

Performance Management Process

Employee Awareness Procedures (For Employee)

- I. **Employee Notification** – Below you will see the email that each participating employee will receive when the Awareness Profile is first opened. This process will occur each year between July and September. By clicking on the link provide on the email the employee will enter the process at it's current stage.

Hello Katy Employee:

It's time for you to complete your **Employee Awareness Profile**, the first step in your annual performance review process. This self-assessment provides you an avenue to describe to your supervisor, Manager Performance, your understanding of the expectations for your position as well as to explain your role in meeting the goals of the EKU's Strategic Plan. **What is your understanding of excellence? What support do you need from your supervisor to achieve excellence?** Please use this as an opportunity for you and your supervisor to solidify expectations. **Your supervisor will use information from this self-assessment to establish your Goals & Objectives for the performance review period (the current academic year).**

You must complete your Awareness Profile by Sep 26, 2022.

Click the following link to access the system [Click here.](#)

Please contact your Human Resources Business Partner if you have any questions or need some additional assistance. Human Resources can also be contacted directly at (859) 622-5094.

Thank you so much!

Human Resources

- II. **Complete the Employee Awareness** – On this stage you will have the opportunity to complete your self-assessment with the system. Further instructions will be found in the system as you walk through the process.
 - a. To enter the Awareness Profile process, you simply click on "Open review" located on the far right of the process you wish to enter.

The screenshot shows a user interface for performance reviews. At the top, there is a navigation bar with a home icon, 'About me' dropdown, a 'Journal entry' button, and a user profile for 'Katy'. Below this is the 'My performance reviews' section. It includes a 'Status' dropdown menu set to 'Current', and 'Clear' and 'Search' buttons. A table lists review processes with columns for Review process, Review step, Manager, Role, Start date, and Due date. The first row shows 'Employee FY23 Awareness Profile (Supporting Staff)' with a 'NEW' tag, 'Employee Completes Awareness Profile' as the review step, 'Manager Performance' as the manager, 'Office Associate 7.5 hours' as the role, and dates from '12 Aug 2022' to '12 Oct 2022'. To the right of the table is a 'I want to...' dropdown menu and an 'Open review' button. A blue arrow points from the text above to the 'Open review' button. At the bottom, there is a pagination control showing 'Page 1 of 1' and 'Records 1 to 1 of 1'.

Review process	Review step	Manager	Role	Start date	Due date	
Employee FY23 Awareness Profile (Supporting Staff) NEW	Employee Completes Awareness Profile	Manager Performance	Office Associate 7.5 hours	12 Aug 2022	12 Oct 2022	I want to... Open review

- b. Next you will land on the start page of the **Awareness Profile**, and you will see a welcoming page. On this page you can either hit the “Next” button in the lower right-hand corner or you can click on the “Employee Awareness Profile” tab located at the top of the page.

Katy Employee - Employee FY23 Awareness Profile (Supporting Staff)

Start > Employee Awareness Profile > Next steps

Actions ▾

Welcome to Step 1 of EKU's new performance management process, the Employee Awareness Profile assessment! This self-assessment allows you to review the University's strategic priorities and guiding values so that you can better understand how you can serve those priorities and values in your position. Your supervisor will use information from this self-assessment to establish your employee goals for the coming evaluation period.

Click “Next” below to begin your Employee Awareness Profile assessment!

Next →

- c. You are now on the **Employee Awareness Profile** tab for this process. Please read through the instructions on how to proceed with your assessment.

Katy Employee - Employee FY23 Awareness Profile (Supporting Staff)

Start > Employee Awareness Profile > Next steps

Employee Awareness Profile ✓ Saved Actions ▾

Employee: Please review the University's Strategic Priorities and Guiding Values as listed below. These priorities and values are from the University's current Strategic Plan. Once your Employee Awareness Profile assessment is complete, **your supervisor will review this assessment and create goals for the coming performance evaluation period based in part on the information you have provided here.** This is an opportunity to make sure that both you and your supervisor are starting the year with the same understanding of expectations and goals.

Use the slider on the right side of the page to indicate your level of understanding of the priority or value as it relates to your position:

- If you “Understand the expectations of your position related to the strategic priority or guiding value,” select [I Understand Expectations](#) on the slider. **Move the slider to the right to select.**
- If you “Would like more mentoring and development opportunities to completely understand the expectations of my position,” select [I Would Like Mentoring](#) on the slider. **Move the slider to the left to select.**

Please use the “Add Comment” option to tell your story! Here is your opportunity to explain to your supervisor how you feel about the University's priorities and values, how you view your role in furthering these priorities and values, and how you may have questions or need additional support relating to these priorities and values. **How do you view excellence in consideration of the priorities and values?** If you would like to add additional comments you may click on “Add comment” below each priority and value.

Supervisor: When your time has come to review the Employee Awareness Profile, this is an opportunity to make sure that both you and your employee are starting the year with the same understanding of expectations and goals. Use the information provided here by your employee to build the goals and any developmental plans in the annual Performance Management Process for the upcoming evaluation period. After reviewing the Awareness Profile, you can begin the formal evaluation by building this year's goals. The annual process should be located on your home page where you found this Employee Awareness Profile.

- d. Now scroll down and you will find the strategic priorities and guiding values that will need your attention. For each item either click on the left side of the slider below your name if you wish to select “I Understand Expectations” or click on the right side of the slider if you wish to select “I Would Like Mentoring”. You are also able to enter additional comments by clicking on “Add comment”.

▼ Knowledge (A Strategic Priority) Current

The employee should demonstrate awareness of the core elements of their position, understand the challenges they will face in the course of completing these elements, and grasp how they are expected to respond to these challenges. The employee should display awareness of the University's mission, values and strategic plan and how their position impacts EKU's commitment toward the pursuit of excellence.

Katy Employee

I Understand Expectations

Add comment ▼

There are no comments for this goal.

▼ Innovation (A Strategic Priority) Current

The employee should support the exploration of new ideas and methodologies and provide their direct perspective to cultivate alternative ways to define how their position would support the pursuit of the University's mission, vision, strategic plan and in achieving excellence.

Katy Employee

I Would Like Mentoring

Add comment ▼

There are no comments for this goal.

▼ Transformation (A Strategic Priority) Current

The employee should combine their knowledge of their position and awareness of the University's mission, vision, and strategic plan, to participate in leadership's new initiatives in pursuit of excellence.

Katy Employee

I Understand Expectations

Add comment ▼

- e. Once you have completed your Awareness Profile you can enter any additional overall comments that you would like your supervisor to know about your level of understanding on how you can make an impact on the University's Strategic Plan. When you have completed this you may hit "Next".

Summary: Employee Awareness Profile

Katy

Manager

← Back

Next →

- f. Now you will find yourself on the summary page and you can review all your assessment entries. If you would like to make changes to any of your assessments, you can simply hit on the tab "Employee Awareness Profile" or you can scroll down and hit "Back". (Once you have completed your edits you can again click on "Next".) If you are satisfied with your assessment entries, you can hit the blue button "Go to next step" and send your Awareness Profile on to your supervisor.

Katy Employee - Employee FY23 Awareness Profile (Supporting Staff)

Start > Employee Awareness Profile > Next steps

✓ Saved Last saved: 12 Aug 2022, 10:54am Actions ▾

Rating summary

Rating summary Katy Employee

Employee Awareness Profile

1. Knowledge (A Strategic Priority)	I Understand Expectations
2. Innovation (A Strategic Priority)	I Would Like Mentoring
3. Transformation (A Strategic Priority)	I Understand Expectations
4. Engagement (A Guiding Value)	I Would Like Mentoring
5. Diversity, Equity, and Inclusion	I Understand Expectations
6. Hospitality (A Guiding Value)	I Understand Expectations

Your next step: Supervisor Reviews Employee Awareness Profile

Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step

[Go to next step](#)

[View entire process](#)