

# AstateJobs

Annual Evaluation Guide

<https://jobs.astate.edu/hr>

Arkansas State University  
Office of Human Resources  
870-972-3454



## Table of Contents

Annual Evaluations.....	3
Classified Annual Evaluations .....	4
Non-classified Annual Evaluations .....	6
Employee Approval of Evaluation .....	8
Hiring Manger Submission .....	11
Approval of Evaluations (Dean/Director, VP/VC) .....	13

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## Annual Evaluations

Annual Performance Evaluations are available for all employees who have been with the university for more than 6 months through the AstateJobs system. Annual evaluations must be finalized by May 1. The evaluation process provides the opportunity for supervisors and employees to review specific information on performance, to determine what priorities for performance should be, and to set future goals for development. The system provides the specific duties of each position in the evaluation from the position description on record. This insures that an employee is evaluated based on the expectations of their position as presented when hired and after any changes in their duties over time.

Annual Evaluations are required for classified employees and are strongly encouraged for non-classified employees. Some divisions/departments require Non-classified annual evaluations.

The evaluation process must begin with an initiator or hiring manager/dept. chair. The initiator level is available for use when there are multiple levels of supervision under the dean/director. Please contact Human Resources (972-3454) to designate an initiator.

Email notifications are sent to each user/approver when action is required. Annual evaluation approvals are as follows:

***Initiator, Hiring Manager, Dean/Director, Employee, Hiring Manger, VP/VC, HR***

## Classified Annual Evaluations

- Once [logged in](#), check “Your Current Group” to verify that you are logged in as the correct [user type](#) (Hiring Manager/Dept Chair, Initiator). Your user group may be changed by selecting “Change User Type” from the ADMIN menu.
- Select “Begin New Evaluation” from the EVALUATIONS menu on the navigation bar.
- Click “Start Action” under the desired evaluation type.

• Welcome **Traci Perrin**. You are logged in.  
Your Current Group:Hiring Manager/Dept. Chair. Wednesday, March 4, 2009

### Choose Performance Evaluation Action to Begin

Create New Evaluation

3 Records

Evaluation Type(s):
<b>Classified - 90 day/6 month Performance Review</b> <a href="#">Start Action</a>
<b>Classified - Annual Performance Evaluation</b> <a href="#">Start Action</a>
<b>Non-Classified - Performance Evaluation</b> <a href="#">Start Action</a>

- Search by one of the available options. For a list of all positions in your area, search without providing any criteria. Otherwise, enter the employee’s last name or Position Number.

### Classified - Annual Performance Evaluation

Search Positions to Begin Action On

Classification Title	Any	Division	
Department	Any	Working Title	
Position Number		Employee ID Number	
Employee First Name		Employee Last Name	

**SEARCH** **CLEAR RESULTS**

**CANCEL EVALUATION**

- The position(s) will display as a list. Select the position desired by clicking “[Start Action](#)”.
- Complete the Evaluation Details page.

Evaluation Details	Standard Evaluation	Supervisory Performance Review	Overall Performance Rating/ Comments	Employee Comments	Notes/History
<b>CONTINUE TO NEXT PAGE &gt;&gt;</b>					
*Required information is denoted with an asterisk.					
Employee First Name	Traci				
Employee Last Name	Perrin				
Employee	Perrin, Traci				
Classification Title:	Program Coordinator				
Class Code:	R144				
Working Title:	Applicant Tracking Coordinator				

- Employee– **Confirm that the correct employee is listed**. If not, select the employee name from the drop-down list or contact HR. This field directs the evaluation to the employee for review and approval.
- Evaluation Type – Select the appropriate type from the drop-down list.
- Date of Evaluation – Enter today’s date.
- Division – Indicate the division from the drop down list if not populated.
- Department – Verify that the employee is assigned to the correct department.
- Other Users with Access – Move your name and the name of the supervisor (if different) who will review the evaluation prior to submitting to the Dean/Director, to the “Selected” box.
- Hire Date – Enter the employee’s hire date.
- Supervisor – List your name.
- Supervisor Phone – List your campus phone number.
- “Continue to Next Page”
- Complete the Standard Evaluation page.
  - Rank each area and or provide comments as needed or required.
  - Rank the Duties/Responsibilities by Importance.
  - “Continue to Next Page”
- Complete the Supervisory Performance Review page if the employee has supervisory responsibilities by ranking each topic.
  - “Continue to Next Page”
- Complete the Overall Performance Rating/Comments page.
  - Rank topics and provide comments as needed or required.
  - Select “Preview Evaluation” at the bottom of the screen.



- The Hiring Manager/Dept Chair should select “Printer Friendly Version” and print the document (Utilize this printed form when holding the evaluation meeting with the employee).
  - Close the print window.
- Select “Send Evaluation to Dean/Director”, “Continue” and “Confirm”
- Logout of the system from the red navigation bar.
- Schedule and hold an evaluation conference with the employee.
- Instruct the employee to review, add comments as desired, and approve their evaluation online once received (An email notification will be sent to the hiring manager/dept chair when completed by the employee).

## Non-classified Annual Evaluations

- Once [logged in](#), check “Your Current Group” to verify that you are logged in as the correct [user type](#) (Hiring Manager/Dept Chair, Initiator). Your user group may be changed by selecting “Change User Type” from the ADMIN menu.
- Select “Begin New Evaluation” from the EVALUATIONS menu on the navigation bar.

Welcome **Traci Perrin**. You are logged in. Wednesday, March 4, 2009  
Your Current Group: Hiring Manager/Dept. Chair.

### Choose Performance Evaluation Action to Begin

**Create New Evaluation**

3 Records

Evaluation Type(s):
Classified - 90 day/6 month Performance Review <a href="#">Start Action</a>
Classified - Annual Performance Evaluation <a href="#">Start Action</a>
Non-Classified - Performance Evaluation <a href="#">Start Action</a>

- Click “Start Action” under “Non-Classified – Performance Evaluation”.
- Search by one of the available options, or for a list of all positions in your area, search without providing any criteria. For one position at a time, enter the employee’s last name, ID, or Position Number.
- The position(s) will display as a list. Select the position desired by clicking “[Start Action](#)” under the Classification Title.
- Complete the [Evaluation Details](#) page.

### Create Non-Classified - Performance Evaluation - Applicant Tracking Coordinator

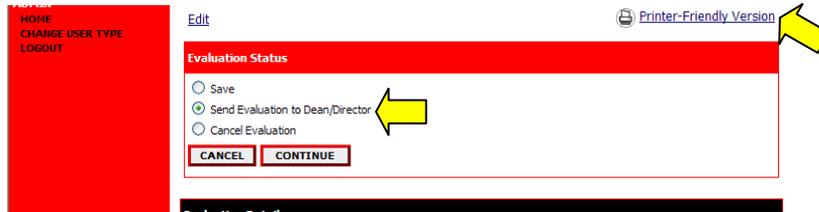
Evaluation Details	Evaluation	Comments	Employee Comments	Notes/History
<b>CONTINUE TO NEXT PAGE &gt;&gt;</b>				
<small>*Required information is denoted with an asterisk.</small>				
Employee First Name	Traci			
Employee Last Name	Perrin			
Employee	Perrin, Traci			
Classification Title:	Program Coordinator			
Class Code:	G195C			
Working Title:	Applicant Tracking Coordinator			
Position Number:	16013C			
* Evaluation Type:	Non-Classified Annual			
* Date of Evaluation:	MM/DD/YYYY -> MM-DD-YYYY			
* Department:	FA - Human Resources			
* Division:	Employee Administration			

- Employee – **Confirm that the correct employee is listed.** If not, select the employee name from the drop-down list or contact HR. This field directs the evaluation to the employee for review and approval.
- Evaluation Type – Select the appropriate type from the drop-down list.
- Date of Evaluation – Enter today’s date.
- Department – Verify that the employee is assigned to the correct department.
- Division – Select the division from the drop down list.

- Other Users with Access – Move your name and the name of the supervisor (if different) who will review prior to submitting to the Dean/Director, to the “Selected” box.
- “Continue to Next Page”
- Complete the Evaluation page.
  - Rank each area and or provide comments as needed or required.
  - Rank the Duties/Responsibilities by Importance.
  - “Continue to Next Page”

- Complete the Comments page as needed or required.
  - Select “Preview Evaluation” at the bottom of the screen.

- Select “Printer Friendly Version” and print document. (Utilize this printed form when conducting the evaluation meeting with the employee. Provide a copy of this form to the employee.)
  - Close the print document.



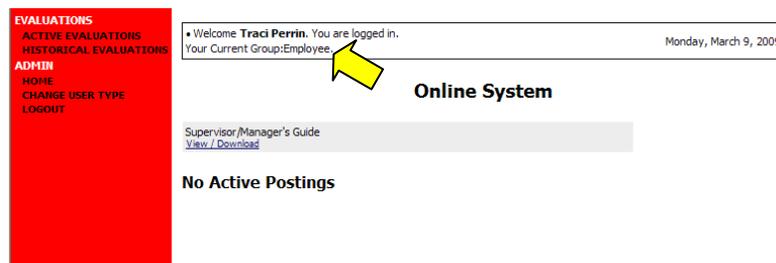
- Select “Send Evaluation to Dean/Director”, “Continue” and “Confirm”.
- Logout of the system from the red navigation bar.
- Hold the evaluation meeting with the employee and provide a copy of the evaluation for the employee. A signed copy may be retained for the department.
- Instruct the employee to review, add comments as desired, and approve their evaluation online once received (An email notification will be sent to the hiring manager/dept chair when completed by the employee).

## Employee Approval of Evaluation

- Login to AstateJobs at <https://jobs.astate.edu/hr> using your network username ([username@astate.edu](mailto:username@astate.edu)) and password.



- Check your Current User Group as listed under your name at the top of the page. Your group should be Employee.



- If not, select Change [User Type](#) from the menu on the red navigation bar.
  - Select Employee.
  - Click “Change Group”.
- Select “Active Evaluations” from the EVALUATIONS menu on the navigation bar.
  - Select “[View](#)” under the classification title of your position and review.

**EVALUATIONS**  
ACTIVE EVALUATIONS  
HISTORICAL EVALUATIONS  
ADMIN  
HOME  
CHANGE USER TYPE  
LOGOUT

Welcome **Traci Perrin**. You are logged in.  
Your Current Group:Employee. Monday, March 9, 2009

### View Active Evaluations

Active Evaluations

1 Record

Title	Employee First Name	Employee Last Name	Evaluation Type	Evaluation Working Title	Last Action Date	Status
Program Coordinator <a href="#">View Summary</a>	Traci	Perrin	Classified - Annual Performance Evaluation	Applicant Tracking Coordinator	03-09-2009	Evaluation Sent to Employee

- If you wish to add comments, select “[Edit](#)” above the Evaluation Status window.

[Edit](#) [Printer-Friendly Version](#)

**Evaluation Status**

Save  
 Employee Send Evaluation to Hiring Manager

**CANCEL** **CONTINUE**

**Evaluation Details**

Employee First Name	Traci
Employee Last Name	Perrin

- Indicate that comments will be attached by answering “Yes” at the bottom of the page, and select the [Employee Comments](#) tab.

**EVALUATIONS**  
ACTIVE EVALUATIONS  
HISTORICAL EVALUATIONS  
ADMIN  
HOME  
CHANGE USER TYPE  
LOGOUT

**Evaluation Details** **Standard Evaluation** **Supervisory Performance Review** **Overall Performance Rating/ Comments** **Employee Comments**

**CONTINUE TO NEXT PAGE >>**

\*Required information is denoted with an asterisk.

Employee First Name	Traci
Employee Last Name	Perrin
Employee	Perrin, Traci
Classification Title:	Program Coordinator
Class Code:	G195C
Working Title:	Applicant Tracking Coordinator
Position Number:	16013C
Evaluation Type:	Classified Annual
Date of Evaluation:	02/10/2010
Department:	FA - Human Resources
Division	Finance and Administration
Other Users in Department Who Need Access to this Evaluation:	Perrin, Traci
Hire Date:	
Supervisor:	
Supervisor's Phone Number: (xxx-xxx-xxxx)	
Employee Comments Attached?	Yes

- Select “[Attach](#)” next to the memo document option

**HISTORICAL EVALUATIONS**  
**ADMIN**  
 HOME  
 CHANGE USER TYPE  
 LOGOUT

### View/Edit Classified - Annual Performance Evaluation - Applicant Tracking Coordinator

Evaluation Details	Standard Evaluation	Supervisory Performance Review	Overall Performance Rating/ Comments	Employee Comments
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Employees may click the Attach link to submit comments regarding the evaluation. A file in Microsoft Word or Adobe PDF format may be attached or text may be typed directly into the text box on the page. Select the ATTACH button and then CONFIRM to complete before selecting CONTINUE TO NEXT PAGE.

1 Record

Attach / Remove	Document Type	Attached Document
<a href="#">Attach</a>	Memo	Not Attached

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

CANCEL      VIEW EVALUATION SUMMARY >>

- Upload your comments document from your computer files by selecting the “Browse” button or enter your comments directly into the “Paste a new document” text box.
- Click the corresponding “Attach” button.

**CHANGE USER TYPE**  
**LOGOUT**

### Upload a new document:

Browse below to select a document to associate.

File:

---

### Paste a new document:

Please either copy and paste document text or type from scratch into the box below to associate a document.

Text:

- Click “Confirm”.

**HOME**  
**CHANGE USER TYPE**  
**LOGOUT**

### View/Edit Classified - Annual Performance Evaluation - Applicant Tracking Coordinator

Evaluation Details	Standard Evaluation	Supervisory Performance Review	Overall Performance Rating/ Comments	Employee Comments
--------------------	---------------------	--------------------------------	--------------------------------------	-------------------

Employees may click the Attach link to submit comments regarding the evaluation. A file in Microsoft Word or Adobe PDF format may be attached or text may be typed directly into the text box on the page. Select the ATTACH button and then CONFIRM to complete before selecting CONTINUE TO NEXT PAGE.

Click the **Confirm** button below to attach the document.

<< RETURN TO PREVIOUS      CONTINUE TO NEXT PAGE >>

- Select “View” in the Attached Document column to view and print a copy of your comments for your records.
  - Close the print window.

- Select “View Evaluation Summary”
- Select “Printer Friendly Version” and print the document for your records.
  - Close the print window.

- Select “Employee Send Evaluation to Hiring Manager”, “Continue”, and “Confirm”.
- Logout of the site using the “Logout” link in the red ADMIN menu.

## Hiring Manger Submission

- An email notification will alert that the evaluation has been completed by the employee and returned to you, the hiring manager.
- Select “Active Evaluations” from the EVALUATIONS menu on the navigation bar.
- Select “View” under the classification title of the desired position and review.

- Select “Printer Friendly Version” and print the document for the department file.
  - Close the print window.



- Review the details section of the evaluation summary to determine if comments have been attached by the employee.

Evaluation Details	
Employee First Name	Traci
Employee Last Name	Perrin
Employee ID number:	[REDACTED]
Employee	Perrin, Traci
Classification Title:	Program Coordinator
Class Code:	G195C
Working Title:	Applicant Tracking Coordinator
Position Number:	16013C
Evaluation Type:	Classified Annual
Date of Evaluation:	02/10/2010
Department:	FA - Human Resources
Division	Finance and Administration
Other Users in Department Who Need Access to this Evaluation:	Perrin, Traci
Hire Date:	
Supervisor:	
Supervisor's Phone Number: (xxx-xxx-xxxx)	
Employee Comments Attached?	Yes

- If comments have been attached by the employee, review by selecting “Edit” above the Evaluation Status window.



- Select the Employee Comments tab.

This screenshot shows the 'Employee Comments' tab interface. At the top, there are several tabs: 'Evaluation Details', 'Standard Evaluation', 'Supervisory Performance Review', 'Overall Performance Rating/ Comments', 'Employee Comments', and 'Notes/History'. The 'Employee Comments' tab is selected and highlighted with a yellow arrow. Below the tabs, there is a text box with instructions: 'Employees may click the Attach link to submit comments regarding the evaluation. A file in Microsoft Word or Adobe PDF format may be attached or text may be typed directly into the text box on the page. Select the ATTACH button and then CONFIRM to complete before selecting CONTINUE TO NEXT PAGE.' Below the text box, it says '1 Record'. A table shows one record with columns 'Attach / Remove', 'Document Type', and 'Attached Document'. The 'Attached Document' column contains the text 'Attached View' with a yellow arrow pointing to it. At the bottom, there are navigation buttons: '<< RETURN TO PREVIOUS', 'CONTINUE TO NEXT PAGE >>', 'CANCEL', and 'VIEW EVALUATION SUMMARY >>' (with a yellow arrow pointing to it).

- Select “[View](#)” next to the attached memo to review.
- Print the Employee Comments for the department file.
- Close the memo print window.
- Select “View Evaluation Summary” at the bottom of the page.

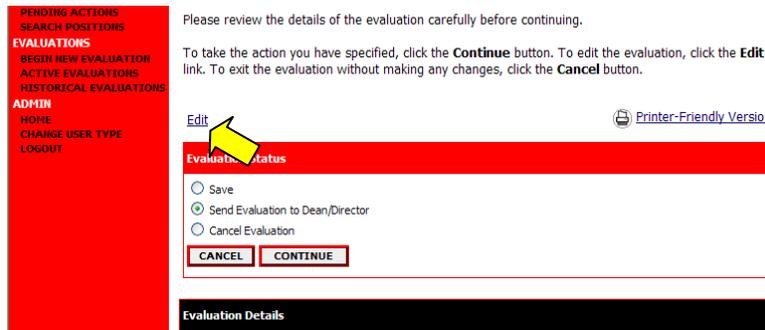
- Select “Send Evaluation to (VP/VC or HR as provided)”, “Continue”, and “Confirm”.
- Logout of the system from the red navigation bar.

## Approval of Evaluations (Dean/Director, VP/VC)

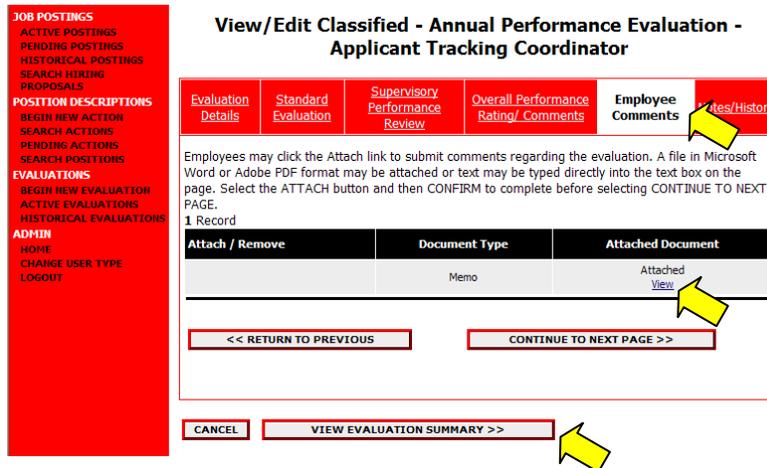
- Once [logged in](#), check “Your Current Group” to verify that you are logged in as the correct [user type](#) (Dean/Director, VP/VC, etc...) to approve the action. Your user group may be changed by selecting “Change User Type” from the ADMIN menu.
- Select “Active Evaluations” from the EVALUATIONS menu.
- Select “[View](#)” under the classification title of the desired position.
- Review the details section of the evaluation summary to **determine if comments have been attached by the employee.**

Evaluation Details	
Employee First Name	Traci
Employee Last Name	Perrin
Employee ID number:	[REDACTED]
Employee	Perrin, Traci
Classification Title:	Program Coordinator
Class Code:	G195C
Working Title:	Applicant Tracking Coordinator
Position Number:	16013C
Evaluation Type:	Classified Annual
Date of Evaluation:	02/10/2010
Department:	FA - Human Resources
Division	Finance and Administration
Other Users in Department Who Need Access to this Evaluation:	Perrin, Traci
Hire Date:	
Supervisor:	
Supervisor's Phone Number: (xxx-xxx-xxxx)	
Employee Comments Attached?	Yes

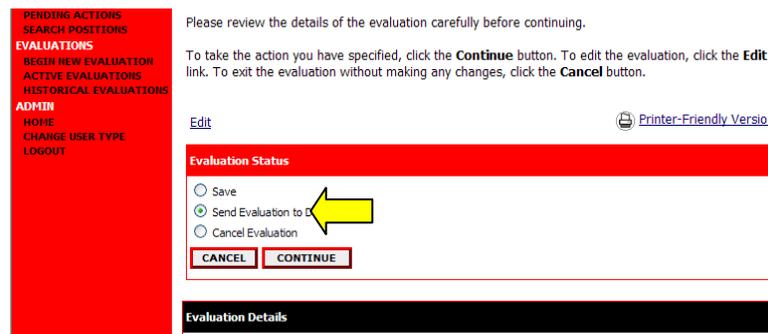
- To review comments select “[Edit](#)” above the Evaluation Status window.



- Select the Employee Comments tab.
  - Select “[View](#)” next to the attached memo.
  - Print if desired and close the memo print window.



- Select “View Evaluation Summary”.



- Select “Send Evaluation to (Employee, VP/VC or HR as provided)”, “Continue”, and “Confirm”.
- Once HR makes the final approval the Hiring Manager/Dept Chair will receive an email notification indicating the evaluation has been completed.