

NWACC Performance Management Overview

The Performance Management Process is completed online in PeopleAdmin, which is accessed through My NWACC Connection>Employee>Evaluations. Get started on the right path by looking at the different parts of the Performance Evaluation module.



Once logged in, select Go to Employee Portal in the upper right hand corner of your

Home tab takes you to the main menu

Performance tab takes you to the My Reviews

Main Page to view job descriptions

Navigation Pane

Action Items






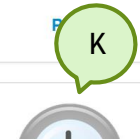

Item	Description	Due Date	Status	Action
New rating (Copy) for Tom Selleck	Supervisor Creates Plan	2015-07-02 Due 13 days ago	Overdue	View
7-9-2015 New Test Program Oliva Benson	Supervisor Creates Plan	2015-07-10 Due 5 days ago	Overdue	View

A B C D E

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- Item** - Displays the name of the Performance Management Program
- Description** - Displays the step in the Performance Management process awaiting your action
- Due Date** - Displays the due date for the step being displayed
- Status** - Indicates whether the particular step in the process is on track or overdue
- Action** - Allows you to go that particular step and take action on it by clicking on View

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Test Program		Overall Rating: Achieves		
Evaluation Type: Program Time	Focal 07/09/15 to -	Review Status: Last Updated: Last Completed Step	Complete 07/14, 2015 07:54 Employee Acknowledges Evaluation	
 F	 G	 H	 I	 J
 K	Supervisor Evaluation	Self Evaluation	Progress Notes	Approvals & Acknowledgements
 History				

- F. **Plan** - Allows you to access your Plan for the current performance review period (Supervisor creates, employee acknowledges)
- G. **Supervisor Evaluation** - Allows you to access the Performance Evaluation (Supervisor creates, employee acknowledges)
- H. **Self-Assessment** - Allows you to access your Self-Assessment for the current Performance review period
- I. **Progress Notes** - Allows you to enter and access Progress Notes (both Supervisor and employee can add information or attach documents)
- J. **Approvals/Acknowledgements** - Allows you to view the Acknowledgement and comments for the Plan and Performance Evaluation
- K. **History** - Allows you to access the history for actions that have been taken on various steps of the Performance Management process (supervisors only)