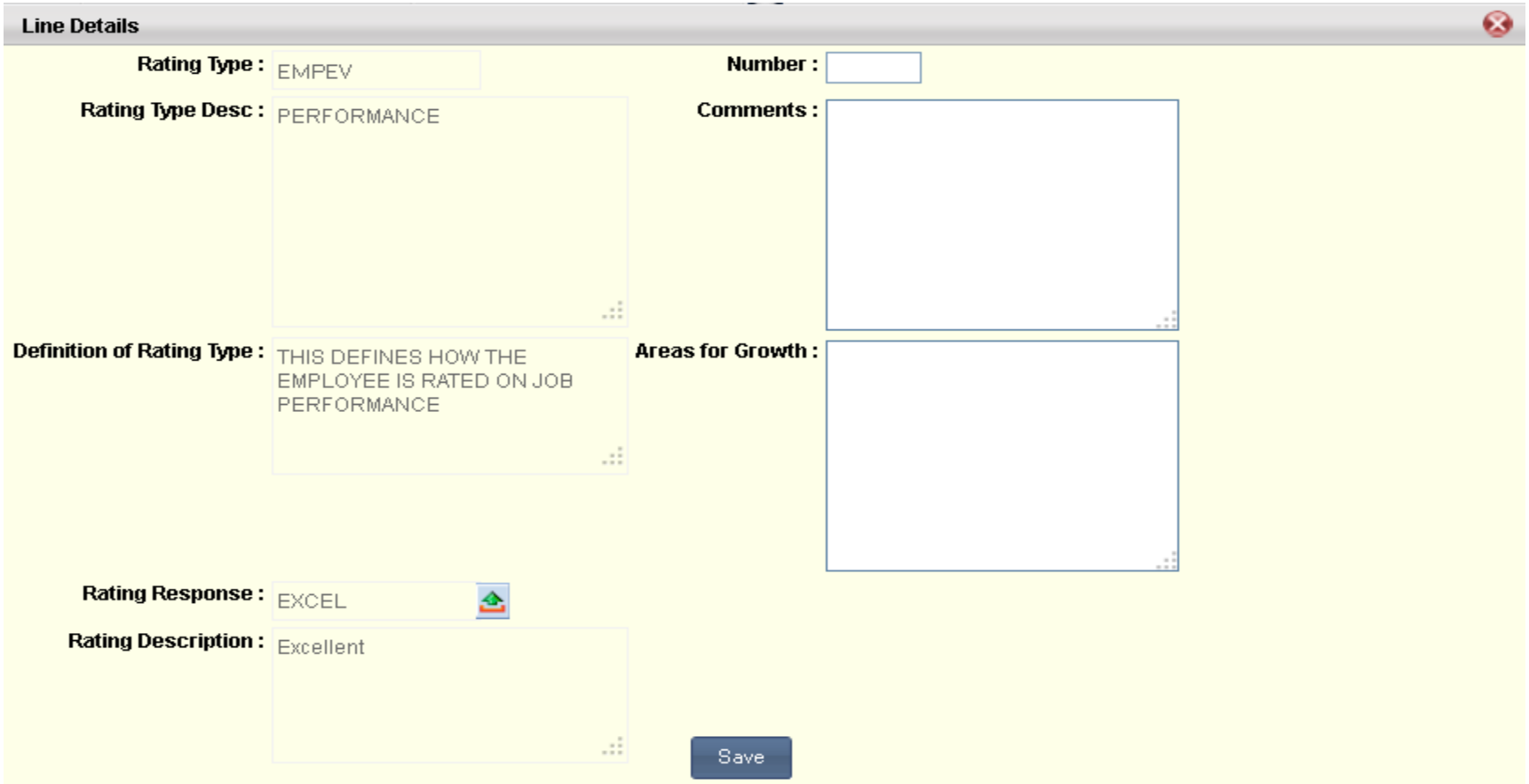


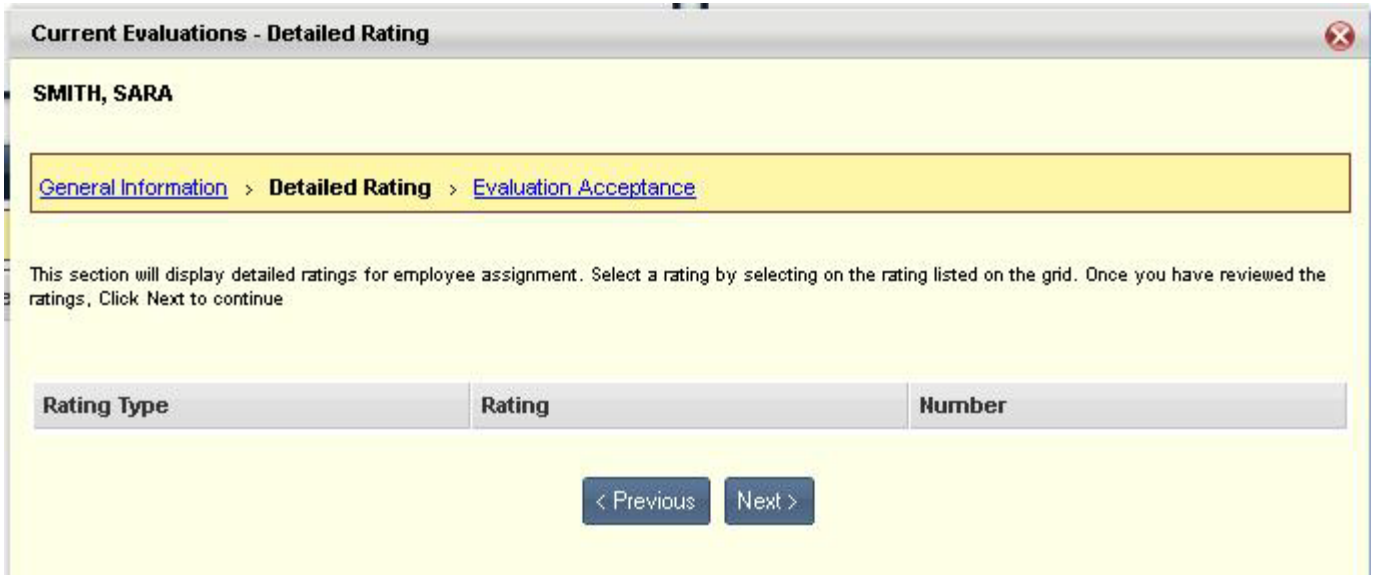
- ***Detailed Ratings***



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 :
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
Save


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 >

ESS 3.11

- ***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.

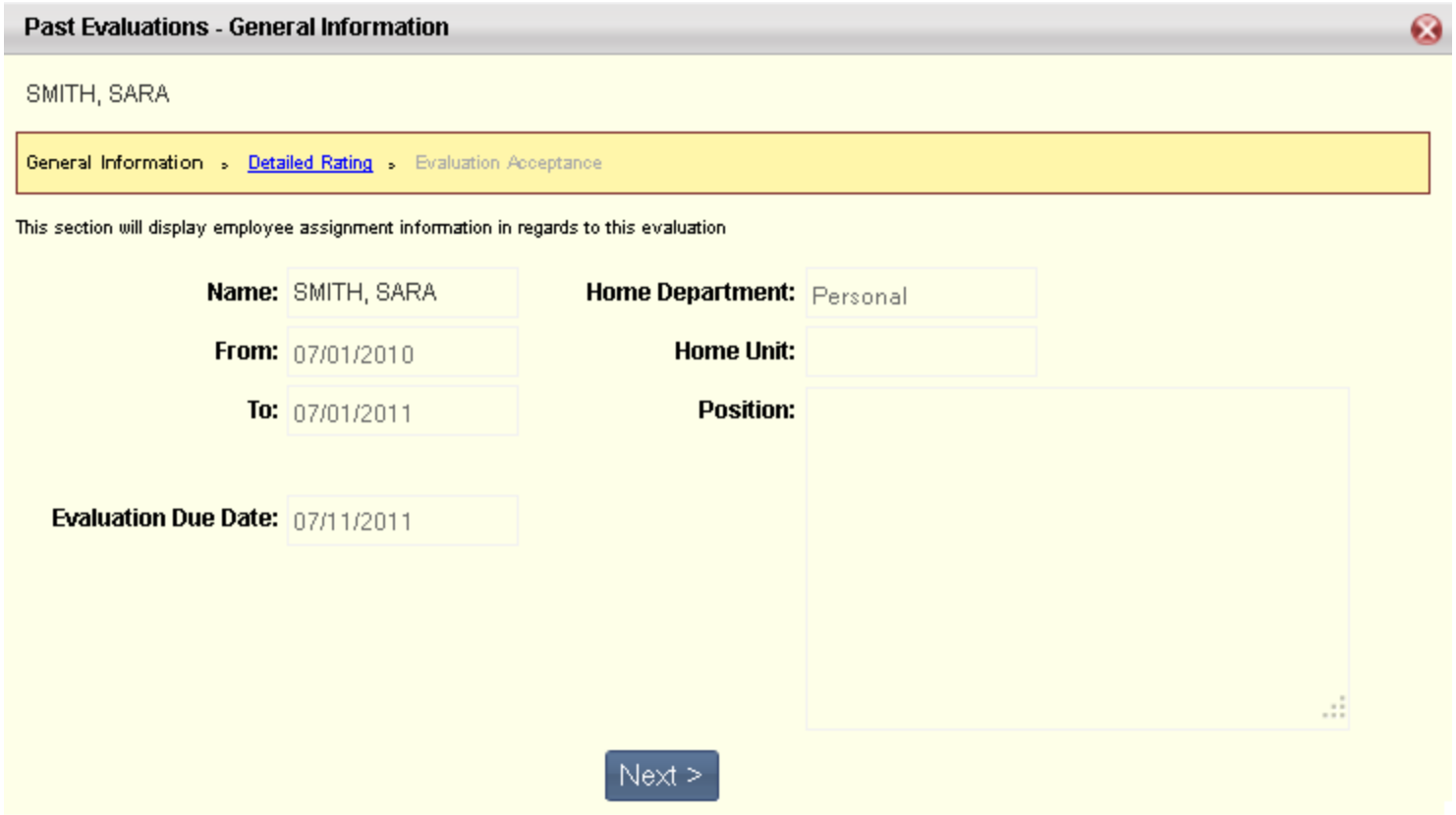
You can navigate back to previous sections by using the **Previous** link or by selecting the section name link located at the top of the page. Select **Save** to save your changes and exit the evaluation.

Past Evaluations

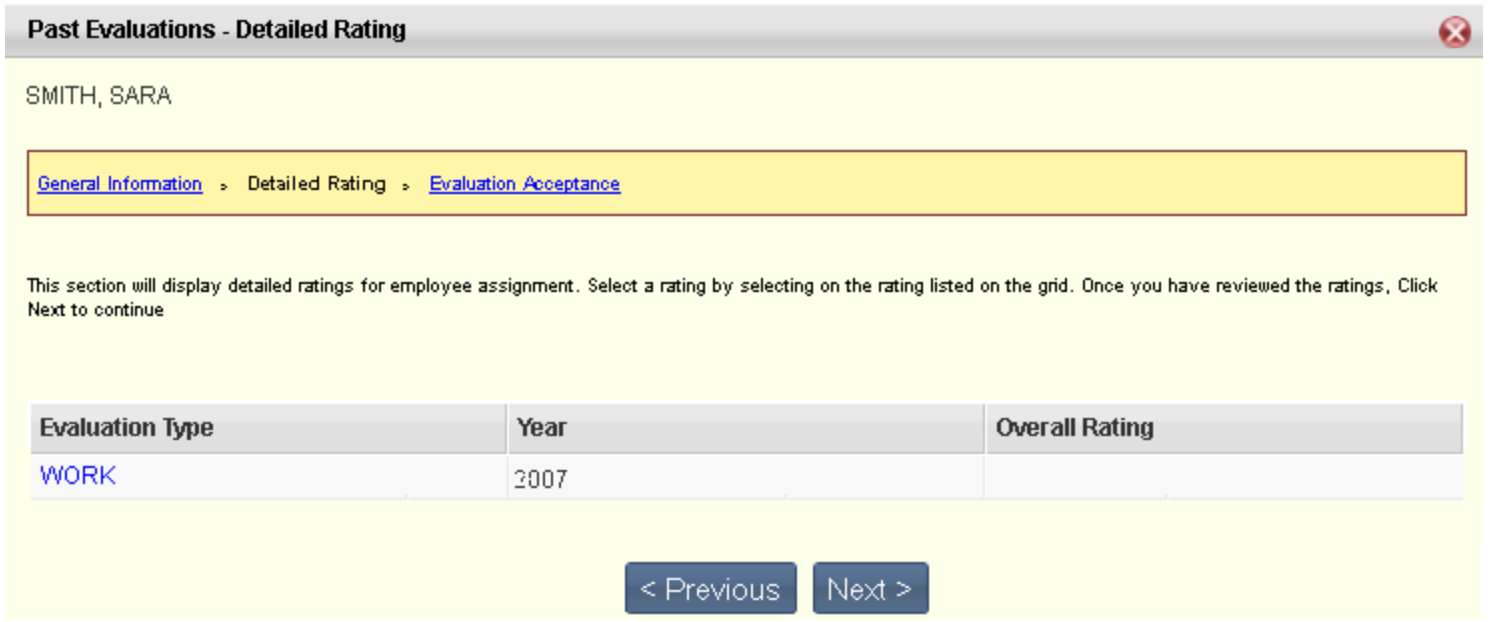
Past Evaluations [1]

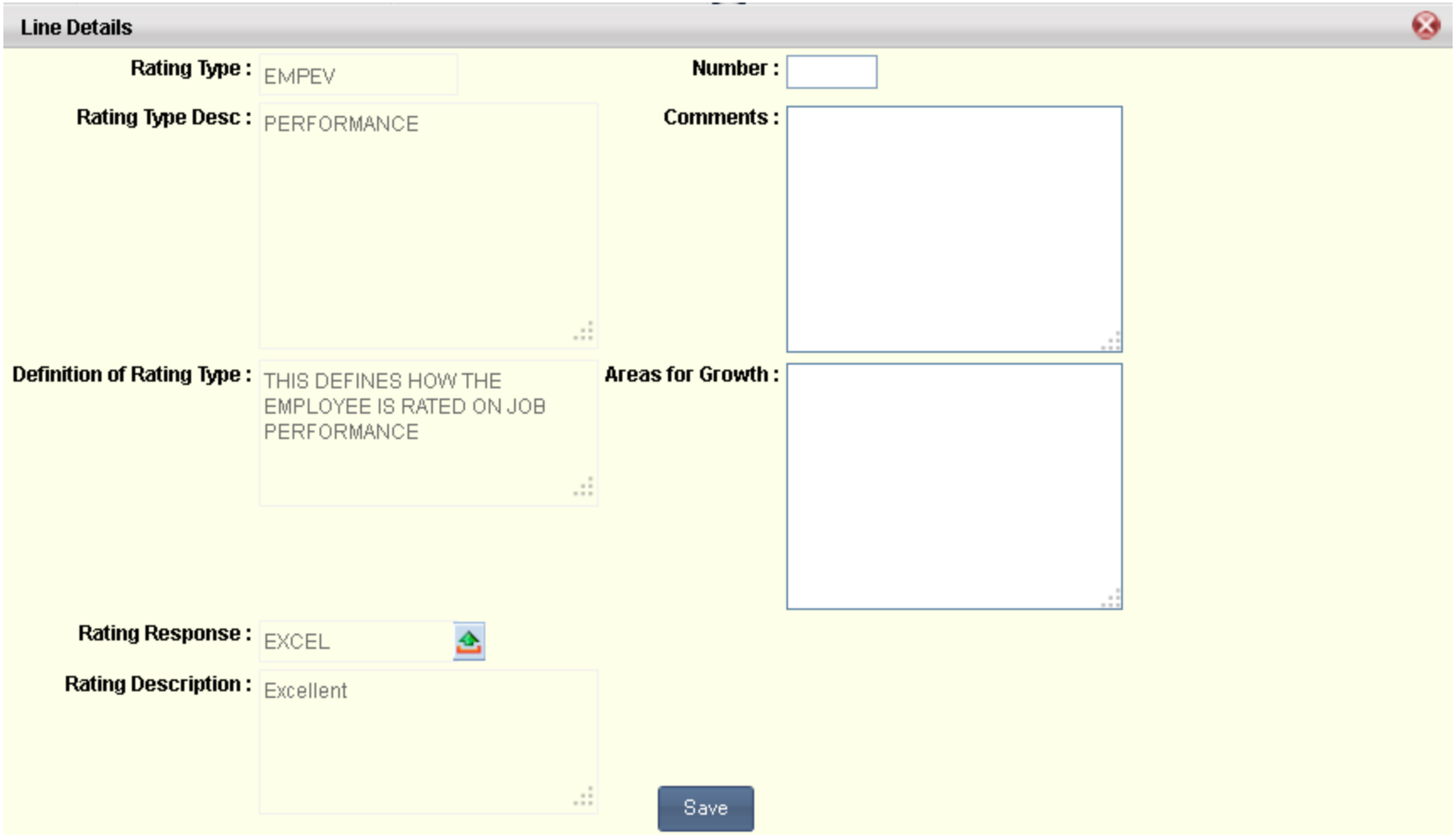
Name	Year	Evaluator Name	Next Level Manager Name	Overall Rating	Evaluation Type
SMITH, SARA	07/01/2010	JANE DOE	JOHN ADAMS	ME	ANNL

- ***General Information***



- ***Detailed Ratings***




Line Details
Rating Type :
EMPEV
Number :
Rating Type Desc :
PERFORMANCE
Comments :
Definition of Rating Type :
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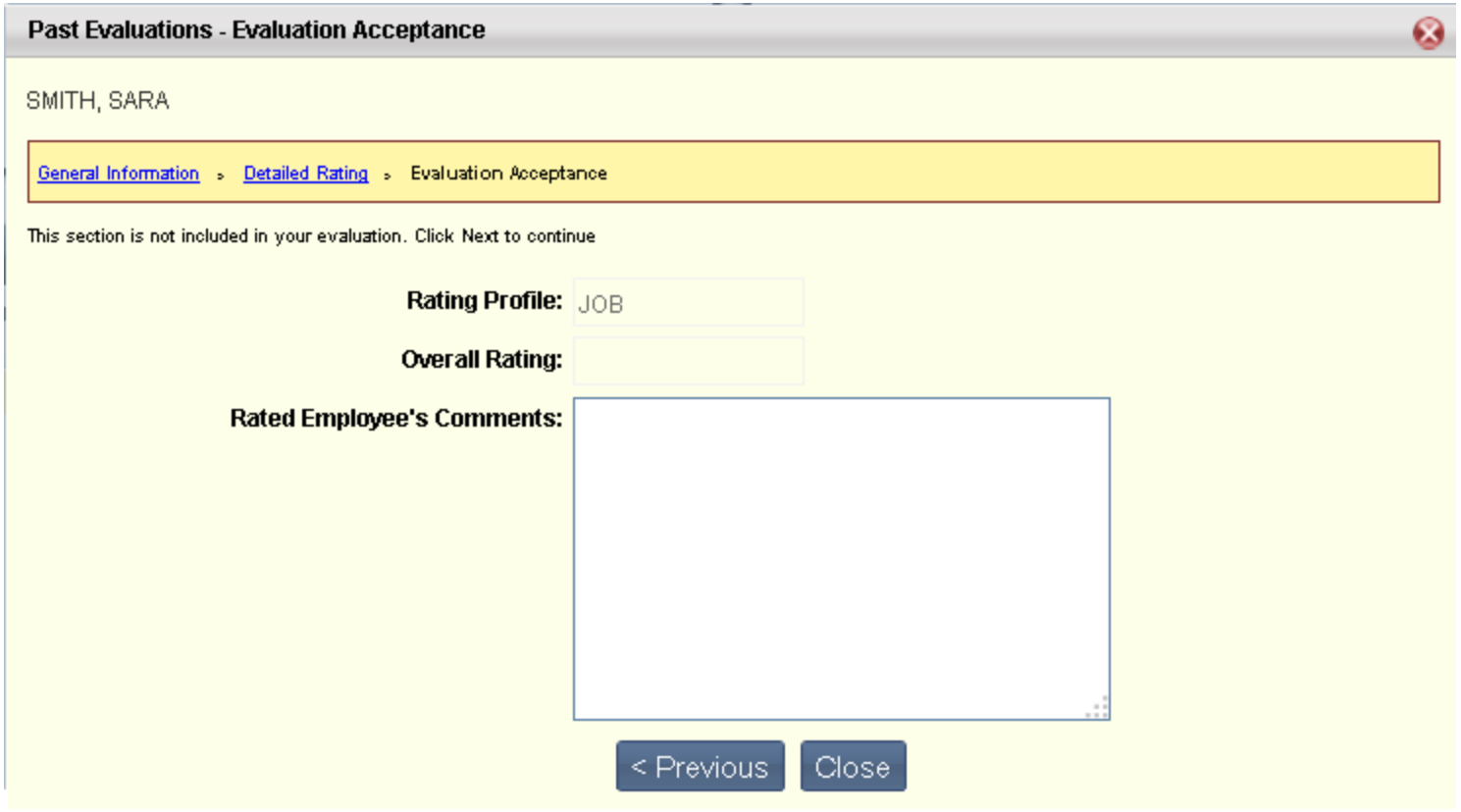
Areas for Growth :
Rating Response :
EXCEL
Rating Description :
Excellent
Save

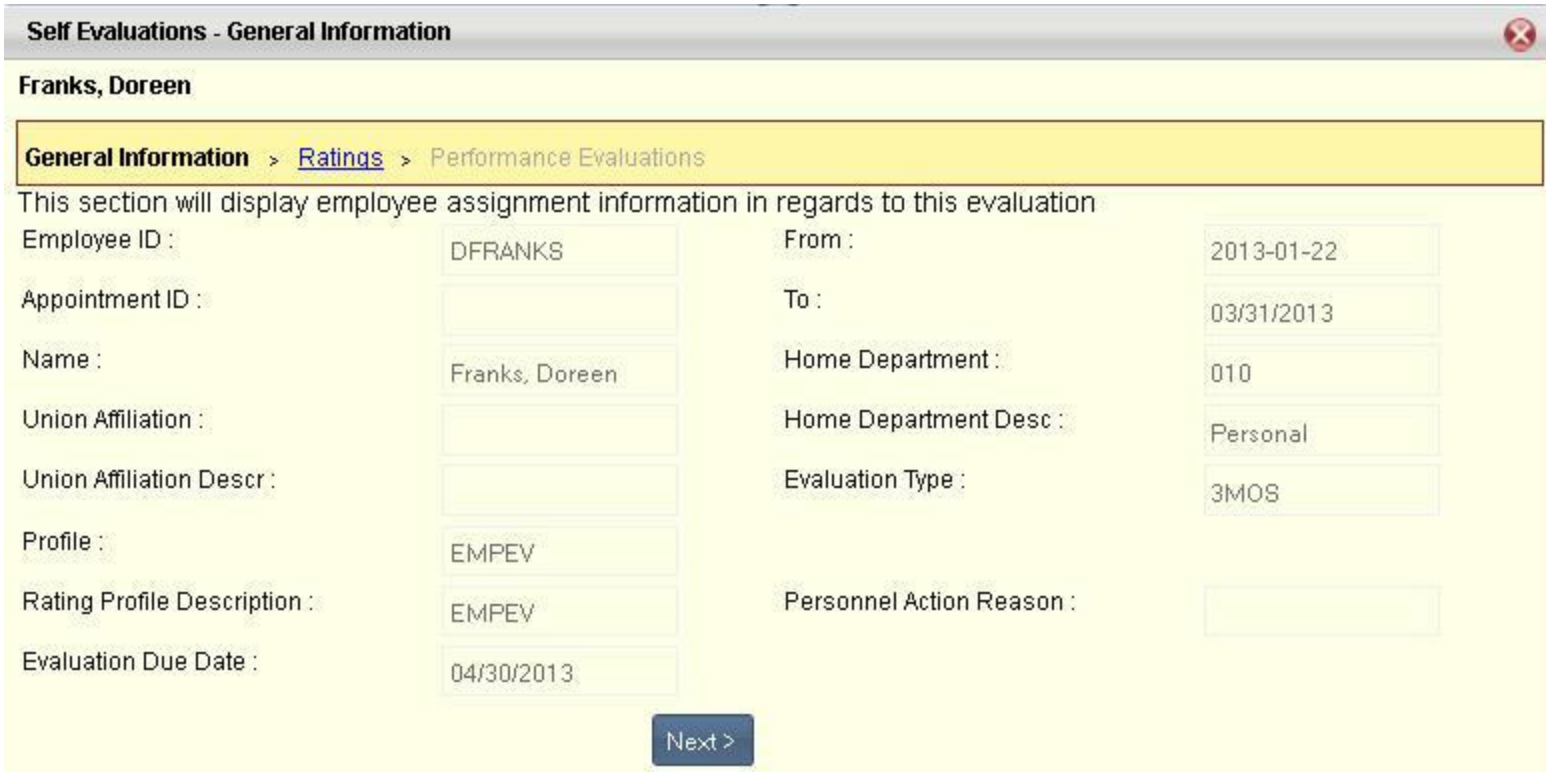
- ***Evaluation Acceptance***



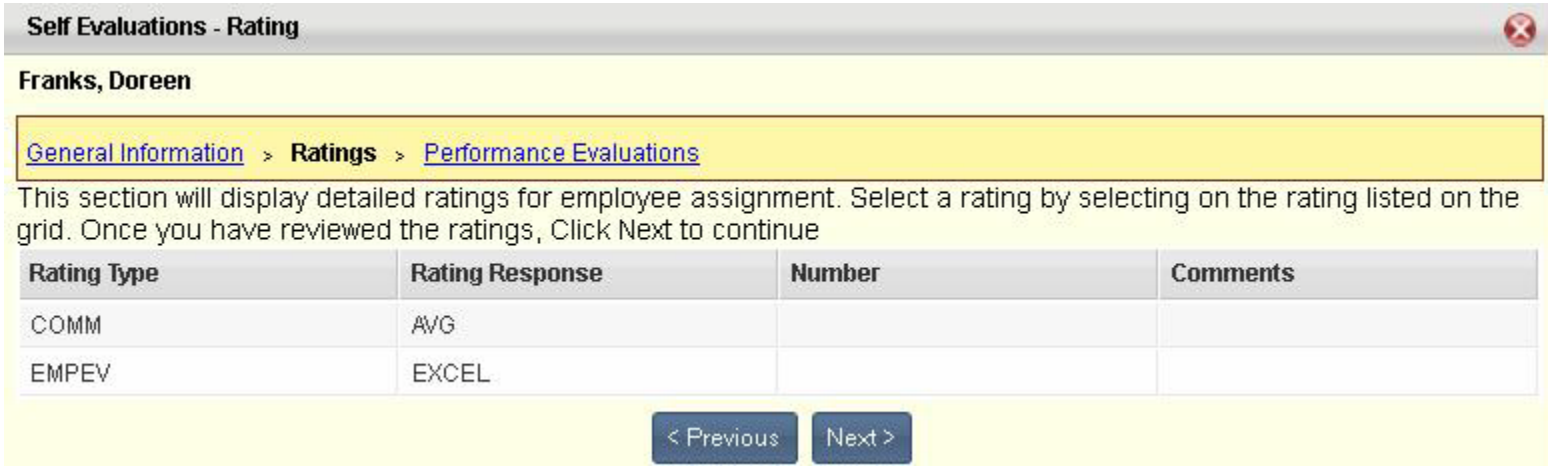
Current Self Evaluations

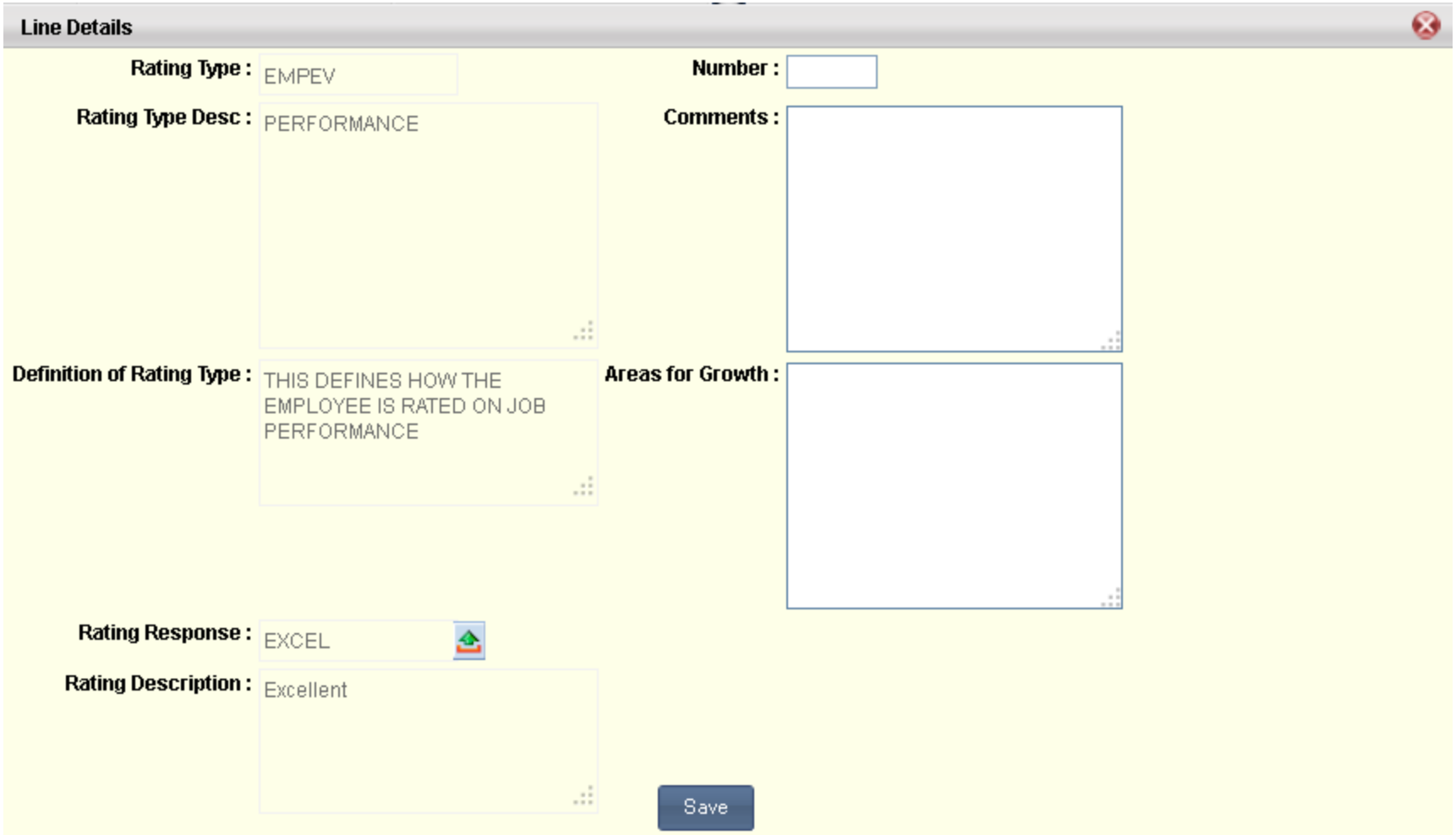
Self Evaluation Wizard

- ***General Information***



- ***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 >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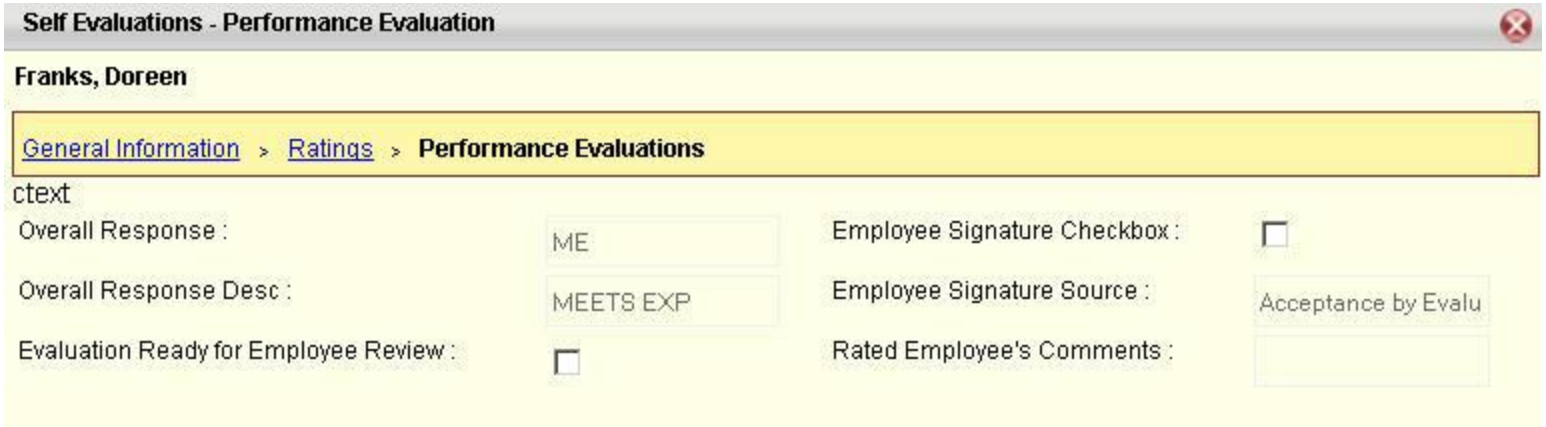
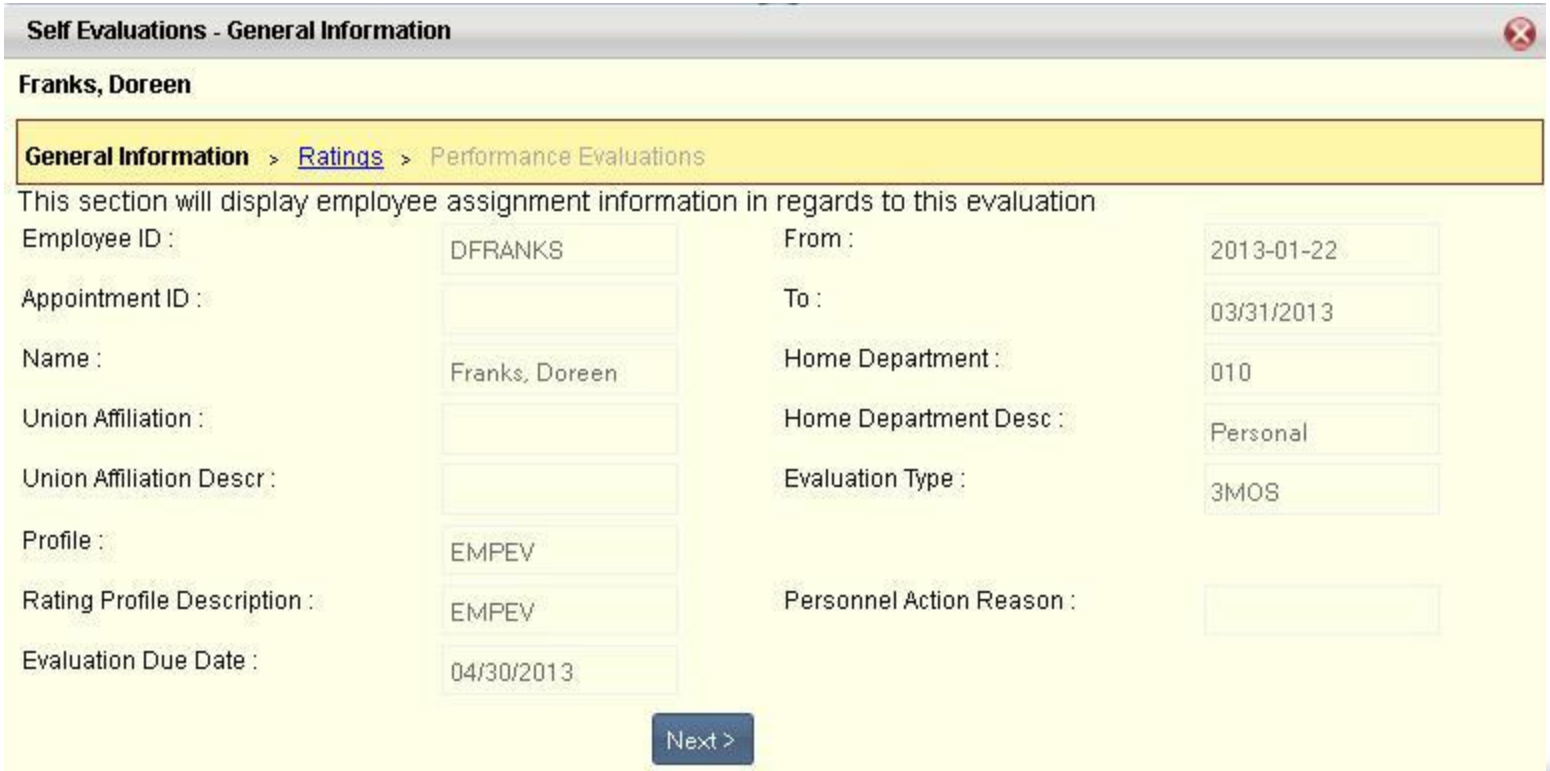
- ***Performance Evaluation***



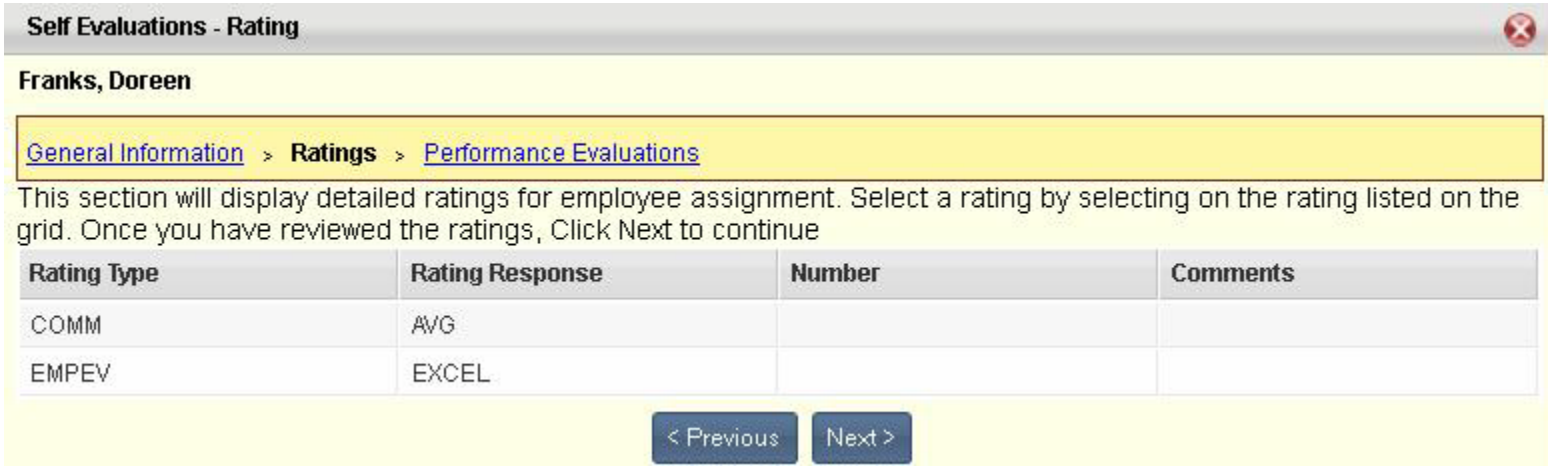
Past Self Evaluations

Past Self Evaluation Wizard

- ***General Information***



- ***Rating***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- ***Performance Evaluation***

Thank You!

This concludes Navigating the Performance Evaluation Module in ESS 3.11