

# Supervisor Evaluation Quick Guide



## TWO MINUTE SUPERVISOR GUIDE TO GPS

Evaluations help employees understand how they have performed and identify development opportunities for the future. In this guide, learn how to complete an evaluation.

### Getting Started

To access the employee's evaluation, select Performance from the drop-down navigation menu. Or, select the Evaluation task on the To-Dos list on the Home page.

### Form Sections

The Evaluation form has several sections that you need to complete. For each section, do this:

### Add a Rating

Select the rating from the menu that best represents the employee's proficiency. Use 'Meets' as the neutral midpoint, and rate up or down depending on proficiency.

### Add Comments

Here is where you enter the evaluation feedback; consider the employee's overall, year-long performance and provide clear and specific examples. A rating other than 'Meets' requires documentation in support of the rating.

### Mid-Year Discussion

Find your employee's evaluation in your Performance module inbox. Schedule a meeting with the employee to discuss goal progress and performance to-date. Add the **date** you met with your employee and any additional comments on the evaluation.

### Completing the Evaluation

After completing the evaluation of each section, the supervisor completes the evaluation by entering an overall rating in the **Overall Performance Summary** section (see Spotlight).

**\*Note:** Some sections are optional, so complete only the sections you see on your form.

**SMART TIP:** Supervisors base ratings on on-going dialog around expectations, progress documented in the form, self-evaluation, and ratings by employee.

### Spotlight:

#### Year-end Overall Summary

After completing the evaluation of each section, the supervisor completes the evaluation by stepping through the following:

Select the **Overall Performance Summary** section. The **Overall Performance Summary** section summarizes the supervisor's ratings regarding the employee's overall performance during the evaluation period.

Click the **Save** button to update the summary ratings displayed on the form.

GPS calculates an overall rating for the employee based upon the individual ratings.