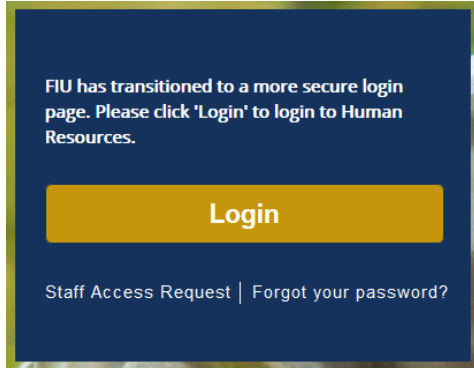


PEP Instructions for Employees

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 Page.

Employee			
Announcements 1 row • No Current Announcements.	Personal Details Empl ID 1234567	Time 	
Pending Approvals 4	Tax Information 	Payroll and Compensation Last Pay Date 05/25/2018	Pay Last Pay Date 05/25/2018
Performance Next Due Date 08/15/2018	Total Rewards Total Rewards Statement 2018	Benefit Details 	Tuition Waiver
Recruiting 	Access Request 	Manage Delegations 	Employee Resources

Step 3: Select Employee Document

Access your PEP document by clicking on the box seen below.

The screenshot shows the 'Performance' section for 'Roary Panther', Director HRIS. On the left, there are two tabs: 'My Current Documents' (with a '1' notification) and 'My Historical Documents'. The 'My Current Documents' tab is active, displaying a table with the following data:

Document Type	Document Status	Period Begin / Period End	Next Due Date
Assessment and Planning	Evaluation in Progress	07/01/2017 06/30/2018	08/15/2018

A red circle highlights a 'Start' button in the top right corner of the table.

Step 4: Start Self- Evaluation

The screenshot shows the 'Performance Process' interface for 'Roary Panther'. The 'Assessment and Planning' section is active, showing a 'Start Document' step. A red circle highlights a 'Start' button in the top right corner of the page.

Expand All sections before you begin.

The screenshot shows the 'Performance Process' interface for 'Kathryn Lopez'. The 'Self-Evaluation' section is active, displaying employee data and a 'Review Date' field. A red box highlights the 'Expand All' button in the bottom left corner of the page.

Employee Data:

Employee ID	1234567	33529000 - Project Manager
Department	156300000	Talent Management and Develop
Years of Service	9 Years	10 Months
Years in Job	2 Years	9 Months

Review Date: Related Content

Buttons: [Expand All](#) | [Collapse All](#) | [Calculate All Ratings](#)

Steps and Tasks

On the left of the document employees have the ability to track their progress and see what steps are next in the process.

The image displays three sequential screenshots of the 'Performance Process' interface for Kathryn Lopez, specifically the 'Steps and Tasks' section for 'Assessment and Planning' (07/01/2017 - 06/30/2018). Each screenshot shows a list of tasks with their due dates and completion status.

- First Screenshot:** Shows two tasks: 'Complete Self Evaluation' (Due Date: 08/17/2018) and 'Review Manager Evaluation' (Due Date: 09/17/2018). The 'Complete Self Evaluation' task is marked as complete with a green checkmark. A 'View' link is present for each task.
- Second Screenshot:** Shows the same tasks. The 'Complete Self Evaluation' task now has a yellow 'Update and Complete' button. The 'Review Manager Evaluation' task has a yellow 'Review with Manager' button.
- Third Screenshot:** Shows the 'Complete Self Evaluation' task as complete. The 'Review Manager Evaluation' task is now marked as complete with a green checkmark and has a yellow 'Acknowledge' button. An 'Overview' link is visible in the top right corner.

Step 5: 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.

▼ Section 1 - Past Year's Goals & Achievements

TIP: Click Expand All before starting.

This section contains goals written in last year's Manager PEP. If additional goals were assigned during last year, managers can simply add them by clicking the Add Item link. Employees may make note of additional accomplishments by entering comments in the Past Year's Goals & Achievements Summary section. Rate and comment on the performance for each goal. Managers may also enter its Status and Percent Complete. When an employee has completed the self-evaluation, the employee ratings and comments will be visible for reference to the manager. The manager is responsible for entering final goals and achievements.

TIP: Include documents by using the Attach Documents link at the end of the PEP.

[Click here for further instructions](#)

▾ Expand | ▸ Collapse

▶ Goal 1

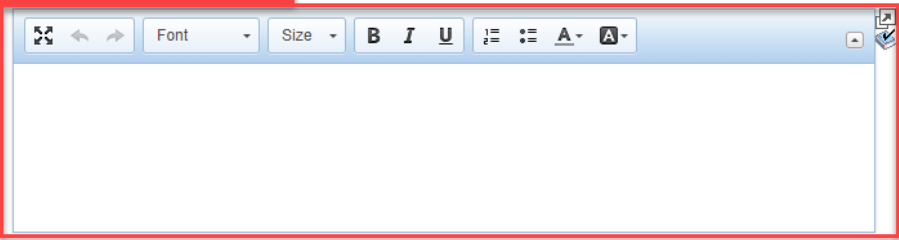
▶ Goal 2

Expand each goal to enter a progress rating and supporting comments.

▼ Goal 1

• Status:
• Percent Complete: 0

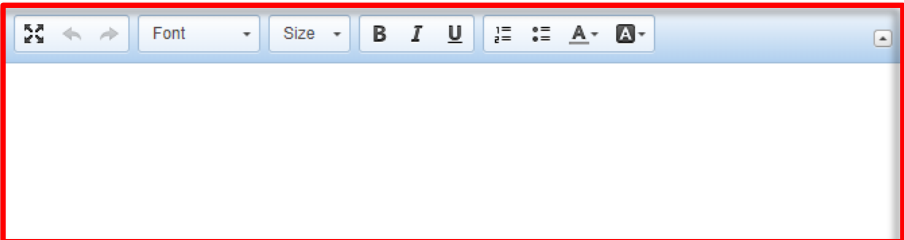
Employee Rating

Employee Comments 

Writing Tools

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 Summary

Employee Comments 

Step 6: Competencies

You will then rate yourself and enter comments for each of the competencies.

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

▼ Section 2 - Competencies


Assess each Competency using the rating scale provided. Include comments and examples to support the ratings that exceed or fall short of expectations. A rating of "3 - Fully Meets" DOES NOT require comments.

◂ Expand | ◃ Collapse

▶ Job Knowledge

▶ Service Excellence

Description : Effectively provides expertise and exceptional service to students, faculty, and staff, demonstrates courtesy and respect, shows empathy; anticipates needs and prevents potential problems; works effectively across departments.

Employee Rating	<input type="text"/>	
Employee Comments	<div style="border: 1px solid #ccc; padding: 5px;"><p>Writing Tools</p><p>Font - Size - B <i>I</i> <u>U</u> = = A - A -</p><div style="border: 1px solid #ccc; height: 100px;"></div></div>	
<small>Created By Template 07/24/2018 11:45PM</small>		

▶ Compliance and Accountability

▶ Communication and Interpersonal Skills

▶ Efficiency

▶ Management and Leadership

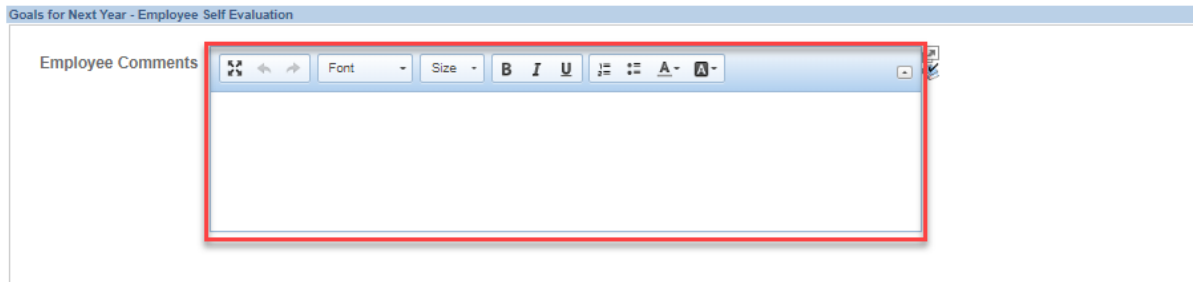
Step 7: Goals for Next Year

You may enter suggested goals for the next fiscal year in this section.

▼ Section 3 - Goals for Next Year

Goal setting is the key to managing the work done in your Department. When an employee has completed the self-review, the employee-suggested goals will be visible for reference to the manager. The manager is responsible for setting and entering final goals.

TIP: Add each goal as an individual action item, with criteria for its completion and a target date.



Goals for Next Year - Employee Self Evaluation

Employee Comments

Rich text editor toolbar: Font, Size, B, I, U, Bulleted List, Numbered List, Text Color, Background Color.

Step 8: Attachments

You may attach supporting documentation to your Self-Evaluation. Attachments may be in the form of .pdf, .docx, or .jpg files.

Attachments

No Attachments have been added to this document

[+ Add Attachment](#)

Step 9: Complete Document

Once you have completed your self-evaluation, and you are ready for your manager to review, click on Complete. 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.

[Save](#) [Complete](#)

Step 10: 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 acknowledgement does not necessarily mean that you agree, but affirms that the evaluation meeting was held and your performance was discussed in detail with you.

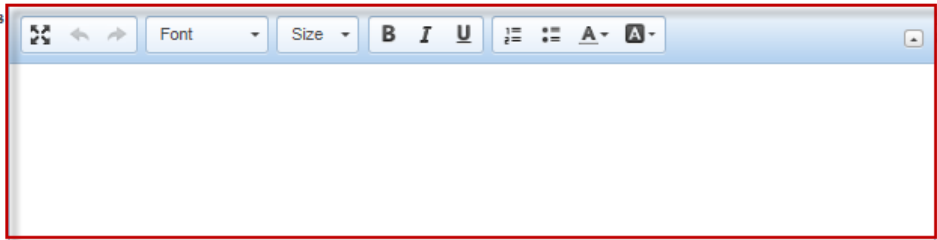
Before you acknowledge, you have the opportunity to add comments in Section 5 of the Manager Evaluation.

▼ Section 5 - Employee Comments



This section is for the employee to provide any additional comments following the performance discussion meeting.

Employee Comments Summary

Employee Comments

















[Return to Current Documents](#)

 Print |  Export

Step 11: 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 Historical Documents.

Employee

Announcements 1 row • No Current Announcements.	Personal Details  Empl ID 1234567	Time 	
Pending Approvals  4	Tax Information 	Payroll and Compensation  Last Pay Date 05/25/2018	Pay  Last Pay Date 05/25/2018
Performance  Next Due Date 08/15/2018	Total Rewards  Total Rewards Statement 2018	Benefit Details 	Tuition Waiver 
Recruiting 	Access Request 	Manage Delegations 	Employee Resources 



Kathryn Lopez ✓
Project Manager

- My Current Documents 0
- My Historical Documents**

My Historical Documents

Document Type	Document Status	Period Begin / Period End	
Assessment and Planning	Completed	07/01/2017 06/30/2018	>
Assessment and Planning	Completed	07/01/2016 06/30/2017	>
Assessment and Planning	Completed	07/01/2015 06/30/2016	>
Assessment and Planning	Completed	07/01/2014 06/30/2015	>
Assessment and Planning	Completed	07/01/2013 06/30/2014	>
Assessment and Planning	Completed	07/01/2012 06/30/2013	>

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