Annual performance assessments are to be completed and submitted to the Office of Human Resources between January 1 through May 31 of each year. Feedback should reflect work performance during the period immediately preceding this performance assessment (i.e., one year, or six months for introductory period). The emphasis of this process is on two-way communication throughout the year in order to improve job understanding and promote effective job performance, performance planning, and employee development. The employee and supervisor jointly set goals and conduct planning for the next assessment period in terms of performance expectations and development needed to achieve these goals.

1. Log onto PACES: jobs.usnh.edu/hr

If you have not yet created an account, click “Create Account” on the top left of the PACES home page.

Make sure to fill out the fields carefully. **NOTE**: In the “Department(s)” field - select your home department. In the “Proposed User Type(s)” field - select “Employee” (this allows you to View Your Position and also your Active and Historical Evaluations). If you will be conducting an evaluation also select the “Evaluation Supervisor” user type. If you will be reviewing the evaluation that the Supervisor has conducted also select the “Evaluation Reviewer” user type.

**NOTE**: IF YOU HAVE AN APPROVED USER ACCOUNT IN THE “OLD” ON-LINE EMPLOYMENT SITE, **DO NOT CREATE A NEW ACCOUNT**. The first time you log onto the new site, enter your “username” (from the old UNH online employment site) as BOTH your username and your password (these are “case sensitive”). The system will then prompt you to change your password.

2. Select your “User type” as “Evaluation Supervisor” (or “Evaluation Reviewer”), depending upon your role in the process. An “Evaluation Reviewer” is the person who may want to review the evaluation before being it’s reviewed with the employee.

   To change your User Type at any time, click here on the left hand menu.

3. Either the Employee or the Evaluation Supervisor may begin the Evaluation process. Typically, the Employee begins the process and completes their sections of the evaluation form and sends the evaluation to the Evaluation Supervisor. When the Employee has completed their portion of the Evaluation and submitted it to the Evaluation Supervisor, you will then find it among your “Active Evaluations” (shown below):
Click here on the left hand menu.

Then, click “View” on the next screen.

View Active Evaluations

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the evaluation, click the **Edit** link. To exit the evaluation without making any changes, click the **Cancel** button.

Then, click “Edit” on the next screen (this will then take you to a tabbed view.)
4. Scroll through the fields on the “Evaluation Details” tab and make sure all information is entered and correct:

<table>
<thead>
<tr>
<th>Classification Title:</th>
<th>INFORMATION TECHNOLOGIST II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation Cycle Begin Date:</td>
<td>04-01-2009 MM/DD/YYYY - MM-DD-YYYY</td>
</tr>
<tr>
<td>Evaluation Cycle End Date:</td>
<td>04-01-2009 MM/DD/YYYY - MM-DD-YYYY</td>
</tr>
<tr>
<td>Evaluation Supervisor:</td>
<td>No Response</td>
</tr>
<tr>
<td>Evaluation Reviewer:</td>
<td>No Response</td>
</tr>
<tr>
<td>Employee being evaluated:</td>
<td>No Response</td>
</tr>
<tr>
<td>Department:</td>
<td>UGHRES-Human Resources</td>
</tr>
<tr>
<td>Job Category:</td>
<td>Exempt (PAT, PA, EE)</td>
</tr>
</tbody>
</table>

*Required information is denoted with an asterisk.
5. Scroll through the fields on the “Competency Assessment” tab and enter “Supervisor Comments and Performance Examples” and “Ratings” for each of the Job Competencies (as below):

You may refer to the “Guide to Job Competencies” and “Performance Rating Scale Definitions” by clicking on the links within each competency section.

6. The “Additional Performance Factors (optional for UNH)” tab is not required to be filled out at UNH, though you may choose to. If so, follow the same procedures as above in Step #5.

7. The “Supervisory Factors” tab applies to employees who are in managerial/supervisory positions and/or who hold leadership roles for programs and projects. The supervisor may determine whether this section applies to the employee based on his her responsibilities. Follow the same procedures as above in Step #5.

8. The “Evaluation of Job Duties (optional for UNH)” tab is not required to be filled out at UNH, though you may choose to. If so, follow the same procedures as above in Step #5.
9. The “Supplemental Documentation” tab is where you may choose to attach documents associated with the staff member who is being evaluated. To do this, click the “Attach” link, find the file you wish to attach, etc. (as below):

<table>
<thead>
<tr>
<th>Attach / Remove</th>
<th>Document Type</th>
<th>Attached Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach</td>
<td>Evaluation Document 1</td>
<td>Not Attached</td>
</tr>
<tr>
<td>Attach</td>
<td>Evaluation Document 2</td>
<td>Not Attached</td>
</tr>
<tr>
<td>Attach</td>
<td>Evaluation Document 3</td>
<td>Not Attached</td>
</tr>
</tbody>
</table>

10. The Current Goals fields automatically populate from the prior evaluation "Future Goals" entries; these goals include both Job and Professional Development Goals. If you are completing a performance evaluation for the first time, you may manually enter "Current Goals" from a previous off-line evaluation, to serve as a reference for the new evaluation. The steps for entering Current Goals are below:

The Current Goals fields automatically populate from the prior evaluation "Future Goals" entries; these goals include both Job and Professional Development Goals. If you are completing a performance evaluation for the first time, you may manually enter "Current Goals" from a previous off-line evaluation, to serve as a reference for the new evaluation.

To Add A New Entry: Click the **Add New Entry** button.
To Edit An Entry: Click the **Edit** link for the specific entry.
To View An Entry: Click the **View** link for the specific entry.
To Delete An Entry: Click the **Delete** link for the specific entry.

When you are finished adding your entries, you may go to the next page by clicking "CONTINUE TO NEXT PAGE".

11. The “Future Goals” tab allows you to set job and professional development goals for the next evaluation period. For the next evaluation, these goals will automatically copy over to the “Current Goals” Tab. The steps for entering goals are below:

**Future Goals** are to include both Job Goals and Professional Development Goals.

To Add A New Entry: Click the **Add New Entry** button.
To Edit An Entry: Click the **Edit** link for the specific entry.
To View An Entry: Click the **View** link for the specific entry.
To Delete An Entry: Click the **Delete** link for the specific entry.

When you are finished adding your entries, you may go to the next page by clicking "CONTINUE TO NEXT PAGE".
12. The “Overall Rating / Comments” tab is where you enter your final comments and rating that best represents the individual’s overall performance in the areas of competencies and job goals for this evaluation period:

13. Click on “View Evaluation Summary” to see the options for forwarding the evaluation (as shown below). Before “Sending Evaluation to Campus HR,” you should meet with the employee to review the evaluation. If you are “Sending to Evaluation Reviewer”, you may want to NOT review/send the evaluation to the employee until the Evaluation Reviewer has reviewed it and returned to you. Then you can meet with the employee to review the evaluation, then “Send Evaluation to Employee” for any of his/her changes and certification. When finished, the final step is to “Send Evaluation to Campus HR.”

**View Performance Evaluation Summary - BAKER II**

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the evaluation, click the **Edit** link. To exit the evaluation without making any changes, click the **Cancel** button.

**Edit**

**Evaluation Status**

- Save Evaluation Without Submitting
- Send Evaluation to Employee
- Send Evaluation to Reviewer
- Send Evaluation to Principal Administrator (N/A for UNH)
- Send Evaluation to Campus HR

**CANCEL** **CONTINUE**
**Note to Supervisors:**
Anytime you receive an email notification that an evaluation action has been sent to you, go to: Evaluation – select “Pending Evaluations” (or “Active Evaluations”).
If you save the action and do not send it anywhere you will also locate that evaluation in “Active Evaluations”.

**Note:** The employee’s certification indicates only that the evaluation was reviewed and discussed with the employee and does not imply that the employee agrees with the evaluation.