Employee’s Instructions for Completing Performance Evaluation

Employees may access the Position, Performance and Employment System (PPEMS) by logging into Argus, clicking on the My Info tab, then selecting My Performance Evaluation and Job Questionnaire. You will then be prompted to log in again with your Argonet username and password.

Log in – If you have multiple user types - make sure your user type is set at Employee User Type – to change user type go Admin- select Change user type at the bottom of your menu bar - this will open a screen that shows you all the various user type you have been assigned. Please select employee then select change group the screen will automatically refresh

Then you are ready to begin:

• Go to Evaluation, select Begin New Evaluation
• Go to Create New Evaluation, select Start Action
• Type in your last and first names, ID number, position number or title and click on Search, under the appropriate title, click on Start Action
• Verify the employee’s information on the Employee Detail tab, and click on Continue to Next Page
• Complete the Employee’s Self Evaluation and click on Continue to Next Page
• Complete the Employee Supervisory Communication form (optional) and click on Continue to Next Page
• Click on Send Evaluation to Supervisor For Review and click on Continue
• Click on Confirm

If you choose to Save and not submit your self evaluation- please remember when you go back to resume work on your evaluation, you will go to Evaluations – Pending evaluations.

Note: Once your evaluation is completed by your supervisor you will be notified by e-mail.

To Certify Your Evaluation
You may access the Position, Performance and Employment Systems (PPEMS) by logging into Argus and clicking on the My Info tab, then selecting My Performance Evaluation and Job Questionnaire. You will then be prompted to log in again with your Argonet username and password.
• Go to Evaluation, click on Pending Evaluations
• Click on View
• Click on Edit to review all portions of your evaluation
• Add comments on the Employee Detail page (optional) and click on Continue to Next Page
• Click on Continue to Next Page until you reach the Supplemental Documents tab
• Click on Continue to Next Page
• Select Certify and Send to Supervisor or Refuse to Sign and Send to Supervisor
• Click on Confirm