

PERFORMANCE EVALUATIONS IN “PACES”

Instructions for Employees

Annual performance assessments are to be completed and submitted to the Office of Human Resources between January 1 through May 31 of each year. Feedback provided by your supervisor should reflect work performance during the period immediately preceding this performance assessment (i.e., one year, or six months for introductory period). The emphasis of this process is on two-way communication throughout the year in order to improve job understanding and promote effective job performance, performance planning, and employee development. The employee and supervisor jointly set goals and conduct planning for the next assessment period in terms of performance expectations and development needed to achieve these goals.

1. Log onto PACES: jobs.usnh.edu/hr

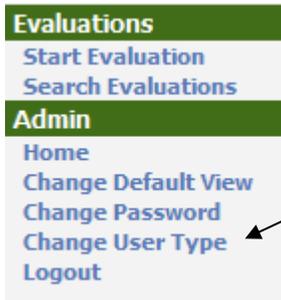


If you have not yet created an account, click “Create Account” on the top left of the PACES home page.

Make sure to fill out the fields carefully. **NOTE:** In the “Department(s)” field - select your home department. In the “Proposed User Type(s)” field - select “Employee”.

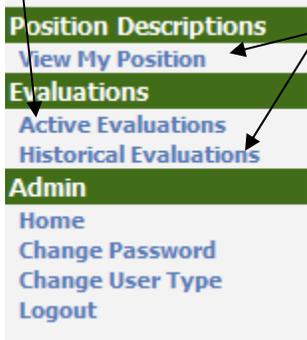
NOTE: IF YOU HAVE AN APPROVED USER ACCOUNT IN THE “OLD” ON-LINE EMPLOYMENT SITE, **DO NOT CREATE A NEW ACCOUNT**. The first time you log onto the new site, enter your “username” (from the old UNH online employment site) as **BOTH** your username **and** your password (these are “case sensitive”). The system will then prompt you to change your password.

2. When logged in, make sure your “User type” is set to “Employee”.



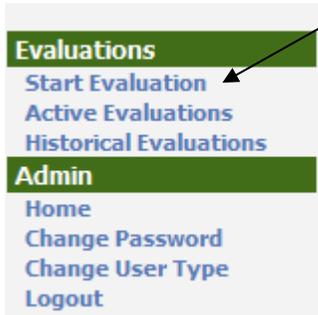
To change your User Type at any time, click here on the left hand menu.

NOTE: When logged in as the “Employee” user type, you can: a) View your Current Job Description; b) View your Active Evaluation; c) View your Historical Evaluations (after they’ve been completed within PACES. Evaluations prior to that time are **not** stored within this system).

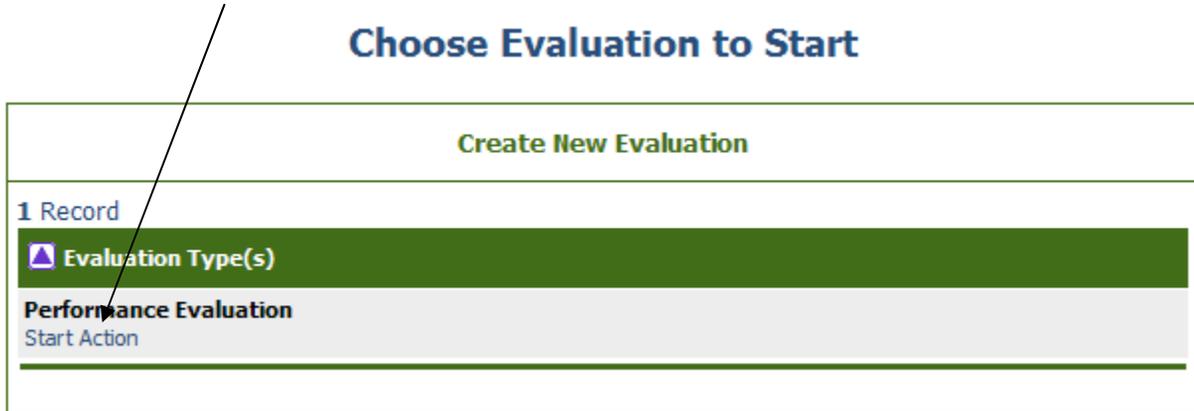


3. Either the **Employee** or the **Evaluation Supervisor** may begin the Evaluation process. Typically, the **Employee** begins the process and completes their sections of the evaluation form and sends the evaluation to the **Evaluation Supervisor**.

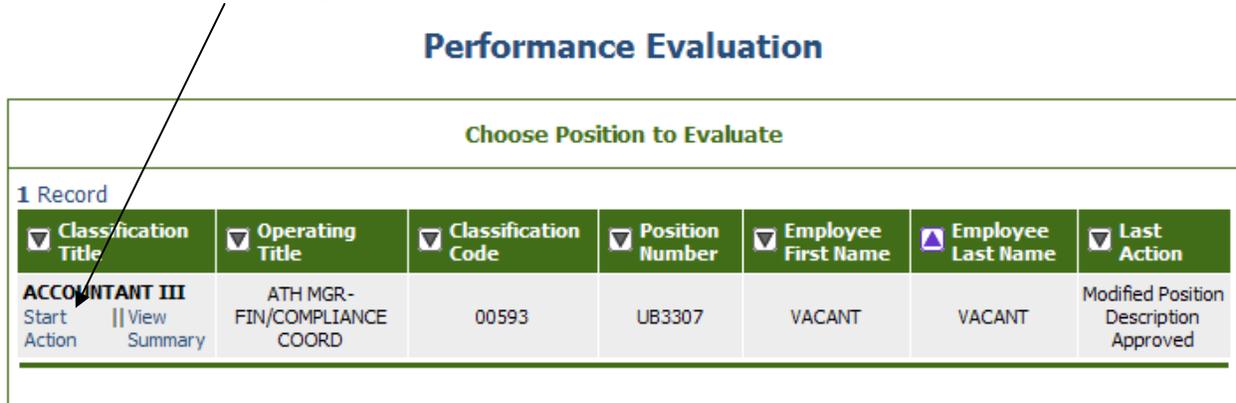
4. As **Employee**, click “Start Evaluation”:



5. Then, click “Start Action” (as below):



6. Then, click “Start Action” (as below):



7. Scroll through the fields on the “Competency Assessment” tab and enter your comments in the “Employee Comments and Performance Examples” field for each of the Job Competencies (as below). This is your opportunity to document your accomplishments of the past review period.

View/Edit Performance Evaluation - Police Officer

Evaluation Details	Competency Assessment	Additional Performance Factors (optional for UNH)	Supervisory Factors	Evaluation of Job Duties (optional for UNH)	Supplemental Documentation	Current Goals	Future Goals	Overall Rating/Comments	Evaluation History
<< RETURN TO PREVIOUS		CONTINUE TO NEXT PAGE >>							
<p>*Required information is denoted with an asterisk.</p>									
Job Specific Knowledge & Skills									
Employee Comments and Performance Examples: Guide to Job Competencies		<div style="border: 1px solid #ccc; height: 100px;"></div>							

8. The “Additional Performance Factors (optional for UNH)” tab is not required to be filled out at UNH, though you may choose to. If so, follow the same procedures as above in Step #7.
9. The “Supervisory Factors” tab applies to employees who are in managerial/supervisory positions and/or who hold leadership roles for programs and projects. The supervisor may determine whether this section applies to the employee based on his her responsibilities. Follow the same procedures as above in Step #8.
10. The “Evaluation of Job Duties (optional for UNH)” tab is not required to be filled out at UNH, though you may choose to. If so, follow the same procedures as above in Step #8.
11. The “Supplemental Documentation” tab is where you or your Evaluation Supervisor may choose to attach documents to be associated with your evaluation. You can proceed to the next tab at this point.
12. The Current Goals fields automatically populate from the prior evaluation "Future Goals" entries; these goals include both Job and Professional Development Goals. If you are completing a performance evaluation for the first time, you may manually enter "Current Goals" from a previous off-line evaluation, to serve as a reference for the new evaluation. The steps for entering Current Goals are below:

Evaluation Details	Competency Assessment	Additional Performance Factors (optional for UNH)	Supervisory Factors	Evaluation of Job Duties (optional for UNH)	Supplemental Documentation	Current Goals	Future Goals	Overall Rating/Comments
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The Current Goals fields automatically populate from the prior evaluation "Future Goals" entries; these goals include both Job and Professional Development Goals. If you are completing a performance evaluation for the first time, you may manually enter "Current Goals" from a previous off-line evaluation, to serve as a reference for the new evaluation.

To Add A New Entry: Click the **Add New Entry** button.
 To Edit An Entry: Click the **Edit** link for the specific entry.
 To View An Entry: Click the **View** link for the specific entry.
 To Delete An Entry: Click the **Delete** link for the specific entry.

When you are finished adding your entries, you may go to the next page by clicking "CONTINUE TO NEXT PAGE".

Existing Entries

13. The "Future Goals" tab allows you to propose to your supervisor job and professional development goals for your next evaluation period. For the next evaluation, these goals will automatically copy over to the "Current Goals" Tab. The steps for entering Future Goals are below:

Evaluation Details	Competency Assessment	Additional Performance Factors (optional for UNH)	Supervisory Factors	Evaluation of Job Duties (optional for UNH)	Supplemental Documentation	Current Goals	Future Goals	Overall Rating/Comments
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Future Goals are to include both Job Goals and Professional Development Goals.

To Add A New Entry: Click the **Add New Entry** button.
 To Edit An Entry: Click the **Edit** link for the specific entry.
 To View An Entry: Click the **View** link for the specific entry.
 To Delete An Entry: Click the **Delete** link for the specific entry.

When you are finished adding your entries, you may go to the next page by clicking "CONTINUE TO NEXT PAGE".

Existing Entries

No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS **CONTINUE TO NEXT PAGE >>**

14. The “Overall Rating / Comments” tab is where you enter your final comments for this evaluation period, and also where you acknowledge that you have reviewed this evaluation. Your supervisor will have entered your overall performance rating for the prior review period. You may enter comments before and/or after the evaluation meeting with your supervisor. You likely won’t check the acknowledgement box until you are ready to finalize the Evaluation.

Note: The employee’s certification indicates only that the evaluation was reviewed and discussed with you and does not imply that you agree with the evaluation.

Evaluation Details	Competency Assessment	Additional Performance Factors (optional for UNH)	Supervisory Factors	Evaluation of Job Duties (optional for UNH)	Supplemental Documentation	Current Goals	Future Goals	Overall Rating/ Comments	Evaluation History
<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>									
<p>*Required information is denoted with an asterisk.</p> <h3>Overall Performance Rating</h3> <p>Supervisor's Rating of Employee's Performance:</p> <p>Performance Rating Scale Definitions & Guide to Job Competencies</p> <p>Please click to acknowledge that you have reviewed this evaluation. Your acknowledgement does not indicate agreement, only that this evaluation has been reviewed and discussed by both employee and supervisor. You may provide written comments below that will become part of the evaluation file.</p> <p><input type="checkbox"/> I have reviewed this evaluation.</p>									
<h3>Comments</h3> <p>Evaluation Supervisor Comments:</p> <p>Employee Comments:</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>									
<p>*Required information is denoted with an asterisk.</p> << RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>									

15. After completing your comments and acknowledging that you have reviewed this evaluation, click “View Evaluation Summary” (as below)

Please click to acknowledge that you have reviewed this evaluation. Your acknowledgement does not indicate agreement, only that this evaluation has been reviewed and discussed by both employee and supervisor. You may provide written comments below that will become part of the evaluation file.

I have reviewed this evaluation.

Comments

Evaluation Supervisor Comments:

Employee Comments:

*Required information is denoted with an asterisk.

[<< RETURN TO PREVIOUS](#) [CONTINUE TO NEXT PAGE >>](#)

[CANCEL](#) [VIEW EVALUATION SUMMARY >>](#)

16. At this time you may either: a) Save your evaluation (and continue to work on it later); or b) Send the evaluation to your Evaluation Supervisor.

View Performance Evaluation Summary - Police Officer

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the evaluation, click the **Edit** link. To exit the evaluation without making any changes, click the **Cancel** button.

[Edit](#) [Printer-Friendly Version](#)

Evaluation Status

Save
 Send Evaluation to Supervisor

[CANCEL](#) [CONTINUE](#)

NOTE: Anytime you receive an email notification that an evaluation action has been sent to you, go to: Evaluation – select “Active Evaluations”.

If you save the action and do not send it anywhere you will also locate that evaluation in “Active Evaluations”.