Annual Evaluation Online Form Instructions for Supervisors

- Supervisors complete an Annual evaluation on all staff members hired prior to October 1st of the calendar review period
- Go to myworkflows.semo.edu
- Select the login tab, located at the top of the screen
- Supervisor logs in with Southeast key and password
- Select the "Human Resources" tab
- Select "Annual Evaluation"
- Select the "Begin" button
- Under the Employee Name field, the supervisor will see all direct reports from the drop down menu.
  - Once the employee name is selected, the form will auto-populate all the employees' information (ID, Job Title, and ID)
  - If an employee you supervise is missing on the dropdown list, you can select "Employee Not Listed" and then enter the employee's SEKey.
  - If Banner doesn't have you listed as a supervisor, you can contact HR for a digital pin to gain access to the system and add the employee(s)
- The supervisor would then select the rating for each Core Criteria
  - Once the rating is selected, the examples will appear for each rating
  - Supervisor can select different ratings to review the examples for each rating
  - Comments are encouraged for all ratings, but they are **required** for Unsatisfactory ratings.
- Overall comments are entered in the "Supervisor Comments" text box
- At any point, the supervisor may save the evaluation by selecting the "Save to make changes later" button. The form will then be saved in "Task List"
- Once complete, the supervisor would select "Ready to print for employee meeting" button
  - The form will be sent to the supervisors email in a .pdf document
  - At the top of the form, a message will appear, "The review has been saved and a copy has been sent to you by email. Please print the pdf from your email and meet with the employee before continuing"
  - Supervisor receives the following message from no-reply@semo.edu
    - Please print this pdf to take to your conference with Employee Name. Once you have finished meeting with the employee, you may make any necessary changes and comments to the form and send it to the employee for their signature. To access this task, go to myworkflows.semo.edu and look at "My Tasks" to see any items waiting for your approval or input.
- Supervisor schedules a face to face meeting with the employee
- After the meeting, the supervisor returns to the form in the workflow system @ myworkflows.semo.edu
  - Supervisor will login with Southeast key and password
  - Select the "My Tasks" tab
  - Select "Task List", under My Task tab
  - Find the Annual Evaluation for the employee

        - The name will be listed in the task box
    - Select the icon, which will allow you to perform the task and resume the evaluation for that employee
    - Scroll to the bottom of the form
    - Select "Date of the Conference" of the face to face meeting. You may enter the date or use the calendar icon.
    - Select the "Yes" box, indicating that the Supervisor-Employee conference has been held and desired updates/comments have been made
- Select the blue button, "Send to Employee"
    - A message stating, "The evaluation has been sent to Employee Name for their signature. You may close this window."
    - The employee will receive an email from no-reply@semo.edu, with a link to the workflow form
    - The email will state, "Your Annual evaluation has been completed by Supervisor's Name. Please review and add your comments. When you are finished, you can sign and return the submission to your supervisor. You can access your task by clicking this link You can see all your tasks at myworkflows.semo.edu
- Employee may access the form two (2) ways. They may click on the link in the email or they may log in to work flow system @ myworkflows.semo.edu
- Employee electronically signs and submits the form
- Supervisor receives email:
    - Employee Name has signed the annual evaluation. Please sign and submit to HR. You can access your task by clicking this link You can see all your tasks at myworkflows.semo.edu
    - The supervisor click on the link the email to be routed back the employee's form
- Supervisor selects the red "Sign this Section" button (at the bottom right), which inserts the supervisor's electronic signature
- Supervisor selects "Send to Next Level Manager Name". "Next Level" will state the name of the supervisor that is one level up. The form will be routed to the next level in the management chain (i.e. Supervisor → Director).
- Next Level Manager will review and select "Send to Next Level"
- The form will continue to route through the entire management chain until it reaches the division head, which is the Reviewer.
- Reviewer selects "Send to HR" button to route the form to Human Resources
- A message appears on the screen "The Annual evaluation for Employee Name is complete! You may close this window.
- Supervisor & employee receive an email with the final pdf document attached

**Any employee that receives an Unsatisfactory rating must be placed on a Performance Improvement Plan. Supervisors should contact Human Resources to develop a plan.

To complete another evaluation, the supervisor would go back to myworkflows.semo.edu, and follow the instructions above.