PEP Instructions for Employees
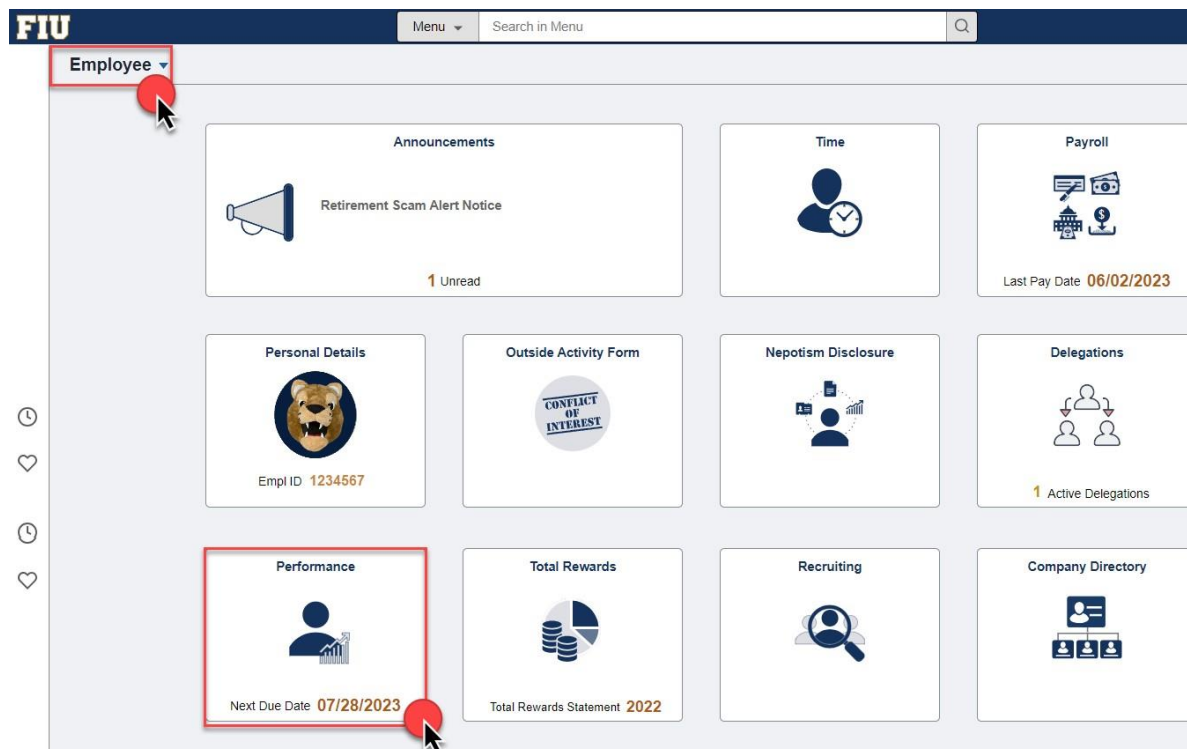
Step 1: Login

Go to 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 Employee home screen.

Step 3: Select Employee Document

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

‹ Employee	Performance	

▼ New Search

From
MM/DD/YYYY 📅

To
MM/DD/YYYY 📅

☐ Use Exact Dates
☑ Include Historical Documents

My Documents   Evaluations of Others

🐾 Documents for Roary Panther   🔽

Evaluation in Progress

Assessment and Planning	Due 28 Jul 2023	⋮
1 Jul 2022 - 30 Jun 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.

▼ Past Year's Goals & Achievements   ⋮

🏳 **Promote FIU Affinity**   💬 ⋮

🏳 **Celebrate FIU Success**   💬 ⋮

▼ Summary

Employee
🐾 **Roary Panther**

[⌄] Select Rating   ⊙

⤢ ← →	Font ⌄	Size ⌄	**B** *I* U	☰ ☲ A⌄ A⌄ ▦	⌃

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.

< 1 of 2 >

(Past Year's Goals & Achievements)

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   ⑦

| ⤢ ↶ ↷ | Font ▼ | Size ▼ | **B** *I* U̲ | ⅰ≡ ⠿≡ A▾ A▾ ⊞ | ▲ |

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

Last Modified June 15, 2023

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

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   ⑦

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   ⌂ 🔍 ⌄ ☰

‹ 1 of 7 ›

Competencies

Compliance and Accountability

Roary Panther

Step 6: Goals for Next Year

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

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.

Evaluation in Progress

Self Evaluation In Progress

Roary Panther
FIU Mascot · 1 Jul 2022 - 30 Jun 2023 ∨

Review Date | mm/dd/yyyy

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

② 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".

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".

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.