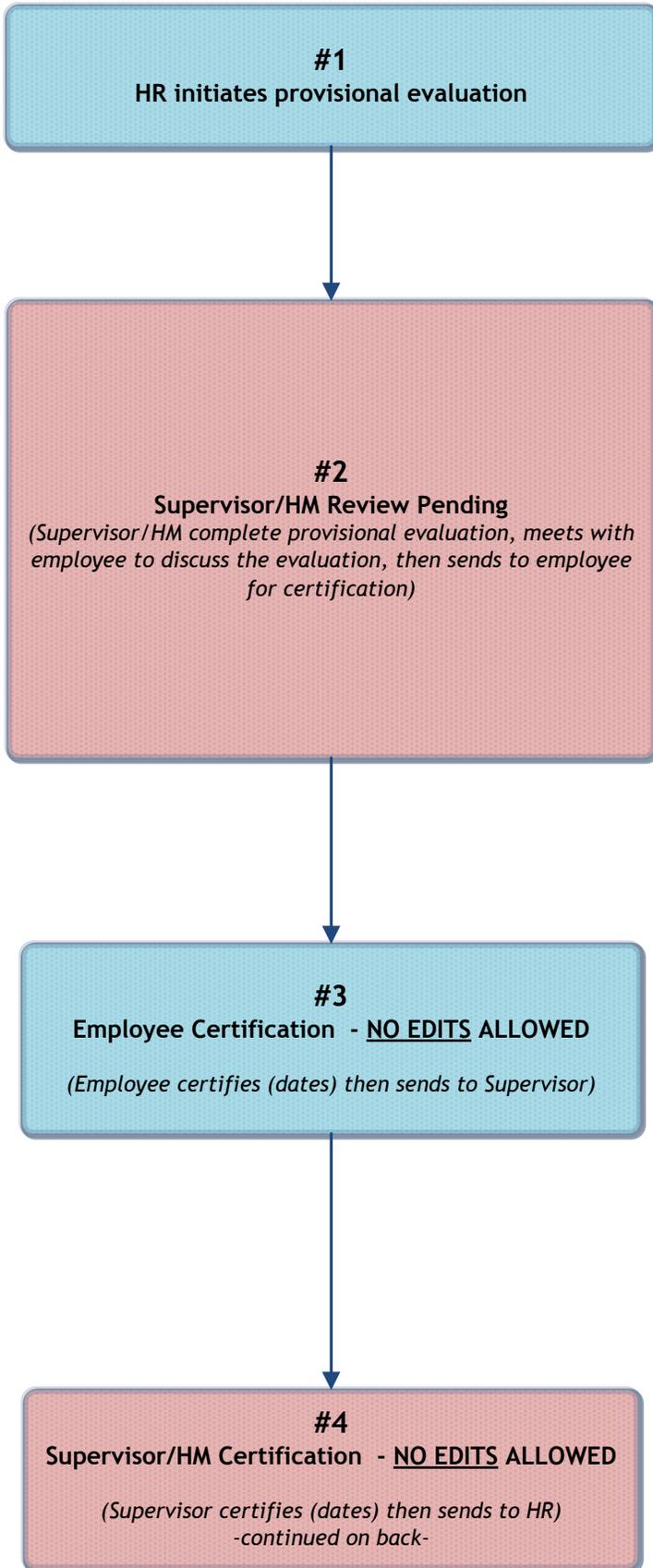


PROVISIONAL PERFORMANCE EVALUATION - QUICK GUIDE

(for more detailed instructions, please refer to evaluation instructions)

Log on at: www.fairmontstatejobs.com/hr



#1 HR Initiates Provisional Evaluation

The HR Office will begin the action for the provisional evaluation for the new employee at the appropriate time. The Supervisor/HM will receive an e-mail when the evaluation reaches the status of "**Supervisor/HM Review Pending.**"

2: Supervisor/HM Completes Evaluation

NOTE: Supervisor will receive e-mail notification when evaluation reaches this status; logs in with Supervisor/HM user type

1. Under Evaluation Heading, clicks "**active evaluations.**"
2. Clicks "**view**" under appropriate position title then "**edit.**"
3. Completes each tab as applicable, clicking "**continue to next page**" to proceed through each of the tabs.
4. **JOB FACTORS TAB:** After completing Job Factors tab, clicks "**CALCULATE**" in order for system to auto-calculate employee's rating.
5. **OVERALL TAB:** Shows overall score.
6. **SUMMARY TAB:** Enters employee's current strengths, weaknesses, whether or not to change the **Classified** employee to regular status, or to extend their provisional period.
7. Clicks "**continue to next page**" until reaching the summary page, then selects "**SAVE**". Clicks "**continue**" then "**confirm.**"

NOTE: At this point, makes appointment with employee to discuss his/her evaluation. After the conference, the supervisor must log in and send the evaluation to "Employee Certification (No Edits Allowed)."

#3: Employee Certification – NO EDITS ALLOWED

NOTE: Employee will receive e-mail notification; logs in with Employee user type

1. Under evaluation heading, clicks on "**Active Evaluations**"
2. Clicks "**view**" beneath the position title then "**edit**"
3. Clicks on the **Certification tab**; completes fields on this tab.
4. Clicks "**continue to next page**" until reaching the summary page; selects "**Supervisor/HM Certification (No Edits Allowed).**" Clicks "**continue**" then "**confirm.**"

#4: Supervisor Certification – NO EDITS ALLOWED

NOTE: Supervisor will receive e-mail notification; logs in with Supervisor/HM user type

1. Under Evaluation heading, clicks on "**Active Evaluations**"
2. Clicks "**view**" beneath the position title
3. Clicks the "**edit**" link above the evaluation status bar
4. Clicks on the **Certification tab**; completes fields on this tab.
5. Clicks "**continue to next page**" until reaching the summary page; selects "**Submit to HR.**" Clicks "**continue**" then "**confirm.**"

HR Review

HR completes review and changes status to one of the following statuses:

- **EVALUATION COMPLETED-Provisional Period Extended**
- **EVALUATION COMPLETED-Employee Changed to Regular Status** (this is for Classified Employees Only)
- **EVALUATION COMPLETED**



EVALUATION COMPLETED

ALL USERS:

1. Completed evaluation may be viewed by various users by clicking the “historical evaluations” link found under the evaluations header.
2. Click “view summary” beneath the position title