

Performance Review Guide- Employees

To Complete the Performance Review

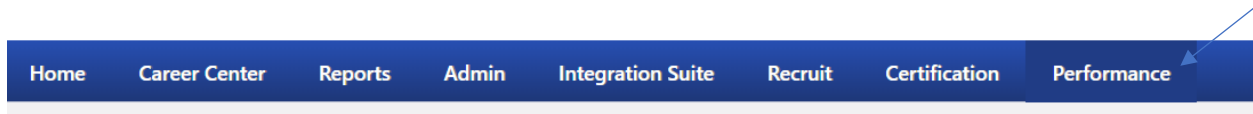
Log in to TBR Connector:

https://tbr.csod.com/default.aspx?ReturnUrl=https%3a%2f%2ftbr.csod.com%2fLMS%2fcatalog%2fWelcome.aspx%3ftab_page_id%3d-67%26tab_id%3d-1

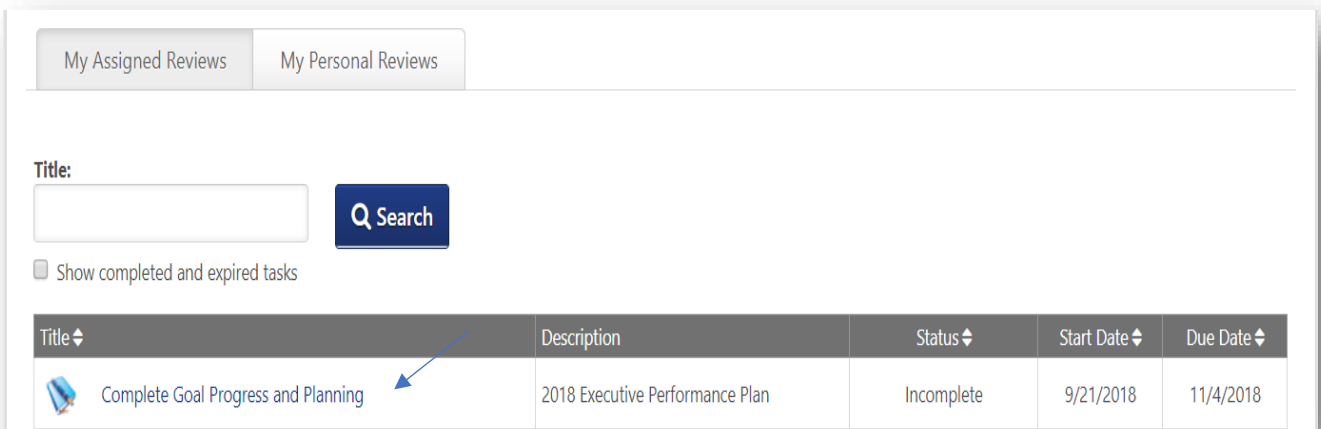
Username: e-mail address

PW: Welcome1! (First time users)

Click on **Performance > Performance Reviews**




Click **Complete Goal Planning**



My Assigned Reviews My Personal Reviews

Title:

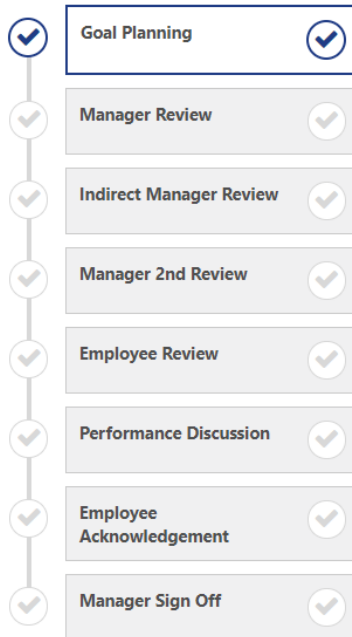
Show completed and expired tasks

Title	Description	Status	Start Date	Due Date
 Complete Goal Progress and Planning	2018 Executive Performance Plan	Incomplete	9/21/2018	11/4/2018

Goal Planning

Click **Get Started**

Review Step Progression



Get Started

Goal Planning Section – Goals for the Upcoming Year

Add employee goals for the upcoming year > **Add Goals**

Goal Planning Section

Add Goals

Employee Instructions: Please add, edit, or cancel your goals for the upcoming performance year. You can upload any corresponding documentation. Your goals will be reviewed and approved by your supervisor. Click "Submit" when all your goals are entered.

Manager Instructions: Review employee's goals for the upcoming performance year. Review, update, edit, approve or cancel each goal. Once complete, click "Save and Continue".

Back **Save and Exit** **Save and Continue** **Submit**

Create Goals

Enter the goal title, description, start and due date > **Save and Continue**. Do not click on **Submit** until all goals are entered.

Once all goals have been created click on **Submit**

Create Goals Wizard Library

Enter details or import using the SMART Wizard or the Library.

All fields marked *** are required

Title *
Test goal for the upcoming year

Description
Test goal for the upcoming year.

Start Date **Due Date ***
07/01/2018 6/30/2019

Back Save and Exit Save and Continue **Submit**

Attachments

You may attach up to 3 documents (supporting documentation if applicable).

Click on **Options** > **Attachments** > **Choose File** to upload > **Save**

Attachments

Upload up to 3 attachments

Choose File

Cancel Save

Note:

- **After you save any attachments and submit the review, the performance review will go to your supervisor to review and assess your performance and edit or enter any additional goals.**
- **You will receive an email notification when your supervisor has entered your ratings and comments, so you may review your evaluation prior to meeting with your supervisor.**
- **Once you and your supervisor meet, your supervisor will complete any remaining edits or comments and submit for your acknowledgement.**

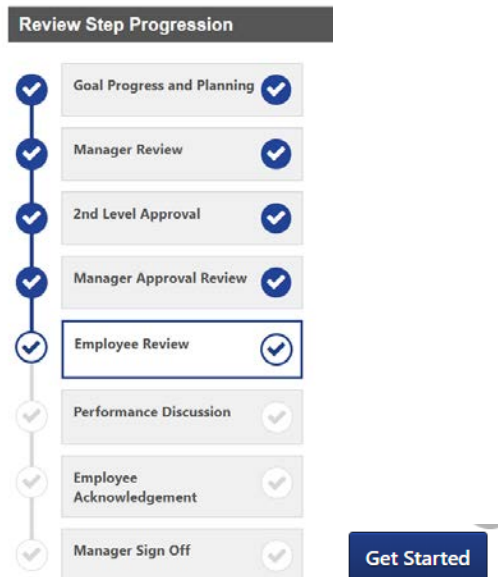
You can review your goals throughout the year, and edit existing or enter new ones, as necessary.

Employee Review:

After your Manager completes your Performance Evaluation, you will be able to review any comments/edits made to your goals, the competency assessment, and the overall rating. This is a **view** only section and will assist you in preparing for the Performance Discussion with your Manager. Click on **Get Started**

Overview

Please complete the 2018 performance evaluation.



Review Goals (Comments, edits, additional goals)

Goal Planning Section

Employee Instructions: Please add, edit, or cancel your goals for the upcoming performance year. You can upload any corresponding documentation. Your goals will be reviewed and approved by your supervisor. Click "Submit" when all your goals are entered.

Manager Instructions: Review employee's goals for the upcoming performance year. Review, update, edit, approve or cancel each goal. Once complete, click "Save and Continue".

Task and Project Management

New - Please Review

Establishes attainable objectives and timelines, establishes and communicates priorities, recognizes and responds effectively to unexpected situations; handles crucial situations and pressures calmly and effectively; accepts unexpected assignments and responds well to tight time deadlines.

Progress: 0%


Status: Not started

Start Date: 1/1/2019

Due Date: 12/31/2019

more...

Comments:

 **Holly Girgias (Manager)** Review: Performance Evaluation v5 Time: 2/5/2019 2:49 PM
Goal looks good Blanca (Comments by Holly - test) Save and Continue

Rich Text Editor: B I U S x₂ x_e I_x | [List] [List] [List] [List] | Font - Size - A- A+

Upcoming year's comments by April - test.

Review the Competency Assessment section

Click on **Rating History** to view rating for each competency then click **Close**

Competencies Assessment Section

Manager Instructions: Proceed through each item, selecting the appropriate rating and entering corresponding comments.

- Satisfactory: Has consistently performed at the expected level.
- Needs Improvement: Minor improvements were identified and discussed during the rating period.
- Unsatisfactory: Is not performing at the expected level.

Employee Instructions: Click "Rating History" to see individual ratings. For each overall competency section rating see below.

Leadership - Management Skills - Job Responsibilities

Exercises supervision and direction and promotes the efficient operation of the college.


S N U

[Rating History](#)

Rating History

Exercises supervision and direction and promotes the efficient operation of the college.

Performance Evaluation v5

 **Holly Girgias**
1.0 - Satisfactory

Overall Rating


Review Overall Rating and click **Submit**



1/1/2018 - 12/31/2018



Summary

Overall Rating 
Satisfactory

Back

Submit

Confirm submission > **Submit** again

Submit Review



You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel

Submit

Employee Acknowledgement (Sign-off) > **Get Started**

After the Performance discussion has taken place, click on Get Started to acknowledge (sign off your review)

Overview

Please complete the 2018 performance evaluation.

Review Step Progression

- Self Review
- Manager Review
- 2nd Level Approval
- Manager 2nd Review
- Employee Review
- Performance Discussion
- Employee Acknowledgement**
Due: 3/24/2019
- Manager Sign Off

Get Started

Add comments if any and click on **Sign** and then **Submit**

This is the final step in the review process. Your manager will Sign off and submit the completed review.

Sign Off

Employee Instructions: Review your supervisor's final comments, the Overall Rating, and goals for the next performance period. Enter your name and click "Sign".

Manager Instructions: Review your employee's final comments. Enter your name and click "Sign".

Employee

First and last name **Sign**

Decline to sign

Manager

Pending Signature

Comment

B I U S I [Rich Text Editor Icons]

Test