

Employee Services Procedures: Step-by-Step Guide

University Staff Electronic Performance Rating Form

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Responsible Unit and Author

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Description

This guide is to support the use of the electronic University staff performance rating form. Steps in this guide are outlined on how supervisors can initiate the form and how employees can sign the form.

Policy

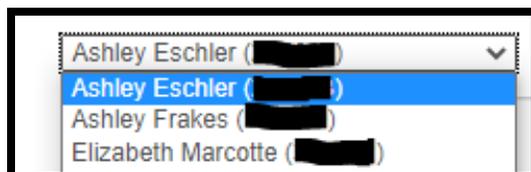
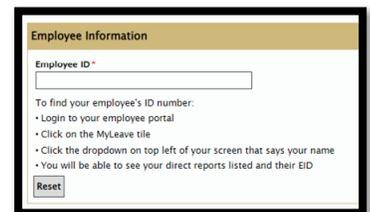
Performance ratings for university staff are outlined in [Administrative Policy #5009](#).

Steps to initiate performance rating-Supervisor

This section covers how supervisors initiate the performance rating form.

Note: Red asterisks indicate required fields on the form.

1. [Click here](#) to access the System Administration University Staff Performance Rating Form.
 - a. You will be asked to login to your System employee portal, if it's not already open in a window within browser.
2. The first field on form is to enter your **employee's ID number**.
 - a. To find your employee's ID number:
 - i. Login to your **employee portal** at my.cu.edu.
 - ii. Click on the **MyLeave** tile.
 - iii. Click on the **dropdown** on the top left of your screen that shows your name.
 - iv. Your employee's ID will be **listed next to their name**.



3. Enter your **employee's first and last name, department, and position title.**

- a. Employee's first name can be preferred name. The **Email field will auto-populate** once the EID, first name, and last name fields all match HCM.
4. The email address is pulling from HCM. If the email is not correct, you can modify.
- a. If it's incorrect, please reach out to systemhr@cu.edu so we can ensure it's corrected in HCM.
5. **Enter your information** in the Supervisor/Rater Information section.

6. **Select performance rating score.**

7. **Add comments** for employee on their performance during the performance year.

8. **Sign electronically** by clicking inside the Supervisor/Rating Signature box.

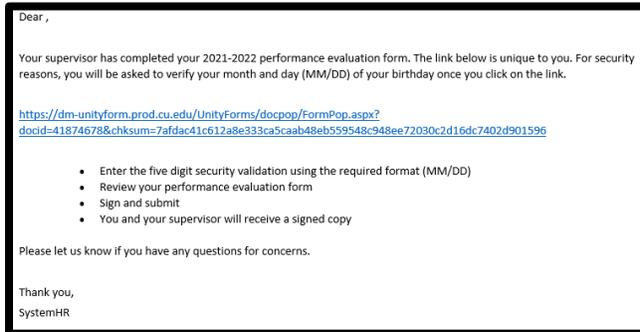
9. **Click Submit.**

- a. **Note:** Clicking submit will send the employee an email with their performance score, prompting them to sign. Do not click submit until you have had a conversation with your employee about their performance.

Review & Sign Off - Employee

The employee will receive an email letting them know their supervisor has completed their performance evaluation form. They will be asked to click on a unique link and be prompted to enter their date of birth (MM/DD) to access form. All fields will be read-only except for the employee signature box. Once the employee signs and clicks submit the employee and supervisor will both receive a confirmation email with a copy of the performance rating form attached.

1. Employees will receive an email when their supervisor submits their scores.



2. Click on the unique link in the email.
3. Enter your date of birth in the following format including the /: MM/DD.

Passcode Verification

To access the form, please enter your date of birth for identity validation MM/DD.

If you are unable to update the field below, confirm that you do not have the form open in a different browser window.

Verify DOB (MM/DD)

Example for January 8 enter: 01/08

Email SystemHR@cu.edu if you are experiencing any issues.

4. Click Verify.
 - a. Employees performance evaluation form completed by their supervisor will appear. All fields will be read-only except for the employee signature box.
5. Review your **form, sign, and submit.**

Employee Signature: *

This signature indicates only that the rating has been discussed with the person rated and does not necessarily imply consent. Once the person rated signs, a copy will be sent to rated person and supervisor/rater.

Once the employee signs and clicks submit the employee and supervisor will **both** receive a confirmation email with a copy of the performance rating form attached.