

Electronic Evaluation System Frequently Asked Questions

Click a topic below to access its contents:

System Features Overview

Which web browsers are compatible with the system?

When are review forms due?

Can I print my evaluation form?

When should I 'Share and Close'? When should I 'Save and Close'?

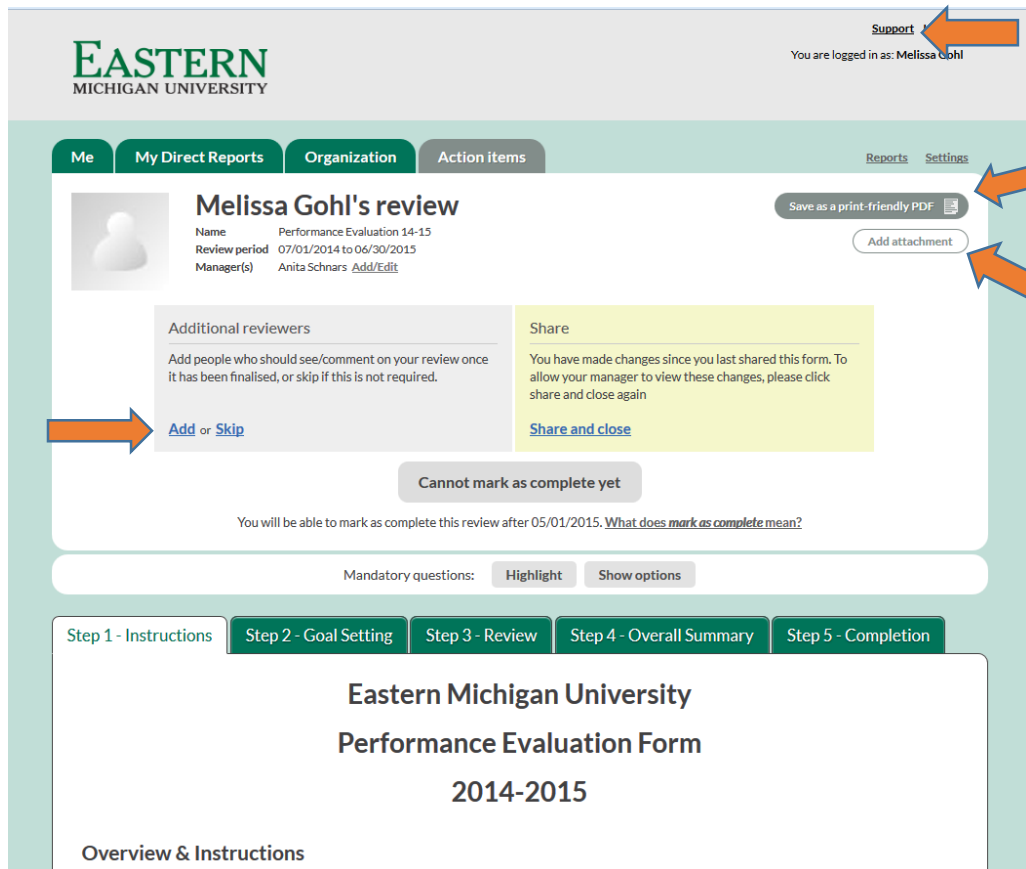
How do I add a review date to a goal?

Where do I find my past evaluations from Success Factors?

How do I finalize my form?

Where can completed evaluation forms be found?

System Features Overview:



For assistance, click here.

Save form as PDF here.

Add attachments here.

Add additional reviewers here, if needed.

Which web browsers are compatible with the system?

At this time the system appears to be compatible with all web browsers. If you experience issues while using a particular browser, please contact us using the 'Support' link in the system or by emailing us at hr_tod@emich.edu.

When are review forms due?

The performance review period is based on the fiscal year for 2015 (July 1, 2014 – June 30, 2015). Completed evaluation forms are due by August 31, 2015.

Note: Some departments are setting earlier due dates as a result of an increased work load during the summer months. Please verify the due date for your department with your manager.

Can I print my evaluation form?

Yes. Use the link 'Save Goals/Objective as a PDF' located in the top right corner of the 'Me' tab or 'Save as a Print-Friendly PDF' located in the top right corner of the evaluation form. The entire form will be saved as a PDF.

The image contains two screenshots of the Eastern Michigan University performance review system. The first screenshot shows the user profile for Melissa Gohl. The profile includes a name field, a photo placeholder, and a table with the following information:

Name	Melissa Gohl
E class	
Positions	TOD Graduate Assistant
Department	Training and Professional Develop

Navigation tabs include 'Me', 'My Direct Reports', 'Organization', and 'Action items'. A red arrow points to the 'Save goals/objectives as a PDF' link in the top right corner of the profile area.

The second screenshot shows the 'Melissa Gohl's review' form. It includes a 'Save as a print-friendly PDF' button in the top right corner. The form also displays a 'Share' section with a message: 'You have made changes since you last shared this form. To allow your manager to view these changes, please click share and close again.' Below this is a 'Share and close' link. At the bottom, there are steps: 'Step 1 - Instructions', 'Step 2 - Goal Setting', 'Step 3 - Review', 'Step 4 - Overall Summary', and 'Step 5 - Completion'. A red arrow points to the 'Save as a print-friendly PDF' button.

When should I 'Share and Close'? When should I 'Save and Close'?

Share and Close:

- 'Share and Close' is located in the middle of the screen at the bottom of each step of the review form.
- You will 'Share and Close' your form when you are ready for the information you have typed to be viewable by your manager/direct report.
- Your form should be shared after completion of each step, for steps 2-5.

Save and Close:

- 'Save and Close' is located in the middle of the screen at the bottom of each step of the review form.
- You will 'Save and Close' your form when you would like to save it in draft form and you are not ready for the information you have typed to be shared with your manager/direct report.

How do I add a review date to a goal?

When adding goals in step 2, you must click above the date example in the box to access the calendar.

The screenshot shows a table with two rows of performance objectives. The first row has a category 'Institutional Effe...', objective 'Test', measured by 'Test', due date '07/30/2015', and weight '50'. The second row has a category 'High Performing ...', objective 'Test', measured by 'Test', due date '07/30/2015', and weight '50'. An orange arrow points to the 'Due Date' field in the first row. Below the table is a button '+ Add Performance Objectives'. At the bottom of the form are buttons 'Save' and 'Save and close'. A yellow banner at the bottom contains the text: 'You have made changes since you last shared this form. To allow your manager to view these changes, please click share and close again' followed by a 'Share and close' link.

Category	Objective	Measured By	Due Date	Weight (%)
Institutional Effe...	Test	Test	07/30/2015 E.g., 04/29/2015	50 View history
High Performing ...	Test	Test	07/30/2015 E.g., 04/29/2015	50

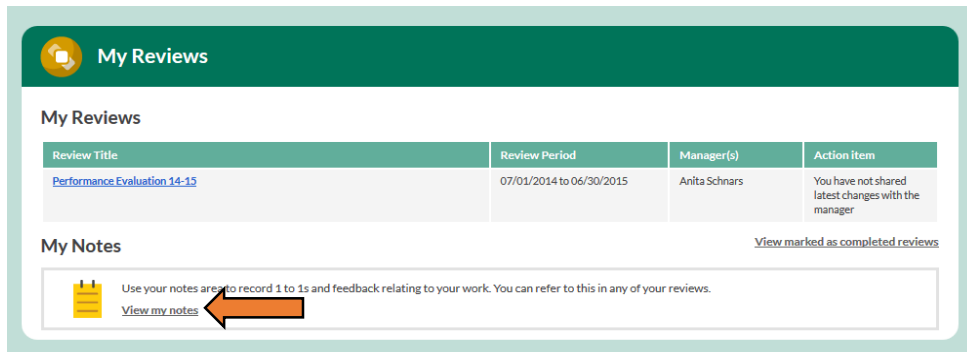
+ Add Performance Objectives

Save Save and close

You have made changes since you last shared this form. To allow your manager to view these changes, please click share and close again
[Share and close](#)

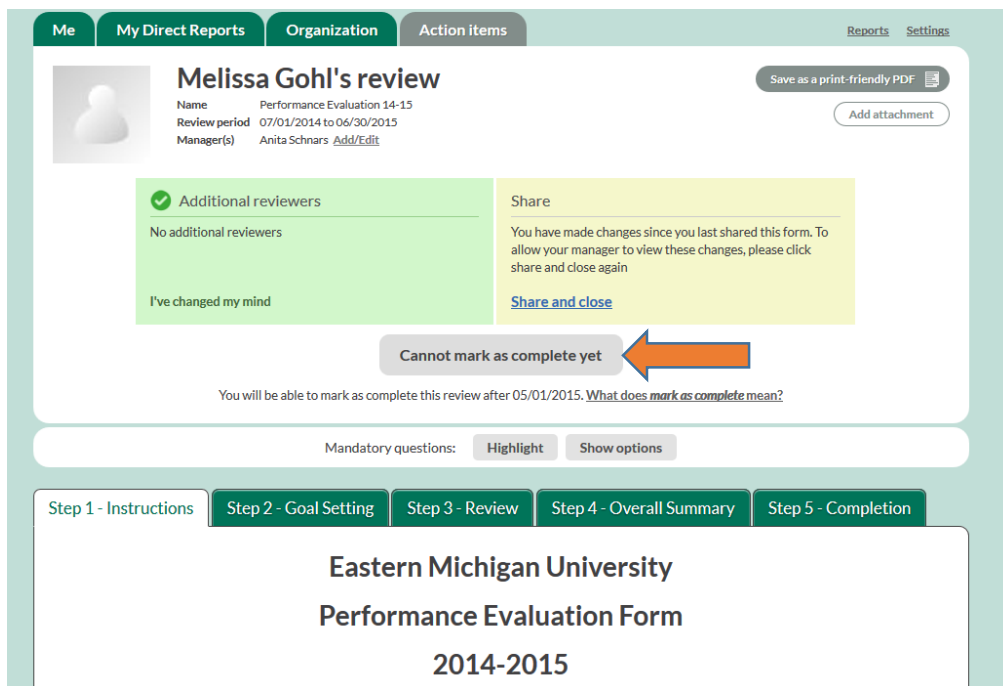
Where do I find my past evaluations from Success Factors?

Past evaluations can be found in the 'My Notes' section located at the bottom of the 'Me' tab page.



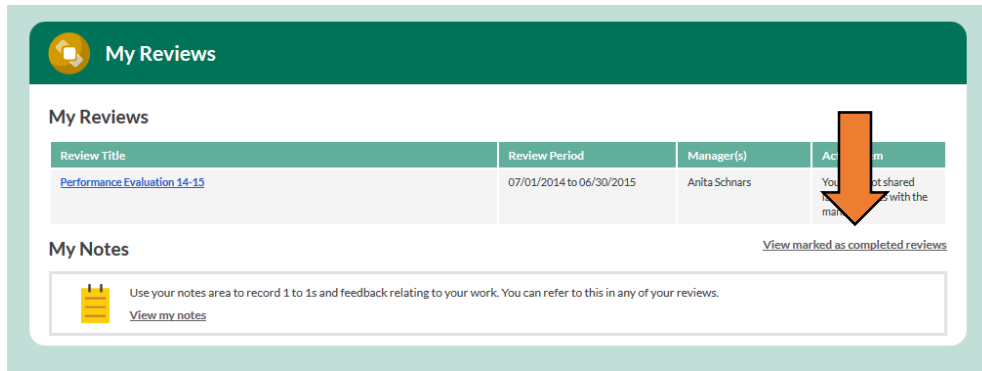
How do I finalize my form?

The 'Cannot Mark as Complete Yet' button at the top of the review form will turn green once you have completed all steps, 2-5. Once the button turns green, click it to finalize the form.



Where can completed evaluation forms be found?

Once you have marked your form as complete, completed evaluation forms can be found on the 'Me' tab page under the 'View Marked as Completed Reviews' link located in the bottom right corner of the screen.



The screenshot shows a user interface for 'My Reviews'. At the top is a green header with a home icon and the text 'My Reviews'. Below this is a section titled 'My Reviews' containing a table with the following data:

Review Title	Review Period	Manager(s)	Ac	m
Performance Evaluation 14-15	07/01/2014 to 06/30/2015	Anita Schnars	You	bt shared with the mar

Below the table is a section titled 'My Notes' with a calendar icon and the text: 'Use your notes area to record 1 to 1s and feedback relating to your work. You can refer to this in any of your reviews.' Below this text is a link: [View my notes](#). In the bottom right corner of the 'My Reviews' section, there is a link: [View marked as completed reviews](#). A large orange arrow points down from the top right of the table towards the 'View marked as completed reviews' link.