

PEP Instructions for Employees

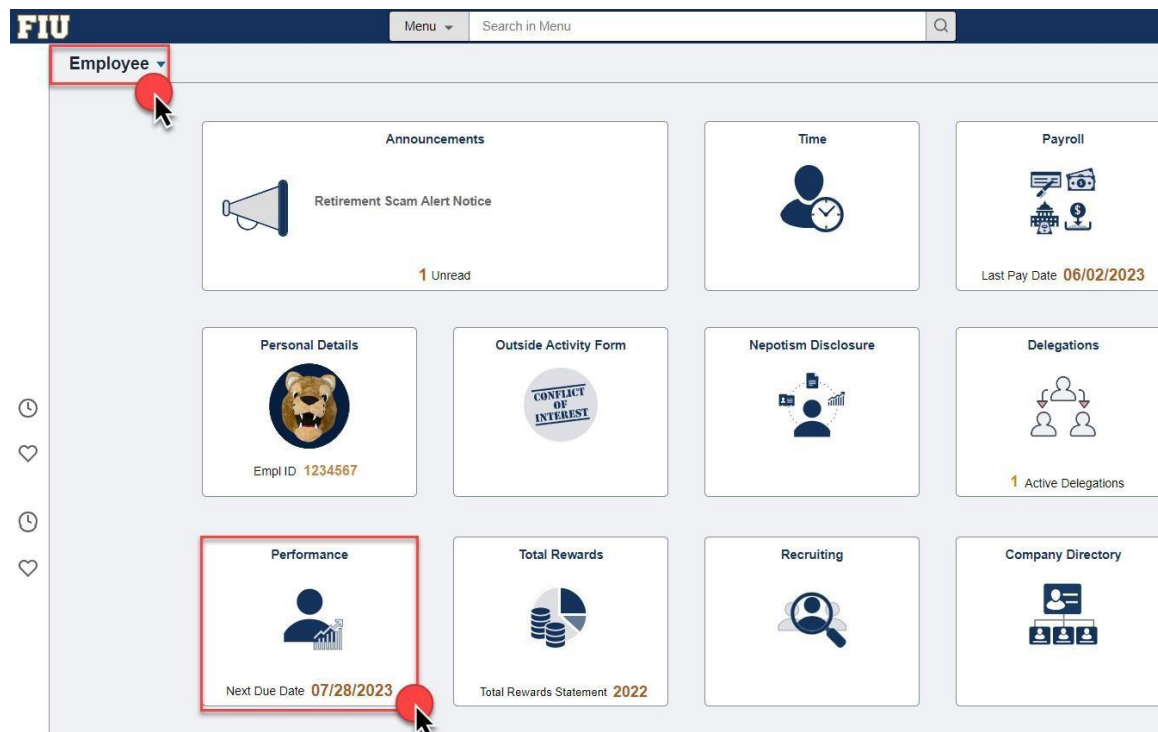
Step 1: Login

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.

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☒ Include Historical Documents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

1 Jul 2022 - 30 Jun 2023

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.


Past Year's Goals & Achievements

Promote FIU Affinity

Celebrate FIU Success

Summary

Employee

 Roary Panther

Select Rating

Font

Size

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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

TitlePromote FIU Affinity

Dates

Start Date

End Date

Attributes

Status

Percent Complete

Evaluation

Employee

Roary Panther

4 - Consistently Exceeds

Numeric Rating 4.00

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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.

▼ Past Year's Goals & Achievements

Promote FIU Affinity


4 - Consistently Exceeds

Celebrate FIU Success

5 - Far Exceeds

▼ Summary

Employee



Roary Panther

5 - Far Exceeds Numeric Rating 4.50 Rating Calculated

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Additional goals:
1) Created 11 new action poses for game photos

2) Came up with 5 new dance moves for half-time events

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

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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



   

Competencies

Compliance and Accountability

Roary Panther

 1 of 7 

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

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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

mm/dd/yyyy

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

**Roary Panther**

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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".

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.