Performance Appraisal Job Aid for Staff

To log in to the form site, go to http://managers.hr.columbia.edu/managing-performance

If you experience any technical issues in completing this course, please contact the HR Service Center. You can log an incident or request a service by using a self-service web form, or you can contact the HR Service Center by phone: (212) 851-2888 Monday, Tuesday, and Thursday, 9:00 am – 5:00 pm; Wednesday 9:30 am – 5:00 pm; Friday 9:00 am – 4:00 pm.

Click the link for Columbia University Performance Appraisal Form

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Log In:
- Enter your UNI.
- Enter your password.
- Click Log in.

My Appraisal:
- Click My Performance to do your appraisal.

Start Appraisal:
- If your manager has not started the process for you, your first step will be to select your manager.
- Click either Select your manager OR start appraisal.
Select your manager:

Enter the UNI of your manager and click Continue.

Click Continue again to confirm.

Start appraisal:

Click the Open link in the Appraisal Status column to start the appraisal.
Build the form:
Name, Manager and Title fields will auto populate.

Enter any missing information.
1. Grade
2. Review Period (for example FY15)
3. Date of Review (for example May 15, 20xx)

Job Duties:
Job Duties
Use this section to identify 3-5 of the major duties or responsibilities of this position. (You may instead attach a job description to the final printed form)
Goals:

1. At the beginning of the review period list 3-5 major goals for the year with clear Outcome, Measurement and Timeframes for each.

2. Use the Actual Results section to record the actual performance on the goals at the end of the review period.

<table>
<thead>
<tr>
<th>Goals (Outcome)</th>
<th>Key Actions, Measures of Success &amp; Timeframe</th>
<th>Actual Results</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List a maximum of 5 for the annual review period.
Click + to begin.
Build the form:
Performance Attributes
1. Use this section to add up to 5 performance attributes.
2. Click the down arrow next to Attribute and select from the list.
3. The Definition and Key Actions fields will automatically populate based on your choice.

Build the form:
Sample Performance Attribute

NOTE: The text in the Key Actions field is editable as required.
Build the form:
Development Opportunities

1. Use this section to add up to 5 development areas for your staff.
2. Add activities related to the development area (training or coaching).
3. Add timing for each.

Rating:
Your manager will select your overall rating.

**Click one of the ratings below**

- Exceeds Expectations: Performance was clearly superior, consistently exceeded the expectations and the requirements of the position.
- Meets Expectations: Performance met the expectations and the requirements of the position. Meets the high performance standards of the School or Department.
- Needs Improvement: Performance was inconsistent with regard to the expectations and the requirements of the position. Steps must be taken to further develop targeted areas which will improve overall performance.
- Does Not Meet Expectations: Performance was below standard with regard to the expectations and the requirements of the position. Steps must be taken to improve overall performance.

- Staff Member is on formal performance plan.
Comments:
Overall Comments
Make any overall comments as necessary.

Saving & Closing the form:
- Click Save Draft to come back and complete the form at a later time.
- Click Save & Release to Your Manager to allow your manager to see the form.
- Click Print Draft to print a draft of the appraisal.
Other Features:
The far left column of the home page provides two buttons for the appraisal.

Use the trash icon to delete the appraisal.

Use the arrow icon to transfer the appraisal to a different manager.

Transfers:
If your manager changes, it’s necessary for you to transfer your appraisal, complete or not, to your new manager.

Click the transfer button to start this process.
Transfers:
Enter the UNI of the new manager and click Transfer.

The staff person and the new manager will both receive emails notifying them of the transfer.
Process for Using the Form for Final Appraisal at End of Review Cycle

1. Manager conducts meeting(s) to have conversation with staff members about performance on previously stated goals.
2. Manager logs in and completes one Performance Appraisal for each staff member following instructions on pages 1-4 of this job aid.
   a. OR staff logs in and completes their own appraisal and releases it to the manager for review.
3. When manager is finished with the appraisal and has had all necessary conversations with staff, he/she releases appraisal for review to staff member.  
   PLEASE NOTE: It is not required to assign a final overall performance rating at this stage.
4. Manager notifies the staff member that their review is available for commentary.
5. Staff member logs in to their appraisal, reviews and makes any necessary comments or changes.
6. Staff member can save draft or release back to the manager for final review.
7. After releasing back to the manager, staff member should notify manager of the released appraisal for their final review.
8. Manager logs in to finalize the appraisal and assigns a final performance rating.
9. Manager clicks “finalize and print” and prints the appraisal.
10. Manager signs the appraisal.
11. Staff member signs the appraisal.
12. If needed, Senior level signature and one “Other” signature lines are available. (for example HR)

Process for Using the Form for Goal Setting at Beginning of Review Cycle

1. Manager meets with staff members to discuss goals for the year.
2. Manager has option to share the Performance Goals Job Aid Staff for Staff with staff members to have them start to write performance goals. (See CUHR website for job aid)
3. After all necessary conversations, manager or staff logs in using the steps on page one and completes the first two columns in the goals section.