

# Performance Appraisals - 2021

# Form Changes

- ▶ Used for all Administrative and Staff employees
- ▶ Replaces all current Appraisal Forms, including any department-customized forms
- ▶ Developed within Dynamic Forms
- ▶ Encompasses both Operations & Non-Operations Version
- ▶ Process is fully online (except for face-to-face meeting) with electronic signatures

# Form & Instructions Location

- ▶ New Form, Instructions & Sample Form Template
  - ▶ HR&C Website ([www.messiah.edu/hrc](http://www.messiah.edu/hrc))
  - ▶ Go to: Supervisors | Supervisor Forms | Appraisal Forms
- ▶ Forms in Progress
  - ▶ FalconLink | Dynamic Forms
- ▶ Completed Forms
  - ▶ Must be downloaded via submission confirmation page
  - ▶ Contact Human Resources & Compliance ([humanres@messiah.edu](mailto:humanres@messiah.edu)) if need copy

# Available Documentation

- ▶ Form
- ▶ This Presentation
- ▶ Instructions Document
- ▶ Sample Blank Form
- ▶ Supporting Documentation
- ▶ *NOTE: All documentation available on HR&C website*

# Form - Sections

- ▶ Instructions & Employee/Supervisor Information Page
- ▶ Supervisor Ratings
- ▶ Employee Ratings
- ▶ Employee/Supervisor Summary
- ▶ Professional Development Plan

# Form - Workflow

- ▶ Step 1: Supervisor-Initiate
- ▶ Step 1.1 [OPTIONAL]: Approver-1 {no longer used}
- ▶ Step 2: Employee
- ▶ Step 3: Supervisor-Evaluate
- ▶ Step 3.1 [OPTIONAL]: Approver-2 {no longer used}
- ▶ Step 4 [OFFLINE]: Supervisor/Employee Meeting
- ▶ Step 5: Supervisor-Final
- ▶ Step 6: Employee Final
- ▶ Step 7: Supervisor-Submit
- ▶ Step 8: Human Resources notified of completed form

# Form - Other Items

- ▶ Initiating the Form - use link on HR&C website; requires login using Messiah username/password
- ▶ Saving Work in Progress - 45-minute timer; can save and return later to complete form
- ▶ Returning Form for Revision - individuals can return form to previous user for revisions
- ▶ Document Retention - download/save copy of PDF as system is not available for permanent, long-term storage.