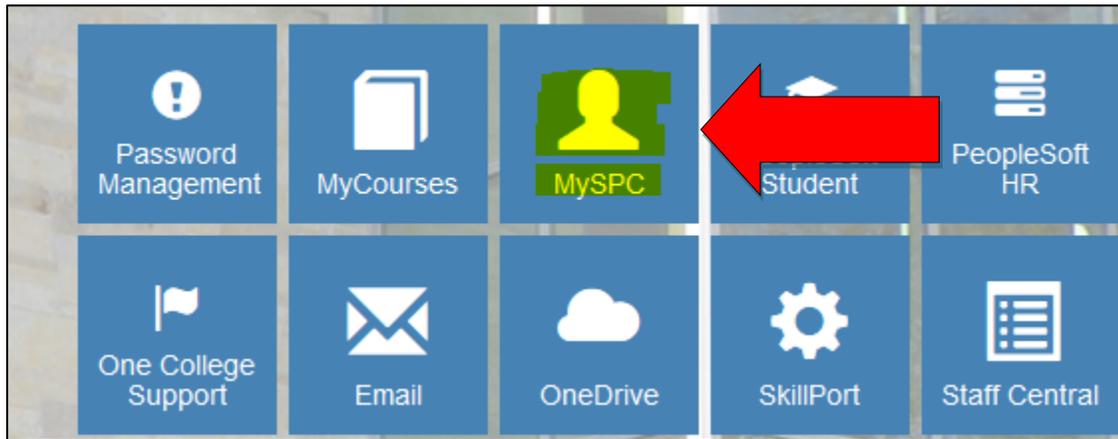


Supervisor Guide to Reviewing & Completing
2022-2023 Performance Reviews

Human Resources

1. Open Single Sign On using <https://one.spcollege.edu/> in Firefox or Chrome.
2. Next, click on the *MySPC* tile.



3. From the employee services menu, you will see one or two: one for Career Service employees and one for A&P employees. Click on the appropriate manager portal. If you click on the *Instructions* link, this will take you to the [SharePoint site](#) and you will find additional information about the performance review process on that site.



4. Once in the manager portal, click on the magnifying glass to sort. You cannot type in names or employee numbers into the fields. You must use the magnifying glass to search. Click on the magnifying glass next to the year and select 2022-2023. Click *Search*. Now you will see the reviews for all your direct reports for the 2022-2023 review year.

Human Resources

Administrative & Professional Goal Setting & Performance Review

Supervisor:

 Show Only My Direct Reports Show All Employees Who Report to MeEmplid: Status: Name:

Year: 2020-2021

Search

Clear

Career Service Goal Setting & Performance Review

Supervisor:

 Direct Reports All ReportsSupervisor ID: Employee ID: Supervisor Name: Employee Name: Status:

Year: 2020-2021

Performance Feedback Type:

Search

Clear

NOTE: If you do not see a review for a direct report, this indicates that employee has not started (created) their review. You can only see the reviews for employees that have entered their goals into the system.

- You will want to meet with each of your direct reports to discuss their goals for the 2022-2023 year. To review and comment on your employee's goals, select the employee's review from the menu by clicking on view.

Human Resources

Phase 1: Planning and Goal Setting (August 20, 2022 - October 30, 2022)

Please review the goals the employee entered and provide comments to both the SMART goal and professional development goal. Once you have entered all of your comments, check the supervisor approval box at the bottom of the template.

SMART Goals: <input type="checkbox"/> Show SMART Goal Examples		
I want to achieve:	By doing:	Measurement/Results:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee Comments: <input type="text"/>		
Supervisor Comments: <input type="text"/>		
Professional Development Goals: <input type="checkbox"/> Show Professional Development Goal Examples		
I want to achieve:	By doing:	Measurement / Results:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee Comments: <input type="text"/>		
Supervisor Comments: <input type="text"/>		
<input checked="" type="checkbox"/> Employee Approval	07/25/19 3:55PM	<input type="checkbox"/> Supervisor Approval
<input type="button" value="Save"/>	<input type="button" value="Submit"/>	<input type="button" value="Return for Revision"/>

Each employee must have a minimum of one SMART Goal and one Professional Development Goal.

Once both the employee and supervisor have entered comments and checked the approval boxes, this will complete the Goal Setting phase. You will not be able to make changes to your comments once you click the Supervisor approval box.

PLEASE NOTE: Goal setting must be complete before an employee can start on their Phase 2: Performance Review (April 3, 2023 - June 23, 2023). The Goal Setting and Planning phase is complete once both the employee and supervisor have discussed the employee's goals and both check the approval boxes in the template.

Phase 2: Performance Review (April 3, 2023 - June 23, 2023)

TIP: Type your responses to the 3 questions in Microsoft word and then copy and paste into the PeopleSoft template. Save your work frequently!

Employee and Supervisor Comments

What do you consider to be your greatest contribution(s) to your department or SPC this year?

Employee Comments:
 test

Supervisor Comments:

How could you improve in your current role?

Employee Comments:
 test

Supervisor Comments:

What support or resources do you need from your supervisor to improve in your current role?

Employee Comments:
 test

Supervisor Comments:

Save Approve Return for Revision

Once you enter your supervisor comments and click *Approve*, the performance review will go back to the employee for final comments.

Phase 2 Status	Definition
Open	Employee needs to submit to supervisor.
Employee Submitted	Employee submitted review to supervisor. Supervisor needs to take action.
Manager Approved	The supervisor has approved the review. Employee must finalize.
Completed	The review is complete.

All performance reviews should be 100% complete on or before June 23, 2023.