



Performance Management

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Instructions for Employees:

Step One: Setting Goals & Expectations

You will begin each performance management cycle by meeting with your supervisor to review your job responsibilities and expectations (using the Job Responsibilities Worksheet as a guide). You will also discuss goals for the upcoming performance management cycle. Once you've met with your supervisor, you will use the YOU@PSU online tool to document your job responsibilities and goals.

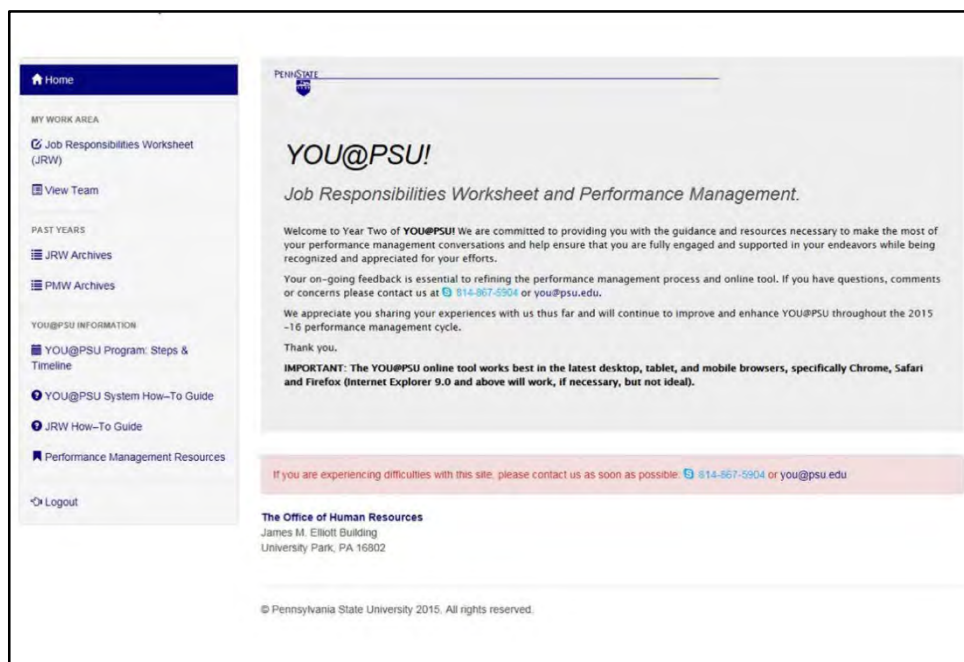
This guide will help you navigate within the YOU@PSU online tool, step-by-step. For more information about the performance management process, please visit <http://ohr.psu.edu/performance/>.

Logging into the YOU@PSU online tool:

1. Launch a web browser and navigate to you.psu.edu.
2. You will be prompted to log into WebAccess. After logging in, you will be brought to the home screen of the YOU@PSU online tool; your work area is located in the gray box on the left side of your screen.

IMPORTANT: The YOU@PSU online tool works best in the latest desktop, tablet, and mobile browsers, specifically Chrome, Safari and Firefox (Internet Explorer 9.0 and above will work, if necessary, but not ideal).

If you experience any difficulties with the YOU@PSU process or online tool, please contact the YOU@PSU support team for assistance: (814) 867-5904 or you@psu.edu.



The Job Responsibilities Worksheet (JRW)

1. Begin by clicking on the “**Job Responsibilities Worksheet (JRW)**” link under **My Work Area** in the menu on the left. This will take you to a screen that displays your name, AccessID, HR Admin area, job code, title, and email address.
2. Next, enter your **Supervisor’s AccessID** (i.e. the first part of their Penn State email) in the box provided in the **Access/Create Job Responsibilities Worksheet** area. Once you’ve entered your supervisor’s AccessID, click on the blue “**Access/Create JRW**” button and you will be taken to your Job Responsibilities Worksheet (JRW) dashboard.

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MY WORK AREA

Job Responsibilities Worksheet (JRW)

View Team

PAST YEARS

JRW Archives

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YOU@PSU INFORMATION

YOU@PSU Program: Steps & Timeline

YOU@PSU System How-To Guide

JRW How-To Guide

Performance Management Resources

Logout

JOHNSON, JOSEPH

The purpose of the Job Responsibilities Worksheet (JRW) is to document the current responsibilities of a position. It focuses on a specific position; provides details regarding the job duties and required competencies; and outlines the job scope and reporting structure. The information provided in the JRW will be used to ensure the position is properly classified and evaluated. Responses must accurately represent the way the position is currently functioning. The employee and supervisor must discuss the position to ensure mutual understanding.

AccessID	HR Admin Area	Job Code	Title	Email
JXJ999	290 – (OFFICE OF HUMAN RESOURCES)	EDDD0204	ED PROGRAM ASSOC 4	jxj999@psu.edu

Create Job Responsibilities Worksheet

Supervisor AccessID:

AccessID

Be sure to enter your supervisor's correct AccessID (i.e. the letters & numbers that make up their Penn State email address before @psu.edu). If you are starting a new year for an existing JRW please note that this is just a confirmation of your existing information.

Create JRW

IMPORTANT! Getting the supervisor's information in correctly is very important for the You@PSU technology to function correctly. If your current supervisor is not your "usual" supervisor (e.g. the position is currently unfilled, or someone else is filling in for your supervisor at the moment) or you are unsure of who your supervisor is please contact your HR Rep at the following link so that they can assist you.

Email HR Rep

For questions or assistance with how to complete the JRW, please contact your [HR Rep](#) or compensation@psu.edu

Please Note: The you@psu technology is comprised of two parts – the Job Responsibilities Worksheet (JRW) and the Performance Management worksheet (PMW). The PMW will not be visible in your personal work area until your JRW is created and approved by your supervisor.

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2. If your JRW was already entered into the system during a past review cycle, all components of your JRW will be complete.

To view your JRW in its entirety, click on the green “**Show Summary**” button. If you need to make a change after reviewing with your supervisor, click on the component’s green button in order to make the change. Remember to click on the “**save**” button before returning to the JRW dashboard to submit for approval.

Job Responsibilities Worksheet Status Incomplete

Job Responsibilities Worksheet Dashboard

Position Summary	Primary Duties	Position Scope	Competencies Required	Supervisory Responsibilities	Unit Peers
complete	complete	complete	complete	complete	complete

Once you've spoken to your supervisor about your JRW, complete your JRW here by clicking on the buttons and entering information into each of the six sections above so that each button turns green (complete). When all six buttons are green you can submit your JRW to your supervisor for approval. Once your supervisor reviews and approves your JRW, the status will change to "Approved".

Submit Job Responsibilities Worksheet For Approval

Notes:

Any notes to submit with approval request

Submit JRW For Approval

Show Summary

For questions or assistance on how to complete the JRW, please contact your [HR Rep](#) or compensation@psu.edu

IMPORTANT: If your position has recently changed and you would like the JRW information from your previous position to be used for your new JRW, please click on the “Copy as New JRW” button.

Copy An Existing Job Responsibilities Worksheet (JRW)

IMPORTANT! If you believe you already have a JRW for your current position and the job information matches what shows below then you can copy your existing (old) JRW by entering your current supervisor below. Do not do this if you have moved to a new position as your JRW will be different!

JRW Job Title:

JRW Job Code:

JRW Approval Date:

Supervisor
AccessID:

Be sure to enter your supervisor's correct AccessID (i.e. the letters & numbers that make up their Penn State email address before @psu.edu). If you are starting a new year for an existing JRW please note that this is just a confirmation of your existing information.

Copy As New JRW

Completing Your JRW

If a JRW does not exist for your position, you will need to create one.

1. Begin by clicking on any of the blue buttons labeled “**not started**” under the section titles: **Position Summary**, **Primary Duties**, **Position Scope**, **Competencies Required**, **Supervisory Responsibilities**, and **Unit Peers**.

The screenshot shows the 'Job Responsibilities Worksheet Status' dashboard. At the top, it says 'Job Responsibilities Worksheet Status' with a red 'Incomplete' tag. Below this is a 'Job Responsibilities Worksheet Dashboard' section containing a table with six columns: Position Summary, Primary Duties, Position Scope, Competencies Required, Supervisory Responsibilities, and Unit Peers. Each column has a blue button labeled 'not started'. Below the table, there is a paragraph of instructions: 'Once you've spoken to your supervisor about your JRW, complete your JRW here by clicking on the buttons and entering information into each of the six sections above so that each button turns green (complete). When all six buttons are green you can submit your JRW to your supervisor for approval. Once your supervisor reviews and approves your JRW, the status will change to "Approved".' Below this is a green 'Show Summary' button. At the bottom, there is a link: 'For questions or assistance on how to complete the JRW, please contact your HR Rep or compensation@psu.edu'. The footer says '© Pennsylvania State University 2014. All rights reserved.'

2. Read the instructions found in each section then click inside the text area that you would like to edit and begin typing.

The screenshot shows the 'Position Summary' section. It has a title 'Position Summary' and a sub-label 'Position Summary:'. To the right, it says 'Please describe in two to four sentences the primary purpose of this position.' Below this is a text editor with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, and unlink. The text area is empty with a cursor. At the bottom of the text area, it says 'body p'. Below the text area is a blue button labeled 'Save – Back to JRW'.

- When satisfied with each entry, click the **“Save - Back to JRW”** button at the bottom of each section. If you have not completed the entire section, the button of the section you have started will turn yellow and be labeled as **“incomplete.”** Once you’ve completed the section, the button will turn green and be labeled as **“complete.”**

IMPORTANT: Never use the back button within your browser! To return back to the JRW dashboard always use the **“Save - Back to JRW”** button.

The screenshot shows the 'Job Responsibilities Worksheet Status' dashboard. At the top, the status is 'Incomplete' in a red box. Below this is a table with six sections: Position Summary, Primary Duties, Position Scope, Competencies Required, Supervisory Responsibilities, and Unit Peers. Each section has a corresponding button: 'complete' (green), 'incomplete' (yellow), and 'not started' (blue). The 'Position Summary' button is green, while the others are blue.

Position Summary	Primary Duties	Position Scope	Competencies Required	Supervisory Responsibilities	Unit Peers
complete	incomplete	not started	not started	not started	not started

Submitting Your JRW for Approval

Your JRW will be ready to submit for approval once all of the sections are green and labeled as **“complete.”** Submit your JRW by clicking on the **“Submit JRW For Approval”** button; you may enter a note to your supervisor in the box provided to accompany your request for approval.

This screenshot shows the 'Job Responsibilities Worksheet Status' dashboard with all six sections (Position Summary, Primary Duties, Position Scope, Competencies Required, Supervisory Responsibilities, and Unit Peers) marked as 'complete' with green buttons. Below the table, there is a text box for 'Notes' with the placeholder text 'Any notes to submit with approval request'. A blue button labeled 'Submit JRW For Approval' is highlighted with a green border. At the bottom, there is a 'Show Summary' button and a footer note: 'For questions or assistance on how to complete the JRW, please contact your HR Rep or compensation@psu.edu'. The copyright notice at the bottom reads '© Pennsylvania State University 2014. All rights reserved.'

Once your JRW has been submitted for approval, its status will change to **“Pending Approval.”** In this status, you will not be able to make edits to your JRW because it is awaiting your supervisor’s approval.

Once your JRW is approved, the status will change to **“Complete”** and will be locked. **If you need to make changes to your JRW once it is complete, ask your supervisor to re-open it.**

The Performance Management Worksheet (PMW)

The Performance Management Worksheet (PMW) is used throughout the year to document on-going performance management activities related to your role, goals and competencies.

Completing Your PMW

IMPORTANT: The link to your PMW will appear in your work area **ONLY AFTER** your Job Responsibilities Worksheet (JRW) is approved. If you don't see it, refresh the page or log out and log back in.

1. Begin by clicking on the “**Performance Management Worksheet (PMW)**” link under **My Work Area** in the gray menu on the left of your home screen.
2. Choose which area you would like to complete by clicking the “**add/edit goals**” button under “**Annual Goals**” or the “**add/edit competencies**” button under “**Unit Competencies**.”

JOHNSON, JOSEPH - 123456789

The Performance Management Worksheet (PMW) is used throughout the year as a place to document on-going performance management activities related to your job responsibilities, goals and competencies. It also capture what's discussed during the end-of-year conversation that happens between you and your supervisor regarding your performance over the past year.

Employee Information					
Current Employee	Position Number	Title	Job Code	HR Admin Area	Campus Location
JOHNSON, JOSEPH	01181000-010	INSTRUCTIONAL DESIGNER 2	ITAP0202	290 – (OFFICE OF HUMAN RESOURCES)	UNIVERSITY PARK

Supervisor Information					
Current Supervisor	Position Number	Title	Job Code	HR Admin Area	Campus Location
WILLIAMS, TIMMOTHY	01115000-010	ED STRATEGY&PLNING MGR 3	EDDD9003	290 – (OFFICE OF HUMAN RESOURCES)	UNIVERSITY PARK

Performance Management Worksheet Status **In Progress**

Performance Management Worksheet Dashboard

Annual Goals

add/edit goals

Unit Competencies

add/edit competencies

Please Note! You must enter something in both boxes above to continue. In cases where there are no Unit Competencies please check the "No Unit Competencies" checkbox in the "Unit Competencies" section and click "Save". You need **BOTH** of the buttons above to turn green to continue.

Show Summary

3. In the “**Annual Goals**” area, begin by clicking inside the text area to enter a goal.
4. Once you’ve documented the goal, continue to the “**Action Steps**” section and enter the steps that you will take to complete the goal.

After reviewing University and department goals and confirming job responsibilities, please identify 2–5 goals for this performance cycle. At least one goal should support department/unit goals and one goal should support ongoing job responsibilities/professional development. If you are a supervisor, you should set at least one goal as it relates to your role as a supervisor. Goals may be accomplished over a few performance management cycles. These goals will be reviewed and approved by your supervisor. Throughout the year progress on these goals will be referenced, monitored, and adjusted due to unforeseen circumstances. At the end of the year, measured performance on these goals will be accounted for and, using conversations throughout the year as context, rated by the supervisor.


JOHNSON, JOSEPH - 123456789

AccessID	HR Admin Area	Title	Email
JXJ9999	290 – (OFFICE OF HUMAN RESOURCES)	INSTRUCTIONAL DESIGNER 2	jxj9999@psu.edu

Annual Goals

New Goal


Annual Goal:



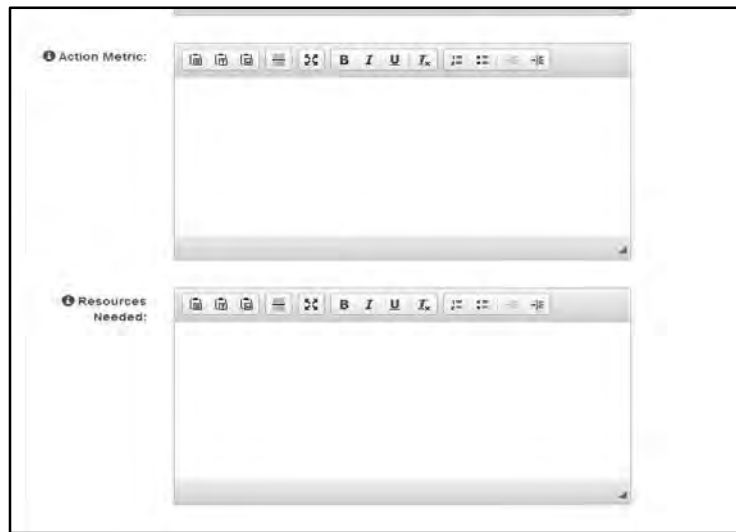
Type in information here...

body p

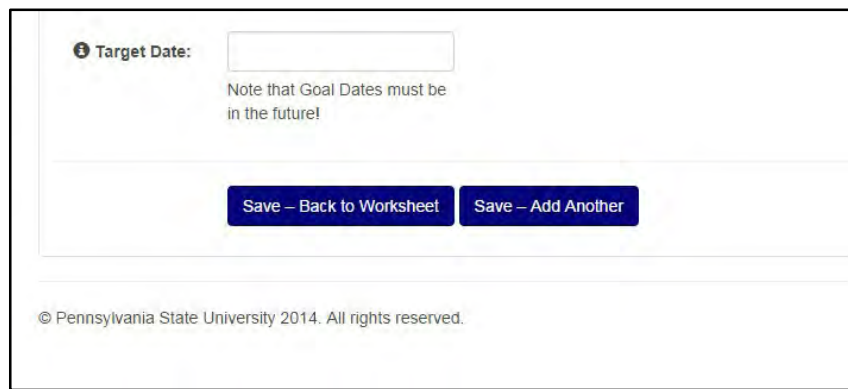
Action Steps:



- Next you will enter the **Metrics** (i.e. measurement of success) and **Resources Needed**. The **metrics** will describe what it means to successfully complete the goal; **resources** describe what is required to complete the goal, which may include time, money, materials, training, etc.

The screenshot shows two text input areas. The top area is labeled 'Action Metric:' and the bottom area is labeled 'Resources Needed:'. Both areas have a rich text editor toolbar at the top with icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and text color. The text areas themselves are empty.

- Lastly, click on the “**Target Date**” area to set an estimate completion date for the goal (**IMPORTANT:** The target date must be in the future).

The screenshot shows a 'Target Date:' label next to a date input field. Below the input field is a note: 'Note that Goal Dates must be in the future!'. At the bottom of the section are two blue buttons: 'Save – Back to Worksheet' and 'Save – Add Another'. At the very bottom of the form, there is a copyright notice: '© Pennsylvania State University 2014. All rights reserved.'

- Click the “**Save- Add Another**” button at the bottom of the section and repeat steps 3-6 until you have finished entering your goals.

IMPORTANT: When you have finished entering your goals, or if you have to return to this section later to complete it, click the “**Save- Back to Worksheet**” button, NOT the back button in your browser.

NOTE: When you have entered **at least one goal**, the button “**add/edit goals**” will turn green and the status of your **PMW** will show as “**In Progress**.”

Performance Management Worksheet Status **In Progress**

Performance Management Worksheet Dashboard

Annual Goals Unit Competencies

add/edit goals **add/edit competencies**

Please Note! You must enter something in both boxes above to continue. In cases where there are no Unit Competencies please check the "No Unit Competencies" checkbox in the "Unit Competencies" section and click "Save". You need **BOTH** of the buttons above to turn green to continue.

Show Summary

8. When you have completed your **Annual Goals**, continue to the “**Unit Competencies**” section by clicking the “**add/edit competencies**” button.

Your college, department and/or unit may have Unit-specific Competencies that are part of your performance expectations. Please work with your supervisor to determine what, if any, competencies need to be added. **IMPORTANT: You must check the "no unit competencies" box if you DO NOT have unit-specific competencies.**

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AccessID	HR Admin Area	Job Code	Title	Email
JXJ9999	290 – (OFFICE OF HUMAN RESOURCES)	ITAP0202	INSTRUCTIONAL DESIGNER 2	jxj9999@psu.edu

Unit Competencies

New Competency: ☐ **No Unit Competencies**

Save – Back to PMW **Save – Add More**

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9. Complete this section by entering the **Unit Competencies** into the text box.

IMPORTANT: If you were not provided specific unit competencies by your supervisor or HR Representative, click the “**No Unit Competencies**” box and click “**Save- Back to PMW.**”

10. When satisfied with your entry, click either the “**Save – Add More**” button to add more unit competencies or the “**Save - Back to PMW**” to return to your PMW screen.

11. After completing the **Annual Goals** and **Unit Competencies**, both buttons will be green. Your **Performance Management Worksheet** is ready to submit to your supervisor for approval by clicking on the “**Submit PMW For Approval**” button. You may enter a note to your supervisor in the box provided to accompany your request for approval.

The screenshot displays the 'Performance Management Worksheet Dashboard' with a status of 'In Progress'. It features two main sections: 'Annual Goals' and 'Unit Competencies', each with a green 'add/edit' button. A red 'Please Note!' banner provides instructions on how to proceed if either section is empty. Below this is a section for submitting the worksheet for approval, which includes a text area for notes and a prominent blue 'Submit PMW For Approval' button. A green 'Show Summary' button is located at the bottom left of the dashboard area. The footer indicates copyright by Pennsylvania State University 2014.

Performance Management Worksheet Status **In Progress**

Performance Management Worksheet Dashboard

Annual Goals Unit Competencies

add/edit goals add/edit competencies

Please Note! You must enter something in both boxes above to continue. In cases where there are no Unit Competencies please check the "No Unit Competencies" checkbox in the "Unit Competencies" section and click "Save". You need **BOTH** of the buttons above to turn green to continue.

Submit Performance Management Worksheet For Approval

Notes: Any notes to submit with approval request

Submit PMW For Approval

Show Summary

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Once your PMW has been submitted for approval, its status will change to “**Pending Approval.**” In this status, you will not be able to make edits to your PMW because it is awaiting your supervisor’s approval.

Once your PMW is approved, the status will change to **Complete** and will be “locked.” If you need to make changes to your PMW once it is complete, ask your supervisor to re-open it.

Adding Notes to your PMW:

Once your PMW has been approved by your supervisor, your PMW will be in the “Notes Period” stage, which allows you to add notes throughout the year for each of the **PMW** components: **Annual Goals**, **Position Summary**, and **Competencies & Behaviors**.

These notes may include milestones reached, training taken, barriers/challenges, progress made on goals and other information specific to your performance that will help guide your on-going conversations with your supervisor throughout the year.

The screenshot shows the 'Performance Management Worksheet Status' page. At the top, there is a tab labeled 'Notes Period'. Below this, a green box contains the text: 'Throughout the course of the notes period you may add notes to each section pertaining to milestones reached, training taken, challenges met, and other notes specific to your performance at your position with PSU that will help you in your Performance Review.' Below the green box, the title 'Performance Management Worksheet Notes' is centered. Underneath, there are three columns: 'Annual Goals', 'Position Summary', and 'Competencies & Behaviors'. Each column has a blue button labeled 'add/edit notes'. A green rectangular box highlights these three buttons. At the bottom left, there is a green button labeled 'Show Summary'.

Click the “**add/edit notes**” button under the section you would like to work in, add/edit your notes, and then click the “**Save- back to PMW**” button when you are done.

Step Two: The Mid-Year Check-In

Preparing for your Mid-Year Check-In

The Mid-Year Check-In keeps you and your supervisor engaged in the performance management process by ensuring that you meet at least once during the year to have a conversation regarding your job responsibilities, competencies, and progress toward your goals. In addition to the beginning-of-year and the end-of-year discussions, the Mid-Year Check-In is the only required performance management conversation. However, you are encouraged to meet more frequently with your supervisor throughout the year to discuss your performance.

1. Begin by scheduling the Mid-Year Check-In with your supervisor.
2. Before your Mid-Year Check-In, review your **Job Responsibilities Worksheet (JRW)** and each component of your **Performance Management Worksheet (PMW)**.
3. During your Mid-Year Check-In, participate actively by sharing the progress that you've made on your goals and asking for feedback regarding your performance thus far for the year.
4. After your Mid-Year Check-In, your supervisor will change the PMW Stage to "**Mid-Year Check-In period**" and click "**Submit**." You will receive an email from the YOU@PSU system prompting you to confirm that the Mid-Year Check-In has occurred.
5. To acknowledge your Mid-Year Check-In, log into the YOU@ PSU system: you.psu.edu
6. Click on your "**Performance Management Worksheet (PMW)**" tab found in the menu on the left side of your screen.



7. Click on the bubble to the left of the green “**Mid-Year Check-In Confirmed**” area found under the “**Acknowledge Mid-Year Check-In**” heading, add the date that the Mid-Year Check-In occurred and your notes, then click “**Submit.**” (IMPORTANT: It must be a date in the past.)

Acknowledge Mid-Year Check In **Mid-Year Check-In**

The Mid-Year Check In is the formal conversation that happens between each employee and their supervisor during the mid point of the performance management cycle. It focuses on how the employee is doing in regards to their job responsibilities, competencies, and goals – including progress made as well as any challenges the employee may be having. This would be an appropriate time to update goals if necessary as well as to review the Job Responsibilities Worksheet to ensure continued accuracy.

Confirm: ☒ **Mid-Year Check In Confirmed** - This records the date you and your supervisor went over your Mid-Year Check In.

Check In Date:

Notes:

Submit

Congratulations, you are now done with the Mid-Year Check-In portion of the YOU@PSU process! The Mid-Year Check-In button will turn green and reflect the date the conversation occurred.

IMPORTANT: These YOU@PSU steps **MUST** be completed in this order or you will not be able to acknowledge the Mid-Year Check-In:

- a. JRW completed and approved
- b. PMW completed and approved
- c. Mid-Year “set” by supervisor
- d. Employee & supervisor acknowledge Mid-Year Check-In

If you have any questions regarding how to complete the Mid-Year Check-In – or how to use the YOU@PSU online tool to acknowledge that the conversation happened, please reach out to the YOU@PSU support team by calling 814-867-5904 or emailing you@psu.edu.

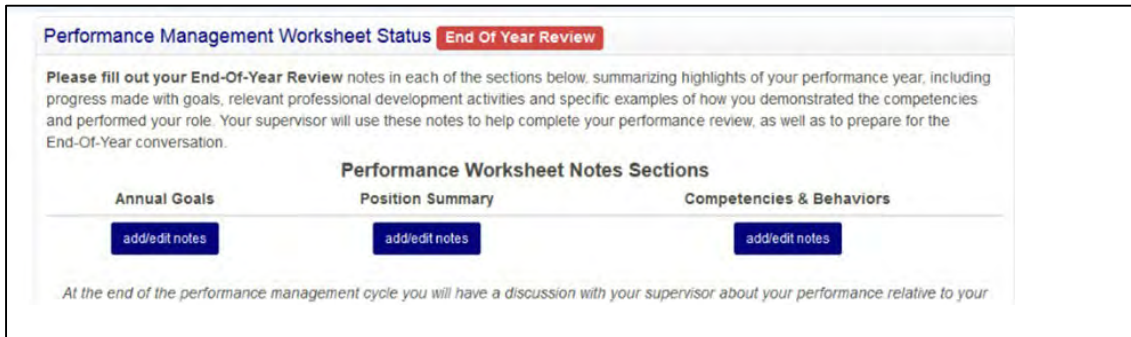
Step Three: The End-of-Year Review

Preparing for Your End-of-Year Review

You are strongly encouraged to provide a self-assessment to your supervisor, given that you know best what you've accomplished and what you are most proud of achieving during the past year. This is your opportunity to share highlights of your year, including your accomplishments within your role, behavioral examples of how you have demonstrated each competency and the goal results you've achieved. You may also include any professional development activities that you completed over the last year as they relate to your goals, your role, competencies, Penn State Values and Ethics & Compliance obligations.

IMPORTANT! The End-of-Year Review process **starts with your supervisor changing your PMW status to "End-of- Year" period** (NOTE: This can only happen if your Job Responsibilities Worksheet (JRW) and Performance Management Worksheet (PMW) have been approved by your supervisor.)

1. Once your supervisor changes the status, you will receive an email from the YOU@PSU online system alerting you that your PMW stage has been changed to the End-Of-Year review. To get started on your End-of- Year notes (i.e. self-assessment), click on the link provided in the email or sign into the YOU@PSU system by going to you.psu.edu and click on your Performance Management Worksheet link found in your Personal Work Area in the gray "home" box.
2. On your Performance Management Worksheet Dashboard you will now see a red box entitled "End of Year Review."



The screenshot shows a web interface titled "Performance Management Worksheet Status" with a red tab labeled "End Of Year Review". Below the title, a paragraph instructs the user to fill out their End-Of-Year Review notes, summarizing highlights of their performance year, including progress made with goals, relevant professional development activities, and specific examples of how they demonstrated competencies and performed their role. Below this text, there is a section titled "Performance Worksheet Notes Sections" with three columns: "Annual Goals", "Position Summary", and "Competencies & Behaviors". Each column has a blue button labeled "add/edit notes". At the bottom of the section, a note states: "At the end of the performance management cycle you will have a discussion with your supervisor about your performance relative to your".

Below that you will see the blue "add/edit notes" buttons for each of the areas that you have the opportunity to provide input:

- Annual Goals (provide input for each one)
- Position Summary (provide overall input for how you performed your role; refer back to any of your primary duties that may be significant to this part of the conversation)
- Position Specific Competencies & Behaviors (provide input for each one)
- Unit-Specific Competencies & Behaviors, if applicable (provide input for each one)

3. Click on each one of the buttons to add/edit your End-of-Year notes (i.e. self-assessment). If you entered notes throughout the year, they are available to you here. Each note will be labeled with the date you entered it; copy and paste any of these notes into the End-of-Year notes area, or just use them as a reference point.

IMPORTANT! After adding your End-of-Year notes (i.e. self-assessment) you must hit the “Save- Back to PM” button to ensure that your work is saved!

You and your supervisor may obtain feedback from others to complete this step. Feel free to reach out to your teammates, customers and/or other colleagues and ask them to provide specific feedback about your work performance over the last year. Pose a few questions via email or during a conversation – and be sure to thank them for their insights. If you have already received feedback from others during the past year, include it!

Some questions to consider:

- What do you consider to be one of my strengths?
- What is one thing I could do differently or better that would help me be more effective in my role?
- Could you please provide an example or two of how I was able to positively impact the work we did together? (colleague/peer)
- Could you please provide an example or two of how I positively impacted your experience? (customer)

4. **IMPORTANT! There has been an addition to the employee self-assessment and End-of-Year discussion that relates to the Penn State Values and Ethics & Compliance obligations. (NOTE: Please complete this step last.)**

Employees are being asked to answer the following two acknowledgement statements (and offer any comments they may have) prior to submitting their End-of-Year notes:

- I have read and understand the Penn State Values and my obligations under AD88: Code of Responsible Conduct
- I understand my compliance obligations and have completed the associated required compliance training(s) for my position.

Once you are done with your End-of-Year notes, submit them to your supervisor by hitting the blue “**Submit EOY Notes**” button. Feel free to provide any final comments in the note box provided before submitting. The system will alert your supervisor via email that you’ve completed this step-- but you may wish to let your supervisor know, as well.

Submit Completed End Of Year (EOY) Process

Once you have completed your End Of Year notes (above) you must submit these notes to your supervisor to help complete the End Of Year Review process! By submitting your notes you are stating that you have completed your portion of the PMW and are ready for your supervisor to begin their task of rating your performance at PSU. Your notes in the sections above and the general note below are important as they give your supervisor "your voice" in the approval process. Please make sure your End Of Year (EOY) notes are complete, concise, and accurate.

* ☒ YES ☐ NO

(* Required) I have read and understand the [Penn State Values](#) and my obligations under [AD88: Code of Responsible Conduct](#).

Penn State Values Notes:

Any notes regarding Penn State Values requirement

* ☒ YES ☐ NO

(* Required) I understand my compliance obligations and have completed the associated required [compliance training\(s\)](#) for my position.

Compliance Notes:

Any notes regarding compliance requirements

EOY Notes:

Any notes to submit with approval request

Submit EOY Notes

– This submits your finalized PMW notes and requirement confirmations to your supervisor.

Once submitted, your PMW will be "view only". Make sure you're finished before submitting!

[Show Summary](#)

Participating in the End-of-Year Review

The end-of-year conversation is a critical element of the performance management process. It serves as a review of the year as well as a starting point for your future growth and development in order to make progress in your performance and career.

1. Schedule time for the End-of-Year conversation.
2. In order to help you prepare for the conversation, your supervisor may “share” your End-of-Year review with you to read prior to the conversation. If this is the case for you, please read your review prior to the conversation and come prepared to talk about it, ask questions, etc.

NOTE: Use the “show summary” feature to see your review in its entirety (including each component, your End-of-Year notes, your supervisor’s End-of-Year notes, each component’s ratings and your overall rating and notes).

3. During the conversation, actively participate by discussing each area of the review in detail, including sharing specific examples and gaining understanding.

IMPORTANT: Please be sure to include the Ethics & Compliance topics in the conversation that focus on the following employee acknowledgements:

- I have read and understand the [Penn State Values](#) and my obligations under [AD88: Code of Responsible Conduct](#).
- I understand my compliance obligations and have completed the associated required compliance training(s) for my position.

For more information and talking points, please refer pages 39-40 of this guide.

4. After the conversation, your supervisor will update your review with any agreed upon changes and share the document with you. **Both parties will acknowledge that the End-of-Year conversation occurred and that an overall rating was given/received.** Once your supervisor acknowledges the conversation, you will receive an email from the system prompting you to confirm that your review occurred and that you received an overall rating. Feel free to add your final comments in the box provided before hitting the blue “**Confirm EOY meeting**” button.

Acknowledge End Of Year Review

By submitting the form below you indicate only that your End Of Year (EOY) Review has been discussed. You are not necessarily signifying concurrence and a separate response to this review may be entered in the notes section below.

Notes:

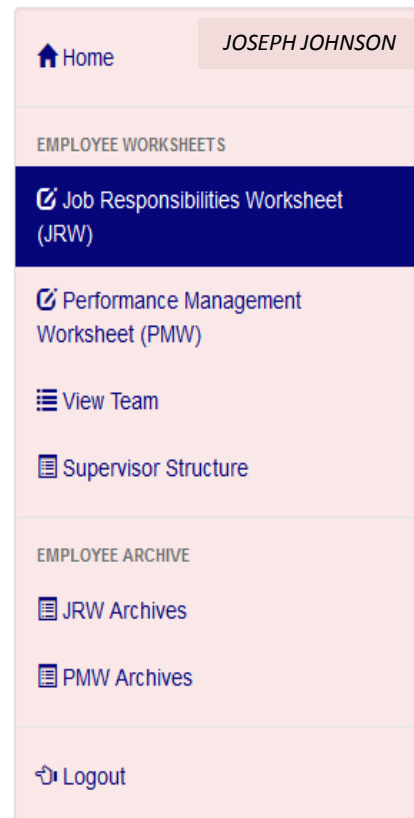
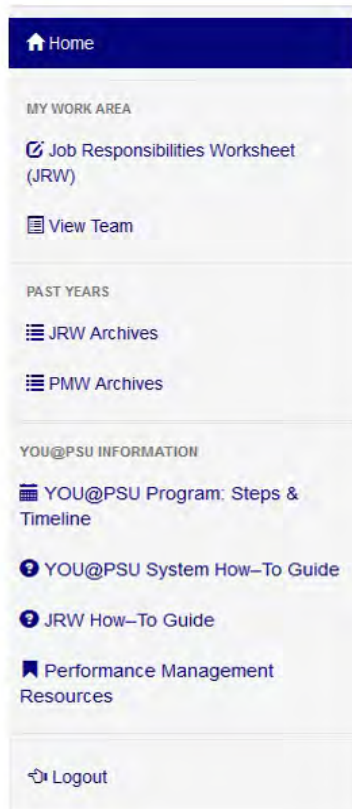
Confirm EOY Meeting his confirms that you and your supervisor went over your End of Year

Once you acknowledge your End-of-Year Review, your Performance Management Worksheet will be marked “closed.”

Congratulations! You and your supervisor successfully completed the performance management cycle.

Instructions for Supervisors: Beginning the Performance Management Process

As a supervisor, you are responsible for supporting your employee's performance which includes reviewing and approving the **Job Responsibilities Worksheet (JRW)** and **Performance Management Worksheet (PMW)** for each of your employees. When working in your own performance management space, you will notice that the menu will be gray and will be labeled "My Work Area." When you are working in an employee's workspace, the menu will be pink and display the employee's name in the top right corner.



To begin, you will sign into the YOU@PSU online tool by typing you.psu.edu in your browser and authenticating with your WebAccess credentials (i.e. abc123 and password). Once accessed, you will be brought to your home page. Here you will find your own performance management information (if you are a full-time staff employee); you will also find each of your employee's information by clicking the "View Team" link.

IMPORTANT: The first time you sign into the YOU@PSU online tool during a new performance management cycle, you will be asked to enter your supervisor's access id. Your team table will not appear until you do so.

Important

Faculty/Administrators/Executives: Please enter your supervisor's access ID to help us complete the hierarchy table for your college/unit. By doing so, you are giving your leader the ability to view every staff member's YOU@PSU record, regardless of their supervisor's role.

Thank you for your cooperation.

Supervisor AccessID: Be sure to enter your supervisor's correct AccessID (i.e. the letters & numbers that make up their Penn State email address before @psu.edu).

For questions or assistance with how to complete this information, please contact your [HR Rep](#)

The Team Table is used to display your direct reports in an organized fashion. Here you can monitor your employee's progress throughout the performance management process. This table displays their role as a Supervisor (if applicable), Employee Name, Title, and the status of the JRW, PMW, Mid-Year Check-in, and End of Year Review.

Supervisory Hierarchy

Supervisor	Current Employee	Title	JRW Status	PMW Status	Mid Year Check-In	End of Year Review
Direct Reports						
Direct Reports of – WILLIAMS, TIMOTHY						
			<input type="button" value="Set 'Time Of Year' status for all of your Direct Reports"/> → <input type="button" value="Set Mid Year"/> <input type="button" value="Set EOY"/>			
	JOHNSON, JOSEPH	ED PROGRAM ASST 3	In Progress			

* Positions where the permanent supervisory position may currently be empty (non-filled positions) may show an interim supervisor. Once the supervisory position is filled this person's JRW will disappear from this list and move to the proper long-term supervisor's list.

Please note that the time period status changes (mid year check-in and End of Year review) have no affect if the Direct Report's PMW is not yet created. For these time period check-in dates to function the Direct Report must have started their PMW.

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Reviewing and Approving a JRW

As a supervisor you may go into the various sections of the JRW and provide suggestions for an employee. Note, however, that only an employee can make edits to the JRW.

1. Begin by clicking on the **View Team** link from the menu on the left side of your home screen. This will bring up a list of your direct reports.

[Home](#)

MY WORK AREA
 [Job Responsibilities Worksheet \(JRW\)](#)
[View Team](#)

PAST YEARS
 [JRW Archives](#)

Supervisory Hierarchy

Supervisor	Current Employee	Title	JRW Status	PMW Status	Mid Year Check-In	End of Year Review
Direct Reports						
Direct Reports of – WILLIAMS, TIMOTHY						
			<input type="button" value="Set 'Time Of Year' status for all of your Direct Reports"/> → <input type="button" value="Set Mid Year"/> <input type="button" value="Set EOY"/>			
		ED PROGRAM ASST 3	Pending Approval			

- From there, select the JRW that you would like to review listed next to the employee's name. If there is an available JRW to be reviewed, the **JRW Status** button will display **"Pending Approval."** Click this button to review the submitted JRW.

The screenshot shows the 'Supervisory Hierarchy' page. On the left is a sidebar with navigation links: Home, MY WORK AREA (Job Responsibilities Worksheet (JRW), View Team), and PAST YEARS (JRW Archives). The main content area is titled 'Supervisory Hierarchy' and contains a table of direct reports for WILLIAMS, TIMOTHY. The table has columns: Supervisor, Current Employee, Title, JRW Status, PMW Status, Mid Year Check-In, and End of Year Review. One entry is visible: JOHNSON, JOSEPH, ED PROGRAM ASST 3. The 'JRW Status' cell for this entry contains a yellow button labeled 'Pending Approval', which is highlighted with a green rectangular box. Above the table, there are buttons for 'Set "Time Of Year" status for all of your Direct Reports', 'Set Mid Year', and 'Set EOY'.

- After clicking the **"Pending Approval"** button, you will be taken to a screen that will display the completed sections of your employee's JRW. To view the JRW in its entirety, click on the green **"Show Summary"** button.

The screenshot shows the 'Job Responsibilities Worksheet Status' page. At the top, it says 'Job Responsibilities Worksheet Status' followed by a yellow 'Pending Approval' button. Below this is a 'Job Responsibilities Worksheet Dashboard' section with six categories: Position Summary, Primary Duties, Position Scope, Competencies Required, Supervisory Responsibilities, and Unit Peers. Each category has a green button labeled 'complete'. Below the dashboard is a 'JRW Approval' section. It contains a 'JRW Status:' label and two radio button options: 'Approved' (with a green button) and 'Not Approved' (with a red button). The 'Approved' option has a description: '- JRW is complete and all fields filled in correctly.' The 'Not Approved' option has a description: '- Please place notes in appropriate section's suggestion box as to why not approved.' There is a blue 'Submit' button below these options. At the bottom of the page is a green 'Show Summary' button.

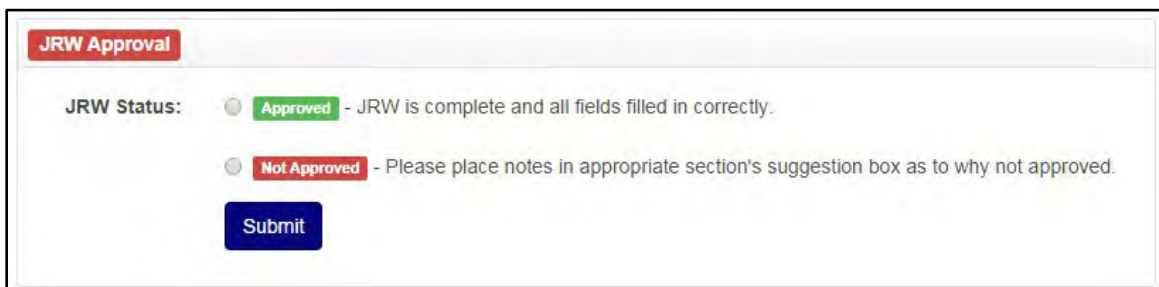
- Clicking the green “**complete**” button under any of the sections will allow you to review the contents of that section. Here you are able to enter any suggested text or edits to each section. If you enter any comments into the text field in these areas, be sure to click “**Save – Back to JRW.**”

IMPORTANT: If you place any comments into the suggested text or edits box, you will not be able to approve the JRW. Your employee will need to make a change and resubmit.



The screenshot shows a portion of a web form. At the top, there is a text input field with the value '0' and the label '# of direct reports:'. Below this, there is a text input field with the label 'Additional Notes:'. Below that, there is a text input field with the label 'Suggested Text or Edits:'. The 'Suggested Text or Edits' field has a rich text editor toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, and unlink. At the bottom of the form, there is a blue button labeled 'Save – Back To JRW'.

- When you have fully reviewed the JRW, click the bubble next to either “**Approved**” (if all fields are complete and correct) or “**Not Approved**” (if you have provided your employee with suggested edits for any of the JRW components) then, click “**Submit.**” The system will notify your employee of your response.



The screenshot shows the 'JRW Approval' section of a web form. It has a title bar labeled 'JRW Approval'. Below the title bar, there is a section labeled 'JRW Status:'. There are two radio buttons: one labeled 'Approved' with a green background and one labeled 'Not Approved' with a red background. The 'Approved' radio button is selected. To the right of the radio buttons, there is a text input field with the placeholder text 'JRW is complete and all fields filled in correctly.' Below the radio buttons, there is a blue button labeled 'Submit'.

Reviewing and Approving a PMW

As a supervisor you may go into the various sections of the PMW and provide suggestions for an employee. Note, however, that only an employee can make edits to the PMW.

1. Begin by clicking on the **View Team** link from the menu on the left side of your home screen. This will bring up a list of your direct reports.
2. From there, select the PMW that you would like to review listed next to the employee's name. If there is an available PMW to be reviewed, the **PMW Status** button will display **"Pending approval."** Click this button to review the submitted PMW.

Supervisor	Current Employee	Title	JRW Status	PMW Status	Mid Year Check-In	End of Year Review
Direct Reports						
Set "Time Of Year" status for all of your Direct Reports →						
			Set Mid Year		Set EOY	
JOHNSON			ED PROGRAM ASST 3	Completed	Pending Approval	Set EOY

3. After clicking the **"Pending Approval"** button, you will be taken to a screen that will display the completed sections of your employee's PMW. To view the PMW in its entirety, click on the green **"Show Summary"** button.
4. Clicking on the green button under the Annual Goals or Unit Competencies labels will allow you to review the contents of that section. Here you are able to enter any suggested text or edits to each section. If you enter any comments into the text field in these areas, be sure to click **"Save - Back to PMW."**
5. When you have fully reviewed the PMW click the bubble next to either **"Approved"** (if all fields are complete and correct) or **"Not Approved"** (if you have provided your employee with suggested edits) then, click **"Submit."** The system will notify your employee of your response.

Performance Management Worksheet Status Pending Approval

Performance Management Worksheet Dashboard

Annual Goals

edit goals

Unit Competencies

edit competencies

When reviewing this PMW for approval you may make individual suggestions to each of the sections using the buttons above. Please note that if a suggestion is made to any one section then the PMW must be sent back to your Direct Report for review/edits prior to approving.

The PMW you are viewing is pending your approval (see below).

Performance Management Worksheet Approval

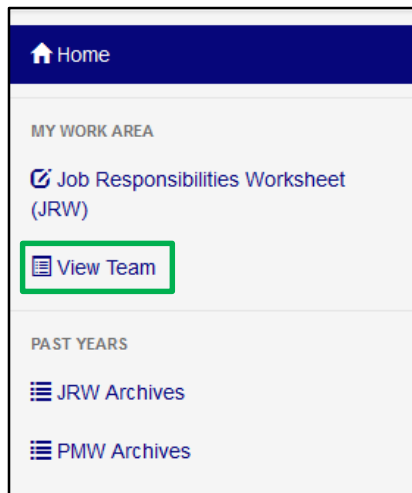
PMW Status: ☒ **Approved** - PMW is complete and all fields filled in correctly.
☐ **Not Approved** - Please place notes in appropriate section's suggestion box as to why not approved.

Submit

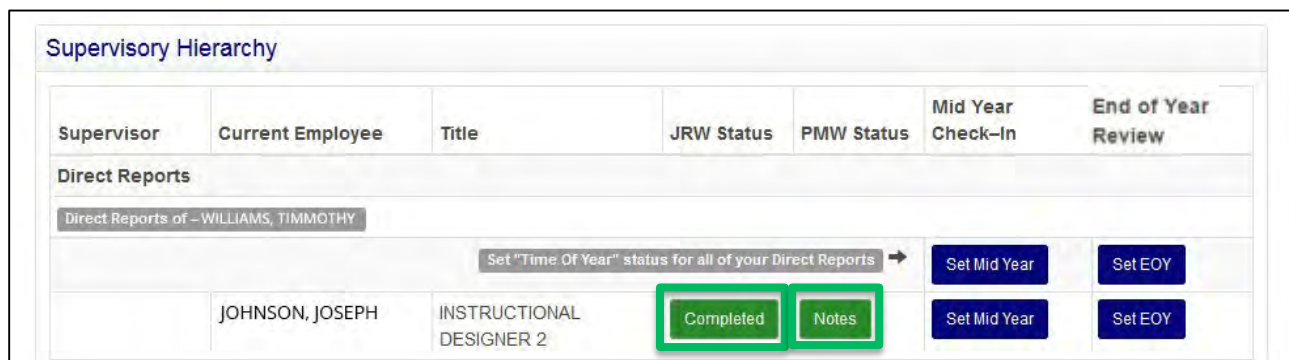
Show Summary

Opening a JRW or PMW for Your Employee to Modify

1. Log in to the YOU@PSU system: you.psu.edu
2. Click on “**View Team**” on the left side of your screen.



3. Find the name of the employee that you would like to re-open the JRW or PMW for and click either the green “**Completed**” button under **JRW Status** or the green “**Notes**” button under **PMW Status**. If you are opening a **JRW**, refer to 3a. If you are opening a **PMW**, refer to 3b.



- 3a. After clicking the green **“Completed”** button, scroll down on the page and locate the section titled **“Open JRW for editing?”** Click the bubble to the left of the yellow box labeled **“Open JRW”**, then click **Submit**. This will notify the employee that their JRW is open for editing. Remind your employee to re-submit their JRW for approval.

Job Responsibilities Worksheet Status **Completed**

Date Last Approved – 07/21/15 (date updated on each succeeding approval)

This JRW is marked as "completed" for the current JRW period and has been approved by the employee's supervisor.

Open JRW for editing?

JRW Status: ☐ **Open JRW** - Open JRW for editing by employee.

Please Note: The JRW is now marked as approved and is **NOT** editable by the employee. If changes are desired you can reset the JRW status to "incomplete" by selecting the button above and pressing "submit". This will put the JRW into an editable status. Once the employee has made the desired changes the JRW will be resubmitted for your approval. Also please note that editing capability is also limited by any calendar based constraints of the JRW application.

Submit

- 3b. After clicking the green **“Notes”** button, scroll down on the page and locate the section titled **“Open PMW for editing?”** Click the bubble to the left of the yellow box labeled **“Open PMW”**, then click **Submit**. This will notify the employee that their PMW is open for editing. Remind your employee to re-submit their PMW for approval.

Performance Management Worksheet Status **Notes Period**

Now that your Direct Report's PMW has been approved you will be able to enter notes throughout the remainder of the year. We recommend that you use this area to record milestones and observations that will help you give your Direct Report the most valuable and accurate feedback possible during your on-going conversations throughout the year, including the End of Year Review. Notes entered here are visible not only to yourself but also to various Human Resources staff.

Performance Management Worksheet Notes

Annual Goals	Position Summary	Competencies & Behaviors
add/edit notes	add/edit notes	add/edit notes

Open PMW for editing?

☐ **Open PMW** - Open PMW for editing by employee.

Please Note: The PMW (Performance Management Worksheet) is now marked as approved and is no longer editable. If changes are necessary to the goals or unit-competencies, you can open the PMW for your employee to edit by clicking on the radio button above and pressing "submit". Once the employee has made the desired changes, the PMW will be resubmitted for your approval. Current notes are saved and will return upon "reapproving" the PMW.

Submit

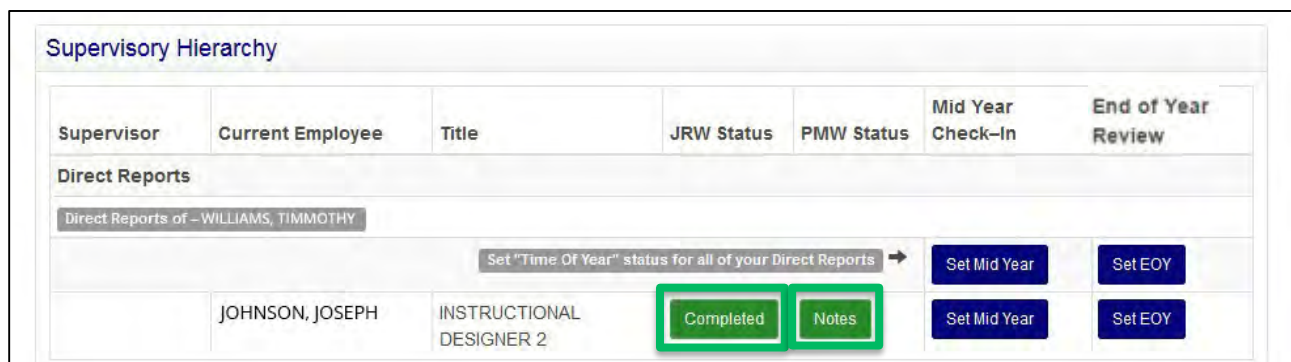
Adding Notes to a PMW

Throughout the performance management cycle, both you and your employee may enter notes into the YOU@PSU online tool, describing professional development activities, progress on goals and other information for each component of the PMW. These notes are helpful to use during one-on-one meetings throughout the performance management cycle, as well as preparing for the mid-year check-in and end-of-year review. Notes entered by employees are visible to their supervisor; however, the supervisor notes are not visible to the employee.

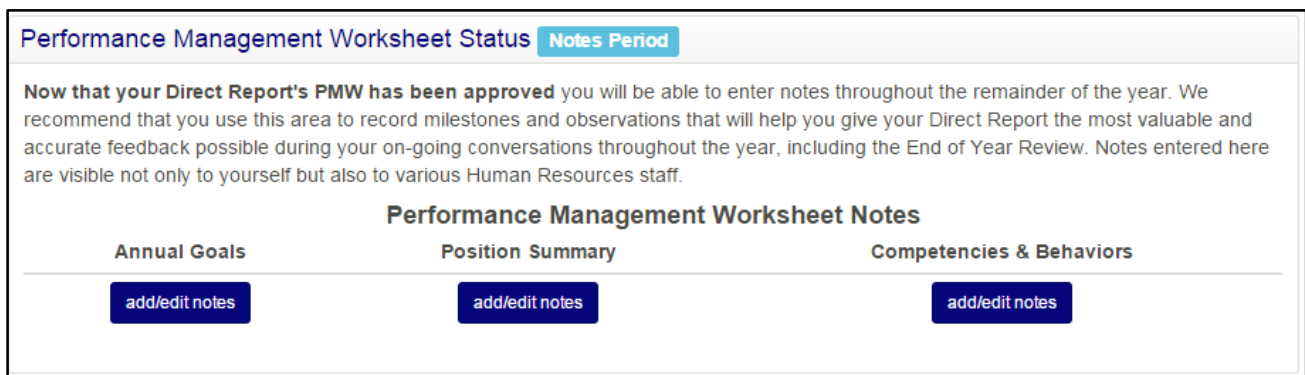
1. Click on **“View Team”** on the left side of your screen.



2. Click the **“Notes”** button under the PMW for the employee that you would like enter a note.



3. Then click on the PMW component in which you would like to add a note.




















4. For example, by clicking on the blue **“add/edit notes”** button under Annual Goals, you will be provided a text box in which to enter your new note. Enter your note then hit the **“Save-back to PMW”** button.

Annual Goals Notes

You will use this space to enter notes regarding your Direct Report's progress on their annual goals throughout the year. Your notes will be displayed in chronological order with the newest notes first. You may add new notes and edit old ones. If you erase a note entirely it will be removed. These notes will be available to you while completing your Direct Report's End Of Year Review.

Along with your own notes, you will be able to see the notes that your Direct Report entered. **Your notes are not visible to your Direct Report. They are, however, visible to HR staff.**

New Note:



Save – Back to PMW

The Mid-Year Check-In

The Mid-Year Check-In is an important part of the performance management cycle and helps you monitor your employee's performance and progress. It is an opportunity to share your observations, re-iterate expectations and update goals if necessary.

In addition to the beginning-of-year and the end-of-year discussions, the Mid-Year Check-In is the only required performance management conversation. **However, you are encouraged to meet more frequently with your employee throughout the year to discuss their performance.**

You and your employee will both acknowledge the date that the Mid-Year Check-In occurred within the YOU@PSU online tool. You may both enter notes that will be accessible for preparing the end-of-year review.

The supervisor begins the acknowledgement process after the meeting:

1. Log in to the YOU@PSU system: you.psu.edu
2. Click on “**View Team**” on the left side of your screen.
3. Click on the blue “**Set Mid Year**” button next to the employee's name (or, if everyone is ready – click on the button at the top to set it for all of your direct reports).

Supervisory Hierarchy

Supervisor	Current Employee	Title	JRW Status	PMW Status	Mid Year Check-In	End of Year Review
Direct Reports						
Direct Reports of – WILLIAMS, TIMOTHY						
				Set "Time Of Year" status for all of your Direct Reports →		
					Set Mid Year	Set EOY
	JOHNSON, JOSEPH	ED PROGRAM ASST 3	Completed	Notes	Set Mid Year	Set EOY

4. Change the **PMW Stage** to “**Mid-Year Check-In period**” and click “**Submit**.”

The **PMW Stage** represents where we are in the year. During most of the year this would be the "normal" selection below. If it is time for this Direct Report to have his/her Mid Year Check-In then make that selection.

PMW Stage:

☐ Normal operation (most common).

☒ Mid-Year Check-In period

Submit

5. Click on the bubble to the left of the green “**Mid-Year Check-In Confirmed**” area found under the “**Acknowledge Mid-Year Check-In**” heading, add the date that the Mid-Year Check-In occurred and your notes, then click “**Submit**.” (**IMPORTANT:** It must be a date in the past) Your employee will receive an email from the system asking them to go in and acknowledge the Mid-Year Check-In, as well.

Acknowledge Mid-Year Check In

The Mid-Year Check In is the formal conversation that happens between each employee and their supervisor during the mid point of the performance management cycle. It focuses on how the employee is doing in regards to their job responsibilities, competencies, and goals – including progress made as well as any challenges the employee may be having. This would be an appropriate time to update goals if necessary as well as to review the Job Responsibilities Worksheet to ensure continued accuracy.

Confirm: ☒ **Mid-Year Check In Confirmed** - This records the date you and your Employee went over their Mid-Year Check In.

Check In Date:

Notes:

Submit

Congratulations, you are now done with the Mid-Year Check-In portion of the YOU@PSU process! The Mid-Year Check-In button will turn green and reflect the date the conversation occurred.

IMPORTANT: These YOU@PSU steps **MUST** be completed in this order or you will not be able to acknowledge the Mid-Year Check-In:

- a. JRW completed and approved
- b. PMW completed and approved
- c. Mid-Year “set” by supervisor
- d. Employee & supervisor acknowledge Mid-Year Check-In & enter notes

If you have any questions regarding how to complete the Mid-Year Check-In – or how to use the YOU@PSU online tool to acknowledge that the conversation happened, please reach out to the YOU@PSU support team by calling 814-867-5904 or emailing you@psu.edu.

Preparing for the End-of-Year Review with Your Employees

1. Sign into the YOU@PSU system by going to you.psu.edu
2. Click on your "View Team," tab found in your gray "home" menu on the left side of your screen.
3. Locate the direct report that you would like to begin writing the end-of-year review for and click on the blue "Set EOY" button next to their name (or, if everyone is ready- click on the blue "Set EOY" button above all of the names to set for all of your direct reports at once).
Remember that both the JRW and PMW buttons must be green (i.e. approved) in order for you to move your employees into the End-of-Year Review stage.

Supervisory Hierarchy

Supervisor	Current Employee	Title	JRW Status	PMW Status	Mid Year Check-In	End of Year Review
Direct Reports						
Direct Reports of – WILLIAMS, TIMOTHY						
Set "Time Of Year" status for all of your Direct Reports →						
			Set Mid Year	Set EOY		
	JOHNSON, JOSEPH	ED PROGRAM ASST 3	Completed	Mid Year	01/30/2015	Set EOY

4. Update the PMW Stage to "End of Year Review period" and click "Submit." Now, your employee(s) will be able to go in and complete their End-of Year notes (i.e. self-assessment) **AND** you will be able to begin writing their draft end-of-year review.

The **PMW Stage** represents where we are in the year. During most of the year this would be the "normal" selection below. If it is time for this Direct Report to have his/her End of Year Review then make that selection. To put the PMW back to the "normal" view just come back and change it here.

PMW Stage: ☐ Normal operation (most common). ☒ End of Year Review period

Submit

Supervisory Hierarchy

Supervisor	Current Employee	Title	JRW Status	PMW Status	Mid Year Check-In	End of Year Review
Direct Reports						
Direct Reports of – WILLIAMS, TIMOTHY						
Set "Time Of Year" status for all of your Direct Reports →						
			Set Mid Year	Set EOY		
	JOHNSON, JOSEPH	ED PROGRAM ASST 3	Completed	EOY Notes	07/29/2015	Date Not Set

5. Go to your Team table and click on the blue PMW status button labeled “EOY notes” of the individual for whom you would like to begin writing the review. By doing so, you will be taken to their Performance Management Dashboard, where you will see the blue buttons for each of the areas that you have the opportunity to provide input:

- Annual Goals (provide input and a rating for each goal)
- Position Summary (provide collective input and a rating, not per primary duty)
- Competencies (provide input and a rating for each competency)
 - Position Specific Competencies & Behaviors
 - Unit-Specific Competencies & Behaviors, if applicable
- Compliance/Values employee acknowledgement statements (provide input and an optional rating for the compliance obligations)
 - I have read and understand the Penn State Values and my obligations under AD88: Code of Responsible Conduct
 - I understand my compliance obligations and have completed the associated required compliance training(s) for my position.

Your feedback could include specific examples of progress that they’ve made, significant achievements and professional development activities as they relate to each component.

IMPORTANT: Once saved in the system, your notes will be viewable by your HR Representative, core members of OHR leadership and your supervisor (and anyone in the reporting chain above). Your notes will NOT be viewable by your direct reports until you choose to “share” them.

Performance Management Worksheet Status **End Of Year Review**

Your Direct Report has NOT finished submitting their final notes for the review period. You can continue to add notes via the buttons below. The system is also ready for you to review your Employee's performance in each of the categories listed. If you prefer to wait until your Direct Report has completed their own End Of Year notes then please note that the system will send you an email when they acknowledge completion. There is no system limitation, however, to keep you from completing your review now. When desired, please make individual ratings for each category and then an overall rating below.

End Of Year Review (EOY) Ratings

Annual Goals	Position Summary	Competencies & Behaviors	Compliance & Values	Overall Rating
Annual Goals	Position Summary	Competencies	Compliance/Values	Overall Rating

When your employee submits their End-of-Year notes (i.e. self-assessment) the message will reflect that in the green Performance Management Worksheet Status. As the supervisor, you have the ability to re-set their End-of-Year notes, just in case they would like to edit their notes and re-submit.



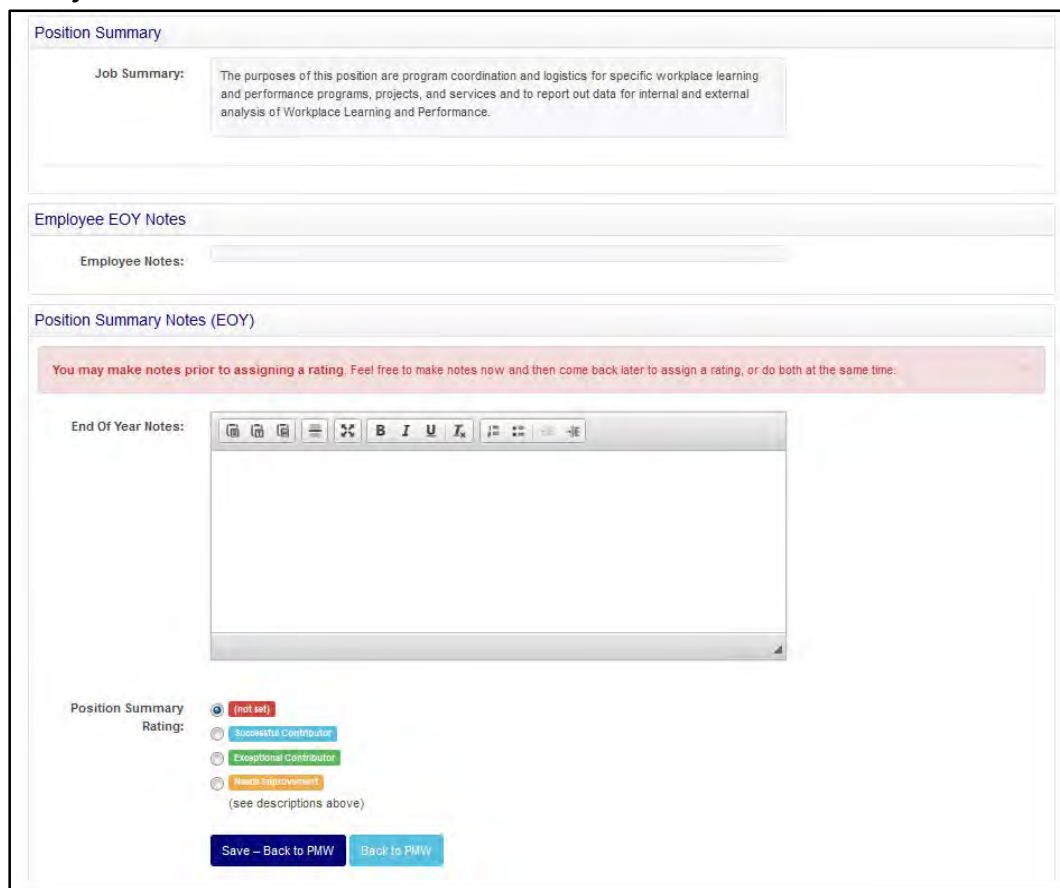
Performance Management Worksheet Status **End Of Year Review**

Your Direct Report has submitted their End-of-Year (EOY) notes. Add your End-of-Year notes and ratings for your Direct Report by clicking on each of the buttons below. Remember that you are rating each component separately (i.e. each goal, overall job performance and each competency) prior to determining an overall rating for your employee's performance for the past year.

Reset Notes Status: ☐ **Reset Employee EOY Notes** - This resets your Direct Report's EOY (End Of Year) note status to "open" so that they may edit their EOY notes.

Submit

- Click on each one of the blue buttons to add/edit the notes for the End-of-Year review, as well as to assign ratings for each component. If you had entered notes throughout the year, they are available by scrolling down a bit. Each note will be labeled with the date you entered it. You also have access to all of the notes that your direct report entered – both their End-of-Year notes (i.e. self-assessment) and their ongoing notes throughout the year, if they entered any. You can copy and paste any previously entered notes into the End-of-Year notes area, or just use them as a reference point. **IMPORTANT! After adding your notes and assigning component ratings, you must hit the "Save- Back to PMW" button to ensure that your work is saved!**



Position Summary

Job Summary: The purposes of this position are program coordination and logistics for specific workplace learning and performance programs, projects, and services and to report out data for internal and external analysis of Workplace Learning and Performance.

Employee EOY Notes

Employee Notes:

Position Summary Notes (EOY)

You may make notes prior to assigning a rating. Feel free to make notes now and then come back later to assign a rating, or do both at the same time.

End Of Year Notes:

Position Summary Rating:

☒ (not set)

☐ Successful Contributor

☐ Exceptional Contributor


☐ Needs Improvement

(see descriptions above)


Save - Back to PMW **Back to PMW**

Below is the area that opens when you click the blue Compliance/Values button in the End-of-Year notes. Feel free to add comments and to offer an optional rating for your employee's Compliance efforts this year. The employee acknowledgement statements for the Penn State Values and Compliance Obligations are available for your review by hovering over the information icons.

Please enter any notes regarding Penn State values and/or Compliance. Please also assign a rating to your Employee's Compliance efforts (optional).

 **Penn State Values Notes:**

Any notes regarding Penn State Values requirement

 **Compliance Notes:**

Any notes regarding compliance requirements

Compliance Rating:

☒ (not set)

☐ Successful Contributor

☐ Exceptional Contributor

☐ Needs Improvement

☐ No Rating

(Optional)

Save Rating / Compliance Notes

7. Once you have completed your comments and ratings for each of the components (annual goals, position summary, competencies and values/compliance), you will then assign an Overall Rating, using the University-wide guidelines provided in the table, as well as your Unit's Overall Ratings guidelines, if provided. A final End-of-Year Notes box is provided for you to offer any additional comments. **IMPORTANT! After adding your notes and assigning the overall rating you must hit the "Save Rating" button to ensure that your work is saved!**

The screenshot shows a web interface for the 'End Of Year Notes' section. At the top, there is a title 'End Of Year Notes:' followed by a large text area with a rich text editor toolbar. The toolbar includes icons for undo, redo, and print, as well as buttons for bold (B), italic (I), underline (U), strikethrough (I_x), bulleted list, numbered list, decrease indent, and increase indent. Below the text area, the 'Overall Rating:' section features five radio button options: '(not set)' (red), 'Successful Contributor' (blue), 'Exceptional Contributor' (green), 'Needs Improvement' (orange), and 'No Rating' (red). A note below these options states: '*By choosing this status the employee will not be considered for a merit increase during the current performance management cycle. (see descriptions above)'. At the bottom of the form is a blue button labeled 'Save Rating / EOY Notes'.

If you have more than one direct report, go back to your home page, click on your View Team link and choose another direct report.

Once you have completed your preparation as a supervisor for the end-of year review, you are now ready to participate in the calibration process as described on the next page.

(IMPORTANT: You will hear from your HR Representative and/or leadership team about this step if your department/unit is participating in the calibration process this year.)

Ratings Calibration (Supervisors)

Steps for the Ratings Calibration process include:

1. Each supervisor reviews and summarizes performance feedback for their staff members.
2. Supervisors will meet and discuss the performance of their staff members during a ratings calibration session.

Note: Guidance will be provided during the ratings calibration meeting, which will be co-facilitated by your HR Representative and/or a member of the Workplace Learning & Performance team.

Instructions for Supervisors: Participating in the End-of-Year Conversation

The end-of-year conversation is a critical element of the performance management process. It serves as a review of the year as well as a starting point for each employee's future growth and development in order to make progress in their performance and career.

Steps for the End-of-Year Conversation include:

1. Schedule time for the End-of-Year conversation.
2. In order to help a direct report prepare for the conversation, you may choose to "share" the End-of-Year review document with them to read prior to the conversation by selecting "yes" in the Share Review area in the YOU@PSU online system (located directly below where the overall rating was given).

Share Review

Share Review: ☒ yes ☐ no

(see notes below)

Click "yes" and the "Update Shared Status" button below to share your End-of-Year notes and ratings with your Direct Report.

IMPORTANT: DO NOT share this view with your Direct Report until AFTER the calibration conversations have occurred and the overall ratings have been confirmed!

It's recommended that you share the completed review with your Direct Report prior to the End-of-Year conversation so that your Direct Report can preview your notes and prepare for a productive conversation.

[Update Shared Status](#)

3. During the conversation, both you and your direct report will actively participate by discussing each area of the review in detail, including sharing specific examples and taking the time to gain mutual understanding. Use the "show summary" feature to see the review in its entirety (including each component, the direct report's End-of-Year notes, the supervisor's End-of-Year notes, each component's ratings and the overall rating and notes.)

IMPORTANT: Please be sure to include the Ethics & Compliance topics in the conversation that focus on the following employee acknowledgements:

- I have read and understand the [Penn State Values](#) and my obligations under [AD88: Code of Responsible Conduct](#).
- I understand my compliance obligations and have completed the associated required compliance training(s) for my position.

For more information and talking points, please refer pages 39-40 of this guide.

4. Lastly, once the discussion occurs, you will update your direct report's PMW with any agreed upon changes, share the document and then both parties will be asked to acknowledge that the End-of-Year conversation occurred and that an overall rating was given/received.

This step is found in the direct report's Performance Management Worksheet area, directly below the "Share Review" area:

Acknowledge End Of Year Review – Close PMW !

The **End Of Year Review** represents the summary of your Direct Report's performance over the past year. By submitting the form below you are acknowledging that you and your Direct Report have met to discuss their End Of Year Review.

IMPORTANT: Once you acknowledge that you have had this discussion with your direct report that your End Of Year notes and employee ratings will automatically become visible to your direct report in their PMW.

PLEASE NOTE! Once you acknowledge that you have met with your Direct Report the PMW (Performance Management Worksheet) completes itself and is LOCKED FOR THE YEAR! PLEASE BE CERTAIN YOU ARE FINISHED WITH THE PMW AND YOU HAVE HAD YOUR REVIEW WITH YOUR DIRECT REPORT.

Confirm: ☒ **End Of Year Review Confirmed** - This records the date you and your Direct Report met to discuss their review and locks the PMW in its current status as "complete".

Check In Date:

Please be certain you are finished with the PMW and you have had your review with your Direct Report (see note in red above).

Submit

VERY IMPORTANT: Once both parties hit the "submit" button confirming that the End-of-Year review occurred (including entering the date), the Performance Management Worksheet will lock.

Please be 100% sure that you are truly finished making any edits or changes to the ratings prior to hitting the submit button!

Congratulations! You and your employee successfully completed the performance management cycle.

NOTE: If for any reason you need to re-open the end-of-year review, you may do so for a limited time by clicking on the yellow "Open PMW" button then hitting "Submit."

You and your employee will discuss the changes and then complete the acknowledgement stage again prior to closing the Performance Management Worksheet.

YOU@ PSU End-of-Year Conversation:

Ethics and Compliance Employee Acknowledgement Statements

I HAVE READ AND UNDERSTAND THE [PENN STATE VALUES](#) AND MY OBLIGATIONS UNDER [AD88: CODE OF RESPONSIBLE CONDUCT](#).

Values Conversation Talking-Points

- How has the value of _____ formed and motivated my work, goals, and daily work activities?
- What can I do to strengthen my commitment to the value of _____ in my daily work activities?
- Has our unit provided a work environment that allows me to strive for the value of _____? Why or why not?

Values Resources

- Penn State Values webpage: <http://universityethics.psu.edu/penn-state-values>
- Penn State Values statement: <http://universityethics.psu.edu/penn-state-values>
- Dr. Barron's email: http://www.psu.edu/ur/newsdocuments/Values_email_Jan_18.pdf
- Dr. Barron video: <http://news.psu.edu/video/387792/2016/01/17/penn-state-values-message-our-community>
- Examples of the Values in-action: <https://universityethics.auth.abs.vmlhost.psu.edu/examples-action>
- Values Q&A: <http://news.psu.edu/story/389666/2016/01/27/penn-state-values-faqs>
- Additional conversation talking-points: <http://universityethics.psu.edu/conversation-starters>

AD88: Code of Responsible Conduct

- AD88 is the University code of conduct for all employees. It is a brief summary of the University's expectations for employee conduct in:
 - Legal and Policy Compliance
 - Conflict of Interest
 - Accuracy of Records
 - Reporting Misconduct
 - Non-Retaliation
- Policy: <http://guru.psu.edu/policies/AD88.html>
- *Conflict of Interest*: Any situation that creates a real or appearance of risk that a person's professional judgement or actions at the University may be unduly influenced by an outside interest (e.g., personal gain, financial interests, family or friends' interests, professional gain or influence, gifts and entertainment, etc.)

I UNDERSTAND MY COMPLIANCE OBLIGATIONS AND HAVE COMPLETED THE ASSOCIATED REQUIRED COMPLIANCE TRAINING(S) FOR MY POSITION.

- All employees should have completed *Building a Safe Penn State: Reporting Child Abuse*
- Other employees may be required to take other compliance training, based on their specific job responsibilities. These may include, among others:
 - Campus Security Authorities (CSA)
 - PA Mandated Reporters
 - Title IX Confidential Employees
 - Environmental Health and Safety
 - Export Controls
 - FERPA
 - HIPAA
 - NCAA
 - Privacy
 - Office of the Corporate Controller
 - Office of Research Protections
- It is recommended that positions that have specific compliance obligations and require compliance training (other than those required of all employees) be noted as such in the JRW.
- Completion of trainings may be confirmed via employee-provided certifications, contacting your HR representative, or contacting the office responsible for the training.
- Some compliance designations are explained at <http://universityethics.psu.edu/feature/understanding-compliance-designations>