

A&P ePerformance Quick Reference - Supervisor and Employee Actions


Navigation to Current Performance Documents: myFSU > HR > Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

The performance evaluation process begins with completing the performance evaluation document by rating the employee in all applicable sections.


Select the **EXPAND ALL** link to access each of the rating sections. Complete the performance evaluation document and **SAVE** the document.


Note: An **Overview** link located to the left of the screen serves as a reminder of each of the steps outlined below.

Supervisor Actions

Step	Action
1.	As an option, you can make the document available to the employee to review prior to the review discussion, by marking the document Share with Employee . Otherwise, the document should remain In Progress until after the review discussion is held.
NOTE	You may create and print a PDF copy of the evaluation if you desire by selecting the printer icon. 
2.	Schedule and hold a performance evaluation review meeting with your employee.



Following the performance evaluation review meeting, make the employee’s performance evaluation available for the employee to review and acknowledge that you have held the performance evaluation discussion.

Step	Action
3.	Click the Human Resources link. 
4.	Click the Main Menu option.
5.	Click the Manager Self Service link.
6.	Click the Performance Management link.
7.	Click the Performance Documents link.
8.	Click the Current Documents link.
9.	Click the Employee Name link
10.	Click Expand all link to review document categories.
NOTE	Make any final changes to the performance evaluation if necessary and Save the document.
12.	To make the evaluation document available for the employee to review online via self-service, click the Share with Employee button.

13.	Click the Confirm button.
14.	Click on the Refresh icon and select reload . 
15.	You must confirm that the performance evaluation review meeting has been held by completing the Next Action. Click the Request Acknowledgement link.
16.	Click the Request Acknowledgement button.
17.	Click the Confirm button.
NOTE	Document Progress Status will now indicate Pending Acknowledgement .
NOTE	STOP!! DO NOT mark the Acknowledge button, unless the employee has refused to acknowledge their evaluation. <i>An automated email notification will now be sent to the employee instructing them to review the performance evaluation, make any necessary comments, and acknowledge the performance evaluation online via Self Service.</i>

Employee Actions

Review and acknowledge your performance evaluation using the ePerformance evaluation tool.

Step	Action
NOTE	You will receive a system generated email that indicates your A&P Performance Review form is ready for your acknowledgement. A web link will be provided in the text. Click on the link and it will take you directly to your performance review document (IF you are not currently logged in to OMNI you will be prompted to log in). Or follow the below steps.
18.	Click the Human Resources link. 
19.	Click the Main Menu option.
20.	Click the Self Service link.
21.	Click the Performance Management link.
22.	Click the My Performance Documents link.
23.	Click the Current Documents link.
24.	Click the AP Annual Performance Review link.
25.	Click Expand all link to review document categories.
26.	Review and Scroll down the page to the Comments field.
27.	Optional: You may provide comments regarding your performance evaluation ratings.
NOTE	If your department requires a signed copy of performance evaluations, select the printer icon to print and sign this evaluation.  HR does not require a printed version of the ePerformance evaluation.
28.	Click the Save button.
29.	Click the Acknowledge button.
30.	Click the Confirm button.

NOTE	An automated email notification will now be sent to the supervisor indicating the evaluation has been acknowledged.
-------------	---

Supervisor Actions

Review any comments and finalize the performance evaluation using the ePerformance evaluation tool.

Step	Action
NOTE	You will receive a system generated email that indicates the employee has acknowledged the A&P Performance Review form. A web link will be provided in the text. Click on the link and it will take you directly to the performance review document (IF you are not currently logged in to OMNI you will be prompted to log in). Or follow the steps below.
31.	Click the Human Resources link. HR
32.	Click the Main Menu option.
33.	Click the Manager Self Service link.
34.	Click the Performance Management link.
35.	Click the Performance Documents link.
36.	Click the Current Documents link.
37.	Click the Employee Name link.
38.	Click Expand all link to review document categories.
39.	Click the Complete button.
40.	Click the Confirm button.

Employee Actions

Step	Action
NOTE	You will receive a system generated email that indicates your A&P Performance Review Document has been completed by your Manager. A web link will be provided in the text. Click on the link and it will take you directly to your completed performance review document to view if desired.



Employee and Supervisor Actions

The current performance evaluation process is complete. The document is now viewable as a historical document to both the Employee and Supervisor. **Navigation to Performance Historical Documents:** myFSU > HR > Main Menu > Self Service **or** Manager Self Service > Performance Management > Performance Documents > Historical Documents.

Supervisor Actions

Employee Refuses to Acknowledge Performance Evaluation

If the employee being evaluated refuses to acknowledge the review, the supervisor may override and acknowledge the review:

Step	Action
1.	Click the Human Resources 9.1 link. 
2.	Click the Main Menu option.
3..	Click the Manager Self Service link.
4.	Click the Performance Management link.
5.	Click the Performance Documents link.
6..	Click the Current Documents link.
7..	Click the Employee's Name link.
8.	Click Override Acknowledgement button.
9.	Click Employee Refused icon.
NOTE	The following message will appear: <i>You have chosen to acknowledge the performance evaluation for the employee who refuses to acknowledge his/her review. I certify that I have reviewed and discussed the Performance Evaluation document with the employee and the employee refuses to acknowledge or sign the evaluation. The employee has received a copy of the evaluation document.</i>  EE Refused to Acknowledge
10..	To confirm that you would like to acknowledge the performance evaluation on behalf of the employee, click the Confirm button.

NOTE: If the employee does not refuse to acknowledge the review, but is just not available to acknowledge the review, contact Employee and Labor Relations for guidance.