

Performance Management Process

Employee Awareness Profile Process Procedures (For Supervisor)

- I. **Supervisor Notification** – Below you will see the email that each supervisor will receive when their direct report has completed their Awareness Profile. This process will occur each year between July and September. By clicking on the link provided on the email the supervisor will enter the process at its current stage.

Dear Manager Performance:

*Katy Employee has **completed their Employee Awareness Profile**, the first step of the performance evaluation process. The next step of the process is for you to **review this self-assessment**. You are encouraged to use information from this self-assessment to help you begin building your employee's Goals & Objectives for the next evaluation period (you will be prompted by the system when it's time to create these Goals & Objectives).*

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. **Review the Employee Assessment Profile** – You should now find yourself on the main page Performance Management System. Go to the section titled “Team Performance Reviews” and find the employees name and the process you wanted to review. To review the Awareness Profile, find the Employee Awareness Profile process below for the given employee.

The screenshot displays the Performance Management System interface. At the top, there is a navigation bar with 'About me' and 'My team' dropdowns, a 'Journal entry' button, and a user profile for 'Manager'. Below the navigation bar, a message reads 'Welcome Manager, you are logged in'. The main content area features a sidebar with several menu items: 'My Performance Reviews', 'Recruitment' (with a sub-item 'Administration'), and 'Team Performance Reviews'. The 'Team Performance Reviews' section is expanded, showing a list of employees. 'Katy Employee' is selected, and a dropdown menu is open, highlighting 'Employee FY23 Awareness Profile (Supporting Staff)'. A blue arrow labeled 'Click Here' points to this menu item. Below the menu item, the current step is indicated as 'Supervisor Reviews Employee Awareness Profile', accompanied by a progress indicator showing three steps, with the first two completed.

- a. Next you will land on the start tab 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

Last saved: 12 Aug 2022, 10:09am Actions ▾

Welcome to the first stage of Eastern Kentucky University’s performance management process! At this time, please review your employee’s completed **Employee Awareness Profile** here. You will use information provided by your employee in their self-assessment to develop Goals & Objectives for the employee during the performance evaluation period (the current academic year).

EKU’s innovative performance management process is tied directly to the University’s **Strategic Priorities** and **Guiding Values**, as articulated in the **Strategic Plan**. It takes all of us to be **One Eastern** and to **truly embrace Excellence**. A primary goal of this process is to give the employee a better idea of how they impact EKU and how their individual role is crucial to achieving excellence. The Employee Awareness Profile gives employees an opportunity to communicate to supervisors their understanding of the role they play at the University as well as where they may need some additional learning or development.

Please review what your employee has entered on the tabs that follow and use that information to build the Goals & Objectives when you initiate the performance review. To move through the tabs, **click next** at the bottom of each screen or **click on the tab sections above**.

Next →

- b. You are now on the Employee Awareness Profile tab that the chosen employee has provided you. Please read through the Supervisor Instructions provided.

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.

- c. Now scroll down and you will find the strategic priorities and guiding values along with the employees' assessment for each. Please don't forget to review any additional comments that your employee provided.

▼ 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 ▼

- d. Once you have completed your review of the employees Awareness Profile you would click on "Next".

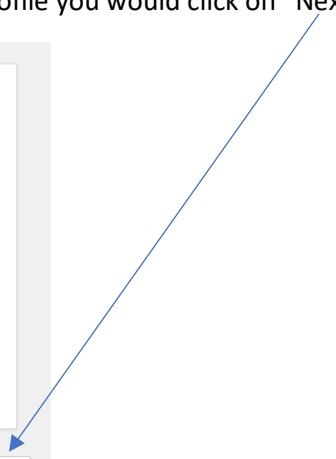
Summary: Employee Awareness Profile


Katy


Manager

B *I* U |        Source

← Back Next →



- e. Now you will find yourself on the summary page and you can review again the employee's selections on the Employee Awareness Profile. If you have questions about anything provided on the employee's assessment you should reach out to them and or make notes to discuss during the goal planning stage of the upcoming Performance Management Process. At this point you can complete this Awareness Profile process by clicking on the blue button "Go to next step". This process is now complete, you will be notified by email when to move to the Performance Management Process for the current period (the current academic year).

Home About me ▾ My team ▾ Journal entry Manager ▾ i

Katy Employee - Employee FY23 Awareness Profile (Supporting Staff)

Start > Employee Awareness Profile > Next steps

✓ Saved Last saved: 12 Aug 2022, 10:09am 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	...

Your next step: Employee Awareness Profile Complete

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i 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](#)