Performance Evaluation

EMPLOYEE PROCESS GUIDE

(UH Staff, Trades, and Research Staff)
ESTABLISHING GOALS
ESTABLISHING GOALS AS THE EMPLOYEE

STEP 1:
From the PeopleSoft home screen, select the ePerformance icon.

The screen will display your current performance document.
STEP 2:
Click anywhere in the display box and your document will open up. You’re ready to begin establishing your Goals.

The screen will display your Define Criteria screen.
Under the Goals Tab select Add Goal

Define Criteria - Update
Select the tabs below to review and/or update your Goals, Responsibilities, and Competencies for the evaluation period. The Established Criteria step must be completed by the Due Date indicated. Please remember the following related to the Established Criteria phase:

1. Employees should enter their preferred Goals during the Establish Criteria step.
2. Click the Save button.
3. Managers will review preferred Goals, Responsibilities, and Competencies.
4. Once the performance criteria is approved by your manager, it will be available for review.

Section 1 - Employee Goals
Employee goals should be SMART goals. Goals should be Specific, Measurable, Achievable, Realistic, and Time Sensitive. Most employees have new goals each year. Employees and managers should work together to define project goals, service or team goals, or individual performance improvement goals.

Enter 2-5 goals for the performance period. Managers will review all goals and determine which criteria will be included in the final evaluation. Click the Add Goal button.

Employee Goals will be evaluated by: Employee, Manager

Goals Section Summary
Section Weight 40% (not less than 40%)
STEP 3:
Here you will add your goal. Enter the title, description and employee measurement.

Once you’ve entered your goal, click Add.
This will take you back to your document where you will now see your goal displayed.  
Click Save in the top right corner once you’ve added an item to your document.

You’ll repeat this process for each goal.

The Establishing Goals process is now complete.