

Tips for Processing Performance Appraisals in EMPOWHR

Supervisor Tips:

The Summary Rating process is much like the creation of the performance plan process.

Beware, the Summary Rating process invokes workflow to the Rating Reviewer upon the clicking of the Save or Create Printable Form buttons. If you print a plan after going into Summary Rating, then a save of a blank rating may occur. If you want **To View your employee's existing plan or print a plan prior to completing the performance rating, Go to Manager Self Service, Tasks, Performance and select Performance Plan, Existing Plan or Progress Review** and print a plan from either of those menu items.

General Comments may be entered in the Reviewer's Comment block. Comments for each element may be entered in the Standards block for each element. Please be advised that EmpowHR will time out if you take too long in entering your comments for your ratings so it is suggested that lengthy element comments be created in a WORD document and then cut and pasted into the Standards field.

During the process of preparing the rating, **DO NOT SAVE until you have completed input of all information on the Elements and Standards Tab**. Once input is complete, you should return to the Summary Rating Tab, enter any general comments in the Reviewer's Comments block, then click Save.

The Summary Rating process will perform the mathematical calculations based upon your ratings for each element. When you SAVE your work, the calculation will be completed.

Please remember that the Summary Rating process invokes workflow to the Rating Reviewer upon the clicking of the Save or Create Printable Form buttons.

Reviewer Tips:

The performance plan Reviewer's job is to review the rating given by the supervisor - comments can be added. **Click the Elements and Standards Tab to review the ratings for each element. Do not click SAVE until you have reviewed the ratings given in the Elements and Standards TAB; return to the Performance Appraisal Tab and click the Reviewer Concurrence Box, then SAVE.**

When the Summary Rating process is complete, EmpowHR will generate a Form AD-435 and send the rating to NFC saving HR staff individual input of ratings.

Employee Tips:

Both the Supervisor and Employee will receive an email and EmpowHR Worklist item advising that the Reviewer has concurred with the rating. At this point, the Supervisor should initiate conversation with the employee regarding the Summary Rating.

Employees may add comments on the rating that will return to the Supervisor.

Check the View or Refused Rating box and then SAVE.

After saving, you may click the Create Printable Form. After several seconds, a View Document link will appear; the link allows you to print the Rating.