EVCAA Online Staff Performance Evaluation System - 2014

Updates/Changes

- New triage/help response system
  - Linda will send out more details
  - Will remedy delayed/inconsistent response times
  - must use bioevalhelp@ucsd.edu
  - Include employee numbers and home department codes on all questions related to individuals (employees, supervisors or hr contacts)
- Advisory Committee
- No more duplicates in HR Control Center
- Multiple Appt/Supervisors new display
- Released status now visible in control center
- PDF link for finalized evals (please test before we release to supervisors and employees -- some tweaks will likely be needed...)
- Supervisor View listing now shows "in progress" and "complete"
- If you have people w/ no appt's in their home department, please contact me

FAQ

- What is the url?
  - https://jeeves.ucsd.edu/campus/evals
  - everything for all users is available there
  - Documentation is at http://academicaffairs.ucsd.edu/staffhr/erlr/index.html
- What if a supervisor can't see evaluation
  - is the supervisor assigned to the evaluation?
  - has the evaluation been released
- What if a supervisor doesn't see supervisor tab
  - Does the supervisor have any evaluations assigned?
- What if I can't add "fred" as a supervisor
  - Is "fred" in 99, A6, FX?
- What if I can't see "bob" in my HR Control Panel
  - What is "bob's" home department code
  - Does "bob" have any appointments in that department of ap_type 2,3
- What about the new jobcard system?
  - We are supposed to get access to the data, but before we could work out the details, but new system was uninstalled to deal with some issues. The most likely issue going forward will be differences in how the new jobcards list duties and how this affects section I of the evaluation (Job Function Review). We are not expecting major issues.
Key HR Steps

- Make sure supervisors are in MTE (Campus Roles system)
- Assign job description numbers as needed
- Finalize or Abandon any previous open evaluations
- Create New evaluation(s)
- Verify data (including period covered (especially for PROBATION))
- Release evaluation(s)
- Notify Supervisors and/or Employees

Key Supervisor Steps

- Notify employees to do self appraisal
- Draft evaluation(s)
- Share with Employee (button)
- Discuss the evaluation with Employee(s)
- Give employee chance to make comments in the system
- Finalize evaluation (button)
- Print and Sign and send to HR (or whatever process you unit uses)

DEMO/Runthrough