ePerformance

ePerformance Module

WHAT IS IT?

- Self-Service evaluation management application for managers and employees housed within OneUSG HCM system.

- Launching February 2026

- Training: February 2026

- Five Point Standardized Rating Scale

- Job Descriptions integrated into evaluation

- Additional sections for goals, USG core values and institutional values.

Performance Evaluations Workflow

	Step 1: Create Evaluation Documents	Step 2: Define Criteria (goals, performance, etc.)	Step 3: Complete Self Evaluation	Step 4: Complete Preliminary Discussion with Employee	Step 5: Finalize Manager Evaluation
Employee			👤	👤🔄	
Manager		👤		👤	👤
Human Resources	👤				

ePerformance Sections

Rating Scale	Criteria	% of Evaluation
Goals	• Completion of last year's goals • Creation of goals for upcoming evaluation period.	25% to 30%
Job Duties	• Assigned job duties located in job description (job profile) • Additional assigned tasks	40%
Performance Factors	• Job Knowledge • Quality of Work • Communication • Critical Thinking • Initiative • Reliability/Attendance • Adherence to Policies • Interpersonal Relationships • Customer Service • Innovation	15% to 20%
Leadership Factors (Additional Factors added to Leadership Evaluation)	• Strategic Planning • Fiscal/Budget Management • Delegates/Directs Effectively	15% to 20%
USG Core Values/Institutional Values	• USG Core Values • Columbus State Institutional Values	15%

Behavior Anchored Rating Scale

Rating Scale	Definition	Behavioral Indicators
Exemplary	Outstanding performance that consistently exceeds milestones.	• Displays advanced knowledge and skills • Proactively seeks new challenges.
Superior	Good, solid performance that fully meets milestones and on occasion exceeds milestones.	• Demonstrates strong, consistent leadership. • Results add value.
Successful	Good solid performance that meets all milestones.	• Shares knowledge and skills appropriately. Meets expectations.
Partially Successful	Performance falls short of the minimum criteria and standards of milestones. Immediate and substantial improvement is needed to address this area.	• Work behavior occasionally fall below required levels. • Improvement is required. • Could be attributed to newness on the job, missing skills, etc.
Not Successful	Performance in this area is inconsistent and does not meet milestone. Performance feedback and efforts to reinforce competency may provide the tools to achieve success	• Lacks the knowledge of the position to accomplish goals. • Has not demonstrated the ability to retain key job knowledge. • Does not seek development opportunities.

Process Review

ePerformance Evaluation

Human Resources Creates Documents

Document Creation Notification - Manager

USG Annual Review for Staff Created 📋 Summarize

D **donotreply@usg.edu**   😊   ↩ Reply   ↩ Reply all   → Forward   ⊘ 📑 ⊞ ⋯

To: ●

Thu 1/1   3:37 PM

This automatic notification is to alert you that the HR Department has created USG Annual Review for Staff performance documents for your team for the period beginning 01-01- and ending 12-31-   For each employee, we have created both your manager's document as well as the employee's self-evaluation, if applicable.

USG Annual Review for Staff documents were successfully created for the following employees:

(Please do not respond to this automatic notification.)

↩ Reply   → Forward

Document Creation Notification - Employee

From:

Sent: Thursday, January 15,   3:37 PM

To:

Subject: A performance process has been initiated - USG Annual Review for Staff

This automatic notification is to inform you that the USG Annual Review for Staff performance document has been created.

Please login to OneUSG Connect to access the performance evaluation.

(Please do not respond to this automatic notification.)

Manager Defines Criteria

Step 1: Managers log into OneUSG. Choose Team Performance Tile.

Manager Self Service ▼

Review/Approve EDR	Delegations	My Team	Approvals
			33

Manage Positions	Review Transactions	Company Directory	Talent: Degrees&Certifications

Team Time	Team Performance	Open Jobs	Create Job Opening
25 Exceptions	1 In Progress Documents	1	

My Forms	Help	System Manager Reporting	TL Approval Compliance

Step 2: Under "Current Documents", the manager will choose the team member they will be evaluating.

Step 3: Define Criteria.

Performance Process

Performance Process

Steps and Tasks

USG Annual Review for Staff

Overview

- Define Criteria
  Due Date
  - ● Update and Approve

- Review Self Evaluation
  Due Date

- Complete Manager Evaluation
  Due Date

USG Annual Review for Staff
Define Criteria - Update and Approve

Job Title HR/EEO/OD Professional		**Manager**
Document Type USG Annual Review for Staff		**Period**
Template Annual Review for Staff		**Document ID** 30160
Status In Progress		**Due Date**

1. Review the performance criteria (goals and/or responsibilities) that the employee plans to accomplish during this the performance period.
2. Make any necessary adjustments to the criteria and review your changes with the employee.
3. Once the performance criteria is correct select the approve button to complete this step.

| **Goals** | Job Duties | Performance Factors | Values |

▼ Section 1 - Goals

Goals will be evaluated by: Employee, Manager

🗊 Add Item

▼ **Goals Summary**

Section Weight `25` %   (not less than 25%)

Adding a Goal

Add Item

- ○ Add pre-defined item
- ● Add your own Item
- ○ Copy item from my Documents
- ○ Copy Item from My Team¿s Documents

Next

Return

Adding a Goal

Adding a Goal

Define Criteria - Update and Approve

Goals   Job Duties   Performance Factors   Values

⌄ Section 1 - Goals

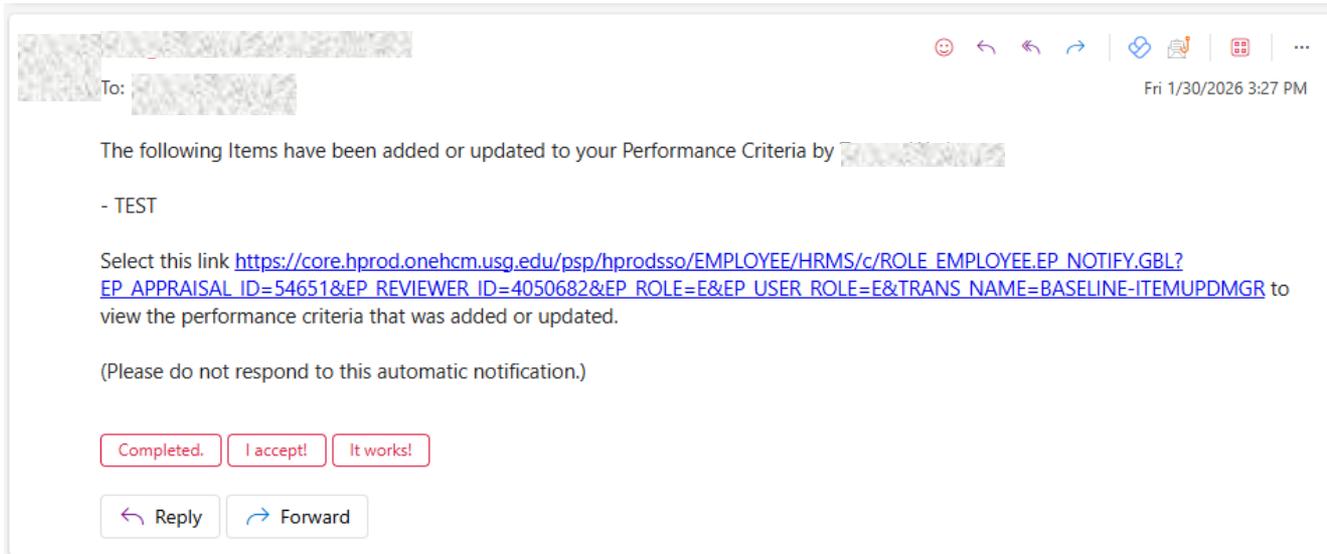Goals will be evaluated by: Employee, Manager

⊙ Expand | ⊙ Collapse | 🗟 Add Item

⌄ **TEST**

Description : Test.

• Start Date :
• End Date :

Employee Notification for Additions

Steps and Tasks ↻ ⚙▼

USG Annual Review for Staff

USG Annual Review for Staff
Overview

▼ ● Define Criteria
Due Date
● Update and Approve

▶ ○ Review Self Evaluation
Due Date

▶ ○ Complete Manager Evaluation
Due Date

USG Annual Review for Staff
Define Criteria - Update and Approve

Actions ▼

Job Title	HR/EEO/OD Professional	**Manager**	
Document Type	USG Annual Review for Staff	**Period**	
Template	Annual Review for Staff	**Document ID**	30160
Status	In Progress	**Due Date**	

1. Review the performance criteria (goals and/or responsibilities) that the employee plans to accomplish during this the performance period.
2. Make any necessary adjustments to the criteria and review your changes with the employee.
3. Once the performance criteria is correct select the approve button to complete this step.

| Goals | **Job Duties** | Performance Factors | Values |

▼ Section 2 - Job Duties & Knowledge

Job Duties & Knowledge will be evaluated by: Employee, Manager

⊙ Expand | ⊙ Collapse | 📑 Add Item

▼ **Job Duty 1**

Description : Serves as CSU's student employment program coordinator, to include coordinating the advertisement, selection, background checks, hiring, evaluation, and termination process for all categories of student employees (student assistants, federal work study, graduate assistants, etc.).

Created By Profile   01/04/2024 3:37PM

▼ **Job Duty 2**

Description : Coordinates information with hiring managers regarding part-time staff/faculty job postings, to include coordinating the advertisement and selection; ensures all documentation from interview committees have been received (i.e. interview notes, confidentiality statements and applicant ranking); ensures parttime staff/faculty job offers are extended and accepted in accordance to best practices, policies and procedures; coordinates onboarding for part-time staff and faculty positions to include conducting background checks, assisting with completion of new hire paperwork, submits user account setup and termination requests; upon notification attends job recruitment fairs; schedules part-time new hire and random drug screenings as necessary.

Created By Profile   01/04/2024 3:37PM

▼ **Job Duty 3**

Description : Serves as secondary contact for talent management/recruitment.

Performance Process

Steps and Tasks

USG Annual Review for Staff

Overview

- **Define Criteria**
  Due Date
  - ● Update and Approve
- **Review Self Evaluation**
  Due Date
- **Complete Manager Evaluation**
  Due Date

USG Annual Review for Staff

Define Criteria - Update and Approve

Job Title	HR/EEO/OD Professional	**Manager**	
Document Type	USG Annual Review for Staff	**Period**	
Template	Annual Review for Staff	**Document ID**	30160
Status	In Progress	**Due Date**	

1. Review the performance criteria (goals and/or responsibilities) that the employee plans to accomplish during this the performance period.
2. Make any necessary adjustments to the criteria and review your changes with the employee.
3. Once the performance criteria is correct select the approve button to complete this step.

Goals	Job Duties	**Performance Factors**	Values

▼ Section 3 - Performance Factors

Performance Factors will be evaluated by: Employee, Manager

▼ Expand | ▶ Collapse

▼ Communication

Description : The extent to which employee is proficient and professional in oral and written communication. This includes listening, understanding, remembering, and following oral or written instructions; asking for clarification when necessary and providing information to others in a clear, complete and concise manner.

Created By Template   01/04/2024 3:37PM

▼ Customer Service

Description : The extent to which the employee provides a customer friendly environment and superior service to our clients, patients, coworkers, supervisors, subordinates, faculty and students. The employee resolves customer needs with confirmed satisfaction, responsiveness, and outcomes.

Created By Template   01/04/2024 3:37PM

▼ Initiative

Description : The extent to which employee is a self-starter, shares new ideas for doing things, and is willing to assume additional duties when necessary. Displays positive attitude and willingness to improve both personally and professionally in a constantly changing environment.

Created By Template   01/04/2024 3:37PM

Performance Process

USG Annual Review for Staff

Define Criteria - Update and Approve

Job Title	HR/EEO/OD Professional	Manager	
Document Type	USG Annual Review for Staff	Period	
Template	Annual Review for Staff	Document ID	30160
Status	In Progress	Due Date	

1. Review the performance criteria (goals and/or responsibilities) that the employee plans to accomplish during this the performance period.
2. Make any necessary adjustments to the criteria and review your changes with the employee.
3. Once the performance criteria is correct select the approve button to complete this step.

| Goals | Job Duties | Performance Factors | **Values** |

Section 4 - Values

Values will be evaluated by: Employee, Manager

Expand | Collapse

Accountability

Description : We firmly believe that education in the form of scholarship, research, teaching, service, and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical, and fiscal resources given to our care.

Created By Template   01/04/2024 3:37PM

Excellence

Description : We will perform our duties to foster a culture of excellence and high quality in everything we do.

Created By Template   01/04/2024 3:37PM

Integrity

Description : We will be honest, fair, impartial, and unbiased in our dealings both with and on behalf of the USG.

Created By Template   01/04/2024 3:37PM

Respect

Description : We recognize the inherent dignity and rights of every person, and we will do our utmost to fulfill our resulting responsibility to

Step 4: Approve Criteria

Step 4: Approve Criteria

USG Annual Review for Leaders

Define Criteria - Update and Approve

Actions ▾

Job Title	
Document Type	
Template	Leader-Yes Add/No Aprvl/USGVal
Status	In Progre

Manager	
Period	01/01/ - 12/31/
Document ID	54651

⊘ You have successfully saved this document.

1. Review the performance criteria (goals and/or respo
2. Make any necessary adjustments to the criteria and
3. Once the performance criteria is correct select the a

Approve Performance Criteria ✕

Select confirm to approve and complete the Define Criteria Step.

[Confirm]   [Cancel]

Goals   Job Duties   Performance Factors   ~~Values~~

⌄ Section 4 - Values

Values will be evaluated by: Employee, Manager

⊙ Expand | ⊙ Collapse

> **Accountability**

Performance Process

Steps and Tasks

USG Annual Review for Staff

Overview

- ▶ ✔ Define Criteria
  Due Date

- ▶ ○ Review Self Evaluation
  Due Date

- ▶ ○ Complete Manager Evaluation
  Due Date

Confirmation - Performance Criteria Approved

✔ You have successfully approved and completed the Define Criteria Step.

Employee Self-Evaluation

Employee's Email Confirmation

From:

Sent: Thursday, January 15,   3:51 PM

To:

Subject: The Performance Criteria has been approved

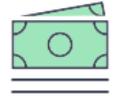The Performance Criteria has been approved for the following performance document:

Employee:

Document Type: USG Annual Review for Staff

Period: 01-01-   - 12-31-

(Please do not respond to this automatic notification.)

Step 5: Employee will be able to complete the "Self Evaluation" section of the evaluation.

Make SCCP Contribution
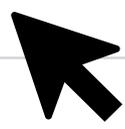
STATE CHARITABLE CONTRIBUTIONS PROGRAM

Degrees & Certificates

Company Directory

Forms

Time and Absence

Payroll

Personal Details

Recruiting Self Service

Performance

My Forms

Help

My Current Documents	1
My Historical Documents	
Evaluations of Others	0
Historical Evaluations of Others	

My Current Documents

Document Type	Document Status	Period Begin / Period End	Next Due Date	
USG Annual Review for Staff	Evaluation in Progress			>

Step 6: Employee submits self evaluation for each of the ratings

Step 6: Employee submits self evaluation for each of the ratings

Steps and Tasks ⟳ ⚙▾

USG Annual Review for Staff
Overview

▶ ✅ Define Criteria
Due Date

🔽 ⚪ Complete Self Evaluation
Due Date
　🔶 Update and Complete

▶ ⚪ Review Manager Evaluation
Due Date

USG Annual Review for Staff

Self-Evaluation - Update and Complete

Job Title	HR/EEO/OD Professional
Document Type	USG Annual Review for Staff
Template	Annual Review for Staff
Status	Evaluation in Progress

Manager	
Period	
Document ID	30160
Due Date	

🔽 **Employee Data**

Employee ID	0329678	
Department	4600000	Human Resources
Location	300	Columbus State University

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

🖩 Calculate All Ratings

| Goals | Job Duties | Performance Factors | Values | Overall Summary |

🔽 Section 2 - Job Duties & Knowledge

🔽 Expand | ▶ Collapse

🔽 **Job Duty 1**

Description : Serves as CSU's student employment program coordinator, to include coordinating the advertisement, selection, background checks, hiring, evaluation, and termination process for all categories of student employees (student assistants, federal work study, graduate assistants, etc.).

Employee Rating [　　　　　▾]　0.00 📋

Employee Comments

[text editor toolbar: Paragraph | A▾ | font controls | A▾ | A▾ | B I U S | lists | table | image | link | Ω | undo/redo]

Created By Profile　　　　01/04/2024 3:37PM

🔽 **Job Duty 2**

Description : Coordinates information with hiring managers regarding part-time staff/faculty job postings, to include coordinating the advertisement and

Performance Process

Steps and Tasks

USG Annual Review for Staff

Overview

- ● Define Criteria
  Due Date

- ○ Complete Self Evaluation
  Due Date
  - ● Update and Complete

- ○ Review Manager Evaluation
  Due Date

USG Annual Review for Staff

Self-Evaluation - Update and Complete

Job Title	HR/EEO/OD Professional	**Manager**	
Document Type	USG Annual Review for Staff	**Period**	
Template	Annual Review for Staff	**Document ID**	30160
Status	Evaluation in Progress	**Due Date**	

▼ Employee Data

Employee ID	0329678	
Department	4600000	Human Resources
Location	300	Columbus State University

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

🖩 Calculate All Ratings

| Goals | Job Duties | Performance Factors | Values | Overall Summary |

▼ Section 3 - Performance Factors

⊙ Expand | ▸ Collapse

▼ Communication

Description : The extent to which employee is proficient and professional in oral and written communication. This includes listening, understanding, remembering, and following oral or written instructions; asking for clarification when necessary and providing information to others in a clear, complete and concise manner.

Employee Rating [▾]   0.00 🖩

Employee Comments

| Paragraph ▾ | A⁼ ▾ | A↕ ▾ | A ▾ | A ▾ | B | I | U | S̶ | ≡ | ≔ | — |

| ⊞ ▾ | 🖼 | 🔗 | Ω ▾ | ↶ | ↷ | 🔍 ▾ | ≡ | ≡ | ≡ | ≡ | ← | → |

Created By Template   01/04/2024 3:37PM

Steps and Tasks

USG Annual Review for Staff

Overview

Define Criteria
Due Date

Complete Self Evaluation
Due Date
● Update and Complete

Review Manager Evaluation
Due Date

USG Annual Review for Staff
Self-Evaluation - Update and Complete

Job Title	HR/EEO/OD Professional	Manager
Document Type	USG Annual Review for Staff	Period
Template	Annual Review for Staff	Document ID 30160
Status	Evaluation in Progress	Due Date

Employee Data

Employee ID 0329678
Department 4600000 Human Resources
Location 300 Columbus State University

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

Calculate All Ratings

Goals | Job Duties | Performance Factors | **Values** | Overall Summary

Section 4 - Values

Expand | Collapse

Accountability

Description : We firmly believe that education in the form of scholarship, research, teaching, service, and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human, intellectual, physical, and fiscal resources given to our care.

Employee Rating [ ]   0.00

Employee Comments

Paragraph   A A A A B I U S

Created By Template   01/04/2024 3:37PM

Excellence

Step 7: Employee completes self evaluation for each of the ratings

USG Annual Review for Staff

Self-Evaluation - Update and Complete

Steps and Tasks ⟳ ⚙▾

USG Annual Review for Staff
erview

▶ ✔ Define Criteria
Due Date

▼ ○ Complete Self Evaluation
Due Date

  ● Update and Complete

▶ ○ Review Manager Evaluation
Due Date

Job Title	HR/EEO/OD Professional
Document Type	USG Annual Review for Staff
Template	Annual Review for Staff
Status	Evaluation in Progress

Manager	Debra Blanks
Period	
Document ID	30160
Due Date	

▼ **Employee Data**

Employee ID	0329678	
Department	4600000	Human Resources
Location	300	Columbus State University

Enter your ratings and comments for each applicable section and save. When yo
your changes and send this document to your manager for review.

📋 Calculate All Ratings

| Goals | Job Duties | Performance Factors | Values | Overall Summa |

▼ Section 5 - Overall Summary

Employee Rating 1 - Not Successful   0.75 📋 📋

Employee Comments

Complete Evaluation   ✕

You have almost finalized your self evaluation. If you have no further
entries select confirm to complete this evaluation and send it to your
manager for review.

[Confirm]   [Cancel]

Performance Process

Performance Process ⚙ «

Steps and Tasks ○ ⚙▼

Debra Blanks
USG Annual Review for Leaders
01/01/2025 - 12/31/2025   Overview

▶ ● Define Criteria
Due Date   12/31/2025

▼ ○ Complete Self Evaluation
Due Date   12/31/2025
   ◐ Update and Complete

▶ ○ Review Manager Evaluation
Due Date   12/31/2025

USG Annual Review for Leaders

Confirmation - Document Completed

● You have successfully completed your evaluation.

Notification to Manager for Self-Evaluation Completion

Manager Evaluation

Step 8: Manager logs into OneUSG. Choose Team Performance Tile.

Manager Self Service ▾
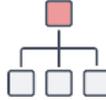
Review/Approve EDR	**Delegations**	**My Team**	**Approvals** 33
Manage Positions	**Review Transactions**	**Company Directory**	**Talent: Degrees&Certifications**
Team Time 25 Exceptions	**Team Performance** 1 In Progress Documents	**Open Jobs** 1	**Create Job Opening**
My Forms	**Help**	**System Manager Reporting**	**TL Approval Compliance**

Step 9: Under "Current Documents", the manager will choose the team member they will be evaluating.

Step 10: Manager will then be able to review the "Self Evaluation". Complete the "Manager's Evaluation." The manager should meet with the employee before submitting the evaluation.

Expand | Collapse | Add Item

CSA

Description : This position has been designated a Campus Security Authority

Manager Rating [dropdown] 0.00

Manager Com[ments]

Writing Tools

[rich text editor toolbar: Paragraph | font size | font | text color | highlight | B I U S | numbered list | bulleted list | table | image | link | symbol | undo | redo | align options]

Employee Rating

Employee Comments The Employee has either not entered their comments yet or completed their self-evaluation.

Created By Profile   01/09/2024 12:27PM

Job Duty 1

Description : In partnership with departmental leadership, provides coordination and support on various projects and activities related to the performance management process; reviews, monitors, and analyzes provisional and annual performance evaluations; monitors and coordinates ratings and assists with performance concerns and/or disciplinary actions that require Performance Improvement Plans (PIPs) or Performance Development Plans (PDPs); communicates provisional and annual performance evaluations due dates, reminders, and deadlines to managers and supervisors.

Manager Rating [dropdown] 0.00

Manager Com[ments]

Writing Tools

[rich text editor toolbar: Paragraph | font size | font | text color | highlight | B I U S | numbered list | bulleted list | table | image | link | symbol | undo | redo | align options]

Employee Rating

Employee Comments The Employee has either not entered their comments yet or completed their self-evaluation.

Created By Profile   01/09/2024 12:27PM

Job Duty 2

Description : Serves as the primary FMLA administrator, to include meeting with employees to discuss leave options, drafting and sending correspondence and notices as prescribed by the US Department of Labor and CSU policy, following up on requests for leave, regularly communicating status with stakeholders (employee, supervisor, payroll, etc.), administering the leave in the absence management system, and facilitating return to work. Ensures all FMLA documentation and processes are up-to-date and in compliance. Serves as ADA compliance administrator, to include receiving requests for accommodations, working with employees and managers on engaging in the interactive dialogue process in accordance with the ADAAA

Calculate All Ratings

| Goals | Job Duties | Performance Factors | Values | Overall Summary | Sign-off Remarks |

▼ Section 2 - Job Duties & Knowledge

⊙ Expand | ▷ Collapse | 📇 Add Item

▷ CSA

▷ Job Duty 1

▷ Job Duty 2

▷ Job Duty 3

▷ Job Duty 4

▷ Job Duty 5

▷ Job Duty 6

▷ Job Duty 7

▷ Job Duty 8

▷ Job Duty 9

▷ Job Duty 10

▷ Job Duty 11

Job Duties & Knowledge Summary

Summary Weight   25   %   (not less than 25%)

Manager Rating   0.00 📇 🔢

Manager Comments

| 🔍 🖨 | Paragraph ∨ | A⁼ ∨ A↕ ∨ A ∨ ◩ ∨ | **B** *I* U S̶ | ☰ ☲ ─ |
| ▦ ∨ 🖼 🔗 Ω ∨ | ↶ ↷ ⛏ ∨ | ☰ ☰ ☰ ☰ ☱ ☲ |

Employee Rating

Employee Comments | The Employee has either not entered their comments yet or completed their self-evaluation.

Attachments

No Attachments have been added to this document

➕   Add Attachment

Calculate All Ratings

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

Calculate All Ratings

| Goals | Job Duties | Performance Factors | Values | **Overall Summary** | Sign-off Remarks |

∨ Section 7 - Overall Summary

Manager Rating   2 - Partially Successful   2.42

Manager Comments
Writing Tools

Employee Rating   5 - Exemplary

Performance Process

Steps and Tasks

USG Annual Review for Staff

- Define Criteria
  Due Date
- Review Self Evaluation
  Due Date
- Complete Manager Evaluation
  Due Date
  - Update and Share
  - Pending Acknowledgement

USG Annual Review for Staff

Manager Evaluation - Update and Share

Save | **Share with Employee**

Print   Export

Actions ▾

Job Title	HR/EEO/OD Professional	Manager	
Document Type	USG Annual Review for Staff	Period	
Template	Annual Review for Staff	Document ID	30160
Status	Evaluation in Progress	Due Date	

Employee Data

Employee ID	0329678	
Department	4600000	Human Resources
Location	300	Columbus State University

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

Calculate All Ratings

| Goals | Job Duties | Performance Factors | Values | Overall Summary | Sign-off Remarks |

Section 1 - Goals

Add Item

Goals Summary

Summary Weight 25 %   (not less than 25%)

Manager Rating 4 - Superior   4.00

Manager Comments

Paragraph   A˅   AI˅   A˅   A˅   **B** *I* U̲ S̶ ☰ ☰ —

Step 10.5: If any items are left unrated, the system will notify the manager and they will be able to enter in their rating.

Step 10.5: Once completed, the manager will be able to submit and share.

Share with Employee ✕

Select confirm to share this document with the employee. Next, you should meet with the employee to discuss your evaluation.

The overall rating you have assigned to this employee is **4 - Superior.**

Comments should be entered in the Overall Summary section to justify a Rating of a 1 or a 5. Upon selecting confirm, your electronic signature will be added to this document.

| Confirm | Cancel |

< Team Performance

Performance Process

Steps and Tasks

USG Annual Review for Staff

Overview

- ▶ ✓ **Define Criteria**
  Due Date

- ▶ ✓ **Review Self Evaluation**
  Due Date

- ▼ ◑ **Complete Manager Evaluation**
  Due Date
  - ✓ Update and Share
  - ◑ Pending Acknowledgement

USG Annual Review for Staff

Confirmation - Shared with Employee

✓ You have successfully shared your evaluation with the employee.

Employee Email for Manager's Evaluation Completion

From:
Sent: Thursday, January 15,   3:58 PM
To:
Subject: Your manager has shared USG Annual Review for Staff with you and it is ready for your review

This automatic notification is to alert you that your manager,   has shared USG Annual Review for Staff document with you and it is now ready for your review and comments. Your manager will be contacting you to schedule a review meeting.

(Please do not respond to this automatic notification.)

Manager will not receive an email notification.

Step 11: Employee signs into OneUSG. Selects "Performance" tile and selects the shared evaluation.

Step 12: Employee must review evaluation AND meet with manager to review, ask questions, give feedback, etc. Once meeting is complete, employee will "acknowledge" or "sign" the evaluation.

Acknowledge Review Held

You have chosen to acknowledge that you and your manager have reviewed this document. Your acknowledgement does not necessarily mean you agree with your evaluation but that you have reviewed it with your manager. Please add Comments.

Employee Acknowledgement Comments

Thanks for taking the time to meet with me. I look forward to working toward next year's goals.

[Confirm]   [Cancel]

Upon selecting confirm, you are acknowledging that the review was held and your electronic signature will be added to this document.

Performance Process

Steps and Tasks

Tara Beard
USG Annual Review for Staff

Overview

▶ ✓ Define Criteria
    Due Date

▶ ✓ Complete Self Evaluation
    Due Date

▼ ✓ Review Manager Evaluation
    Due Date
    View

USG Annual Review for Staff
Confirmation - Employee Acknowledgement

✓ You have successfully acknowledged this document.

Acknowledgment Notification

▨▨▨▨▨ has acknowledged the USG Annual Review for Staff 🖺 Summarize

D **donotreply@usg.edu** ☺ ↩ Reply ↩ Reply all → Forward ⊗ 🖾 🔳 ⋯

To: ▨▨▨▨▨▨▨▨

Thu 1/15/2026 4:02 PM

This automatic notification is to alert you that ▨▨▨▨▨▨▨▨ has formally acknowledged their recent review of the USG Annual Review for Staff document. Please review the employee's comments in the Sign-off Remarks section.

Employee Comments: N/a

(Please do not respond to this automatic notification.)

↩ Reply   → Forward

Manager Acknowledgement Override

USG Annual Review for Staff   Save | Override Acknowledgement

Manager Evaluation - Pending Acknowledgement

| Notify | Export

Actions ▾

	Job Title	HR/EEO/OD Professional	**Manager**	
	Document Type	USG Annual Review for Staff	**Period**	
	Template	Staff Tmplate- No Add/Aprvl/in	**Document ID**	19883
	Status	Pending Acknowledgement	**Due Date**	12/31/2022

▼ **Employee Data**

Employee ID

Department 5710000   Office of Human Resources

This document is currently awaiting the employee's acknowledgement.

f the employee can not or does not acknowledge this document you can select the Override Acknowledgement button and indicate the reason why you are overriding the employee's acknowledegment.

⟳ Reopen

| Goals | Job Duties | Performance Factors | Values | Overall Summary | Sign-off Remarks |

▼ Section 1 - Goals

● Expand | ▸ Collapse

▸ **Manager added goal**

Goals Summary

Override Employee Acknowledgement

You have chosen to override your employee's acknowledgement of this document. Please indicate the reason for doing so and add comments. Your comments will be added to the Sign-off Remarks section of the document.

- ◉ **Employee Not Available**
- ○ **Employee Refused**

Select confirm to move the document to the next status.
Upon selecting confirm, your electronic signature will be placed in the employee's signature section on this document with the reason why you are overriding the employee acknowledgement. Your comments will be added to the Sign-off Remarks section of the document.

Override Employee Acknowledgement

[Confirm]   [Cancel]

Annual Review Completion Notification for Employee

From:

Sent: Thursday, January 15,   4:02 PM

To:

Subject: Manager Document completed

This notification is to inform you that your USG Annual Review for Staff has been completed by

(Please do not respond to this automatic notification.)

Annual Review Completion Notification for Manager

Reviewing the Evaluation

Performance document will be maintained in the "My Historical Documents" section of the Performance Tile in Employee Self Service.

USG Annual Review for Leaders

Manager Evaluation - Completed

Print | Notify | Export

Actions ▾

Job Title		**Manager**	
Document Type	USG Annual Review for Leaders	**Period**	
Template	USG Annual Review	**Document ID**	29418
Status	Completed	**Due Date**	

▼ **Employee Data**

Employee ID	4050682	
Department	4600000	Human Resources

The document status is Completed.

Goals	Job Duties	Performance Factors	Values	Overall Summary	Sign-off Remarks

▼ Section 1 - Goals

⊙ Expand | ⊙ Collapse

▶ **Specific**

▶ **Measurable**

Goals Summary

Manager Evaluation - Completed

Job Title: Assoc/Asst Dir Subdiv/Unit AD
Document Type: USG Annual Review for Leaders
Template: USG Annual Review
Status: Completed

Manager
Period: 01/01/2023 - 12/31/2023
Document ID: 29418
Due Date: 12/31/2023

Employee Data

Empl ID :	4050682		
Department :	4600000		Human Resources

The document status is Completed.

Section 1 - Goals

Specific

Description :

What exactly do you want to achieve?

- Start Date : 09/01/2023
- End Date : 12/31/2023

Manager Rating: 4 - Superior

Manager Comments: discussed and understood.

Employee Comments: Test

Created By :		09/06/2023 3:42PM
Last Modified By :		09/06/2023 4:13PM

Measurable

Description :

How to Measure

- Start Date :
- End Date :

Manager Rating: 4 - Superior

Manager Comments:

Employee Comments: Test

Created By :		09/06/2023 3:56PM
Last Modified By :		09/06/2023 4:13PM

Goals Summary

Manager Rating: 4 - Superior

Summary Weight: 25% (not less than 25%)

Manager Comments:

Employee Comments:

Test

Section 2 - Job Duties & Knowledge

Guidance and direction

Description :

In partnership with the Director, provide guidance and direction to the HR and Payroll team.

Manager Rating: 3 - Successful   3.00
Manager Comments:

Employee Rating: 3 - Successful
Employee Comments:

Created By :		09/06/2023 3:39PM
Last Modified By :		09/06/2023 4:13PM

Implement diversity and inclusion training

Description :

Implement diversity and inclusion training, embedding practices in university-wide hiring and selection processes. Partner with external vendor to develop, implement, and maintain CSU's Affirmative Action Plan; serves as institution's Affirmative Action/Equal Opportunity Officer

[appear after the Acknowledgement step](#)

Manager's Override   Test - Employee refused to stop shopping.
Acknowledgement Comments:

Section 7 - Overall Summary
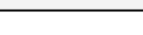
Manager Rating: 4 - Superior   3.85

Manager Comments:
                    Happy Shopping!

Employee Rating: 4 - Superior
Employee Comments:

Section 8 - eSignature Section

(Employee Refused)   09/06/2023 4:19:54PM

Employee Signature   Date

                    09/06/2023 4:17:05PM

Manager Signature   Date

Audit History

Created By :		09/06/2023 3:39:03PM
Manager Signed By :		09/06/2023 4:17:05PM
Acknowledged By :		09/06/2023 4:19:54PM
Completed By :		09/06/2023 4:19:54PM
Last Modified By :		09/06/2023 4:19:54PM

Resources

- [Human Resources ePerformance Page](#)

ePerformance