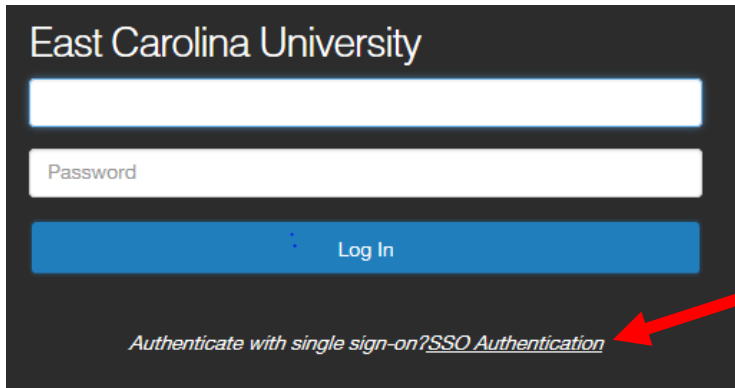
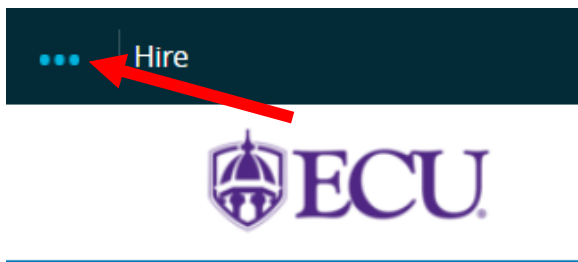


DMSS Supervisor Quick Steps to Complete DMSS Annual Performance Evaluation

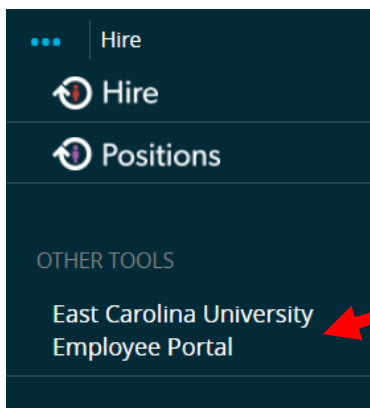
1. **Log in to PeopleAdmin.** To begin the employee evaluation, [log in to the ECU PeopleAdmin system](#). You will have to first click “SSO Authentication” to access single sign-on.



2. Click the **three dots (...)** in the upper left-hand corner.



3. Select **East Carolina University Employee Portal** located under other tools.



4. On the **Your Action Items** page, select the **DMSS Plan** by clicking on the employee’s name.

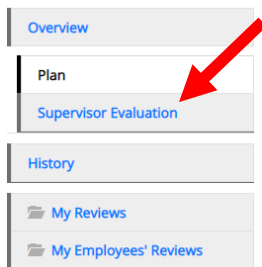
Item	Description
DMSS Evaluation for Employee Name	DMSS Plan

- Review each of the tabs of the **DMSS Plan** by clicking **Save & Continue** at the bottom of each tab. When you get to the **Employee Job Duties** tab, please review the job duties for accuracy. If they are not accurate, please stop the process and contact your department administrator to update the job description in PeopleAdmin Position Management. After the job description in Position Management has been updated, return to this DMSS Plan and click “Apply” beside the correct job title. This will repopulate the updated job duties that will be used in the employee’s evaluation. You will not be able to change these job duties later in the evaluation process. When you are satisfied with the listed job duties, click **Complete**.

DMSS Plan Tabs:

- Evaluation Components:** This tab contains the five major components of the DMSS Annual Evaluation.
- Schedule:** This tab contains a workflow graphic explaining the DMSS Annual Evaluation Performance approval workflow and a schedule of when each evaluation task should be completed.
- Core Work Values:** This tab lists each DMSS Core Work Value and its definition. Each work value will receive a rating later in the evaluation process.
- Employee Job Duties:** This tab lists each of the employee’s job duties listed on their position job description. Each job duty will receive a rating later in the evaluation process.

- Begin the Annual Performance Evaluation.** After you have completed the DMSS Plan, it will take you to the DMSS Plan overview page. From the DMSS Plan overview page, you can either click on the **Supervisor Evaluation** on the left menu or return to the main home page and click on the employee’s evaluation in Your Action Items list.



OR

Item	Description
DMSS Evaluation for Employee Name	DMSS Supervisor Evaluation

- Supervisor Evaluation:** Review and complete each of the tabs of the **Supervisor Evaluation** by clicking **Save & Continue** at the bottom of each tab. You can click **Save Draft** at any time, stop and continue the evaluation at a later time. Once all tabs have been completed and you are ready to submit the evaluation, click **Complete** on the Overall Final Rating tab.

Supervisor Evaluation Tabs:

- Policy Components:** This tab contains the five major components of the DMSS Annual Evaluation.
- Schedule:** This tab contains a workflow graphic explaining the DMSS Annual Evaluation Performance approval workflow and a schedule of when each evaluation task should be completed.
- ECU Core Work Values:** This tab lists each DMSS Core Work Value and its definition. You must assign a rating for the employee on each of the ECU Core Work Values. While comments are not required, you are encouraged to leave justification comments for each “Exceeds Expectations” and “Below Expectations” rating. The Core Work

Values of Human Resources Management, Leadership, and Budget/Financial Management are only for supervisory positions. If the employee is not in a supervisory/managerial role, please rate the employee as “Not Applicable” for these values.

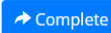
- 4) **Employee Job Duties:** This tab lists each of the employee’s job duties listed on their position job description. You must assign a rating for the employee on each job duty listed. While comments are not required, you are encouraged to leave justification comments for each “Exceeds Expectations” and “Below Expectations” rating.
 - 5) **Professional Development:** The Professional Development tab is to provide proactive development goals for employees to complete in the following 12 months. These goals are optional for employees and therefore will not be rated during the next year’s annual evaluation. There is not a minimum or maximum number of development goals that may be added.
 - 6) **Yearly Employee Update:** The Yearly Employee Update tab is to ensure employee information related to telework, secondary employment, and related persons, is up to date. Please ensure each of these items is up to date if they apply to the employee. You must acknowledge the completion of these areas at the bottom of the tab before moving forward. If you have any questions related to these policies, please reach out to University Human Resources.
 - 7) **Overall Final Rating:** The Final Rating tab is to give the overall performance rating for the entire review period. While in other areas comments are not required, you must provide comments for the overall rating. The comments provided on this tab should justify the overall performance rating selected.
8. **Reviewer Approves DMSS Supervisor Evaluation.** After you have submitted the evaluation, it will be sent to the Second-Level Reviewer for approval. The Second-Level Reviewer is the evaluator’s supervisor according to position reporting structure. The reviewer will have the opportunity to review the Supervisor Evaluation and **Return** it to the supervisor if edits are required. If the evaluation does not require any edits, the Second-Level Reviewer will click **Approve** to return it to you to issue to the employee.
9. **DMSS Employee Evaluation Meeting.** The supervisor will schedule a meeting with the employee to discuss the evaluation. Once you complete this step, the evaluation will be released to the employee to view. Log into the ECU PeopleAdmin system, click **Go to the East Carolina University Employee Portal**. Once in the **Your Action Items** page, select the **DMSS Evaluation Meeting** by clicking on the employee’s name.

Item	Description
DMSS Evaluation for Employee Name	DMSS Employee Evaluation Meeting

Once you are ready to release the evaluation to the employee for them to review and acknowledge. Click **Complete** on the DMSS Employee Evaluation Meeting page. It is recommended that the supervisor release the evaluation to the employee before discussing the evaluation so that the employee has time to review it in advance.

DMSS Employee Evaluation Meeting

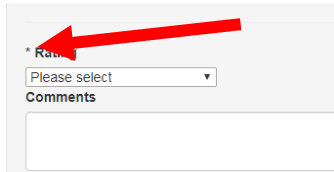
Once you mark this step complete, the evaluation will be released to the employee for acknowledgement. Supervisors must hold an evaluation discussion individually with each employee. If the employee is currently out on approved leave (e.g. FMLA, Short Term Disability, LWOP, Workers' Comp, or Military Leave), please contact Employee Relations at (252) 328-9848.



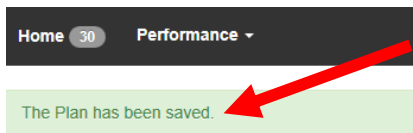
10. **Employee Acknowledges Evaluation.** Once the Supervisor and Employee have met to review the evaluation, the employee will acknowledge the Annual Performance Evaluation in the PeopleAdmin system. The employee may make comments on the evaluation if they choose.

NOTES:

- Required fields are denoted with an asterisk.



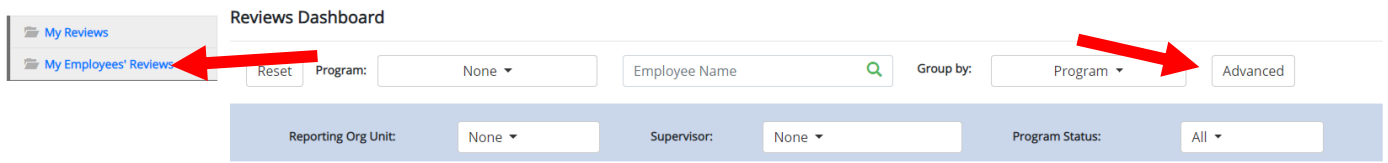
- If PeopleAdmin auto-saved your work when you moved to another tab. You will see this noted at the top of the screen in green.



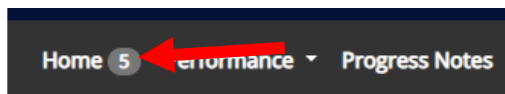
- You can give access to another supervisor to edit/complete the evaluation by adding them as a "Co-reviewer". This can be done by selecting "Add Co-reviewer" in the right menu of the evaluation.

Review Status: **Open**
Evaluation Type: Annual
Program Timeframe: 02/01/20
to 02/29/20
Last Updated: February 03,
2020 11:13
Co-reviewer: [Add Co-reviewer](#)

- You can review the status of all of the employee evaluations of employees that report up through you by clicking on **My Employees' Reviews**. You can review completed evaluations by clicking on the **Advanced** and changing the program status to "All". **My Reviews** will show evaluations that your supervisor has completed on you.



- You can always click on **Home** at the top of the page to return to **Your Action Items** listing.



Welcome to the Employee Portal,