

The Performance Evaluation of an employee is the Supervisor Evaluation. The supervisor completes the performance evaluation annually to assess the overall performance of the employee throughout the performance review period. When creating the performance evaluation, the supervisor should reflect back on the employee's performance and demonstrations of behavioral competencies, review any Progress Notes the supervisor may have entered, read the employee's Self-Assessment, and refer to any other sources of information collected throughout the review period. After meeting with the employee to discuss the evaluation, explain the ratings, and provide feedback about strengths and/or areas for improvement, the supervisor completes the evaluation and sends it to the employee to acknowledge.

### Create a Performance Evaluation

1. To create a Performance Evaluation for your employee, go to **Your Action Items** section of the **Home** page and select the **Supervisor Evaluation** link or the **View** button under the **Action** column.
2. Read the instructions located in the top blue section of the page.
3. On the **Introduction tab**, read the purpose of the Supervisor Evaluation. When done, select the **Next >** button (or select the Core Competencies tab).
4. Core Competencies tab.
  - a. Select on the **Rating** dropdown box and select a rating.
  - b. Enter comments in the **Comments** box that support the rating selected and/or summarize the performance of job duties throughout the year.  
*Note: you may refer to your specific job duties by accessing your Position Description on the Main Menu of the Portal.*
  - c. Select the **Save Draft** button to save your work and/or select **Next**.
5. Individual Goals tab.
  - a. Select on the **Rating** dropdown box to select a rating.
  - b. Enter comments in the **Comments** box that support the rating selected and/or summarize the performance of job duties throughout the year.
  - c. Select the **Save Draft** button to save your work and/or select **Next**.
6. Training & Development Plan
  - a. Enter comments in the **Comment** box.
  - b. There is no rating on training & development.
  - c. Select the **Save Draft** button to save your work and/or select **Next**.
7. Overall Performance
  - a. Select on the **Overall Rating** drop down and select an overall rating for the performance review period.
  - b. Enter comments in the **Comments** box that support the rating selected and/or summarize the performance of job duties throughout the year.
  - c. Select the **Save Draft** button to save your work and/or select **Next**.

If you do not want to attach documentation, go to step 10. If you have documents you want to attach, continue to the next step.

The screenshot shows a web form for adding an attachment. It includes a 'Name' field with a blue callout 'b', a 'Description' field with a red callout 'c', a 'File' field with a 'Browse...' button and a purple callout 'd', and an 'Upload file' button with an orange callout 'e'. A 'New Attachment' button is located to the right of the 'Name' field.

8. To add an optional attachment:
  - a. Select on the **Attachments** tab.
  - b. Enter a name for the attachment into the **Name** field.
  - c. Enter a description for the attachment into the **Description** field.
  - d. Select on the **Browse** or **Choose File** button, search for attachment and select the attachment.
  - e. Select on the **Open** button and then select on the **Upload File** button.
9. To delete an attachment:
  - a. Select on the **Attachments** tab.
  - b. Find the attachment that needs to be deleted and select on the **Delete** icon.
  - c. A popup message appears asking if you are sure you want to delete the attachment.
  - d. Select the **OK** button on the popup window.
10. Once the draft is saved you will meet with your employee to discuss the performance evaluation. You may access and revise the Performance Evaluation at any time while it is in Draft mode. Once it is final and you are ready to submit it to your employee, select on the **Complete** button. A popup message appears asking if you are sure you want to complete this Supervisor Evaluation. Select the **OK** button on the popup window. This will send the Performance Evaluation to the employee to acknowledge and, if desired, enter comments.

### Additional Information

For additional information, please visit <https://www.nwacc.edu/web/personnel/employee-evaluations>. If you have additional questions or need assistance, email [evaluations@nwacc.edu](mailto:evaluations@nwacc.edu).