



## **Goals→Performance→Success (GPS) 2011 Workflow**

2011 GPS Appraisal Forms were launched for many areas of the University earlier this year. If your 2011 form was launched, you received an email message stating, “Please be advised that the document 2011 GPS Annual Appraisal Form for [your name] has been created for you by the HR Administrator and is now available in your online GPS Tool inbox.” This sentence is followed by a link to the Campus Portal. Supervisors received this message regarding forms for their direct reports.

You do not need the email message to access your form or your employees’ forms. You can access the 2011 GPS Appraisal Forms via the Campus Portal. Select the Employee tab, then select "GPS on-line tool" in the channel (box). You have two options for accessing the form: 1) Select the form link from the inbox on the Home tab, or 2) Go to the My Forms tab and select the form link.

The 2011 GPS workflow is the same as the 2010 workflow. The workflow steps are as follows:

**Working Document → Mid-Year Review → Working Document →**

**Annual Appraisal → Performance Meeting → Signature → Annual Appraisal Complete**

The first three steps, Working Document→Mid-Year Review→Working Document, allow the employee and the supervisor to enter information into the appraisal form throughout the year.

### ***Working Document***

The initial step is a collaborative step, meaning both the employee and the supervisor can input information into the form. This is why the employee and the supervisor received the email message that the employee’s form is available. The supervisor can see what the employee has entered, but the employee cannot see what the supervisor has entered until the form has been moved to the Mid-Year Review step. Only the supervisor can forward the form to the Mid-Year Review step. (Or forms can be moved to the Mid-Year Review step administratively by Human Resources.)

Note: There are no supervisor rating or self rating options in the Working Document steps and the Mid-Year Review step.

### ***Mid-Year Review***

This is also a collaborative step. At this point both the supervisor and the employee can view all entered information and comments. The Mid-Year Review workflow step is designed for an optional meeting between employee and supervisor to discuss progress to date and status of goals established for the year or review period. Regardless of whether a mid-year discussion/meeting occurs, the supervisor must forward the form to the second Working Document step. The Mid-Year Review workflow step serves as a reminder of the optional meeting/discussion and does not require the input of a date to move the form forward.

## ***Working Document***

The second Working Document step is similar to the first Working Document step. When the next annual appraisal time rolls around, it is the supervisor's responsibility to move the form to the Annual Appraisal step. When the supervisor moves the form to the Annual Appraisal step, the form will only be visible to the employee. All earlier comments from the supervisor will not be visible to the employee until the form has been moved (by the supervisor) to the Performance Meeting step. Employees are encouraged to print a copy of the GPS form during the Mid-Year Review step in order to have earlier supervisor comments readily available during the Annual Appraisal step.

## ***Annual Appraisal***

This is an iterative step which means that only the employee or the supervisor can access the GPS form at a time. When the supervisor moves the form to the Annual Appraisal step, it can only be accessed by the employee to complete the self-appraisal. Likewise, when the employee sends the form to the supervisor, only the supervisor can access the form. Employees will need to confirm or adjust the weight for each key accountability (totaling 100%) and any Special Projects/Assignments (again, totaling 100%, if applicable). Be sure to include information in the "Progress and Outcomes" and/or "Comments" areas. The GPS tool provides an area to self rate your performance for each key accountability. This self rating may be optional based on direction from the supervisor.

It is the employee's responsibility to forward the GPS appraisal form to the supervisor. At the top of the form, directly under the Annual Appraisal workflow step, is a "Send to . . ." button with the supervisor's name. When this button is selected, the form will be forwarded to the supervisor's GPS inbox. The supervisor will receive an email notification that the employee's form is now available for her/his appraisal. The employee has the option of including a message to the supervisor when the appraisal form is forwarded.

## ***Performance Meeting step***

When the supervisor has completed her/his appraisal of the employee's performance, the employee will receive an email notification that the appraisal has been forwarded to the Performance Meeting step. The performance meeting step is a collaborative step where both supervisor and employee can view everything that has been entered into the form. The supervisor should inform the employee of a date and time for the performance meeting. Following any edits and additional comments, the supervisor forwards the form for the employee's signature. To do this the supervisor must first enter the date of the performance discussion in the Performance Discussion section. Unless a date is entered, the supervisor will be unable to forward the form.

### ***Signature step***

After the performance meeting, the supervisor must enter the date of the meeting and forward the form to the employee signature step. The employee will receive an email message that states, "Please be advised that the document 2010 GPS Appraisal Form for [your name] is now available in your PerformanceManager Inbox folder for your signature. This document was last with [supervisor's name] and is due on 2/28/2012." (Please note that this is the University deadline, not necessarily the internal deadline defined by the supervisor and/or department.)

The email message will contain the sentence, "Comments from [supervisor's name] are . . ." This is where the supervisor may provide a date by which s/he requests forwarding the form for supervisor signature. Upon opening the form, the employee may add a final comment if desired before sending the form back to the supervisor. The employee's electronic signature and date will appear automatically on the signature line when the employee forwards the form to the supervisor. The electronic signature indicates the employee has reviewed the appraisal and discussed it with the supervisor. The supervisor can also add a final comment before adding her/his electronic signature to the form by forwarding the form to the Appraisal Complete work flow step, thereby completing the appraisal process.

### ***Annual Appraisal Complete step***

When the supervisor moves the appraisal form to the Appraisal Complete step, the form will be locked and archived. The employee and the supervisor can access the completed form (but cannot make changes) at any time via the GPS channel on the Campus Portal. To do this, select the "My Forms" tab and the "Completed" button on the left hand side.

Note to supervisors: If you would like the next level supervisor to have a copy of your direct reports' completed appraisal forms, you will need to select the "Send copy to" button when moving the form to the "Appraisal Complete" step.

If you have questions about the process you may contact:

- Linda Parks, x85195 or linda.parks@lehigh.edu
- Mary Ann Cahalan, x83698 or mac306@lehigh.edu