



HUMAN RESOURCES

Performance Management – Completing the process with Human Resources

Once the performance review has been approved by High Level Management, the Manager/Supervisor must save to a PDF format, and send the PDF document to their Department HR Rep. That rep will follow the process for departmental personnel files then forward it to the HR-Performance inbox.

- Once the evaluation is complete in the system, and saved in PDF format with the employee's name and employee ID number as the name of the file, the Manager will send to the HR Rep and the HR Rep will:
 - Process for the department in accordance to Department protocol
 - Open a new email and address it to "HR-Performance"
 - The email subject line should be, e.g. "John Doe EEID #xxxx"
 - Attach the PDF file you created to the email
 - Send the email.
- Print the Master Data sheet if any changes were made
 - Have the Department Head sign the Master Data sheet
 - Make a copy for the departmental employee's file
 - Send the original via interoffice mail to Human Resources.
- Note
 - Reset evaluation dates and reminders as necessary.
 - The SAP/ESS process automatically updates Monitoring of Tasks and Appraisals in the system.
 - For departments using an 'old-style' performance review, be sure to set up and use a reminder system. (Outlook is a great tool for this.) Set the reminder far enough in advance of the due date to allow completion in a timely manner. If the reminders include the period to be evaluated, reviews that (on paper) cover one day or the upcoming year should be eliminated.