



Performance Evaluation System
Self Evaluation Guide

Provided by Vanderbilt Human Resources



HUMAN
RESOURCES

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VPES Overview

The Vanderbilt Performance Evaluation System (VPES) has been designed exclusively for Vanderbilt University Medical Center's (VUMC) Supervisors and the Pay for Performance program. VPES allows VUMC Supervisors to evaluate their direct reports in a centralized, easy to use, web-enabled application. This system provides a consistent method for collecting performance evaluation data, as well as assurance that performance evaluation totals are calculated consistently. VPES has a function that allows Staff Members to evaluate themselves on a Pay for Performance evaluation, and submit it for review and finalization by their Supervisors. This guide focuses on the steps that a Staff Member who is not a regular user of VPES would use to complete a self evaluation.

Self Evaluations Overview

A Pay for Performance (Annual/6-Month) Evaluation is used by Supervisors to rate their direct reports on key functions, unit/area-specific functions, credo, policy and safety compliance, and development goals. If required, a Staff Member can complete a self evaluation, and submit it for review and finalization by his/her Supervisor. A Staff Member does not have to be given Supervisor access to VPES to complete a self evaluation.

Need Help?

If you have any problems accessing or using VPES after following the guidelines in this document, please send an email to the following address:

compensation@vanderbilt.edu

Getting Started – What You Will Need

Before creating a self evaluation in VPES, you will need the following:

- Your VUNet ID and ePassword

- If you do not have an e-Password, there is a web link on the log-in page of the system to begin this process.
- A computer connected to both the Internet and a printer.
- If you are using a Microsoft Windows based computer, Internet Explorer version 6.0 or higher, Netscape Navigator version 7 or higher, OR Firefox version 2.0 or higher. Note that if Netscape 6.1 is being used, it is recommended that it be upgraded to the latest version. Problems may result if using Netscape 6.1 to access VPES.
- If you are using a MAC computer, Firefox 2.0 or higher OR Safari 2.0 or higher.
- JavaScript and Cookies must be enabled on the browser to use VPES. If an error message indicating that these are not enabled is received when using VPES, contact your LAN manager or technical support person to find out how to enable these options in your browser.
- Adobe version 4.0 or higher
 - If you do not have Adobe Acrobat, you can download the latest version from within VPES. Contact your LAN manager or technical support person if you need assistance downloading and installing the software.

Self Evaluation Process Overview

Outlined below are the steps that a Staff Member and Supervisor would go through to complete a self evaluation. The Staff Member can complete Steps 1 through 5. The Supervisor will need to complete Steps 6 through 10. See Figure 1 below for an overview of the process.

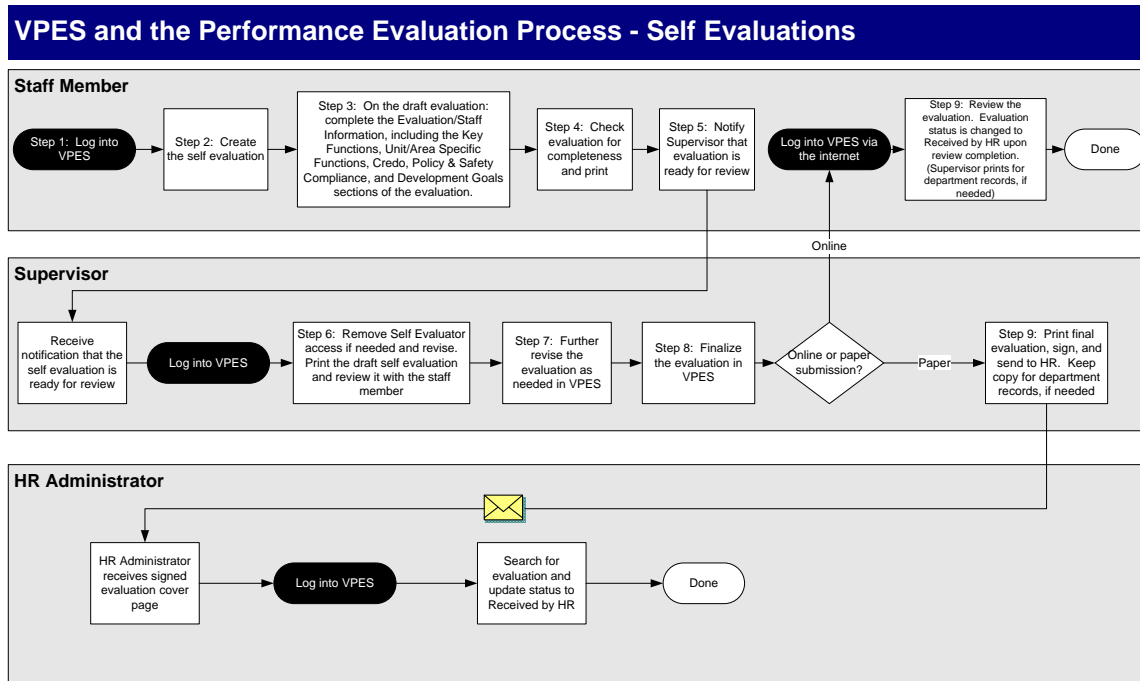
Staff Member

- Step 1:** Login to VPES via the Performance Development website.
- Step 2:** Create the self evaluation.
- Step 3:** Complete the Evaluation/Staff Information, Key Functions, Unit/Area Specific Functions, Credo, Policy & Safety Compliance, and Development Goals.
- Step 4:** Check the evaluation for completeness and print.
- Step 5:** Notify the Supervisor that the evaluation is ready for review.

Supervisor

- Step 6:** Revise the evaluation if needed. Print a draft copy of the completed evaluation. Supervisor and Staff Member review the draft evaluation.
- Step 7:** Revise the evaluation in VPES.
- Step 8:** When all changes are complete, finalize the evaluation
- Step 9:** Review the evaluation and submit it to HR. If the paper submission process is selected, print and sign the finalized evaluation and send the cover page to HR and keep a copy of the evaluation for department files. If the online submission process is selected, have the Staff Member login to VPES and review the evaluation. This will submit the evaluation to HR and change the status to Received by HR. The Supervisor can print a copy of the evaluation for the staff member and the department files.

Figure 1 Self Evaluation Process Overview



Creating and Completing an Evaluation in VPES

Step 1: Logging into VPES

To access VPES:

- Open Internet Explorer or Netscape Navigator and go to the HR website <http://hr.vanderbilt.edu/>. Click on the Performance and Pay tab. Next click the **Performance Development** link, then the **Performance Evaluation (V.P.E.S.)** link to access the VPES login page.
- Enter your **VUNet ID** and **ePassword** and click **Login**.

Step 2: Creating an Evaluation

- If you have not already started a self evaluation, click the **Add Evaluation for Staff Member** button. If your Supervisor has already started a draft evaluation for you, then you will not see the **Add Evaluation for Staff Member** button, and will not be able to create a self evaluation. Contact your Supervisor if this situation occurs.
- Select the Organizational Unit you are associated with and click **Next**. Note that if the University organizational unit is selected, then the evaluation content and layout will be geared toward University evaluation requirements. If the Medical Center organizational unit is selected, then the evaluation content and layout will be specific to the Medical Center evaluation requirements. The organizational unit is defaulted to University or Medical Center depending on the Department Type for your Department in PeopleSoft.

Step 3: Complete the Evaluation.

Follow the steps below to complete the evaluation that has been created.

- Review the information on the first page of the evaluation. If any information is incorrect, then an ePersonnel Action Form (ePAF) must be completed and submitted through the normal process. The evaluation will have to be deleted and recreated in order to get the updated information into the evaluation. Follow the

steps in the “Deleting an Evaluation” section of this document to delete a draft evaluation.

- Complete the following on the ***Evaluation/Staff Information*** page:
- ***Alternate Job Code*** for temporary and term Staff Members. If you are in a temporary or term job code, then you need to be evaluated on the job that most closely matches the current activities being performed. If you are in a temporary or term job code, then an ***Alternate Job Code*** box will appear on the Evaluation/Staff Information page. Enter the job code of the job that you are currently performing. Once the evaluation is saved, the key functions of the alternate job code that was entered will be displayed on the Key Functions page.
 - ***Evaluation Period From*** date.
 - ***Verify Credentials***. If you are a licensed nurse, then a button labeled ***Verify Credentials*** should be displayed on the page. If this button is displayed, it should be used to view your current credentials instead of the ***Licensure/Certification Number*** and ***Licensure/Certification Date*** fields.
 - If the ***Verify Credentials*** button is available click on it to access the Credentials Application Tracking System (CATS) where nurse licensures, certifications, and degrees are located. As a self evaluator, you will only be able to view your credentials. Review the credentials and let your Supervisor know if any changes are needed.
 - If the ***Verify Credentials*** button is not available, complete the ***Licensure/Certification Number*** and ***Licensure/Certification Renewal Date*** fields. If a licensure/certification number was entered on the previous evaluation, then the number from the previous evaluation will automatically be copied to the new evaluation. If the number is copied, then validate that the number is correct and enter the renewal date for the license/certification.
 - Indicate whether or not you are on PIC. If you are on PIC, then enter the ***PIC Start*** and ***PIC End*** dates.
 - Select the appropriate ***Age-Specific Competencies***.

- Select the **Submission Method** that will be used. If **Paper Submission to HR** is chosen, then a signed copy of the finalized evaluation's cover page will need to be sent to HR to complete the process. If **Online** is selected, the self evaluator will need to login to VPES and review the evaluation once it is finalized to complete the process.
- Enter any **General Evaluation Comments** at the bottom of the page.
- When you are finished completing the Evaluation/Staff Information page, click the **Spell Check** button, then **Save** or **Next** button. Note that you can also navigate to the key functions using the links on the left side of the page.

Rating Key Functions and Unit/Area Specific Functions

Key functions and unit/area specific functions ratings are required on Pay for Performance evaluations. Follow the steps below to rate the functions. If you are not already on the key functions section, click the **Key Functions** link on the left side of the evaluation page.

- For each key function:
 - If a key function is not applicable to your current job, then check "**This key function is not applicable to this position.**" All information for the key function will be cleared out and the function will be collapsed if the key function is not applicable.
 - Check all applicable **Validation Methods** that were used to evaluate you. More than one validation method can be selected.
 - Enter a rating between 1 and 5 in the **Performance Rating** field. Tenth of a decimal rating can be entered.
 - Enter a weighting for the key function in the **Weighting Factor** field. If you want to evenly distribute this key function's weighting over the remaining weighting, then check the **Distribute Evenly** box. If any functions are set to distributed evenly, then the **Total Weighting Remaining** will be zero.
 - If a rating is 3.8 or higher, enter comments supporting the rating in the **Comments Supporting the Performance Rating** field. This is a required step.

- If the rating is 2.9 or less, enter a performance plan in the **Performance Plan** field and a follow up date in the **Follow-Up Date** field. This is a required step.
- Add and rate unit/area-specific functions. If you had unit/area-specific functions on the last Pay for Performance evaluation and you are still in the same job, then the unit/area-specific functions from the previous evaluation will be copied to the new evaluation. For each unit/area-specific function:
 - Add a new function by clicking the **Add Unit/Area-Specific Function** button at the end of the key functions page. You can also copy unit/area specific functions that you have previously created by using the **Copy Unit/Area-Specific Function** button at the bottom of the page.
 - Enter a description for the unit/area-specific function in the box provided.
 - Complete the unit/area-specific information and ratings as you would the key function information and ratings.
- When you are finished, click the **Spell Check** button, then **Save** or **Next** button. You can also navigate to the credo using the links on the left side of the page.

Rating the Credo

Credo ratings are required on Pay for Performance evaluations. Follow the steps below to rate the credo. If you are not already on the credo section, click the **Credo** link on the left side of the evaluation page.

- For each credo listed:
 - Enter a rating between 1 and 5 in the **Performance Rating** field. Tenth of a decimal rating can be entered.
 - If a rating is 3.8 or higher, enter comments supporting the rating in the **Comments Supporting the Performance Rating** field. This is a required step.
 - If a rating is 2.9 or less, enter a performance plan in the **Performance Plan** field and a follow up date in the **Follow-Up Date** field. This is a required step.

- When you are finished, click the **Spell Check** button, then **Save** or **Next** button. You can also navigate to the Policy & Safety Compliance section using the links on the left side of the page.

Completing Policy & Safety Compliance

Validation that policy and safety compliance has been met is required on Pay for Performance evaluations. Follow the steps below to evaluate policy and safety compliance. If you are not already on the Policy & Safety Compliance section, click the **Policy & Safety Compliance** link on the left side of the evaluation page.

On the Policy and Safety Compliance page:

- The Conflict of Interest Status will be automatically updated via the Conflict Disclosure System (CDS system). If you have questions about the status as noted in the evaluation, please contact your supervisor for assistance.
- The Immunization and Screening Compliance will be automatically updated via the Occupational Health System. If you have questions about the status as noted in the evaluation, please contact your supervisor for assistance.
- Enter a **Status** of “N/A”, “Completed”, or “Not Completed” for each policy/compliance item that is listed. If the **Status** of an item is “Completed”, you must also enter a date that compliance was met. Select “N/A”, “Yes”, or “No” for the Immunization and Screening Compliance.
- Add specific Department Policy Review, **Point of Care Testing** and **Job Specific Training** as required. To add *these* items, click the **Add Policy, Add Testing or Add Training** button. From these pages, a new policy, testing or training item can be added or, as with the Unit/Area Specific key functions, training or testing items may be copied to any draft that you have started.
- Complete the HIPAA Compliance section.
 - HIPAA Compliance must be completed annually. Click on the **Update Health Information Categories** link (information you have entered will be saved). Check the boxes under **Individual Designation** that describes the level of access you have to patient information and click **Save/Verify Settings**. Click the **Back** button to return you to the evaluation.

Privacy and Security (HIPAA) Training must be completed annually for each Staff Member. Select as appropriate from the drop down box, and enter the date completed.

- When you are finished, click the **Save** or **Next** button. Note that you can also navigate to the Development Goals section using the links on the left side of the page.

Completing the Development Goals

Development goals are part of the Pay for Performance evaluation. Follow the steps below for development goals. If you are not already on the Development Goals section, click the ***Development Goals*** link on the left side of the evaluation page.

- Add the previous year development goals to the evaluation. To add a new Development Goal for the previous year, click the ***Add New Goal*** button in the previous year section of the Development Goals page. For each previous year goal:
 - Select a ***Goal Type***.
 - Enter a ***Goal Description***.
 - Enter the ***Development Plan*** to meet the goal.
 - Select whether or not ***This Goal was Accomplished***.
 - If applicable, enter the ***Completed Date***.
 - Enter ***Results*** accomplished toward meeting the goal.
 - Departmental goals that you have already entered in a previous evaluation may be copied into the previous year goals in an evaluation. To copy departmental goals into an evaluation:
 - Click the ***Copy Dept Goals*** button at the bottom of the previous year's goals section.
 - On the Copy Departmental Goals to Previous Year Goals page, select the departmental goals to copy and click the ***Copy Dept Goals*** button.
 - On the Choose a Dev Plan for Each Dept Goal page, select a development plan for each departmental goal that is being copied. The development

plan may be left empty if needed. Click the ***Copy Dev Plans*** button to copy the development plans.

- On the Choose Which Drafts to Paste Into page, select the evaluations that you would like the items copied into and click the ***Paste Dept Goals and Dev Plans*** button.
- The department goals and development plans will be available in the evaluations selected.
- Add the current year goals to the evaluation. To add a new Development Goal for the current year, click the ***Add New Goal*** button in the current year section of the Development Goals page. For each current year goal:
 - Select a ***Goal Type***.
 - Enter a ***Goal Description***.
 - Enter the ***Development Plan*** to meet the goal.
 - Enter a ***Planned Completion Date***.
- As with previous year goals, departmental goals that you have previously created may be copied into the current year goals. To copy departmental goals into current year goals click the ***Copy Dept Goals*** button at the bottom of the current year goals section. Follow the steps outlined above for copying departmental goals to previous year goals.
- Your goals for the current year will automatically fill into next year's evaluation as the previous year's goals.
- The Development Goals page will remain editable after the evaluation is finalized so that you may update the goals as they evolve throughout the year. Once a new draft is created, then the goals must be updated in the new evaluation.

Step 4: Check for Completeness and Print Draft Copy

The Check for Completeness step is available on Pay for Performance evaluations. Follow the steps below to check the evaluation for completeness.

- After the self evaluation has been filled out, then it needs to be validated before being reviewed with your Supervisor. Click the ***Check for Completeness*** link on

the left or click the **Check for Completeness** button at the bottom of the page.

This will check the evaluation for all required fields to make sure that all is complete.

- If any items still need to be completed, details on what needs to be completed will be listed in red at the top of the page. In addition, a stop sign will appear next to each item that needs to be addressed on the page. These items should be corrected prior to reviewing the evaluation.

After the evaluation is checked for completeness, the draft evaluation needs to be printed. To print an evaluation:

- Download and install Adobe Acrobat Reader if it is not already installed on your workstation. Click on the **Download Acrobat Reader** link on the left side of the evaluation to download the software. Contact your LAN administrator if you need assistance downloading and installing the software.
- Open the evaluation and click the **Preview/Print Summary** link on the left side of the evaluation.
- The evaluation will be opened in another window. Once the window is opened and the evaluation is displayed, click the printer icon or **File – Print** in the menu bar to print the evaluation.

Step 5: Notify Supervisor that Evaluation is Ready for Review

After you have completed the self evaluation, notify your Supervisor that the evaluation is ready for review.

Step 6: Supervisor and Staff Member Review the Draft Evaluation.

Once the draft evaluation is filled out, then you and your Supervisor will review it. The Supervisor can find the evaluation under the **View Staff with Evaluations** link.

Step 7: Revise the Evaluation in VPES

After reviewing the evaluation, your Supervisor will need to revise the evaluation as needed in VPES.

Step 8: Finalizing the Evaluation

After the Pay for Performance evaluation has been reviewed and all updates have been made, then the evaluation will be marked final by the Supervisor. Note that once an evaluation is marked final, then the evaluation is no longer editable. Only your Supervisor can finalize the evaluation.

Step 9: Submit the Evaluation to HR

If the paper submission process is selected, your Supervisor will print the evaluation for signatures. The signed cover page will be sent to HR. If the online submission process is selected, then you will need to login to VPES and review the evaluation. This will submit the evaluation to HR and change the status to Received by HR. Follow the steps below to review the evaluation online:

- Login to VPES.
- A link labeled ***On-line Submissions to Review*** will be listed on the left side in the navigation pane. Click on the link to view the evaluation.
- Review the evaluation.
- Click the ***Evaluation Reviewed*** button to the right of the evaluation to submit it to HR and change the status to ***Received by HR***.

You can view the current status of your self evaluations at any time by logging into VPES and viewing your evaluations. The status of the evaluation will be indicated on the right side of the list of the evaluations, or at the top of an open evaluation.

Additional VPES Features

Deleting an Evaluation

Draft self evaluations can be deleted. Evaluations that have been finalized or received by HR cannot be deleted. If you need to delete an evaluation that is finalized or received by HR, please contact HR (contact information is in the “**Need Help**” section of this document). To delete a draft evaluation:

- Login to VPES.

- Search for and click on the name of the person whose draft evaluation you want to delete.
- The list of evaluations you created for the Staff Member will be listed.
- Click the **Delete** button under the draft evaluation that you want to delete.

Changing the Supervisor

VPES allows a Self Evaluator to change the Supervisor listed on a draft evaluation.

- Change Supervisor for an evaluation
 - Open the draft Pay for Performance (Annual/6-Month) Evaluation.
 - Click on the **Change Supervisor** button beside the current Supervisor's name on the Evaluation/Staff Information page
 - Enter the Last name of the Supervisor that will now have access to the evaluation and click **Get Supervisors**.
 - Click the **Select** button beside the name of the correct Supervisor
 - You will see a message at the top of the screen saying "**Supervisor has been changed**"

Spell Check

A Spell Check button is available at the bottom of each evaluation page, allowing you to check the spelling of text entered on the page. Please note: the Spell Check does not work unless it has been clicked. If you click **Save** or **Continue to Next Page**, the page will not go through the Spell Check process.

References

Various references are available while completing an evaluation in VPES. The left side of the evaluation page has references to the following:

- Job Description Summary
 - Provides the job description summary for the Staff Member being evaluated.

- Purpose
 - Describes the purpose of the performance appraisal.
- Performance Rating Scale
 - Lists the performance rating scale definitions.
- Generic Scoring Template
 - Provides characteristics that define the performance ratings.

Other Important Notes

- Your VPES session will timeout if left idle for approximately 60 minutes. If you have made changes to a page and not saved them, you will be prompted to save after 30, 45, and 55 minutes. If you make changes and do not save them after 60 minutes, the changes will be lost.
- If you experience problems using one of the copy functions in VPES, you will need to confirm that your browser is not caching web pages. Contact your LAN manager or technical support person if you are not sure how to check these settings. Use the steps below to check or change the setting in Internet Explorer:
 - Open Internet Explorer.
 - On the menu bar, click on **Tools – Internet Options.**
 - Click on the **General** tab.
 - Click the **Settings...** button under the **Temporary Internet Files** section.
 - Make sure that “Every visit to the page” is selected under Check for new versions of stored pages.
 - Click OK to save the changes.
 - For Internet Explorer 2007, Open Internet Explorer
 - On the On the menu bar, click on **Tools-Delete Browsing History or Internet Options**
 - If you select **Delete Browsing History** select the delete all button
 - Click yes to save changes
 - If you select **Internet Options** under Browsing History select delete>delete all
 - Click yes to save changes

- If an ***Auto Complete*** box pops up while you are completing an evaluation, select cancel and close the box. This may be a function of your browser, but it cannot be used with this system.