

PEP Instructions for Employees

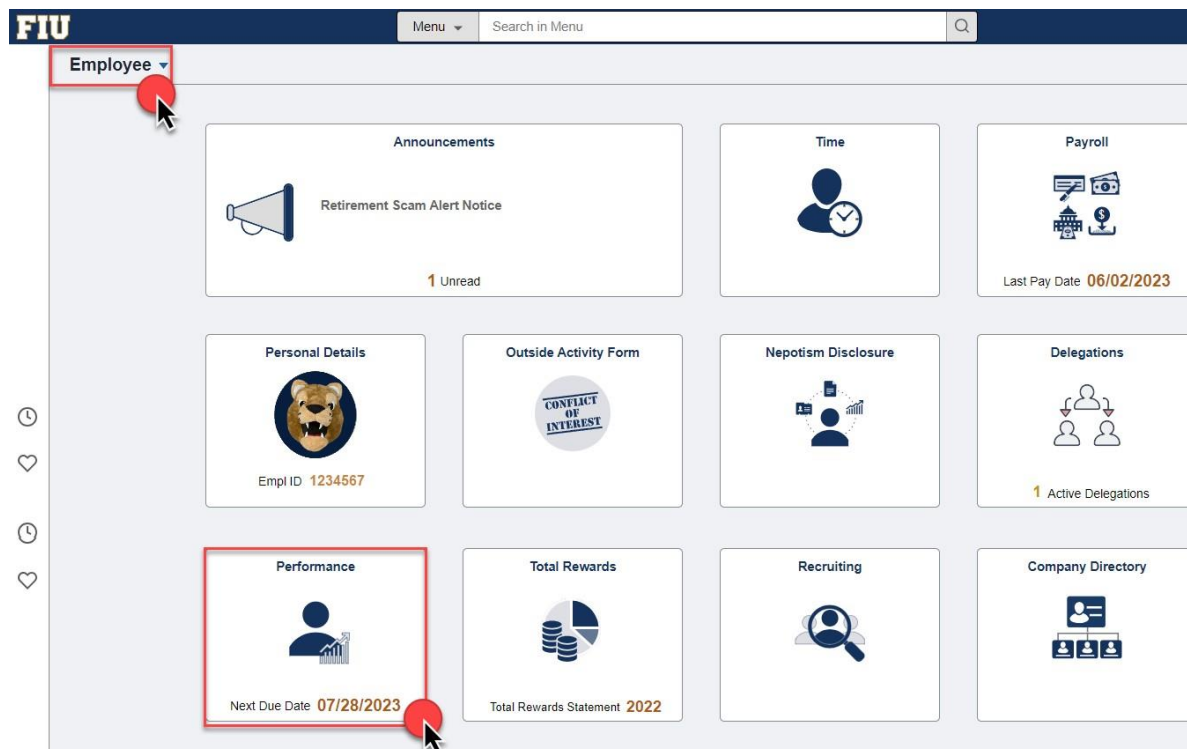
Step 1: Login

Go to [MyHR.FIU.edu](https://myhr.fiu.edu) and login using your My Accounts credentials.



Step 2: Access Employee Documents

Access your document by using the "Performance" tile from your [MyHR.FIU.edu](https://myhr.fiu.edu) Employee home screen.



Step 3: Select Employee Document

Access your PEP document by clicking on the "Assessment and Planning" link.

The screenshot shows the 'Performance' section of a system. On the left, there is a 'New Search' sidebar with date pickers for 'From' and 'To' (both showing MM/DD/YYYY), and checkboxes for 'Use Exact Dates' (unchecked) and 'Include Historical Documents' (checked). The main area is titled 'My Documents' and 'Evaluations of Others'. Under 'My Documents', there is a profile for 'Roary Panther' with a filter icon. Below this, a section 'Evaluation in Progress' contains a document titled 'Assessment and Planning' with a red box around the title and a red circle with a mouse cursor pointing to it. The document dates are '1 Jul 2022 - 30 Jun 2023' and the due date is 'Due 28 Jul 2023'.

Step 4: Past Year's Goals & Achievement

All goals set in the most recent completed PEP will roll over to the current document. These goals can be edited and rated.

The screenshot shows the 'Past Year's Goals & Achievements' section. It features a list of two goals: 'Promote FIU Affinity' and 'Celebrate FIU Success'. Each goal has a flag icon on the left, a comment icon on the right, and a vertical ellipsis menu on the far right. Below the goals is a 'Summary' section. Under 'Summary', there is an 'Employee' dropdown menu currently set to 'Roary Panther'. Next to it is a 'Select Rating' dropdown menu. Below these is a rich text editor with a toolbar containing icons for undo, redo, font color, font size, bold, italic, underline, bulleted list, numbered list, text color, background color, and table insertion.

Click on each of the goals to enter a progress rating and supporting comments.

▼ **Past Year's Goals & Achievements**

- ☐ **Promote FIU Affinity**
- ☐ **Celebrate FIU Success**

Enter a rating and supporting comments in the fields provided. Click "Save" when done.

Past Year's Goals & Achievements < 1 of 2 >

Promote FIU Affinity

Roary Panther

Details

Title Promote FIU Affinity

Dates

Start Date

End Date


Attributes

Status

Percent Complete

Evaluation

Employee

 **Roary Panther**

4 - Consistently Exceeds Numeric Rating 4.00

Roary should promote FIU-affinity throughout the university community.

* I was able to increase affinity by becoming more involved in more internal/external events.

* By organizing the first ever Roary costume contest this year, I was able to engage the student population in a new and fun way.

[↑ Back to Top](#)

Additional goals set and accomplishments achieved during the past fiscal year may be noted in the Past Year's Goals & Achievements Summary section.

The screenshot displays a performance review interface. At the top, there is a section titled "Past Year's Goals & Achievements" with a dropdown arrow and a three-dot menu. Below this, two goal items are listed: "Promote FIU Affinity" with a sub-rating of "4 - Consistently Exceeds" and "Celebrate FIU Success" with a sub-rating of "5 - Far Exceeds". Each goal has a comment icon and a three-dot menu. Below the goals is a "Summary" section with a dropdown arrow. Under the summary, the employee's name "Roary Panther" is shown next to a profile picture of a panther. The summary includes the rating "5 - Far Exceeds", "Numeric Rating 4.50", and "Rating Calculated". A text editor is open below the summary, containing the text: "Additional goals: 1) Created 11 new action poses for game photos 2) Came up with 5 new dance moves for half-time events". The text editor has a red border and a toolbar with icons for undo, redo, font, size, bold, italic, underline, list, link, unlink, and table.

Step 5: Competencies

You will then rate yourself and enter comments for each of the competencies. Begin by clicking on the title of each competency.

Note: The system will timeout after 20 minutes of inactivity – **be sure to SAVE your work often!**

| | |
|--|-----|
| ▼ Competencies | ⋮ |
| ☐ Compliance and Accountability | ☞ ⋮ |
| ☐ Communication | ☞ ⋮ |
| ☐ Efficiency | ☞ ⋮ |
| ☐ Interpersonal Skills | ☞ ⋮ |
| ☐ Job Knowledge | ☞ ⋮ |
| ☐ Service Excellence | ☞ ⋮ |
| ☐ Teamwork | ☞ ⋮ |

Enter a progress rating and supporting comments for each competency. Then, press the "Save" button.

Compliance and Accountability

Roary Panther




Details

Title Compliance and Accountability

Description Fully complies with federal, state, local, and University rules, regulations, and policies. Completes all required compliance training. Meets all additional role-related compliance requirements, e.g., FERPA, and HIPAA. Accepts responsibility for self and contribution as a team member; displays integrity, and truthfulness; demonstrates careful and responsible use of University resources; demonstrates a commitment to delivering on his/her public duty.

Evaluation

Employee
 **Roary Panther**

4 - Consistently Exceeds Numeric Rating 4.00 ?

I maintained compliance with all FIU, state, and Federal regulations this year.

? Comments are required.

[↑ Back to Top](#)

Navigate through each competency using the "Next/Previous" buttons. Click "Return to Performance Document" to return to the main page. **Remember to save frequently!**

[Return to Performance Document](#) Performance Document Item Home Search Dropdown Menu

Competencies < 1 of 7 >

Compliance and Accountability
Roary Panther Save More

Step 6: Goals for Next Year


You may enter suggested goals for the next fiscal year in the field provided.

▼ **Goals for Next Year** ⋮

No items have been defined in this section.

▼ Summary

Employee



Roary Panther

↶ ↷ Font Size **B** *I* U ☰ ☰ A A ☰

1) Promote student achievements during college-specific engagements

2) Collaborate with other university mascots during games and competitions

3) Complete 10 hours of Future Focused Literacy training

Step 7: Attachments

You may attach supporting documentation to your Self-Evaluation. The Attachment option is found at the top, right-hand side of your PEP document. Attachments may be in the form of .pdf, .docx, or .jpg files.

Performance Document

Evaluation in Progress

Self Evaluation In Progress



Roary Panther

FIU Mascot • 1 Jul 2022 - 30 Jun 2023

Review Date

Related Content

Step 1 of 1

Evaluation

cannot see the evaluation until you complete the document.

▼ Past Year's Goals & Achievements

Promote FIU Affinity
4 - Consistently Exceeds

Celebrate FIU Success
5 - Far Exceeds

▼ Summary

- Print
- Export
- Notify
- Attachments
- Last Updated
- Overview

Step 8: Complete Document

Once you have completed your self-evaluation, and you are ready for your manager to review, click on "Complete", followed by "Confirm". A notification will be sent to your manager alerting them that your self-evaluation is ready for their review. Please note that your manager will be able to view the information you enter, only when you have marked the document "Complete".

Performance Document

Evaluation in Progress

Self Evaluation In Progress



Roary Panther

FIU Mascot • 1 Jul 2022 - 30 Jun 2023



Review Date

Related Content

Step 1 of 1

Evaluation

cannot see the evaluation until

Select Confirm to complete the self-evaluation or Cancel to remain on the page.

Confirm

Cancel

Complete

▼ Past Year's Goals & Achievements



Promote FIU Affinity

4 - Consistently Exceeds



Celebrate FIU Success

5 - Far Exceeds



▼ Summary


Step 9: Employee Comments and Acknowledgment

Once you and your manager have met to discuss your performance, your manager will enter the Review Date and "Request Acknowledgment". At that point you will receive a notification to acknowledge your performance review. Your acknowledgment does not necessarily mean that you agree but affirms that the evaluation meeting was held and your performance was discussed in detail with you.

Before you acknowledge, you can add comments in the "Employee Comments" section of the Manager Evaluation.

Employee Comments

Employee

 **Roary Panther**

Through collaborations and community outreach, I will create new and exciting ways to grow within this role and increase university affinity for FIU.

Performance Document

Pending Acknowledgement

Self Evaluation Completed



Roary Panther

FIU Mascot • 1 Jul 2022 - 30 Jun 2023

Review Date 06/15/2023

Related Content

Step 1 of 1

Evaluation

Acknowledge

Step 10: Historical Documents

Once the document is approved you will receive a notification from PantherSoft. The Assessment and Planning document will be finalized and may be accessed in your "My Documents".

The dashboard features a top navigation bar with the FIU logo, a 'Menu' dropdown, and a search field. A sidebar on the left contains icons for clock, heart, and document. The main content area is a grid of service tiles:

- Employee** (dropdown menu)
- Announcements**: Retirement Scam Alert Notice, 1 Unread
- Time**: Clock icon
- Payroll**: Last Pay Date 06/02/2023
- Personal Details**: Empl ID 1234567
- Outside Activity Form**: CONFLICT OF INTEREST
- Nepotism Disclosure**: Person and chart icon
- Delegations**: 1 Active Delegations
- Performance**: Next Due Date 07/28/2023
- Total Rewards**: Total Rewards Statement 2022
- Recruiting**: Magnifying glass icon
- Company Directory**: Organizational chart icon

My Documents

Evaluations of Others



Documents for Roary Panther



Completed

| | | |
|---|--------------------------|---|
| Assessment and Planning University Mascot 1 Jul 2022 - 30 Jun 2023 | 4 - Consistently Exceeds | ⋮ |
| Assessment and Planning University Mascot 1 Jul 2021 - 30 Jun 2022 | 4 - Consistently Exceeds | ⋮ |
| Assessment and Planning University Mascot 1 Jul 2020 - 30 Jun 2021 | 4 - Consistently Exceeds | ⋮ |
| Assessment and Planning University Mascot 1 Jul 2019 - 30 Jun 2020 | 4 - Consistently Exceeds | ⋮ |

If you have any further questions or feedback please contact the Department of Talent Management and Development at tam@fiu.edu or 305-348-3206.