Performance Appraisals: Everyone’s Role
Performance Appraisal Process
Review Year 2/1/14 – 1/31/15

• Establish deadlines for the process with your Supervisor - Appraisals are due to Human Resources April 1st.

• Kick off the appraisal

• Be prepared

• Hold supervisor accountable

***Performance Appraisals have not been released yet, they are expected to be released mid-February.
Employee Section

- Major Responsibilities
- Self Appraisal
- Prior Year Goals
- Goal Setting
- Attachments
Employee Section

- Log into www.udel.edu/performanceappraisal
- Click on Annual Appraisal 2014-2015
Click Lookup to enter your supervisor(s).
Type your Supervisor's name or ID# then click select.

Employee Section - Employee Information
Employee Section - Employee Information

Make sure to click/highlight your supervisor's name.
After you have selected your supervisor click the Select button.
Employee Section- Employee Information

Once supervisor(s) has been added, you can click on next step or click on the major responsibilities tab.

Position Description available if one is on file

Click to add additional supervisors and repeat previous steps.
If applicable, review responsibilities that were prepopulated from last years appraisal and update accordingly.

List major responsibilities in one textbox or enter each responsibility individually by clicking add another responsibility.

Do not copy and paste in your job description.

Once completed, you can click on next step or click on the employee self-appraisal tab.
Employee Section- Employee Self-Appraisal

Position description- be sure to acknowledge whether your position description accurately reflects what you do. If any major responsibilities are missing please note them here.

Accomplishments- acknowledge the completion of goals and their outcomes, projects, etc.
Employee Section - Employee Self-Appraisal

Development - career objectives

Training opportunities - list trainings and/or conferences you plan to attend (these should be aligned with your current position).

Organizational climate - the culture or atmosphere of your office.

Once completed, you can click on next step or click on the prior year goals tab.
If you are a new employee you can skip this section or if goals were established when you first started your employment you can enter them here.

If applicable, prior year goals will prepopulate.

If goals were recalibrated throughout the year, you can acknowledge those changes here (make sure to initial any changes).

Do not remove any prior year goals.

Once completed, you can click on next step or click on the goal setting tab.
Initiate the conversation around goals for the upcoming year.

These would be goals you have in mind or goals that you and your manager have previously discussed.

The next Web Express Session is for Goal Setting.

Once completed, you can click on next step or click on the attachments tab.
Employee Section - Attachments

To Add an Attachment:
- Click browse
- Choose document
- Once chosen click save attachment

Click next step or click on the review & submit.
The Review & Submit will display all the sections hardcoded for you to review and then submit to your supervisor.
Once the review is complete and the appraisal is ready to send to your supervisor, Click Finish & Submit.
Future Webinar Sessions

- Goal Setting

- Performance Appraisals, Management’s Role
Contact Information

The Office of Human Resources
(302) 831-8677
hr-appraisals@udel.edu
http://www.udel.edu/HRSystemsAdmin/performance/