myIMPACT

Individually Measuring Performance and Achievement to Cultivate Talent

Training Guide

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myIMPACT Overview

Introduction

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Performance Review

This process emphasizes employee engagement and fosters more frequent, relevant and timely feedback communication between supervisors and employees. Reviews are to coach and encourage employees by acknowledging where expectations are met and to discuss strategies to improve job performance where needed. Administrative employee performance reviews will be conducted annually with semiannual check-ins. Professional and Career employee performance reviews will be conducted semiannually with check-ins occurring at the midpoint of each review cycle. Ratings are competency-based and consist of a 3-point rating scale: Meets Expectations, Meets Some Expectations, and Does Not Meet Expectations. Each of the competencies align with the mission, vision, values of the College.

SMART Goals

Supervisors will set and rate employee SMART Goals directly within the performance reviews for administrative, professional, and career employees. Employee goal setting is a strategy set forth in the VIP 2.0 strategic plan to enhance operational excellence (see Strategy 4.3.2). While SMART Goals have been utilized as a part of the myIMPACT process in the past, re-positioning SMART Goals within the performance review will enable supervisors to better track and review employee goal completion.

Supervisors of new Administrative employees will receive a task on their myIMPACT Dashboard prompting them to set their employee's Future SMART Goal(s) within their first month of employment. Supervisors of new Professional and Career employees will set their employee's Future SMART Goal(s) on the regularly scheduled semi-annual review form.

Employees must have at least one SMART Goal each review period. However, the goal can be a long-term goal that spans multiple review periods. To continue with a goal, the supervisor will rate the goal and then re-enter the same goal as the next Future SMART Goal to be rated on the subsequent review.

SMART Goals are rated on the following 3-point rating scale:

- Complete The goal has been met.
- Made Sufficient Progress The employee made sufficient progress toward the goal even though the goal was not met. This may have been due to extenuating circumstance, or the due date is beyond the current performance review cycle.
- Made Little to No Progress The employee did not start or make sufficient progress toward the goal.

Note: If the employee changed positions during the review cycle and the previously set goal is no longer relevant to their new position, the manager will select "No longer applicable" as the goal rating.

Check-ins

Check-ins involve a series of question prompts to facilitate the conversation between the supervisor and employees. Topics include support that the employee may need, progress on SMART goals, individual development plans, upcoming projects, and any other topics that they may wish to discuss. The conversation is not limited to these prompts but at a minimum should be used to guide the discussion.

Individual Development Plans

Administrative, Professional and Career employees will have discussions with their supervisor about their Individual Development Plans during their mid-review Check-in. Employees will no longer enter IDPs on a separate Dashboard within myIMPACT. The primary purpose of the IDP is to help employees reach short and long-term developmental objectives, as well as improve current job performance. During the Check-in, the supervisors and employees will collaboratively select developmental objectives and activities that would best support the employee's professional growth. Employees can review the <u>FSCJ Professional Development Competencies</u> for ideas on potential developmental objectives. Example developmental activities include professional development courses and certificate programs, job shadowing, cross training, job rotations, formal education, presentations, committee participation, special assignments, participation in professional organizations.

myIMPACT Functionality

myIMPACT, powered by NeoEd, not only houses the evaluation tools but will also:

- Provide a dashboard of tasks and activities
- Send notifications when tasks are due
- Prompt for Check-ins
- Electronically forward evaluations for review and comments
- Track evaluation progress
- Forward the evaluation for electronic signatures
- Send notifications of journal entries

Review Cycle and Competencies

Administrative Employees

Cycle Timing:

- Annual performance reviews due June 15
- Rating step available May 1
- Check-in due January 16

Professional Employees

Cycle Timing:

- Semi-annual performance reviews due June 15 and December 15
- Rating step available May 1 and Nov 1
- Check-in due Sept 16 and March 16

Career Employees

Cycle Timing:

- Semi-annual performance reviews due June 15 and December 15
- Rating step available May 1 and Nov 1
- Check-in due Sept 16 and March 16

Adjunct Employees

Cycle Timing:

- Annual performance reviews due Aug 1
- Rating step available Sept 1 (open throughout the academic year)

Competencies:

- Communication
- Collaboration
- Leadership
- Organizational Strategy
- Innovation

Competencies:

- Communication
- Collaboration
- Leadership
- Customer Focus
- Initiative

Competencies:

- Communication
- Collaboration
- Job Knowledge
- Customer Focus
- Accountability

Competencies:

- Communication
- Job Knowledge
- Accountability
- Leaner-Centered Teaching Strategy

Note: Adjunct performance reviews occur during the adjunct's first term teaching and annually thereafter. In the first year, a Standard Evaluation (which includes an instructor observation) must be completed. In the following two years, an Abbreviated Evaluation (which does not include an instructor observation) can be completed. Then in the next year, the Standard Evaluation must be completed. This cycle continues thereafter (Abbreviated review for two years then Standard Review).

The SMART Goal Model

Using the SMART Goal model, supervisors will set at least one goal for their employees that aligns with departmental and/or College priorities. SMART Goals include a specific action to be taken to accomplish a measurable result that is achievable and relevant within a certain timeframe. The due date for the SMART Goal does not have to align with the dates of the review cycle. The goal can be continued across multiple review periods.

SMART Goals are:

SPECIFIC - Define what you expect the employee to do. What will be accomplished? What actions will the employee take?

MEASURABLE - State how you will measure whether the employee is meeting the goal. How much? How many? How well?

ACHIEVABLE - The goal should be within the employee's realm of authority and capability. Does the employee have the necessary skills and resources?

REALISTIC / RELEVANT - The employee should be able to realistically achieve the goal. Also, the goal should relate to the strategic goals of the department or the College. Click to view the <u>FSCJ</u> <u>Visionary Impact Plan 2.0</u>.

TIME-BOUND - Specifically state when the goal needs to be completed. What is the time frame for accomplishing the goal?

EXAMPLE:

One of the objectives of the Recruitment department may be to increase the number of applicants to the College by 40%. The manager and employee would discuss possible ways to reach this goal and may decide upon the following SMART Goal:

Organize 6 Open House events to increase the number of applicants by 40% by the end of the year.

- **S** = Organize 6 Open House events
- M = Increase the number of applicants by 40%
- A = The employee has the resources and authority to organize the Open Houses
- **R** = The goal is relevant to the departmental and College-wide goals; it is also realistic
- T = By the end of the year

SMART Goal Action Verbs

To make your SMART goals specific, use action verbs such as the examples below:

Achieve	Chair	Edit	Handle	Manage	Place	Resolve
Acquire	Change	Educate	Head	Market	Plan	Respond
Administer	Collaborate	Enforce	Hire	Master	Prepare	Review

Advertise	Collect	Enhance	Identify	Mediate	Procure	Schedule
Advise	Complete	Employ	Implement	Mentor	Produce	Secure
Analyze	Create	Establish	Improve	Minimize	Program	Select
Apply	Conduct	Evaluate	Incorporate	Modify	Promote	Serve
Arrange	Construct	Execute	Inform	Monitor	Provide	Simplify
Assess	Coordinate	Explain	Initiate	Negotiate	Publicize	Solve
Assign	Correspond	Facilitate	Install	Obtain	Publish	Summarize
Assist	Deliver	Finalize	Instruct	Operate	Purchase	Teach
Audit	Demonstrate	Fundraise	Investigate	Order	Reconcile	Train
Balance	Design	Process	Launch	Organize	Recruit	Tutor
Budget	Develop	Generate	Lead	Originate	Reduce	Update
Build	Display	Govern	Log	Participate	Report	Utilize
Calculate	Document	Guide	Maintain	Perform	Research	Verify

Common Ways to Measure SMART Goals

Data Types	Data Collection Methods
Quality/accuracy rates	Automated reports
Customer satisfaction	Audits, test, inspections
Amounts produced	Surveys
Revenue generated	Observation
Costs reduced	Feedback logs
Turnaround times, timeliness	Work products, samples
Time saved	
Productivity rates	

myIMPACT Resources

To learn more about the Performance Review Process please access the following resources:

03-1201 PERFORMANCE REVIEW OF ADMINISTRATIVE, PROFESSIONAL, CAREER AND ADJUNCT EMPLOYEES

HR Desktop Procedures for Administrative, Professional, and Career Performance Reviews

HR Desktop Procedures for Adjunct Performance Reviews

Log into <u>myLearning</u> to register for the following myIMPACT trainings:

- PD 4071 Introduction to myIMPACT
- PD 4072 myIMPACT: Performance Reviews (for supervisors)
- PD 4073 myIMPACT: SMART Goals
- PD 4074 Coaching for Impact (for supervisors)

Performance Reviews

Performance Review Process for Managers

Entering SMART Goals

- 1. Log into myFSCJ and select the Employee Self Service navigation.
- 2. Click the Quick Links tile.



3. Select myIMPACT in the left-hand navigation.

K Employee Self Service	Quick Links
T Instructions	
Brainfuse Online Tutoring	Please use the left navigation panel to access helpful links.
Building Maintenance Request	
Canvas	
Curriculum Services	
Distressed Student Guide	
Emergency Notifications	
Employee FAQ's	
Financial Services Form	0
FSCJ Data Library	
Help Center	
HR Website	
Egal Services Request	
Eibrary & Learning Commons	
T myGradPlan	
myIMPACT	
myLearning	

4. Click the **First SMART Goal(s) Entry** task under **My Tasks**. Note: Although this is a Rating step, there is nothing that the manager will have to rate on the form evaluation form. The form simply asks for the date that the goal was entered and the Future SMART Goal.

🛛 🔡 Dashboard 🔍	Search for employees or positions		Give Feedback rs FSCJ Supervisor 🗸
FS (Dashboard Dashboard My Onboarding		
Manager Human Resources My Profile	My Tasks View All T	People	View Team
A Dashboard		MY MANAGER	
: 프 Tasks 💶	OVERALL STATUS	PSCJ Director	
A People	1	MY DIRECT REPORTS	
Performance	Due Later	FSCJ Employee	
all Reports	TASKS		
		Quick Actions	View All
	👷 PERFORMANCE - RATING Due 08/01	22 View my current evaluation	2
	Rating For FSCJ Employee's First SMART Goal(s) Entry For FSCJ Employee + First SMART Goal(s) Entry		

5. Click Go to Performance.

You will now be redirected to PE Performance	×
Don't show this message again	Go to Performance

6. Click Date Goal Entered.

🛛 👬 Dashboard			Q Search	FSCJ Supervisor 🗸
Employees Performance Ev	aluations \lor	Library V Reports V		≜ ≣ + ©
< Go to Evaluation Details				Submit Evaluation
FE FSCJ Employee BENEFITS COORDINATOR	«	First SMART Goal(s) Entry		
SECTIONS		COMPETENCY SECTION TEXT ONLY		
Date Goals Entered	~	Date Goals Entered		
Future SMART Goals				
b Summary		Date Goals Entered		

7. Enter the date in the **Comments** box and click **Done**.

© COMPTENCY SECTION Date Goals Entered	Done
Date Goals Entered Fields are required.	Search Feedback Entries Journal Entries Filters: Author: Myself V Date: Pest 12 Mont
	No Journal Entries found.
B i U Ai F T T II CO	

8. To enter the Future SMART Goal(s) screen, click + Add item and select New Goal.

🛛 🔡 Dashboard		Q Search	🖾 🖾 🕑 rs FSCJ Supervisor 🗸
Employees Performance Evaluations \lor	Library \lor Reports \lor		â 10 + ··
< Go to Evaluation Details			Submit Evaluation
FE FSCJ Employee	First SMART Goal(s) Entry		
SECTIONS Date Goals Entered V	goal section future/List Future SMART Goals		+ Add Item From Library
Future SMART Goals 🔬		[4444]	Select From Employee Goals New Goal
		No items in this section	

- 9. Add the Goal Name.
- 10. Add the Goal Due Date.
- 11. In the Category field select "Individual."
- 12. In the **Description** field enter the full text of the goal using the SMART Goal model.
- 13. Select Save.

🛛 📰 Dashboard	1 Edit Goal Cancel	Save
Employees Performance Eva		
< Go to Evaluation Details	General Milestones	
FE FSCJ Employee BENEFITS COORDINATOR	* Reds are required,	
SECTIONS	Goal Name *	
Date Goals Entered	Increasing APD Advising Sessions	
Future SMART Goals	Goal Type * Goal Due Date Category *	
E Summary	Employee Goal 🗸 🖾 06/30/2023 Individual 🗸	
	Assignee PSCJ Employee Call 100 students to encourage them to meet with an advisor to create an Academic Degree Plan to increase the number of ADP advising sessions by 10% by April 1, 2022.	
	ADDITIONAL SETTINGS	
	REMINDER SETTINGS	

14. If the supervisor would like to enter an additional goal, this can be done by clicking the +Add Item button again. When complete, click **Submit Evaluation**.

🛛 📲 Dashboard		Q Search		FSCJ Supervisor V
Employees Performance Evaluations $ \smallsetminus $	Library V Reports V	_		± ≣ + €
< Go to Evaluation Details				Submit Evaluation
FE FSCJ Employee COORDINATOR	First SMART Goal(s) Entry		,	
SECTIONS	GOAL SECTION I FUTURE/LIST			+ Add Item
Date Goals Entered	Future SMART Goals			
Future SMART Goals ~				
Summary	Increasing APD Advising Sessions Call 100 students to encourage them to meet with an advisor to create an Academic Degree Plan to increase the number of April 1, 2022.	DUE DATE of ADP advising sessions by 10% by	: 06/30/2023	

Editing SMART Goals

If a supervisor needs to edit or add a SMART Goal for an employee, they can do so by emailing Employee Relations at <u>emprelations@fscj.edu</u>. Employee Relations will add a task to the supervisor's dashboard to edit the SMART Goal and the supervisor will receive a notification that the task is available.

- 1. Log into myFSCJ and select the Employee Self Service navigation.
- 2. Click the Quick Links tile.



3. Select myIMPACT in the lefthand navigation.

Employee Self Service	Quick Links
T Instructions	Diagon use the left paying ten panel to h-inful Univ
Brainfuse Online Tutoring	Please use the left havigation panel to access helpful links.
Building Maintenance Request	
Canvas	
Curriculum Services	
Distressed Student Guide	
Emergency Notifications	
Employee FAQ's	
Financial Services Form	D
FSCJ Data Library	
Help Center	
HR Website	
Egal Services Request	
Elbrary & Learning Commons	
📄 myGradPlan	
myIMPACT	
myLearning	

4. Click the Edit SMART Goal task under My Tasks.

	Dashbudiu	
	Dashboard My Onboarding	
Supervisor Manager an Resources		
<u>fy Profile</u>	My Tasks View All Tasks (2)	People
oard		MY MANAGER
0	OVERALL STATUS	FD FSCJ Director
e	1 1	
	Due This Week Due Later	Quick Actions
rmance		View my current evaluation
ts	TASKS	
		Write a Journal entry
	Due Today	
	Fer FSCJ Employee - Training Demo - Career Due 12 / 2022 (FSCJ Employee 100)	
	Checkin For FSCJ Employee - Training Demo - Career Due 12 / 2022 (PSCJ Employee 100) PERFORMANCE - PLANNING Due 08/25/22	

5. Click the **pencil icon** to edit the goal.

Dashboard	Dashboard Q Search				İ	ß	FS FS	CJ Supervisor	~			
Performance Evaluations	· 1	.ibrary	✓ Reports ∨							ŵ	• +	Ċ
Edit Content	ontent Q GOAL SECTION UPDATED SMART GOAL RATING SCALE Current SMART Goal(s)								+	Add Goals		
			Items		Description				Actions			
ployee: :J Employee		:	Increase ADP Advising Sessions		Call 100 students to encourage them to r	neet with an advisor to create and Academ	nic De	g	2			
Staff												
ent: :'s Office												

- 6. Edit the Goal Name.
- 7. Edit the Goal Due Date.
- 8. In the Category field select "Individual."
- 9. In the **Description** field enter the full text of the goal using the SMART Goal model.
- 10. Select Save.

Dashboard 📡 E Performance E General	dit Goal	Cancel Save
Edit Conte 25,2022 ployee: 25 Employee	Fields are required. Goal Name Expand Service Learning	
Staff ent: L's Office In: Demo - Career I	Goal Due Date Category * Im 08/01/2024 Description	
m Due Date: 15, 2022 mit Content	Recruit 40 faculty members to incorporate service learning into at least one of their classes by the Fall semester.	
	ADDITIONAL SETTINGS	~
	REMINDER SETTINGS	~

11. Click Submit Content.

🛛 📕 Dashboard				Q Search			
mployees Performance Evaluations \vee	Library	Reports 🗸					û D
Add/Edit Content	v Cui	soal section I updated smart goal rating scale rent SMART Goal(s)					+ Add Go
Thu, Aug 25, 2022		Items	Description			Actions	•
FE Employee: FSCJ Employee	+	Expand Service Learning	Recruit 40 faculty members to incorporate service	learning into at least one of their classes by	th	L	×
Position: Chief of Staff							
Department: President's Office							
Evaluation: Training Demo - Career Due 12 /							
Evaluation Due Date: Thu, Dec 15, 2022		_					
Submit Content							

12. Click Yes, I'm Finished.

Dashboard		Q. Search	🖾 🖾 🕜 FSCJ SI	
ployees Performance Evaluations 🗸 👘				
Add/Edit Content				
FE Employee: FSCJ Employee				
Interface Interface September Valuation: Valuation: Valuation: Valuation Concer Due 12 / Valuation Dee Date: Du. Dec 15, 2022 Submit Content	Submit Cont	tent Are you sure you are finished with adding content for this evaluation ? Current SMART Goalgie: ① http:// Added No., Leris Go Back Vec. Pre Fixehed		

Entering Journal Entries

Throughout the performance review period, employees are strongly encouraged to enter journal entries to share updates about their goal progress and about their overall performance. When shared with their manager, these journal entries will be displayed to the manager so that they can utilize them as they complete the performance review ratings. Managers can also use the journal entry feature to make notes about the employee's performance. They can choose to share these notes with the employee or keep them private. Finally, if an employee wants to send kudos about another employee, they can enter a journal entry for the employee and share it with the employee's manager.

- 1. Log into myFSCJ and select the Employee Self Service navigation.
- 2. Click the Quick Links tile.



3. Select **myIMPACT** in the lefthand navigation.

C Employee Self Service	Quick Links
T Instructions	
Brainfuse Online Tutoring	Please use the left navigation panel to access neiptul links.
Building Maintenance Request	
Canvas	
Curriculum Services	
Tistressed Student Guide	
Emergency Notifications	
Employee FAQ's	
Financial Services Form	0
FSCJ Data Library	
Help Center	
HR Website	
E Legal Services Request	
Eibrary & Learning Commons	
🛅 myGradPlan	
myIMPACT	
myLearning	

4. On the **Dashboard**, click **Write a Journal Entry** under **Quick Actions**.

ED Agency Logo	Dashboard Q Search for employees or positions			Give Feedback	FSCJ Employee
FE SCJ Employee	C Dashboard Deshboard My Onboarding				
Chief of Staff President's Office					
My Profile	My Tasks	View All Tasks (0)	People		
ashboard			MY MANAGER		
isks			FSCJ Supervisor		
eople					
erformance			Quick Actions		
eports	You have zero tasks to do! Check back later for any new tasks.		View my current evaluation	>	
			Write a Journal entry	>	

- 5. Enter the employee's name in the "Who is this entry about?" field. You can enter multiple names in this field, but the employee will only see their name on the Journal Entry.
- 6. Enter your comments in the **Comment** box.
- 7. Select who you want to share the journal entry with (Employee, Manager, or Manager's Manager). *NOTE: You can keep the journal entry private by not sharing it with anyone.*



- 8. Click Submit Journal Entry.
- 9. Click Close.

n Das	hboard Q Search for employees or positions		Write a Journal Entry
ployee	Dashboard My Onboarding		New Entry Past Entries
i Staff s Office office	My Tasks	View All Tasks (0)	B i U IE · · · · · · · · · · · · · · · · · · ·
	You have zero tasks to d Check back later for any new t	ol asks.	Quick Action View my Dath Autoseved on 77/2022, \$18.07 PM Did you know? You can tag your journals with Competencies and Goals from recent/upcoming evaluations by typing "o" along with the rune of the term. Tagging is only applicable for one user at a time. White a Ja Who do you want to share this entry with? Employee Managerick Solo
			Discard Draft Keep as Draft Submit Journal Entry

How to View Journal Entries

When an employee has submitted a journal entry, the individuals with whom they shared the journal entry will receive an email letting them know that a journal entry has been shared with them. To view the journal entry:

1. On the **Dashboard**, click on **Performance** in the lefthand navigation.

RECED Apency Lopp - Das	shboard $ Q $ Search for employees or positions			Five Feedback
FS (FSCJ Supervisor Manager Human Resources	Dashboard Dashboard My Onboarding			
My Profile	(E) My Tasks	View All Tasks (2)	People	View Team
f Dashboard			MY MANAGER	
금 Tasks 2 옮 People	OVERALL STATUS		(79) FSCJ Director	
	1	1		
II Reports	Overdue	Due Later	Quick Actions	
	TASKS		S View my current evaluation	>
			Write a Journal entry	>

2. Click on the **Journal Hub** tab.

RECED Agency Logo	shboard Q Search for employees or positions	B Give Feedback FS
FS (FSCJ Supervisor Manager Henne Brances	Overview My Evaluations My Team's Evaluations Journ	al Hub
My Profile	My Tasks	My Current Evaluation
 A Dashboard □ Tasks 2 2 3 Beople 	CHECK IN Due 4 Days Ago	First SMART Goal(s) Entry Due Thursday, August 11, 2022 There Reference Provide Pr
Performance In Reports	For FSCJ Employee - Training Demo - Career Due 12 / 2022 (FSCJ Employee 100)	
	Rating For FSCJ Employee's Training Demo - Career Due 12 / 2022 (FSCJ Employe For FSCJ Employee - Training Demo - Career Due 12 / 2022 (FSCJ Employee 100)	My Team's Evaluations

3. The **Journal Hub for** field defaults to show journal entries that have been submitted about you. If a manager wants to see journal entries that have been shared with them about another employee, they will enter the employee's name in this field.

RECED Agency Logo	ashboard Q Search for employees or positions	Freedback FS F
FS (Overview My Evaluations My Team's Evaluations Journal Hub	
Manager Human Resources My. Profile	Journal Hub for Myself	
= Tasks 2	Current (0) P Myseif	
Sa People	FSCJ Employee	
Performance In Reports	T Sort V X Ac FSCJ Employee 2	
	Sort: Update Date • Newest First	

4. Here you can view the journal entries that have been submitted.

RECED Agency Logo	shboard Q Search for employees or positions Qve Feedback (19)
FS	Performance
ESC Supervisor	Overview My Evaluations My Team's Evaluations Journal Hub
Manager Human Resources My Profile	Journal Hub for FSCJ Employee
A Dashboard	
:= Tasks 🕘	Current (3) Drafts (0)
& People	↑↓ Sort ∨ ★ Actions ∨
all Reports	Sort: Update Date • Newest First
	ABOUT
	ABOUT FSCI Employee Created 07/07/22 - Edited 07/07/22 FSCI Employee Campated 25 student cals and scheduled 13 ADP advising appartments. Campated 25 student cals and scheduled 13 ADP advising appartments.

Completing the Check-In

Check-ins provide managers and employees the opportunity to have meaningful conversations about support that the employee may need, progress on SMART goals, individual development plans for their professional growth, upcoming projects, and any other topics that they may wish to discuss. Career and Professional Check-ins become available on the Manager's Dashboard to complete on March 15th and September15th. Administrative Check-ins are available on January 16th.

1. On the Dashboard, select the Check-in task under My Tasks.

NEOED Agency Logo	ashboard Q Search for employees or positions			Give Feedback rs	FSCJ Supervisor 🗸
FS FSCJ Supervisor	Dashboard Deshboard My Onboarding				
Manager Human Resources					
My Profile	1 My Tasks	View All Tasks (2)	People	View Team	
A Dashboard			MY MANAGER		
Ξ Tasks 🧿	OVERALL STATUS		ro FSCJ Director		
윰 People	1	1	MY DIRECT REPORTS		
	Due This Week	Due Later	FSCJ Employee		
000 Reports					
	TACVC				
			Quick Actions		
	PERFORMANCE - CHECK IN	Due Today	C View my current evalu	uation >	
	FE Check-in For FSCJ Employee • Career Performance	e Review Due 01 / 2023 (F	inal entry	>	

2. On the pop-up box click on **Go to Performance**.



3. Complete each question on the Check-In form and select Publish.

Employees Performance Eval	Career Performance Review Date 0/1 2022 (1954) Employee 100) Evaluation Check-In for FSCJ Employee DAMT AUTOSAVID CH 0705/2022 02-021 PM	Close Publish
FE FSCJ EMPLOYEE Position: Chief of Staff	mans a required field. The check in will be kneeking by both stark assignment and employee prior to refersing the evoluation. Terror I Effectives and Supportions Support Must a workwarg firmed as net working firme can help?	Seech Feedback Daries Filter: Author Mynell Date Peet 12 No Journal Dates Isoud.
Department: Problem Office View Ora Chart Managara) ®	B / U Ai F उ र गा ∞ ि D ⊞	
	Press Att + PIO to move to toobse: Press Att + O for Help.	

Rating Performance Reviews

Managers will be able to start entering ratings for their employees 45 days before the ratings are due.

1. On the **Dashboard**, select the **Rating Task** for the employee on **My Tasks**.

NEOED Agency Logo 📕 Dash	board Q Search for employees or positions		Give Feedback FSCJ Supervisor
FS (Dashboard Dashboard My Onboarding		
Manager Human Resources			
My.Profile	E My Tasks View All Tasks (1)	People	View Team
Dashboard		MY MANAGER	
Tasks 🚺	OVERALL STATUS	ro FSCJ Director	
People			
	1	MY DIRECT REPORTS	
Performance	Due Later	R FSCJ Employee	
Reports			
	TASKS	Quick Actions	
	☆ PERFORMANCE - RATING Due 07/05/23	View my current evaluation	>
	Rating For FSCJ Employee's FSCJ Employee 100 Career Empl For FSCJ Employee - FSCJ Employee 100 Career Employee Pro	al entry	>

2. Select each **Competency**.

Dashboard				Q Search	🗹 🛗 🖸 🥵 FSCJ Supervis
Employees Performance Eve	iluations \sim	Library \lor Reports \lor			å = +
< Go to Evaluation Details					Submit Eval
FE FSCJ Employee	«	FSCJ Employee 100 Car	eer Employee		
SECTIONS		COMPETENCY SECTION 3-POINT	RATING SCALE		
Job Specific Competency	۵	Job Specific Competence	ency		
Current SMART Goal(s)	▲				
Future SMART Goal(s)		Job Knowledge	ent		
Supervisor Comments	۵				
Summary		Customer Focus	💭 no comment	*	
		Accountability	문 no comment		
		Communication) no comment		

3. Select a Rating.

Note: If a Career or Professional employee has been with the College for less than 4 months, the supervisor can select "Employee is new to the College within the last 4 months." If an Administrative employee has been with the College for less than 6 months, the supervisor can select "Employee is new to the College within the last 6 months."



4. Add a Comment.

Note: Supervisors can add journal entries to the review, by clicking the "Add to Comment Box" link beneath the journal entry. To see all journal entries that have been entered for the employee, click on the Author Filter and select "All." Click on the Date Filter and select "All time."

5. Click Next.

		< Prev Next >
Competencies Collaboration Develops and maintains responsive, cooperative, inclusive, o	nd mutually beneficial relationships to foster teamwork and collegiality.	Barch Freedrack Entries Journal Entries 3 entries
Fields are required.		Filters: Author: All Date: All time Date: All time Web JUL 13, 2022 09:20 AM FSCJ SUPERVISC SHARED
Show descriptions. >	(COMMENTS) B / 및 Ai 등 후 국 1위i GD · · · · · :	Great job on your work with the new student or committee. Your contributions to this collaboration helped to make the orientation revision project :
Meets Expectations Meets Some Expectations	Great job on your work with the new student orientation committee. Your contributions to this collaborative effort helped to make the orientation revision project a success.	Comment Added THU JUL 07, 2022 05:26 PM PSCJ EMPLOYEE
Does Not Meet Expectations Employee is new to the College within the last 4		Completed 25 student calls and scheduled 13 ADP advising appointments.
months		Add to Comment Box Add to Comment Box TUE FEB 11, 2020 09:38 AM FSCJ SUPERVISOI
		Great job on the myIMPACT training!
	Press At + F10 to move to toolbar. Press ALT + 0 for Help.	

6. Select a **Rating** for the Current SMART Goal.

Note: If the employee changed positions during the review cycle and the previously set goal is no longer relevant to their new position, the manager should select "No longer applicable."

- 7. Add a Comment.
- 8. Click Next.



9. To enter the Future SMART Goal(s) click +Add Item and then select New Goal.

Dashboard		Q Search	FSCJ Supervisor
ployees Performance Evaluations \lor Library \lor Reports \lor			₫ 🖩 + (
Go to Evaluation Details			Submit Evaluation
FE FSCJ Employee GIERF of STAFF FSCJ Employee 100 Care	eer Employee		
ctions goal section i putuer/list b Specific Competency < Future SMART Goal(s)		From Library
Irrent SMART Goal(s)	[⁴⁴⁴	4	New Goal
ipervisor Comments 🔺			
Summary	No items in ti	his section	

- 10. Enter the **Goal Name**, enter a **Goal Due Date**, select **Individual** as the **Category**. In the **Description** box, enter the full text of the SMART Goal.
- 11. Click Save.

Note: If the supervisor would like to enter an additional goal, this can be done by selecting Future SMART Goal(s) again in the lefthand navigation and clicking the +Add Item button.

		Se Add Goal	Cancel Save
es Performance Eval	luations		
Evaluation Details		General	
FSCJ Employee	(
CHIEF OF STAFF		Fields are required.	
		Goal Name *	
cific Competency	~	Expand Service Learning	
SMART Goal(s)	~	Goal Due Date Category *	
MART Goal(s)	▲	□ 08/01/2023 Individual ~	
or Comments	▲	Description	
ary		Recruit 40 faculty members to incorporate service learning into at least one of their classes by the Fall semester.	
			•
		ADDITIONAL SETTINGS	~
		REMINDER SETTINGS	~

12. Click **Supervisor Comments** in the lefthand navigation and then click the **Supervisor Comments** item.

Dashboard			Q Search	FSCJ Supervise
Employees Performance Evaluation	ions \sim	library V Reports V		± ∎ +
< Go to Evaluation Details				Submit Evalu
FE FSCJ Employee	«	FSCJ Employee 100 Career Employee		
SECTIONS		NARRATIVE SECTION TEXT ONLY		
Job Specific Competency	~	Supervisor Comments		
 Current SMART Goal(s)	~	Supervisor shall provide overall comments and expectations.		
Future SMART Goal(s)	~	Supervisor Comments		
Supervisor Comments	▲	E Comments Required · · · · · · · · · · · · · · · · · · ·		
Summary				

- 13. In the **Comments** box, enter overall comments on the employee's performance. These comments should include areas where the employee has excelled or needs improvement, which may not be referenced elsewhere in the review.
- 14. Click Done.

Supervisor Comments	< Prev Done
Supervisor Comments Describe areas where the employee has excelled or needs improved performance, which may not be reflected elsewhere in this review. Fields are required.	Search Feedback Entries Journal Entries Identices Identices
COMMENTS B i U Ai F T T T II CO On daly basis, I notice you encouraging and supporting both our employees and our students. Last week you spent extra time with a student to help them finish a difficult as jumment and even set up a tour of the library.	Great tybe on your wprk with the new student orientation committee. Your contributions to this cotaborative effort helped to make the orientation revision project a success.

15. Click **Submit Evaluation**.

Dashboard		a	Search 🗠 [E LY FSCJ Supervisor
ployees Performance Eva	iluations \sim	Library \lor Reports \lor		A = + (
Go to Evaluation Details				Submit Evaluation
FE FSCJ Employee CHIEP OF STAFF	«	FSCJ Employee 100 Career Employee		
TIONS		NARRATIVE SECTION TEXT ONLY		
Specific Competency	~	Supervisor Comments		
rrent SMART Goal(s)	~	Supervisor shall provide overall comments and expectations.		
ture SMART Goal(s)	~	Supervisor Comments		
pervisor Comments	~	On daily basis, I notice you encouraging and supporting both our employees and our students. Last week you spent of a difficult assignment and even set up a tour of the library.	extra time with a student to help them finish	>
Summary				

16. Click Close.



17. Click **Continue**. (To return to the Dashboard, select Dashboard in the upper lefthand corner.)



Manager's Manager Approval Steps

If a manager has rated an employee "**Does Not Meets**" on any competency, the review will be forwarded to the Manager's Manager for review and approval.

1. On the Dashboard, click the Approve and Sign task under My Tasks.

NEOED Agency Logo 📑 Dashb	oard Q Search for employees or positions		Give Feedback	FSCJ Director
FD () FSCJ Director Director	Dashboard Deshboard My Onboarding			
Human Resources	My Tasks View All Tasks (1)	People	View Team	
Dashboard		MY MANAGER		
Tasks 💶	OVERALL STATUS	PSCJ Division Head		
People	` 1	MY DIRECT REPORTS		
Performance	Due Later	FSCJ Supervisor		
Reports				
	TASKS	Quick Actions		
	S PERFORMANCE - APPROVAL Due 07/06/23	View my current evaluation	>	
	Approve and Sign FSCJ Employee 100 Career Employee Prob Exp SPC1 Employee 200 Career Employee Prob	nal entry	>	

2. Review the competency that was listed as Does Not Meet.

Dashboard			Q Search			G 🖡 👝	FSCJ D	Director	~
ees Performance Evaluations V Librar	ry 🗸 Reports 🗸					ŵ		+	Ŀ
	FSCJ Supervisor	Weets Expectations	At the recent Professional Development Day every work out of your way to ensure the guest speaked every thing the needed of the preventation incluc coming in hours before the event to test all the event to test all the event to constantly user before the event between the second of the user of the provide and then u customer experise information to improve our provide and then user our an applicity to the professional development open an applicity to the professional development.	nt, you r had ding quipmeni auge the ilize sesses	L				
	Accountability Accepts responsibility and is accountable for achieving results. FSCJ Supervisor	Does Not Meet Expectations	You continue to miss meetings and deadlines an recent project was way behind schedule and ove When questioned about the progress you stated everything use fine, which turned out not be bet	d your r cost. that ue.					

3. If you agree with the rating, select "Approve and Sign." If you need to make any change to the performance review, select "Deny". You will need to add comments when you submit your signature. The review is then forwarded back to the Manager for appropriate action. (To return to your dashboard, click **Dashboard** in the upper lefthand corner.)

Dashboard				Q. Search 🖾	🖩 🖂 y 🐢 FSCJ Director 🗸
ees Performance Evaluations \vee Lib	rary \vee Reports \vee				± ₩ + ©
proval Form					Go to Evaluation Details >
FE FSCJ Employee Chief of Staff		EVALUATION NAME FSCJ Employee 100 Career Employee Probationary Period Review Due 07 / 2023	DUE DATE Thu. Jul. 06, 2023	EZ Approve k	& Sign Deny
ng Summary					
FS FSCJ Supervisor Manager					
TIONS					Collapse all sections ~
a Specific Competency	COMPETENCY SECTION I 3-POINT RATING SC Job Specific Competence	ALE /			Collepse Section
rrent SMART Goal(s)					
ture SMART Goal(s)	Job Knowledge Demonstrates comprehensive and up to date in	nowledge of the job. Has the functional	and technical knowledge and t	skills to perform at a high level of accomplishme	ient,
pervisor Comments	(15) FSCJ Supervisor	Meets Expecta	tions Policies the procedures take the tion	ry knowledgeable about the relevant institution if affect your work. While others talk about s, you either are aware of what the APM says i me to track if down. We atmost had a conflict it	nal or

Meeting with the Employee to Discuss the Review

Managers will be prompted to meet with their employees to discuss the review and will need to complete a task in the system indicating the date that the meeting took place (or will take place).

1. On the Dashboard, click on the Task that says, "Schedule and Conduct In-Person Review with Employee".

encyllogo 📑 Dashbo	Dard Q Search for employees or positions		Give Feedback (15)
es (Dashboard Dashboard My Onboarding		
My Profile	My Tasks View All Tasks (1)	People	View Team
oard		MY MANAGER	
0	OVERALL STATUS	PSCJ Director	
e mance	1 Due Later	MY DIRECT REPORTS	
	TASKS	Quick Actions	
	PERFORMANCE - GENERAL Due 07/06/23	View my current evaluation	>
	FE Schedule and Conduct In-Person Review with Employee For FSCJ Employee - FSCJ Employee 100 Career Employee Pro	al entry	>

- 2. In the Comments box, enter the date that the meeting took place (or the date that the meeting will take place).
- 3. Select Complete Task.

Dashboard		Q Sear	Task Detail	Cancel [®] Complete Task
es Performance Evaluations	∨ Ubray ∨ Reports ∨			
FE SCJ EMPLOYEE	FSCJ Employee 100 Career Employee Due Date: Thu, Juli 06, 2023		Title Schedule and Conduct In P Related to PSCI Employee 100 Career Due 07 / 2023	Person Review with Emoty and
Position: Chief of Staff Department: President's Office <u>View Org Chart</u>	EVALUATION DETAILS Current Bases: Approval Type: Probation	EMPLOYEE DETAILS Position: Chief of Staf	Of December 07/06/2023 Comments Meeting will be held on 7	7/15/2022
r(s)	Process Content			
	indicates a required step			

OPTIONAL STEP: Printing the Performance Review Form for the Meeting with the Employee

Managers may choose to print the performance review before they Approve and Sign it so that they can have it with them while they meet with their Employee. NOTE: Managers DO NOT need to send in a printed copy of the performance review to Human Resources.

1. On the **Dashboard**, click on the employee's name in the **People** box under **My Direct Reports**.

(NOTE: Depending on the number of direct reports that they have, Managers may need to click "View Team" in the upper right of the People box first.)

ED Agency Logo 📕 Dashbo	Dard Q Search for employees or positions		Give Feedback (B) FSC Super	visor
FS () Supervisor Nanager	Dashboard Dashboard My Onboarding			
My Profile	My Tasks View All Tasks ()	People	View Team	
s ()	OVERALL STATUS	FSCJ Director		
simance 😨	1 Due Later	MY DIRECT REPORTS		
	TASKS	Quick Actions		
	PERFORMANCE - GENERAL Due 07/06/23	View my current evaluation	>	
	Schedule and Conduct In Person Review with Employee For FSCJ Employee • FSCJ Employee 100 Career Employee Pro	nalentry	>	

2. Click on the **Performance** tab.



3. Click on the current performance review.

ED Agency Logo	Dashboard Q Search for employees or positions	Give Feedback	6	SCJ Supervisor	~
FS 2J Supervisor Manager Uman Resources My_Profile	Prople/FSCJ's Profile FSCJ Employee Fielder's Office Job Performance Orebearding			Act	ions 🗸
hboard cs ple	Performance				
ormance orts	Performance Evaluations Active				
	Due Thursley, Joly 6, 2023 + Type: Prototion				

4. Click on the **Print** to obtain a hard copy of the review

Dashboard				Q Search		()	FSCJ Sup	ervisor	~
ees Performance Evaluations ~	Library \vee Reports \vee					â		+	0
E FSCJ Employee Chief of Staff	Print Preview			G	o To Evaluation Details	Print			
tings General Information Raters PSCJ Supervisor Content Job Specific Competency	FSCJ Employee FSCJ Employee 100 Career Employr Period Review Due 07 / 2023 Due Date: Thu, Jul 6, 2023	•			Direct May FSCJ Sy				
Current SMART Goal(s) Future SMART Goal(s) Supervisor Comments Process	General Information Position Chief of Staff Department President's Office	Division Class Spec	,	Evaluation Type Probation					
	Content Competency Section 1 3-Point Rat Job Specific Competency	ng Scale							
	Job Knowledge Demonstrates comprehensive ar	d up to date knowledge of the job. Has t	he functional and technics	al knowledge and skills to per	form at a high level of				

Approve and Sign the Completed Review Form

After the Manager has met with the employee to discuss the performance review, the Manager will Approve and Sign the form.

1. On the Dashboard, click the Approve and Sign task under My Tasks.

NECED Agency Logo 📕 Dast	nboard Q Search for employees or positions			Give Feedback FD	FSCJ Director	~
FD (FSCJ Director Director Memory Researces	Dashboard Dashboard My Onboarding				·	
My Profile	My Tasks View All Tasks	s (1)	People	View Team		
Tasks	OVERALL STATUS					
People			PSCJ Division Head			
	1		MY DIRECT REPORTS			
Performance	Due Later		FSCJ Supervisor			
Reports						
	TASKS	_	Quick Actions			
	PERFORMANCE - APPROVAL Due 07/06/23		View my current evaluation	>		
	Approve and Sign FSCJ Employee 100 Career Employee Prob For FSCJ Employee + FSCJ Employee 100 Career Employee Pro		nal entry	>		

2. If there are no further changes that you would like to make to the ratings, select "Approve and Sign." If you need to make any changes, select "Deny." This will re-trigger the approval process.

Dashboard				U, Search		PSCJ Director
i Performance Evaluations v Ubrary v Re	v atroq					± ⊕ + 0
roval Form						Go to Evaluation Details
E FSCJ Employee Chief of Staff		EXELUTION NAME FSCJ Employee 100 Career Employee	Thu, Jul. 06, 2023	L.	pprove & Sign	× Deny
Summary						
FS FSCJ Supervisor Manager						
5					Collag	use all sections
edific Competency Job	TENCY SECTION I 3-POINT RATING SCAL Specific Competency					lapse Section 👝
t SMART Goal(s)						
SMART Goal(s) Job K Demon	Inowledge strates comprehensive and up to date kno	wledge of the job. Has the functions	i and technical knowledg	e and skills to perform at a high level of ac	omplishment,	
isor Comments	CJ Supervisor	Meets Expect	tations I You polic	are very knowledgeable about the relevant ses that affect your work. While others talk odures, you offer are aware of what the A	institutional about PM savs or	

3. Click **Submit**. When the Manager signs the review, this sends the review form to the employee for signature. (To return to your Dashboard, click "Dashboard" in the upper lefthand corner.)

Dashboard			0	Approve & Sign	Cincel Subwit
es Performance Evaluations Lib	rary V Reports V			- Annua	
proval Form				Write comment here	
FE FSCJ Employee Chief of Staff		FSCJ Employee 100 Career Employee	DUE DATE Thu. Jul. 06, 2023		I
				Please sign your name bei	DW
				FSC) Supervisor
ng Summary				FSCJ Supervisor	July 14, 2022
FS FSCJ Supervisor Manager				Auto Generate Draw Signatur	•
IONS					
Specific Competency	COMPETENCY SECTION 13-POINT RATING SCALE Job Specific Competency				
ent SMART Goal(s)					
are SMART Goal(s)	Job Knowledge Demonstrates comprehensive and up to date knowle	dge of the job. Has the functiona	i and technical knowledge and	f skills te	
ervisor Comments	B FSCJ Supervisor	Meets Expect	tations You are ve	ery kno	
SECTIONS			procedure take the tir	es, you ime to t	

Review the Employee's Comments

When the employee signs, the manager needs to look at the form one more time in case the employee added comments while signing.

1. On the **Dashboard**, click on the employee's name in the **People** box under **My Direct Reports**. Note: Depending on the number of direct reports that they have, Managers may need to click "View Team" in the upper right of the People box first.

ED Agency Logo 📕 Dash	board Q Search for employees or pos	itions		Give Feedback 👩 F	SC Supervisor	~
FS (Dashboard My Onboardin	ıg				
My Profile	My Tasks	View All Tasks (0)	People	View Team		
ihboard			MY MANAGER			
ks			PSCJ Director			
ple			MY DIRECT REPORTS	_		
formance			R FSCJ Employee			
orts	You have zer	o tasks to do!				
	Check back later	for any new tasks.				

2. Click on the **Performance** tab.

FS C Supervisor Manager nan Resources	FE FSCJ's Profile	loyee				Actions 🗸
ly Profile	Job Performanc	e Onboarding				
ioard	Job					
	General		⊜ Po	osition		
ts	Employee #	100	Positi	on	Chief of Staff	
	Active (Emplo	Yes	Positi	on Start Date	07/13/2022	
	Email	hrtraining@fscj.edu	Depar	tment	President's Office	
	Work Phone #	N/A	Divisi	n		
	Hire Date	01/01/2016	Class	Spec		
	Termination Date	N/A	Direct	Manager	15 FSCJ Supervisor	
			Addit	onal Manager(s)		

3. Click the **Performance Evaluations** dropdown box and choose **Completed**.

ED Agency Logo	Dashboard Q Search for employees or p	sitions	Give Feedback FSCJ Supervisor V
U Supervisor Manager uman Resources My Profile	People / FSCJ's Profile FE FSCJ Employee Chief of Staff President's Office Job Performance	Onboarding	Actions 🗸
nboard :S ple	Performance		
ormance orts	Performance Evaluations	Active	
		Completed () Archived Canceled	

4. Click on the current performance review.

ED Agency Logo 📑 Dashboar	d Q Search for employees or positions		Give Feedback 👩 FSC Supervisor 🗸
FS (Peopletics) SJ Supervisor Manager Juman Resources My Profile Jo	e / FSCJ's Profile FSCJ Employee Chief of Staff President's Office b Performance Onboarding		Actions 🗸
hboard es ple	Performance Evaluations Completed Completed		
ormance	First SMART Goal(s) Entry Due Thurnday, July 14, 2022 - Type: Probation O Completed Thurnday, July 14, 2022	ė	
	ESC1 Employee 100 Carses Employe Dat During, Jay 6, 2023 - Type: Probation Completed Thursday, July 16, 2022	÷	
	< < T > >> 10 v items per page	Showing 1 - 2 of 2 items	

5. Scroll down to the see if the employee added any comments. Contact <u>emprelations@fscj.edu</u> if the comments raise any concerns.

Dashboard				Q Search 🖾 [FS FS	5CJ Super	visor ~
ees Performance Evaluations	Library V Report	s v				ů		+ ©
E FSCJ Employee Chief of Staff								
tings	Process							
General Information Raters SCJ Supervisor	0	Rater FSCJ Supervisor	Completed On Thu, Jul 14, 2022	By clicking certify and submit, you confirm the your rating is complete and accurate. Once rating is submitted, you will no longer be ab make changes.	nat your le to			
Content Job Specific Competency Current SMART Goal(s)	2	Approval & Signature FSCJ Director	Completed On Thu, Jul 14, 2022	× FSC) Director				
Future SMART Goal(s) Supervisor Comments Process	3	Schedule and Conduct In-Person Review with Employee FSCJ Supervisor Comment Meeting will be held on 7/15/2022	Completed On Thu, Jul 14, 2022	× FSC) Supervisor				
	0	Approval & Signature	Completed On	× FSC) Supervisor				
	3	Signature FSCJ Employee Comment Thank you for this review!	Comple ed On Thu, J II 14, 2022	Your signature does not obtain a subscription of the set of the se	ree rvisor s.			

Performance Review Process for Employees

Signing the SMART Goal(s)

Supervisors of new Administrative employees will set the employee's Future SMART Goal within the first month of the employee's start date. After the supervisor submits the goal, the employee will receive a task to sign their SMART Goal.

Note: Supervisors of Professional and Career employees will set their goals on their next regularly scheduled semiannual performance review and employees will be able to acknowledge their Future SMART Goals when they sign the review.

- 1. Log into myFSCJ and select the Employee Self Service navigation.
- 2. Click the Quick Links tile.

FSCJ transmission		~ Employee	Self Service		☆ ↓ ∶ ⊠ 🤇
	0				
	My Benefits	Company Directory	Careers & Recruiting	Delegations	
	My Exponses	Ny Finances	My Forms	Design Forms	
	Quick Links				

3. Select **myIMPACT** in the lefthand navigation.

K Employee Self Service	Quick Links
T Instructions	
Brainfuse Online Tutoring	Please use the left navigation panel to access helpful links.
Building Maintenance Request	
Canvas	
Curriculum Services	
Distressed Student Guide	
Emergency Notifications	
Employee FAQ's	
Financial Services Form	1
FSCJ Data Library	
Help Center	
HR Website	
Egal Services Request	
Eibrary & Learning Commons	
myGradPlan	
myIMPACT	
myLearning	

4. Click the task to sign the First SMART Goal Entry form under My Tasks.

lovee	Dashboard My Onboarding		
aff ffice		People	
	My Tasks View All Tasks (1)	MY MANAGER	
	OVERALL STATUS	FSCJ Supervisor	
	1		
	Due Later	Quick Actions	
		View my current evaluation	
	TASKS	Write a Journal entry	
	PERFORMANCE - ACKNOWLEDGMENT Due 08/01/2		
	Fit Sign First SMART Goal(s) Entry for FSCJ Employee For you - First SMART Goal(s) Entry		

5. Click Go to Performance.

You will now be redirected to PE Performance	X
Don't show this message again	Go to Performance

6. Review the Future SMART Goal and click Sign.

Dashboard				Q Search	⊠ 🗒	🖻 📧 FSCJ Employee 🗸
Library V Administrative V Re	ports V					↑ B + C
owledgment Form						Go to Evaluation Details >
E FSCJ Employee Chief of Staff	EVALUATE First S Entry	ON NAME SMART Goal(s)	due date Mon. Aug. 01, 2022			⊽ Sign
Summary						
FS FSCJ Supervisor Manager						
NS			*			Collaps
Soals Entered	COMPETENCY SECTION I TEXT ONLY Date Goals Entered					Collapse Section
ECTIONS	Date Goals Entered					
	15 FSCJ Supervisor		💬 Goal Enter	ed on 7/7/22.		
	GOAL SECTION I FUTURE/LIST Future SMART Goals					Collapse Section
	Increase ADP Advising Sessions Call 100 students to encourage them to meet with an advisor to	o create and Academic Degre	e Plan to increase the numb	er of ADP advising sessions by 10% by A	pril 1, 2023.	DUE DATE: 03/31/2023

7. Click Submit.

Dashboard			Q See	Sign Cancel Submit
Library V Administrative V Reports V			_	Comments
E FSCJ Employee Chief of Staff	EVALUATION NAME First SMART Goal(s) Entry	DUE DATE Mon. Aug. 01, 2022		Write comment here
Summary				Please sign your name below Your signature does not indicate that you agree with the ratings. By clicking submit, you are indicating that you have met with your

Entering Journal Entries

Throughout the performance review period, employees are strongly encouraged to enter journal entries to track progress toward their goals and to make notes about their overall performance. When shared with their manager, these journal entries will be displayed to the manager so that they can utilize them as they complete the performance review ratings. If an employee wants to send kudos about another employee, they can enter a journal entry for the employee and share it with the employee's manager.

- 1. Log into myFSCJ and select the Employee Self Service navigation.
- 2. Click the **Quick Links** tile.



3. Select myIMPACT in the lefthand navigation.



4. On the Dashboard, click Write a Journal Entry under Quick Actions.

ED Agency Logo 🚦 Da	shboard Q Search for employees or positions			Give Feedback	FSCJ Employee
FE SCJ Employee Chief of Staff	Dashboard Deshboard My Onboarding				
My Profile ashboard	My Tasks	View All Tasks (0)	People MY MANAGER		
isks pople			FSCJ Supervisor		
erformance	You have zero tasks to do! Check back later for any new tasks.		Quick Actions	>	
			Write a Journal entry	>	

- 5. Enter your name in the "Who is this entry about?" field.
- 6. Enter your comments in the **Comment** box.
- 7. Select who you want to share the journal entry with (Employee, Manager, or Manager's Manager). Note: You can keep the journal entry private by not sharing it with anyone.

Dashboard				
Dashboard My Onboarding		Who is this entry	about?*	
		re FSCJ Employee		~
		People		
My Tasks	View All Tasks (0)	New Entry	Past Entries	
		B i U		
		FSCJ Sup		
		Complete ADP advis	d 25 student calls and scheduled 13	
You have to		Quick Action ADP advis	ing appointments.	
Check back later	for any new tasks.	(a) View my a		
		G Write a Jo		
		Draft Autosaved on 7/	/2022, 5:18:07 PM	
		Did yo	u know? You can tag your journals with Competencies a /upcoming evaluations by typing "@" along with the nam	nd Goals from te of the item.
		Taggi	ig is only applicable for one user at a time.	
		Who do you wa	at to chara the water with?	
		Who do you wa	nt to snare to entry with?	
		Manager(s)	0	

- 8. Click Submit Journal Entry.
- 9. Click Close.

nom 📑 Dasht	ooard Q Search for employees or positions		N	Write a Journal Entry	Close
	Dashboard				
ployee 'Staff	Dashboard My Onboarding			New Entry Past Entries	
s Office office	My Tasks	View All Tasks (0)	People MY MANAGER	B <i>i</i> <u>U</u> I≡ • I≡ • ↔ D	
ce			FSCJ Sup	Completed 25 student calls and schedu ADP advising appointments.	iled 13
	You have zero tasks to do Check back later for any new tar	l ks.	View my a	Dieft Autosaved on 7/7/2022, 5:18:07 PM Did you know? You can tae your lournals with Com	petencies and Goals from
			G Write a Jc	recent/upcoming evaluations by typing "@" along w Tagging is only applicable for one user at a time.	with the r
				Who do you want to share this entry with?	
				Manager(s) ①	
				☐ Manager's Manager ⊘ Discard Draft Keep as Draft	Submit Journal Entry

Viewing Journal Entries

When an employee has submitted a journal entry, the individuals with whom they shared the journal entry will receive an email letting them know that a journal entry has been shared with them. To view the journal entry:

🕞 IEOED Agency Logo 🚦 Das	hboard Q Search for employees or pos	itions		Five Feedback 15
FS (FSCJ Supervisor Manager Human Resources	Dashboard My Onboardin	ng		
My.Profile	🗐 My Tasks	View All Tasks (2)	People	View Team
Dashboard	OVERALL STATUS		FSCJ Director	
🖧 People	_			
Performance	1 Overdue	1 Due Later	Quick Actions	
	TASKS		View my current evaluation	>
			Write a Journal entry	>

1. On the **Dashboard**, click on **Performance** in the lefthand navigation.

2. Click on the **Journal Hub** tab.

Ditorto Agency Logo	ashboard Q Search for employees or positions	Give Feedback 65 F
FS (FSCJ Supervisor Manager Human Resources	Performance Overview My Evaluations My Team's Evaluations Jour	nal Hub
My Profile	My Tasks	My Current Evaluation
 ★ Dashboard ☆ Tasks ◆ People ✓ Reformance 	CHECK IN Checkin For FSCJ Employee - Training Demo - Career Due 12 / 2022 (FSCJ Employee 100)	First SMART Goal(s) Entry A Due Thendey, August 11, 2022 Constant Ratings Rating Agreent
All Reports	KATING Due 12/15/22 Kating For FSCL Employee's Training Demo - Career Due 12 / 2022 (FSCJ Employe For FSCL Employee - Insting Demo - Career Due 12 / 2022 (FSCJ Employee	My Team's Evaluations

3. The **Journal Hub for** field defaults to show journal entries that have been submitted about you. You can view the journal entries that have been submitted here.

RECED Agency Logo 📑 D	ashboard Q Search for employees or positions
FS	Performance
FSCJ Supervisor Manager Human Resources My Profile	Overview My Evaluations My Team's Evaluations Journal Hub
 ▲ Dashboard 글 Tasks ▲ People 	Current (2) Drafts (0)
♀ Performance all Reports	[] Ser ∨
	Sort: Update Date - Newest First
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	ABOUT FSCI Employee Created 97/07/22 - Edited 97/07/22 FSCI Employee Completed 25 shubert calls and scheduled 13 ADP advance apportments.

Signing the Review

After the Manager has met with the employee to discuss the performance review, the manager will Approve and Sign the form, which will forward it to the employee for their final signature. This signature is just an acknowledgement that the employee has received the performance review.

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Chief of Staff resident's Office	Dashboard My Onboarding		
My Profile	My Tasks View All Tasks (1)	People	
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	PERFORMANCE - ACKNOWLEDGMENT Due 07/06/23		
	R Sign FSCJ Employee 100 Career Employee For you - FSCJ Employee 100 Career Employee Probationary Pe		

1. On the Dashboard, select the Sign task under My Tasks.

2. Click Go to Performance.



- 3. Scroll down and review the ratings and all comments.
- 4. Select Sign.

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5. Add comments, if needed.

6. Click Submit.

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