Supervisor’s Instructions for Completing Employee’s Performance Evaluation

Supervisors/Department Heads are encouraged to meet with departmental leadership to discuss employee evaluations and objectives prior to meeting with and sending the Performance Evaluation to the employee.

The Employee Self Evaluation Form is required and should be completed and returned to the supervisor prior to the completion of the evaluation form. The Employee Supervisor Communication Form is included in the modules to promote communication and is optional.

A discussion between the employee and supervisor is strongly encouraged prior to sending the completed documents to the employee.

Supervisor’s Process
Supervisors may access the Position, Performance and Employment System (PPEMS) by logging into Argus, clicking on the Services tab, and selecting Position, Performance Employment Management under the Human Resources section. You will be prompted to log in again with your Argonet username and password.

When an Employee Self Evaluation is complete, the supervisor will receive an e-mail notification that a Performance Evaluation is pending.

Log in – make sure your user type is set at Supervisor User Type – to do this go 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 supervisor to complete evaluation on employees who directly report to you and then click on change group.

• Go to Evaluation, select Pending Evaluations
• Select the appropriate employee evaluation from the list, and then click on View
• Select Edit at top of page to open the document
• Verify the employee’s information on the Employee Detail tab, and click on Continue to Next Page
• Review the Employee’s Self Evaluation and click on Continue to Next Page
• Review the Employee Supervisory Communication and click on Continue to Next Page
• Complete the Standard Evaluation Competencies and click on Continue to Next Page
• Complete the Evaluation Detail and click on Continue to Next Page
• Review the objectives (this area will be blank this year) and click on Continue to Next Page
• Click on Continue to Next Page on the Additional Objectives tab
• Attach the supplemental documents (optional) and click on Continue to Next Page
• Click on Printer Friendly Version at top right of page and print (optional)

• The supervisor and the employee should meet to discuss objectives to be achieved during the next evaluation period prior to the evaluation being sent to the employee (Note: Objectives are entered in a different location:

• Click on Send Evaluation to Employee For Review or click Send to Reviewing Officer
Go to *Job Questionnaire*, *Begin New Action* and select *Certify Job Questionnaire* and *Establish Objectives.*

(Note: The routing of the evaluation at this point is determined by the department.)

**Note:** The employee's certification indicates only that the evaluation was reviewed and discussed with the employee and does not imply that the employee agrees with the evaluation. A new *Job Questionnaire* may be submitted documenting any changes in assignment and tasks that might impact the next evaluation.