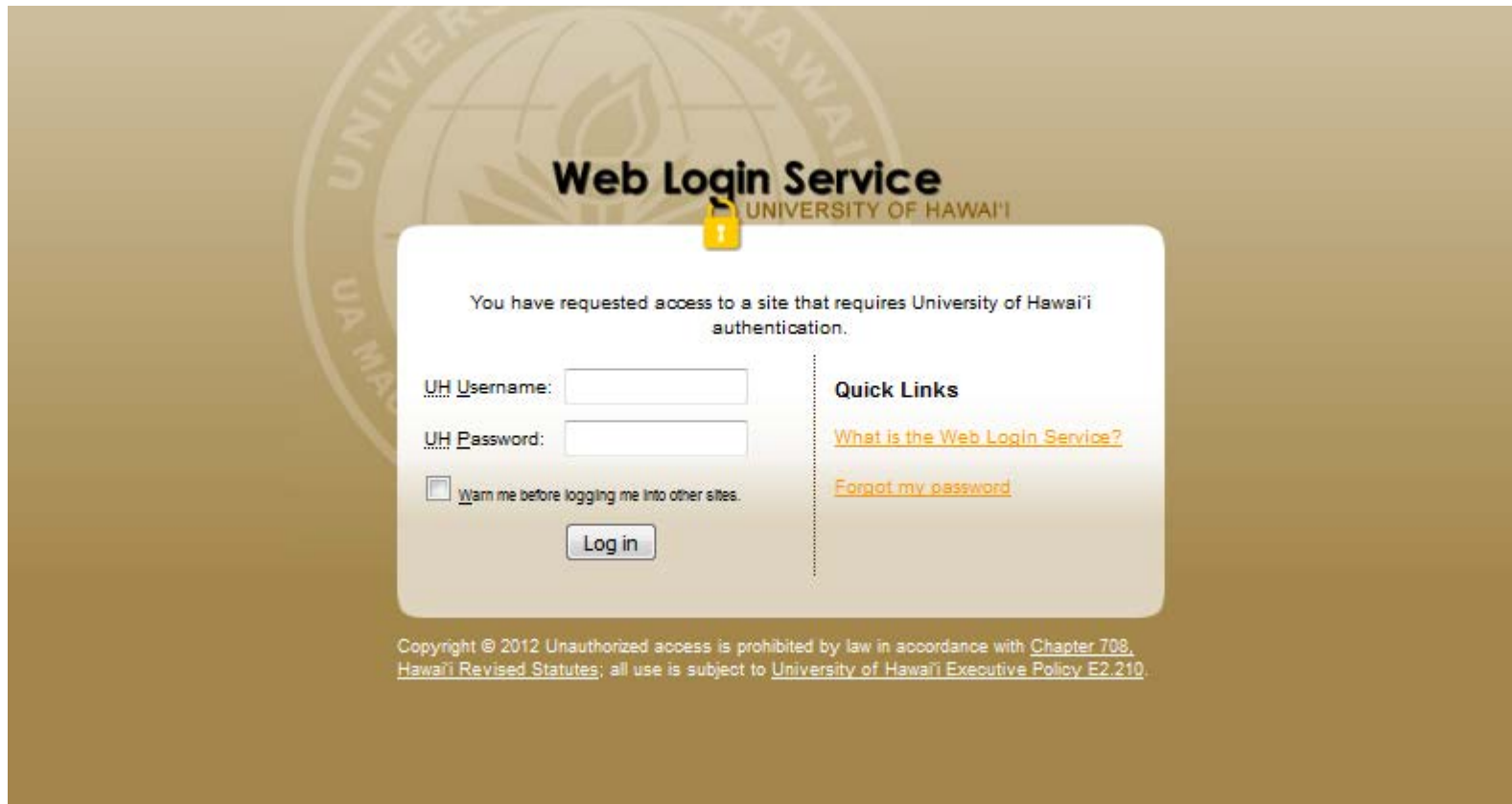


APT PERFORMANCE EVALUATION TUTORIAL

Manoa Human Resources ♦ 2500 Campus Road ♦ Hawaii Hall 115 ♦ Honolulu, Hawaii 96822 ♦ Phone: (808) 956-0712



https://authn.hawaii.edu/cas/login?service=https://www.pers.hawaii.edu/hrin/pes/default.asp



Web Login Service
UNIVERSITY OF HAWAII

You have requested access to a site that requires University of Hawaii authentication.

UH Username:

UH Password:

Warn me before logging me into other sites.

Quick Links

[What is the Web Login Service?](#)

[Forgot my password](#)

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**Log in by using your ITS Username and password
(same as your UH email)**

University of Hawai'i Performance Evaluation System

Performance Evaluation

PES Options

Sections

Create Expectations

Create Feedback

Create Evaluation

View Progress

Logout of System

Related Links


APT Broadband Home

PES On-line Training

Supervisor Tutorials

Employee Tutorials

Performance Evaluation System - Options

- **Create/Acknowledge Performance Expectations**
For supervisors to document performance expectations of an employee.
For employees to draft, view, request for clarification, and/or acknowledge expectations.
 - **Create/Acknowledge Feedback**
For supervisors to document feedback of performance during the evaluation period.
For employees to view, respond and/or acknowledge feedback.
 - **Complete/Acknowledge Performance Evaluation**
For supervisors to rate employees for the evaluation period.
For employees to view, comment and/or acknowledge the evaluation.
 - **View Progress of Performance Evaluation Process**
For personnel officers to view the performance evaluation status.
- 

Select appropriate option. Keep in mind that Performance Expectations MUST be completed in order for you to initiate a Performance Evaluation.

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University of Hawai'i Performance Evaluation System

Performance Evaluation

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Related Links

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Employee Tutorials

Performance Evaluation: Position Listing

Click on the appropriate button below.

Employee	Status	Action
ALOHA, SAMUEL 0078933 ACADEMIC SUPPORT	Exp: Cmpl Eval: Pndg	<input type="button" value="Evaluate"/>
CORPUZ, LEILANI 0091435 ACADEMIC SUPPORT	Exp: Cmpl Eval: Pndg	<input type="button" value="Evaluate"/>
EBESUTANI, LEISHA 0087463 INSTRU & STUD SUPPORT	Exp: Cmpl Eval: Pndg	<input type="button" value="Evaluate"/>
RAMIREZ, CALLIE 0081234 INSTITUTIONAL SUPPORT	Exp: Cmpl Eval: Pndg	<input type="button" value="Evaluate"/>
WONG, COLBY 0089999 INSTITUTIONAL SUPPORT	Exp: Cmpl Eval: Pndg	<input type="button" value="Evaluate"/>

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Select the employee you are evaluating.

University of Hawai'i Performance Evaluation System

Perf Eval Components

Expectations

Feedback

Perf Factors

Evaluation Type

Evaluate Performance

Preview of Eval

Certification

Navigation

PES Options

Position List

Logout of System

Related Links

APT Broadband Home

PES On-line Training

Supervisor Tutorials

Employee Tutorials

Performance Factors

PERFORMANCE FACTORS

(Review and consider the performance factors applicable to the job when determining the rating for each of the Performance Categories)

- **PROBLEM SOLVING AND DECISION MAKING:** Displays ability to define a problem, develops workable and realistic alternatives, and selects appropriate alternative to resolve problem.
- **PLANNING, ORGANIZING AND IMPLEMENTING TASKS OR PROJECTS:** Displays ability to effectively plan, organize and implement applicable tasks or projects in relation to established goals and objectives.
- **DEPENDABILITY:** Completes job assignment and projects with minimal supervision. Meets schedules and deadlines.
- **COOPERATION:** Accepts instructions, assignments, technical guidance in a cooperative manner. Works with other employees to accomplish program or project goals and objectives.
- **EFFORT AND INITIATIVE:** Displays positive and supportive effort and initiative.
- **COMMUNICATION SKILLS:** Possesses effective communication skills: oral, written, listening.
- **INTERPERSONAL RELATIONS:** Establishes and maintains effective working relations with employees and others within and outside the organization/University.

Continue

Supervisors shall review the Performance Factors prior to completing the actual evaluation.

University of Hawai'i Performance Evaluation System

Perf Eval Components

Expectations

Feedback

Perf Factors

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Position No: 0091435, ACADEMIC SUPPORT

The evaluation covers the period:

from 11 / 01 / 15 to 10 / 31 / 16 (mm/dd/yy)

Standard evaluation cycle.

1. **EMPLOYEE SERVING INITIAL 3-YEAR PROBATION:** Check the applicable period of initial probation:

- 1st through 12th month of probation
- 13th through 24th month of probation
- 25th through 36th month of probation

Please seek
assistance from
your HR Specialist
for items 1 & 2.

2. **EMPLOYEE WITH EMPLOYMENT SECURITY** (Annual Review)

3. **EMPLOYEE WHOSE PERFORMANCE DOES NOT MEET PERFORMANCE EXPECTATIONS** (at any time)

4. **EMPLOYEE APPOINTED TO ANOTHER POSITION** (Six Months)

5. **PERFORMANCE IMPROVEMENT PERIOD FOR EMPLOYEE WITH EMPLOYMENT SECURITY** (6 Months Performance Improvement Period)

6. **PARTIAL EVALUATION**

Continue

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3. Employee who performs unsatisfactorily are also evaluated after six months to determine performance improvement.
4. You may evaluate a former employee who transferred to another unit during the evaluation period.
5. For a new hire who began his/her employment after November 1st. Please be sure to update the evaluation period accordingly.

University of Hawai'i
Performance Evaluation System

Perf Eval Components	Position No: 0091435, ACADEMIC SUPPORT																
Expectations																	
Feedback	Performance Categories:																
Perf Factors	(Based on and in consideration of the Performance Factors , rate the employee in all 3 Performance Categories)																
Evaluation Type																	
Evaluate Performance																	
Preview of Eval																	
Certification																	
Navigation																	
PES Options																	
Position List																	
Logout of System																	
Related Links																	
APT Broadband Home																	
PES On-line Training																	
Supervisor Tutorials																	
Employee Tutorials																	
<p>Note: An overall performance rating of 'Does Not Meet' requires that the supervisor provide supporting rationale for the rating and discuss this matter with the appropriate Dean, Director or designee (See AP A9.170 for complete details). Although not intended specifically for this purpose, the 'Comments' section should be utilized to provide the supporting rationale.</p>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">CATEGORIES</th> <th style="width: 15%;">EXCEPTIONAL</th> <th style="width: 15%;">MEETS</th> <th style="width: 15%;">DOES NOT MEET</th> </tr> </thead> <tbody> <tr> <td>COMPETENCY: Possesses and applies knowledge and skills necessary to do the job or complete the project.</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>QUALITY: Work is accurate, neat and thorough. Employee is able to apply instructions, technical principles and methodologies; analyze and interpret findings; and interpret/apply applicable laws, policies, rules and regulations.</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td>PRODUCTIVITY: Amount of work produced meets expectations. Employee's output is regular, consistent and produced on schedule.</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </tbody> </table>		CATEGORIES	EXCEPTIONAL	MEETS	DOES NOT MEET	COMPETENCY: Possesses and applies knowledge and skills necessary to do the job or complete the project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	QUALITY: Work is accurate, neat and thorough. Employee is able to apply instructions, technical principles and methodologies; analyze and interpret findings; and interpret/apply applicable laws, policies, rules and regulations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PRODUCTIVITY: Amount of work produced meets expectations. Employee's output is regular, consistent and produced on schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<p>COMMENTS (Achievements, areas for improvement, general feedback)</p> <hr/> <div style="border: 1px solid black; width: 100%; height: 100px; margin-top: 5px;"></div>																	
<p>OVERALL PERFORMANCE RATING:</p> <ul style="list-style-type: none"> ● Overall Exceptional - all 3 categories rated Exceptional ● Overall Meets - a combination of Meets and Exceptional ratings ● Overall Does Not Meet - a rating of Does Not Meet in any category <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Select Ratings"/> </div>																	
<p>Reminder: Changes will be saved by clicking "Continue".</p>																	
<input type="button" value="Continue"/>																	

Overview of Performance Evaluation rating sheet

University of Hawai'i Performance Evaluation System

<i>Perf Eval Components</i>	Position No: 0091435, ACADEMIC SUPPORT		
Expectations	Performance Categories: (Based on and in consideration of the Performance Factors , rate the employee in all 3 Performance Categories)		
Feedback			
Perf Factors			
Evaluation Type			
Evaluate Performance			
Preview of Eval	Note: An overall performance rating of 'Does Not Meet' requires that the supervisor provide supporting rationale for the rating and discuss this matter with the appropriate Dean, Director or designee (See AP A9.170 for complete details). Although not intended specifically for this purpose, the 'Comments' section should be utilized to provide the supporting rationale.		
Certification			
<i>Navigation</i>			
PES Options			
Position List			
Logout of System			
<i>Related Links</i>			
APT Broadband Home			
PES On-line Training			
Supervisor Tutorials			
Employee Tutorials			

CATEGORIES	EXCEPTIONAL	MEETS	DOES NOT MEET
COMPETENCY: Possesses and applies knowledge and skills necessary to do the job or complete the project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
QUALITY: Work is accurate, neat and thorough. Employee is able to apply instructions, technical principles and methodologies; analyze and interpret findings; and interpret/apply applicable laws, policies, rules and regulations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PRODUCTIVITY: Amount of work produced meets expectations. Employee's output is regular, consistent and produced on schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



DOES NOT MEET in any one category will result in an overall **DOES NOT MEET** rating.

Click appropriate button to input your rating

University of Hawai'i Performance Evaluation System

PRODUCTIVITY: Amount of work produced meets expectations. Employee's output is regular, consistent and produced on schedule.

○ ○ ○

COMMENTS (Achievements, areas for improvement, general feedback)

It is highly recommended that comments are afforded to the employee to acknowledge outstanding performance as well as substandard performance.

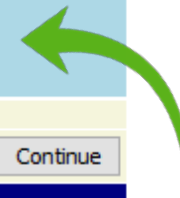
OVERALL PERFORMANCE RATING:

- Overall Exceptional - all 3 categories rated Exceptional
- Overall Meets - a combination of Meets and Exceptional ratings
- Overall Does Not Meet - a rating of Does Not Meet in any category

Select Ratings

Reminder: Changes will be saved by clicking "Continue".

Continue



An overall performance rating of EXCEPTIONAL requires EXCEPTIONAL rating in all categories.

University of Hawai'i Performance Evaluation System

<i>Perf Eval Components</i>	Certification Statement for 0091435, ACADEMIC SUPPORT
Expectations	Please certify the statement below by "checking" the box and clicking "submit."
Feedback	
Perf Factors	Please enter the date that you discussed your evaluation with the incumbent in the position above.
Evaluation Type	<input type="text"/> / <input type="text"/> / <input type="text"/> (mm/dd/yy)
Evaluate Performance	
Preview of Eval	
Certification	<input type="checkbox"/> I certify that I have verbally discussed the evaluation and any attachments with the employee and have provided the employee the opportunity to attach his or her own explanatory remarks.
<i>Navigation</i>	
PES Options	Note: Clicking on "Submit" will result in the performance evaluation becoming a part of the employee's official record. Supervisors are cautioned that, for security reasons, the system will not allow amendment of the official record.
Position List	
Logout of System	
<i>Related Links</i>	<input type="button" value="Submit"/>
APT Broadband Home	
PES On-line Training	
Supervisor Tutorials	
Employee Tutorials	

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Supervisors are required to meet and discuss the performance evaluation with their employee. Similar to the Performance Expectation meeting, the date of the meeting is documented here. Once it is submitted, the employee will receive an automated email and will be provided an opportunity to comment if they wish.