

# Evaluating APT Employees



October 2009

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## APT Performance Evaluations

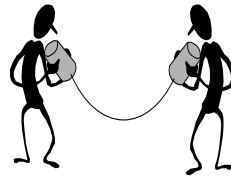
- Create expectations and complete evaluations on-line:
  - <https://www.pers.hawaii.edu/hrin/pes/>
- Intent: facilitate and promote communication between employee and supervisor
- Standardized evaluation period:
  - November 1 - October 31



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## APT Performance Evaluations (Cont.)

- Three (3) categories to rate
  - Competency
  - Quality
  - Productivity
- Three (3) levels of performance
  - Exceptional
  - Meets
  - Does Not Meet



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## Performance Factors

- Factors to consider when evaluating employees
  - Problem Solving & Decision Making
  - Planning, Organizing & Implementing Tasks or Projects
  - Dependability
  - Cooperation
  - Effort & Initiative
  - Communication Skills
  - Interpersonal Relations

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## Evaluation Time Periods

- Initial Probationary Period is 3 Years
  - Evaluation “on or before” 12th month
  - Evaluation “on or before” 24th month
  - Evaluation “on or before” 36th month
- Employee with Employment Security
  - Evaluation every year
- Employee who Accepts another APT Position
  - New Probationary Period is 6 months
  - Evaluation “on or before” 6th month
  - May be extended an additional 6 months



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## References

- BORP Chapter 9, Section 9-15
- Executive Policy E9.203
- Admin Procedure A9.170
- Articles 9 & 10 of the BU 8 CB Agreement



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## Process

- Beginning
  - Develop Performance Expectations
- Middle
  - Coach/mentor employee
  - Provide feedback
- End
  - Evaluate employee
  - Conduct a summary meeting

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## Phase 1: Creating Expectations

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## Create Performance Expectations: A Five Step Process

- Step 1 – Review position description
- Step 2 – Create measures for essential/critical responsibilities
- Step 3 – Review measures together
- Step 4 – Create performance expectations (generally 3 or more, as deemed appropriate) that incorporate measures identified in Step 2
- Step 5 – Joint sign-off; employee agreement is not required

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## Review Position Description

- Review essential functions of the position
- Review program functions and priorities
- Consider specific essential/critical assignments and functions

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## Key Components of Expectations

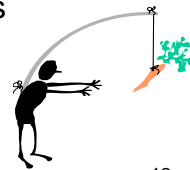
- An “Action Verb”
- An appropriate “Outcome or Product”
- An appropriate statement of the “Quality and/or Frequency” standard to be applied to determine if an expectation is satisfied



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## Create Expectations

- Things to consider
  - Consistent with & supportive of unit mission, goals & objective
  - Focus on achievement of critical task & assignment
  - Identify important job responsibility
  - Specific - state end results & time expected
  - Provide for measurable & verifiable results
  - Realistically attainable
  - Achievement within control of employee



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## Develop Expectations

- Two (2) methods to create expectations in the Performance Evaluation System
  - Enter expectation statement in text box
    - Key stroke or cut and paste from a word processing application
  - Use the Performance Expectation Generator

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## Performance Expectation Generator

- Facilitates the creation of expectations
- Select one item from each of the 4 screens of the Performance Expectation Generator to create a “preliminary” performance expectation
  - Supplement the “preliminary” performance expectation with additional details to create a refined performance expectation.

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## Performance Expectation Matrix

Action	Outcome	Quality and/or Frequency Standard to be Applied to Determine If an Expectation is Satisfied	
Verb	Outcome/Product	Quality	Frequency
Administer	Budget	___%___ complete of total	By ___(date)___
Allocate	Contract		
Assign	Compliance	decrease of __ (e.g.) __	Daily
Audit	Curriculum	by __ (%)__ as measured	
Conceive	Database	from a base ___ from a	Weekly
Draft	Document	base of ___	
Initiate	Facilities		Monthly
Investigate	Findings	quality to be measured	
Lead	Guidelines	by _____ or using	Upon request
Negotiate	Plan	standard of _____ to	within ___ days
Monitor	Policy	satisfy	
Organize	Proposal		By ___ months
Recommend	Report	with a ___% or \$) __	prior to the end of
Research	Rule	reduction in resources	the rating period
Solicit	Strategies	required using ___ as	
Train	Study	the base or starting point	By the end of the
Write	Work Teams	to satisfy expectation	rating period

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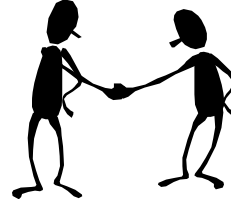
## Example of Expectation

- “Preliminary” performance expectation
  - “Prepare . . . administrative procedure . . . in draft form to satisfy expectation . . . by (date).”
- “Refined” performance expectation
  - “Prepare in draft form an administrative procedures relating to recruitment and selection of BOR personnel by March 1, 2010 to satisfy performance expectation.”

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## Review Expectations

- Supervisor meets with employee to discuss performance expectations
  - On behalf of the employer, the supervisor has authority to establish expectations that are:
    - Job Related
    - Reasonable
- Supervisor and employee should strive for agreement on expectations
  - An employee need not agree but must comply

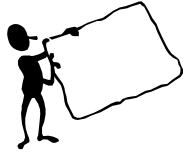


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## Discuss Employee Growth Plan

- Discuss how current expectations may be expanded in future evaluations or result in other more challenging expectations
- Discuss where the employee may want to pursue development during the evaluation period

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## Signatures

- Once supervisor and employee discuss performance expectations, supervisor signs-off (electronic acknowledgement) on performance expectations as discussed
- Automatic computer generated email notification sent to employee that performance expectations have been created
- Employee has 7 calendar days from date of email to acknowledge expectations
- Employee may acknowledge discussion and notice of performance expectations and measures via electronic acknowledgement; no agreement required

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## Using the On-Line Performance Evaluation System

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# Options Screen

University of Hawai'i  
Performance Evaluation System

<i>Performance Evaluation</i>	<b>Performance Evaluation System - Options</b>
<b>PES Options</b>	<ul style="list-style-type: none"> <li><b>Create/Acknowledge Performance Expectations</b> For supervisors to document performance expectations of an employee. For employees to draft, view, request for clarification, and/or acknowledge expectations.</li> <li><b>Create/Acknowledge Feedback</b> For supervisors to document feedback of performance during the evaluation period. For employees to view, respond and/or acknowledge feedback.</li> <li><b>Complete/Acknowledge Performance Evaluation</b> For supervisors to rate employees for the evaluation period. For employees to view, comment and/or acknowledge the evaluation.</li> </ul>
<i>Sections</i>	
<b>Create Expectations</b>	
<b>Create Feedback</b>	
<b>Create Evaluation</b>	
<b>Logout of System</b>	
<i>Related Links</i>	
<b>APT Broadband Home</b>	
<b>PES On-line Training</b>	
<b>Supervisor Tutorials</b>	
<b>Employee Tutorials</b>	

Click first option to begin the process to create expectations.

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# Position Listing

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<i>Performance Evaluation</i>	<b>Performance Expectations: Position Listing</b>
<b>Main Menu</b>	Click on the appropriate button below.
<i>Sections</i>	
<b>Create Expectations</b>	
<b>Create Feedback</b>	
<b>Create Evaluation</b>	
<b>View Progress</b>	
<b>Logout of System</b>	
<i>Related Links</i>	
<b>APT Broadband Home</b>	
<b>PES On-line Training</b>	
<b>Supervisor Tutorials</b>	
<b>Employee Tutorials</b>	

Employee	Status	Action
Test Position #4 7654321 Test Title	Exp: Pndg Eval: Pndg	Create Exp
Test Position #1 1234567 Test Title	Exp: Pndg Eval: Pndg	Create Exp

Employee Record (shaded)

Subordinate Record

Click "Create Exp" on employee expectations being created for.

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# Review Official Duties & Responsibilities

University of Hawai'i  
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<a href="#">Perf Expectations</a>	<b>Duties and Responsibilities Preview: 7654321, UH PERSONNEL OFF</b>
<b>Duties and Responsibilities</b>	<a href="#">Click here for Printable Version</a>
<a href="#">Create Expectations</a>	Approved Date & Time: 1/11/2006
<a href="#">Preview of Expectations</a>	Effective Date: 4/22/2002
<b>Duties &amp; Responsibilities</b>	
<a href="#">Navigation</a>	<ul style="list-style-type: none"><li>Performs purchasing/procurement activities such as ordering parts and components, and maintains stocks of essential spare parts</li><li>Trains, supervises and evaluates undergraduate and graduate students and visiting personnel of industrial sponsors in the use of scientific research instruments, sample handling techniques and data acquisition and interpretation</li><li>Modifies, repairs, operates and maintains high-yield charcoal pilot plan and high-yield laboratory reactor to produce charcoal</li><li>Constructs, modifies, repairs, operates and maintains supercritical biomass gassifier to convert biomass into hydrogen and other gasses</li><li>Records and performs preventive maintenance procedures on scientific instruments</li><li>Develops and maintains internal manual documenting operating and maintenance procedures on scientific instruments</li></ul>
<a href="#">Main Menu</a>	
<a href="#">Position List</a>	
<a href="#">Logout of System</a>	
<a href="#">Related Links</a>	
<a href="#">APT Broadband Home</a>	
<a href="#">PES On-line Training</a>	
<a href="#">Supervisor Tutorials</a>	
<a href="#">Employee Tutorials</a>	
	<input type="button" value="Continue"/>

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# Option 1 - Enter Expectations in Text Box

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<a href="#">Perf Expectations</a>	<b>Performance Expectations Generator</b>
<b>Duties and Responsibilities</b>	<b>Choose the method you would like to use to create your expectations.</b>
<a href="#">Create Expectations</a>	Option 1
<a href="#">Preview of Expectations</a>	1. "Cut and Paste" or type one expectation statement in the box below. (note: maximum 255 characters per statement) 2. Please click the "Save" button after each expectation is created. (If you do not click on "Save," the information that you entered will not be retained.) 3. When all expectations are created and saved, click "Continue" to proceed.
<a href="#">Navigation</a>	<input type="text" value="Develop administrative procedure for recruitment in final form by end of rating period."/>
<a href="#">Main Menu</a>	
<a href="#">Logout of System</a>	
<a href="#">Related Links</a>	
<a href="#">APT Broadband Home</a>	
<a href="#">PES On-line Training</a>	
	<input type="button" value="Save"/> <input type="button" value="Continue"/>
	Option 2
	Utilize the <a href="#">performance expectation matrix</a> to assist you with creating preliminary performance expectation(s).

Key stroke or cut and paste the expectation from a word processing application.

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## Option 2 - Use Performance Expectation Generator to Create Expectations

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**Performance Expectations Generator: Frequency**

**Input expectation statement: Option 1**  
 1. "Cut and Paste" or type one expectation statement in the box below.  
 (note: maximum 255 characters per statement)  
 2. When the statement is completed, click the "Save" button.  
 3. When all statements are created, click the "Continue" button.

Develop administrative procedure for Recruitment in final form by end of rating period

Save Back Continue

**Instructions: Option 2**  
 1. Select from the list below to add a time frame to your expectation statement.

List of Frequencies  
 Add Frequency to Expectation

<input type="checkbox"/> by __ (date) __	<input type="checkbox"/> daily	<input type="checkbox"/> weekly
<input type="checkbox"/> monthly	<input type="checkbox"/> quarterly	<input type="checkbox"/> semi-annually
<input type="checkbox"/> yearly	<input type="checkbox"/> day-to-day	<input type="checkbox"/> with each contact

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Sample of one of four screens in the Performance Expectation Generator. Supervisor selects a "word" from each screen to create a "preliminary" expectation which can then be modified.

**Performance Expectations Generator: Verbs**

**Input expectation statement: Option 1**  
 1. "Cut and Paste" or type one expectation statement in the box below.  
 (note: maximum 255 characters per statement)  
 2. Please click the "Save" button after each expectation is created.  
 (If you do not click on "Save," the information that you entered will not be retained.)  
 3. When all expectations are created and saved, click "Continue" to proceed.

Conduct

Save Back Continue

**Instructions: Option 2 (Scroll down to view list)**  
 1. Select from the list below to add a verb to your expectation statement.  
 2. [Click here for more detailed instructions.](#)

List of Verbs  
 Add Verb to Expectation

<input type="checkbox"/> Administer	<input type="checkbox"/> Advise	<input type="checkbox"/> Allocate
<input type="checkbox"/> Amend	<input type="checkbox"/> Analyze	<input type="checkbox"/> Apply
<input type="checkbox"/> Approve	<input type="checkbox"/> Assess	<input type="checkbox"/> Assign
<input type="checkbox"/> Audit	<input type="checkbox"/> Collect	<input type="checkbox"/> Complete
<input checked="" type="checkbox"/> Conduct	<input type="checkbox"/> Control	<input type="checkbox"/> Coordinate
<input type="checkbox"/> Create	<input type="checkbox"/> Define	<input type="checkbox"/> Design
<input type="checkbox"/> Develop	<input type="checkbox"/> Direct	<input type="checkbox"/> Draft

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# Associate Expectations

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<b>Perf Expectations</b>	<b>Duties and Responsibilities Statements (tie to Performance Expectations)</b>
<b>Duties and Responsibilities</b>	Instructions: 1. Check all appropriate duty or responsibility statements you want to tie to this expectation statement. 2. Then click the "OK" button below.
<b>Create Expectations</b>	Expectation Statement: Develop administrative procedure for recruitment in final form by end of rating period.
<b>Preview of Expectations</b>	<input type="checkbox"/> Reviews, analyzes, evaluates and recommends position classification actions in conformity with established class specification requirements <input type="checkbox"/> Interprets union contractual provisions, federal regulations relating to immigration, Board of Regents policies relating to human resource administration <input type="checkbox"/> Performs final audits of personnel actions and executes Payroll Notification Form for Executive and Managerial personnel <input checked="" type="checkbox"/> Reviews and evaluates campuses position advertisements for conformity with established minimum and desirable qualification requirements and current procedures <input type="checkbox"/> Receives requests and prepares customized reports of personnel data regarding college personnel <input type="checkbox"/> Trains, supervises and evaluates undergraduate and graduate students and visiting personnel of industrial sponsors in the use of scientific research instruments, sample handling techniques and data acquisition and interpretation
<b>Navigation</b>	
<b>Main Menu</b>	
<b>Logout of System</b>	
<b>Related Links</b>	
<b>APT Broadband Home</b>	
<b>PES On-line Training</b>	
	OK

Associate expectation statement with appropriate Ds & Rs.

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# Expectations Saved Below Text Box

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<b>Perf Expectations</b>	<b>Performance Expectations Generator</b>
<b>Duties and Responsibilities</b>	<b>Choose the method you would like to use to create your expectations.</b>
<b>Create Expectations</b>	Option 1 1. "Cut and Paste" or type one expectation statement in the box below. (note: maximum 255 characters per statement) 2. Please click the "Save" button after each expectation is created. (If you do not click on "Save," the information that you entered will not be retained.) 3. When all expectations are created and saved, click "Continue" to proceed.
<b>Preview of Expectations</b>	
<b>Navigation</b>	
<b>Main Menu</b>	
<b>Position List</b>	
<b>Logout of System</b>	
<b>Related Links</b>	
<b>APT Broadband Home</b>	Save Continue
<b>PES On-line Training</b>	Option 2 Utilize the <b>performance expectation matrix</b> to assist you with creating preliminary performance expectation(s).
<b>Supervisor Tutorials</b>	
<b>Employee Tutorials</b>	
	Preview - Expectation Statements Delete Checked Statements Edit Checked Statement
	<input type="checkbox"/> performance expectation input by employee of 7654321 <input type="checkbox"/> performance expectation input by supervisor of 7654321

Saved expectations

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# Certify Date of Meeting

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*Perf Expectations* Certification Statement for: 7788991,

**Duties and Responsibilities** Please certify the statement below by "checking" the box and clicking "submit."

**Create Expectations** Please enter the date that you discussed your expectations with the incumbent in the position above.

**Preview of Expectations** 02 / 09 / 02 (mm/dd/yy)

*Navigation*

**Main Menu**  In my capacity as supervisor of the above cited position, I certify that the foregoing information is accurate and complete. This certification, if found to be intentionally false, may serve as the basis for disciplinary action.

**Logout of System**

*Related Links*

**APT Broadband Home** Submit

**PES On-line Training**

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Enter date of meeting expectations discussed with employee and check certification block.

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# Performance Expectations

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*Performance Evaluation* Performance Expectations: Position Listing

**Main Menu** Click on the appropriate button below.

*Sections*

**Create Expectations**

**Create Feedback**

**Create Evaluation**

**View Progress**

**Logout of System**

Employee	Status	Action
Test Position #4 7854321 Test Title	Exp: Cmpl Eval: Pndg	View Exp Ack Exp
Test Position #1 1234567 Test Title	Exp: Cmpl Eval: Pndg	View Exp Add/Clarify Exp

*Related Links*

**APT Broadband Home**

**PES On-line Training**

**Supervisor Tutorials**

**Employee Tutorials**

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Supervisor: Click to add and/or clarify expectations

Employee: Click to acknowledge expectations and/or provide comments

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# Employee Acknowledgement of Expectations

*Perf Exp Ack Components*

- Acknowledge Expectations**
- Submit Exp Acknowledgement
- View Exp

*Navigation*

- PES Options
- Position List
- Logout of System

*Related Links*

- APT Broadband Home
- PES On-line Training
- Supervisor Tutorials
- Employee Tutorials

**Position No: 7777778, Information Technology**

### ACKNOWLEDGE/REQUEST CLARIFICATION

- To request clarification, enter your comments below, scroll down and click "Continue".
- If you are merely acknowledging receipt, check the "No Comments" box, scroll down and click "Continue".

No Comments.

NO COMMENTS

Continue

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# Employee Acknowledgement of Expectations

**Certification Statement for: 7654321, Test Title**

Please certify the statement below by "checking" the box and clicking "submit."

I acknowledge that these expectations and any attachments have been verbally discussed and reviewed with me and that I have been provided the opportunity to attach my own remarks. I understand that my certification only acknowledges receipt of the expectations.

Submit

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## Phase 2: Work Performance Feedback

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### Monitor Performance

- Monitor employee performance carefully throughout the year
  - Reinforce positive behavior
    - State the specific action you are complimenting
    - Compliment immediately and sincerely
    - Don't follow a compliment with a correction
    - Record behavior in system as feedback
  - For special recognition, write a commendation
    - Only for noteworthy behavior
    - State the specific behavior
    - Send the commendation to the official personnel file with a copy to the employee

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## Monitor Performance (Cont.)

- Immediately correct performance problems
  - Describe the specific action or behavior – focus on the performance, not the performer
  - Explain the effects of the behavior – show how the negative behavior is affecting you, the job, or the organization
  - Provide constructive feedback with improvement suggestions
  - Record behavior in system as feedback

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## Options Screen

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Performance Evaluation

**PES Options**

Sections

Create Expectations

Create Feedback

Create Evaluation

Logout of System

Related Links

APT Broadband Home

PES On-line Training

Supervisor Tutorials

Employee Tutorials

Performance Evaluation System - Options

**Create/Acknowledge Performance Expectations**

For supervisors to document performance expectations of an employee.  
For employees to draft, view, request for clarification, and/or acknowledge expectations.

**Create/Acknowledge Feedback**

For supervisors to document feedback of performance during the evaluation period.  
For employees to view, respond and/or acknowledge feedback.

**Complete/Acknowledge Performance Evaluation**

For supervisors to rate employees for the evaluation period.  
For employees to view, comment and/or acknowledge the evaluation.

Click second option to begin  
the feedback process.

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# Supervisor Work Performance Feedback

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<b>Performance Feedback: Position Listing</b>	
Click on the appropriate button below.	
<b>Employee</b>	<b>Status</b>
Test Position #4 7854321 Test Title	Exp: Cmpl Eval: Pndg
Test Position #1 1234567 Test Title	Exp: Cmpl Eval: Pndg
	<input type="button" value="Feedback"/>

Click on "Feedback" to begin process

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# Supervisor Work Performance Feedback

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<b>Position No: 1234567, Test Title</b>	
<b>Feedback</b>	<b>FEEDBACK:</b> (achievements, areas for improvement, general feedback)
	<ul style="list-style-type: none"> <li>To provide feedback, enter text in the box below, scroll down and click "Submit".</li> </ul> <p>The employee for 1234567 has done wonderful work up to this point.</p>
<input type="button" value="Back to Main Menu"/> <input type="button" value="Submit"/>	

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Keystroke work performance observation

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# Employee Acknowledgement of Work Performance Feedback

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*Performance Evaluation*

**Performance Feedback: Position Listing**

Click on the appropriate button below.

Employee	Status	Action
Test Position #4 7654321 Test Title	Exp: Cmpl Eval: Pndg	View Fdbk    Ack Fdbk
Test Position #1 1234567 Test Title	Exp: Cmpl Eval: Pndg	Feedback    View Fdbk

*Related Links*

- APT Broadband Home
- PES On-line Training
- Supervisor Tutorials
- Employee Tutorials

Click "Ack Fdbk" to begin process

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# Employee Acknowledgement of Work Performance Feedback

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*Action*

**Feedback**    Position No: 7654321, Test Title

**FEEDBACK:** (achievements, areas for improvement, general feedback)

- To provide feedback, enter text in the box below, scroll down and click "Submit".

I have no comments.

Thank you for providing such a great work environment!!

Back to Main Menu    Submit

**Feedback Review:**

- Supervisor 1/13/2006 12:09:01 PM: The employee for 7654321 has done wonderful work up to this point.

Keystroke comments on supervisor's feedback

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# Feedback Review

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<i>Action</i>	<b>Position No: 7654321, Test Title</b>
<b>Feedback</b>	<b>Feedback Review:</b>
<i>Navigation</i>	◆ Supervisor 1/13/2006 12:09:01 PM: The employee for 7654321 has done wonderful work up to this point.
<b>Main Menu</b>	Employee 1/13/2006 1:18:57 PM: Thank you for providing such a great work environment!!
<b>Position List</b>	
<b>Logout of System</b>	<input type="button" value="Back"/>
<i>Related Links</i>	
<b>APT Broadband Home</b>	
<b>PES On-line Training</b>	
<b>Supervisor Tutorials</b>	
<b>Employee Tutorials</b>	

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## Phase 3: Performance Evaluation

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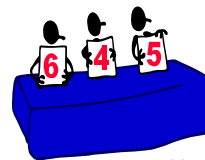
## Complete the Evaluation

- Prior to the end of the rating period, supervisor assesses job performance in context of expectations
  - Have meaningful discussion with subordinate
  - Determine if expectations met, not met or exceeded
  - Discuss assessment with employee

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## What If Rating = “Does Not Meet”

- Prior to effectuating a formal rating of “Does Not Meet,” supervisor is expected to have:
  - reviewed the performance expectations
  - monitored the work performance during the evaluation period
  - provided training as necessary
  - provided feedback to employee on areas for improvement



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## Rating of “Does Not Meet”



- Supervisor informs and discusses performance with Dean/Director prior to meeting with employee
- Completes evaluation on-line and discusses performance with employee

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## New APT Position

- For employee with or without employment security who accepts another APT position
  - New probationary period is 6 months
  - Probationary period may be extended an additional 6 months
    - Employee shall be provided with reasons for extension
- Employee without employment security must still satisfactorily complete the 3 years initial probationary period required for employment security

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## Same APT Position

- For employee with employment security whose performance does not meet expectations
  - Placed on a 6 months improvement period to improve performance to a level that meets expectations
    - Employee shall be provided with reasons for extension
  - If progress towards improvement is being made, improvement period may be extended for an additional 3 months
    - Employee notified in writing of 3-month extension
  - If performance does not improve, employer shall initiate appropriate action

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## 6-Month Improvement Period

- Employee notified in writing of 6-months improvement period
  - the duration (beginning and end dates) of the 6-month improvement period
  - specific areas in which performance does not meet expectations
  - plan of action to improve performance to the level that "meets" performance expectations
  - any assistance to be provided, e.g., remedial training
  - feedback process



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## 3-Year Initial Probationary Period

- For employee without employment security
  - If performance “Does Not Meet,” employer shall initiate appropriate action



## Options Screen

University of Hawai'i  
Performance Evaluation System

<i>Performance Evaluation</i>	<b>Performance Evaluation System - Options</b>
<b>PES Options</b>	<ul style="list-style-type: none"><li>• <b>Create/Acknowledge Performance Expectations</b> For supervisors to document performance expectations of an employee. For employees to draft, view, request for clarification, and/or acknowledge expectations.</li><li>• <b>Create/Acknowledge Feedback</b> For supervisors to document feedback of performance during the evaluation period. For employees to view, respond and/or acknowledge feedback.</li><li>• <b>Complete/Acknowledge Performance Evaluation</b> For supervisors to rate employees for the evaluation period. For employees to view, comment and/or acknowledge the evaluation.</li></ul>
<i>Sections</i>	
<a href="#">Create Expectations</a>	
<a href="#">Create Feedback</a>	
<a href="#">Create Evaluation</a>	
<a href="#">Logout of System</a>	
<i>Related Links</i>	
<a href="#">APT Broadband Home</a>	
<a href="#">PES On-line Training</a>	
<a href="#">Supervisor Tutorials</a>	
<a href="#">Employee Tutorials</a>	

Click third option to begin the evaluation process.

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# Position Listing

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<b>Performance Evaluation: Position Listing</b>	
Click on the appropriate button below.	
<b>Employee</b>	<b>Status</b>
Test Position #4 7654321 Test Title	Exp: Cmpl Eval: Pndg
<b>Action</b>	
Test Position #1 1234567 Test Title	Exp: Cmpl Eval: Pndg
	<input type="button" value="Evaluate"/>

[Performance Evaluation](#)  
[Main Menu](#)  
[Sections](#)  
[Create Expectations](#)  
[Create Feedback](#)  
[Create Evaluation](#)  
[View Progress](#)  
[Logout of System](#)  
[Related Links](#)  
[APT Broadband Home](#)  
[PES On-line Training](#)  
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[Employee Tutorials](#)

Click "Evaluate" to begin evaluation of employee's performance

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# Evaluation Period and Type

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Performance Evaluation System

<b>Performance Evaluation</b>	<b>Position No: 7788991,</b>
<b>Expectations</b>	The evaluation covers the period:
<b>Perf Factors</b>	from 01 / 02 / 01 to 01 / 01 / 02
<b>Evaluation Type</b>	
<b>Evaluate Performance</b>	<ol style="list-style-type: none"> <li>EMPLOYEE SERVING INTIAL 3-YEAR PROBATION: Check the applicable period of initial probation: <ul style="list-style-type: none"> <li><input type="radio"/> 1st through 12th month of probation</li> <li><input type="radio"/> 13th through 24th month of probation</li> <li><input type="radio"/> 25th through 36th month of probation</li> </ul> </li> <li><input checked="" type="radio"/> EMPLOYEE WITH EMPLOYMENT SECURITY (Annual Review)</li> <li><input type="radio"/> EMPLOYEE WHOSE PERFORMANCE DOES NOT MEET PERFORMANCE EXPECTATIONS (at any time)</li> <li><input type="radio"/> EMPLOYEE APPOINTED TO ANOTHER POSITION (Six Months)</li> <li><input type="radio"/> PERFORMANCE IMPROVEMENT PERIOD FOR EMPLOYEE WITH EMPLOYMENT SECURITY (6 Months Performance Improvement Period)</li> <li><input type="radio"/> PARTIAL EVALUATION</li> </ol>
<b>Preview of Eval</b>	<input type="button" value="Continue"/>

Indicate rating period and type of rating

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# Rating Categories

Performance Evaluation **Position No: 7788991,**

**Expectations** **Performance Categories:**  
(Based on and in consideration of the **Performance Factors**, rate the employee in all 3 Performance Categories)

**Perf Factors**

**Evaluation Type**

**Evaluate Performance**

**Preview of Eval**

CATEGORIES	EXCEPTIONAL	MEETS	DOES NOT MEET
<b>COMPETENCY:</b> Possesses and applies knowledge and skills necessary to do the job or complete the project.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>QUALITY:</b> Work is accurate, neat and thorough. Employee is able to apply instructions, technical principles and methodologies; analyze and interpret findings; and interpret/apply applicable laws, policies, rules and regulations.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>PRODUCTIVITY:</b> Amount of work produced meets expectations. Employee's output is regular, consistent and produced on schedule.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Add Comments      Calculate Overall Rating

**OVERALL PERFORMANCE RATING:** (All 3 Performance Rating Categories Must be Exceptional, or Meets to be rated overall Exceptional or Meets)

Click Calculate Overall Rating button

Continue

Indicate rating of employee

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# Supervisor Performance Evaluation

Performance **Position No: 1234567, Test Title**

**Expectations** **Performance Categories:**  
(Based on and in consideration of the **Performance Factors**, rate the employee in all 3 Performance Categories)

**Feedback**

**Perf Factors**

**Evaluation Type**

**Evaluate Performance**

**Preview of Eval**

**Note:** An overall performance rating of 'Does Not Meet' requires that the supervisor provide supporting rationale for the rating and discuss this matter with the appropriate Dean, Director, Provost or designee (See AP 20.170 for complete details). Although not intended specifically for this purpose, the 'Add Comments' section should be utilized to provide the supporting rationale.

CATEGORIES	EXCEPTIONAL	MEETS	DOES NOT MEET
<b>COMPETENCY:</b> Possesses and applies knowledge and skills necessary to do the job or complete the project.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>QUALITY:</b> Work is accurate and thorough. Employee applies instructions, technical principles and methodologies; analyze and interpret findings; and interpret/apply applicable laws, policies, rules and regulations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>PRODUCTIVITY:</b> Amount of work produced meets expectations. Employee's output is regular, consistent and produced on schedule.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Add Comments

**OVERALL PERFORMANCE RATING:** (All 3 Performance Rating Categories Must be Exceptional, or Meets to be rated overall Exceptional or Meets)

Meets

Continue

Indicate rating of employee

Overall Performance Rating reflects the lowest rating selected (i.e. Exceptional rating in the Competency and Quality category and Meets rating for Productivity, Overall Performance Rating is Meets)

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# Performance Evaluation Form

University of Hawai'i  
Performance Evaluation System

<b>Performance Evaluation</b>	<b>Position: 7788991,</b>								
<b>Expectations</b>	[ Performance Evaluation Printable Version ]								
<b>Perf Factors</b>	[ VIEW Performance Evaluation Acknowledgment Comments ]								
<b>Evaluation Type</b>	Employee's Name: Test Employee								
<b>Evaluate Performance</b>	School/College/Campus: Test EAC								
<b>Preview of Eval</b>	Position Title: Test Title								
<b>Navigation</b>	Position No.: 7788991								
<b>Main Menu</b>	Pay Range and Step:								
<b>Logout of System</b>	Last APT Date of Hire: 2/11/2002 5:35:48 PM								
<b>Related Links</b>	Supervisor's Name/Title: , Test Supervisor Title								
<b>APT Broadband Home</b>	The evaluation covers the period from 1/2/2001 to 1/1/2002.								
<b>PES On-line Training</b>	EMPLOYEE WITH EMPLOYMENT SECURITY (Annual Review)								
	This employee has ranked:								
	<table border="0"> <tr> <td>COMPETENCY:</td> <td>Meets</td> </tr> <tr> <td>QUALITY:</td> <td>Meets</td> </tr> <tr> <td>PRODUCTIVITY:</td> <td>Meets</td> </tr> <tr> <td>OVERALL:</td> <td>Meets</td> </tr> </table>	COMPETENCY:	Meets	QUALITY:	Meets	PRODUCTIVITY:	Meets	OVERALL:	Meets
COMPETENCY:	Meets								
QUALITY:	Meets								
PRODUCTIVITY:	Meets								
OVERALL:	Meets								
	ADDITIONAL COMMENTS:								
	My performance expectations have been met.								
	<input type="button" value="Continue"/>								

Sample of completed Performance Evaluation

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# Certification Statement

<b>Performance Evaluation</b>	<b>Certification Statement for: 1234567, Test Title</b>
<b>Expectations</b>	<b>Please certify the statement below by "checking" the box and clicking "submit."</b>
<b>Feedback</b>	Please enter the date that you discussed your evaluation with the incumbent in the position above.
<b>Perf Factors</b>	
<b>Evaluation Type</b>	10 / 15 / 06 (mm/dd/yy)
<b>Evaluate Performance</b>	<input checked="" type="checkbox"/> I certify that I have verbally discussed the evaluation and any attachments with the employee and have provided the employee the opportunity to attach his or her own explanatory remarks.
<b>Preview of Eval</b>	
<b>Navigation</b>	
<b>Main Menu</b>	Note: Clicking on "Submit" will result in the performance evaluation becoming a part of the employee's official record. Supervisors are cautioned that, for security reasons, the system will not allow amendment of the official record.
<b>Position List</b>	
<b>Logout of System</b>	<input type="button" value="Submit"/>
<b>Related Links</b>	
<b>APT Broadband Home</b>	
<b>PES On-line Training</b>	
<b>Supervisor Tutorials</b>	
<b>Employee Tutorials</b>	

Indicate date of discussion with subordinate

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# Employee Acknowledgement of Evaluation

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Performance Evaluation System

The screenshot shows the 'Performance Evaluation: Position Listing' page. On the left is a navigation menu with options like 'Main Menu', 'Create Expectations', 'Create Feedback', 'Create Evaluation', 'View Progress', 'Logout of System', and 'Related Links'. The main content area features a table with columns for 'Employee', 'Status', and 'Action'. Two rows are visible: one for 'Test Position #1' and one for 'Test Position #4'. The 'Test Position #4' row is shaded, and its 'Ack Eval' button is highlighted with a red box. An arrow points from this box to the 'Ack Eval' button. A bracket on the right side of the table is labeled 'Employee Record (Shaded)'. Below the table, there is a red-bordered box containing the text: 'Click "Ack Eval" to acknowledge evaluation and/or provide comments'. At the bottom left, there is a copyright notice: '©June 01, 2001 University of Hawai'i'.

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# Employee Acknowledgement of Evaluation

The screenshot shows the 'Perf Eval Ack' page for 'Position No: 7777778, Information Technology'. The page has a navigation menu on the left with options like 'Acknowledge Evaluation', 'Submit Eval Acknowledgement', and 'View Eval'. The main content area is titled 'ACKNOWLEDGE/REQUEST CLARIFICATION' and contains two bullet points: 'To request clarification, enter your comments below, scroll down and click "Continue".' and 'If you are merely acknowledging receipt, check the "No Comments" box, scroll down and click "Continue".'. Below the text is a 'No Comments' checkbox and a text area containing 'NO COMMENTS'. At the bottom right, there is a 'Continue' button. A red-bordered box at the bottom of the page contains the text: 'Keystroke request for clarification or check the "No Comments" box and click "Continue" to acknowledge receipt'. At the bottom right of this box is a small number '8'.

Keystroke request for clarification or check the "No Comments" box and click "Continue" to acknowledge receipt

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# Employee Acknowledgement of Evaluation

University of Hawai'i  
Performance Evaluation System

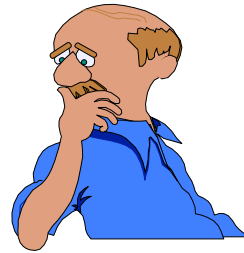
<i>Perf Expectations</i>	<b>Certification Statement for: 7654321, Test Title</b>
<b>Acknowledge Evaluation</b>	Please certify the statement below by "checking" the box and clicking "submit."
<b>Submit Eval Acknowledgement</b>	<input type="checkbox"/> I acknowledge that this evaluation and any attachments have been verbally discussed and reviewed with me and that I have been provided the opportunity to attach my own remarks. I understand that my certification only acknowledges receipt of the evaluation.
<i>Navigation</i>	<input type="button" value="Submit"/>
<b>Main Menu</b>	
<b>Position List</b>	
<b>Logout of System</b>	
<i>Related Links</i>	
<b>APT Broadband Home</b>	
<b>PES On-line Training</b>	
<b>Supervisor Tutorials</b>	
<b>Employee Tutorials</b>	

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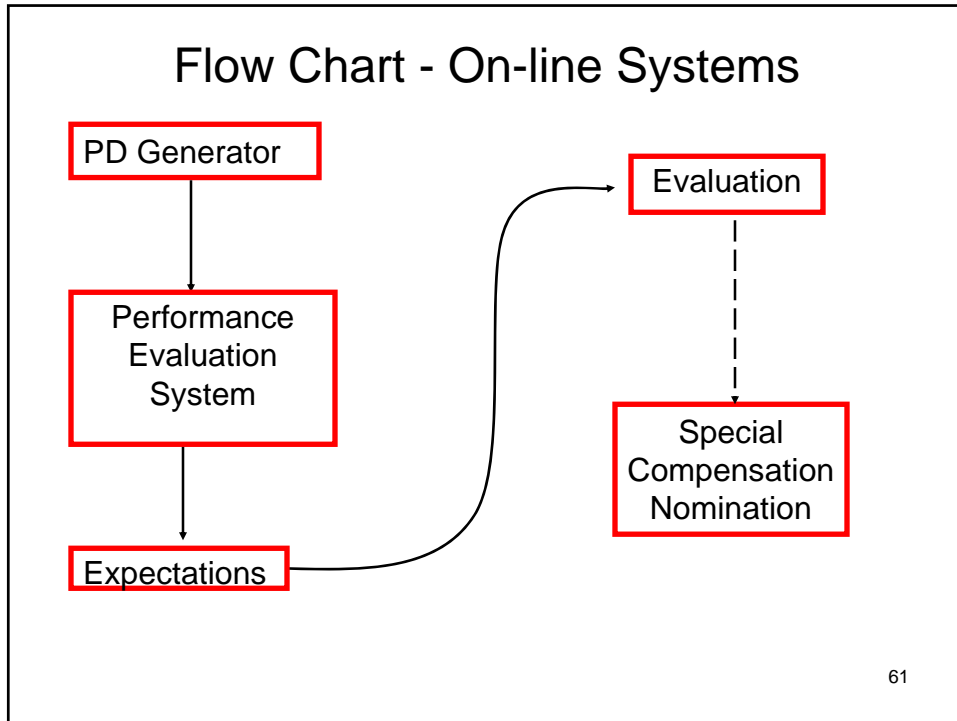
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## Why Bother?

- It's a requirement, A9.170, Performance Evaluation of APT Personnel
- A systematic means of providing feedback - positive and need for improvement
- Documents the basis for providing Special Compensation for exceptional performance and/or substantial professional growth within the job



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- ### “Manager’s Edge” - 7 Costly Evaluation Errors
- 1) Basing evaluations on personal opinion
  - 2) Not identifying causes of poor performance
  - 3) Not setting performance goals
  - 4) Omitting tactics to reach goals
  - 5) Skewing everyone’s rating high to curry favor
  - 6) Discussing pay, promotions during evaluations
  - 7) Failing to record evaluations
- 
- A stick figure is shown standing next to a bomb with a lit fuse, symbolizing a dangerous or costly error.
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