
Vanderbilt University

Performance Evaluation System
Supervisor's Guide

Provided by Vanderbilt Human Resources



HUMAN
RESOURCES

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Overview

The Vanderbilt Performance Evaluation System (VPES) has been designed exclusively for Vanderbilt University's Supervisors. VPES allows 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 Evaluation Types

The VPES allows Supervisors to create three main types of evaluations: Performance, Annual Evaluation Exemption, and End of Orientation. Outlined below are the evaluation types and their definitions.

- End of Orientation Evaluation – this evaluation is used by Supervisors to evaluate Staff Members that have completed their 3-month or 6-month orientation.
- Performance (Annual) Evaluation – this evaluation is used by Supervisors to rate their direct reports on key functions, unit/area-specific functions, Leadership Model, and development goals. A Performance Evaluation can be created by a Supervisor or Supervisor Assistant. If an evaluation is created by a Supervisor Assistant, it must be reviewed and finalized by the Staff Member's Supervisor. In addition, a Staff Member can complete his/her own self-evaluation, and submit it for review and finalization by the Supervisor. See the section "Performance Self Evaluations" in this document for more details.
- Annual Evaluation Exemption – this evaluation is used by Supervisors to indicate that a direct report is exempt from an annual Performance Evaluation by the due date for reasons such as in orientation, leave of absence, etc. Overall, during the

annual evaluation period, Supervisors should create a Performance Evaluation or Annual Evaluation Exemption for each of their direct reports.

VPES User Types

The VPES has three types of users: Supervisors, Supervisor Assistants, and Self Evaluators. Outlined below are the user types and descriptions:

- Supervisors are responsible for evaluating their direct reports in the VPES. Supervisors can create and finalize Performance Evaluations, Annual Evaluation Exemptions, and End of Orientation Evaluations. In addition, Supervisors have access to various reports in VPES that help manage the evaluation process.
- Supervisor Assistants complete the initial data entry on Performance Evaluations for Supervisors. They can complete the data entry on the evaluation however they cannot finalize the evaluation. In order to use VPES as a Supervisor Assistant, the Supervisor must request this access for the assistant.
- Self Evaluators are Staff Members who evaluate themselves and then have their Supervisors review and finalize the evaluation. Self Evaluators can evaluate themselves and complete the data entry on the evaluation. The Supervisor must review and finalize the evaluation. Any Vanderbilt University Staff Member can create a self-evaluation in the VPES.

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:

human.resources@vanderbilt.edu

Getting Started – What You Will Need

Before using VPES to complete an evaluation, you will need the following:

- A VUnetID and password

- 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.
- Approval to use VPES. If you do not already have access to VPES, email the address in the Need Help section to request it. Include your Employee ID and name in the request. If applicable, also include the Employee ID and name of the Staff Member who will complete data entry for you. Supervisors must request access to VPES for their assistants.
- 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, Firefox version 2.0 or higher, or Google Chrome.
- 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, it can be downloaded from within VPES. Contact your LAN manager or technical support person if you need assistance downloading and installing the software.

Evaluation Process Overview

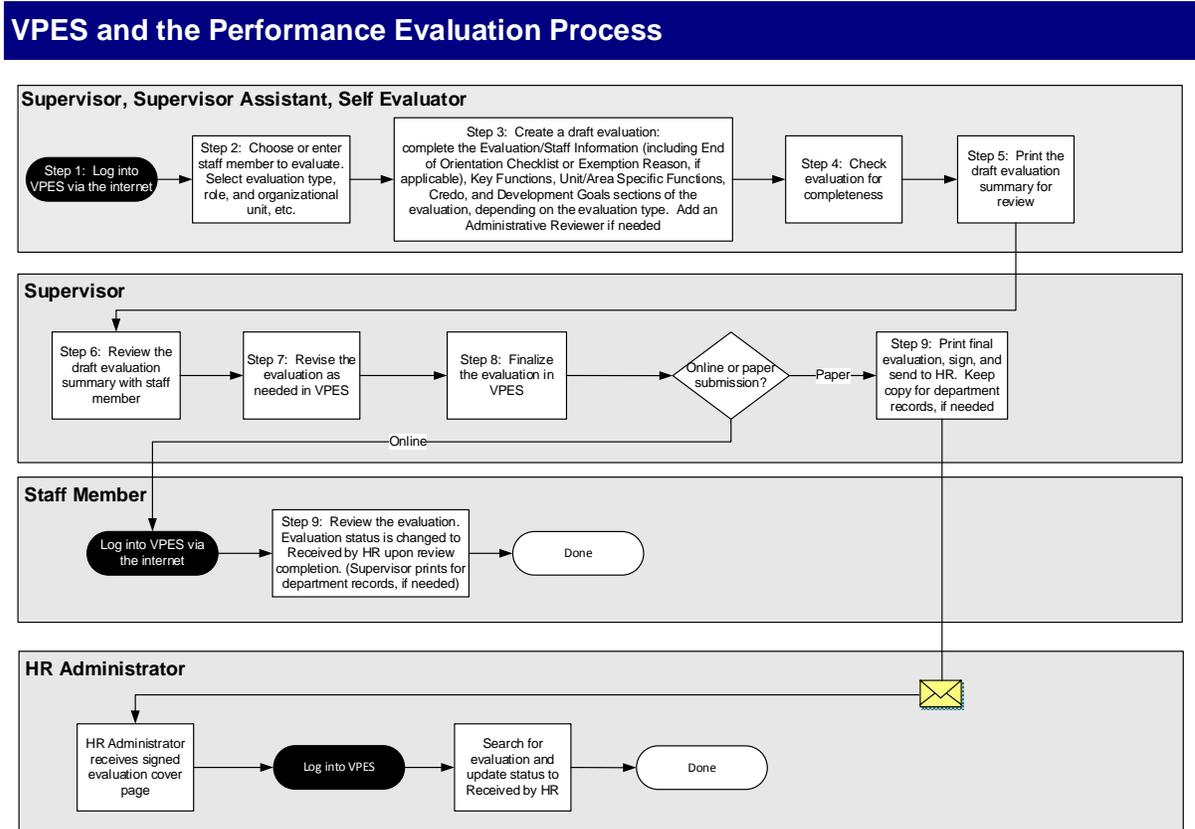
The Supervisor will complete the following steps for each Staff Member that is evaluated. A Supervisor Assistant or Self Evaluator can complete Steps 1 through 5. See Figure 1 below for an overview of the process.

- Step 1:** Log into VPES via the Performance Development website.
- Step 2:** Enter the Employee ID for the Staff Member being evaluated. Supervisors must select the role in which they are creating the evaluation, type of evaluation to be completed: (Performance Evaluation, Annual Evaluation Exemption, or End of Orientation), and the organizational unit that the Staff Member belongs to.
- Step 3:** Complete the Evaluation (which may include End of Orientation Checklist, Exemption Reason, Key Functions, Unit/Area Specific

Functions, Leadership Model, and Development Goals, depending on the evaluation selected).

- Step 4:** Check the evaluation for completeness.
- Step 5:** Print a draft copy of the completed evaluation.
- Step 6:** Review the draft evaluation with the Staff Member.
- Step 7:** Revise the evaluation in the 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 Evaluation Process Overview



Creating and Completing an Evaluation in VPES

Step 1: Logging in to the VPES

To access VPES:

- Open Internet Explorer, Firefox, or Chrome and go to the HR website and to the Performance and Pay tab.
- Click on the **Performance Evaluation (VPES)** link to access the VPES login page.
- Enter your **VUnetID** and **password** and click **Login**.
- If you receive a message indicating you are not authorized to use the system, please email **human.resources@vanderbilt.edu** to request access to the system.

Step 2: Creating an Evaluation

- Type in the 7-digit Employee ID for the Staff Member being evaluated in the **Employee ID** field and click the **Add Performance Evaluation** button.
 - If you are a Supervisor and have already started a draft evaluation or completed other evaluations for this Staff Member, then you will be taken to a list of his/her evaluations. From this list, you can either click on and edit the draft evaluation, or click the **Add Evaluation for Staff Member** button to start a new evaluation for the Staff Member (note that if a draft has already been created, you must either edit the existing draft, or delete it and start a new one, as only one draft is allowed to be in process for a given Staff Member at a time).
 - If you have not started an evaluation for the Staff Member, then you will be prompted to choose your role in creating this evaluation and the type of evaluation. Select your role and the evaluation type, and click **Next**. The evaluation content and layout will be specific to University evaluation requirements since VPES is only used by the University for Performance Evaluations beginning in 2015. See the next bullet below for directions on entering the Supervisor of the evaluation.
 - If you are a Supervisor Assistant and have already started a draft evaluation then you will need to click on the name of the Staff Member to edit the draft

evaluation. Note that only one draft is allowed to be in process for a given Staff Member at a time. If you have not started a draft, then you will be prompted to enter the Employee ID of the Staff Member's Supervisor. Enter the Employee ID for the Supervisor and click **Next**. Validate that the name of the Supervisor is correct, and click **Yes** to continue. If the Supervisor name is not correct, then click **No** and reenter the Supervisor's Employee ID.

Step 3: Complete the Evaluation.

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

- Review the Staff Member information on the evaluation. If any information is incorrect, then submit position information changes through ePAC. 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.
- For an End of Orientation evaluation, be sure to complete the following fields:
 - Next review date
 - Check that items have been completed (review of Job Description, review of Leadership Model, discussion of Performance Goals)
 - Check whether Orientation is complete.
 - If there is a Performance Plan, document details as well as the follow-up date.
 - Add General Comments, as appropriate.
 - Spell check the page and save.
- For a Performance evaluation, complete the following on the **Evaluation/Staff Information** page:
 - **Alternate Job Code** for temporary and term Staff Members. If the Staff Member is in a temporary or term job code, then the Staff Member needs to be evaluated on the job that most closely matches the current activities being performed. If an evaluation is created for a Staff Member that is 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 role most similar to the one the Staff Member is 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.
 - Indicate whether or not the individual is currently on or has been on written or final performance plan and/or written or final progressive discipline during the last 12 months.
 - Enter the Key Function weighting and Leadership Model weighting that will be used in calculating the evaluation's overall ratings. The sum of the Key Function weighting and Leadership Model weighting must equal 100%. Note that only Supervisors and Supervisor Assistants can change these weightings.
 - Enter any **General Evaluation Comments** at the bottom of the page.
 - If needed, you can select to have a Supervisor at a higher level review the evaluation in the VPES and provide you feedback prior to meeting with the Staff Member. To do so, click on the **Add Admin Reviewer** link on the left side of the evaluation page. Enter the Employee ID of the Administrator that will review the evaluation and click **Add Reviewer**. Check that the name of the reviewer is correct. If it is correct, then click **Yes** to continue. If not, click **No** and reenter the Employee ID on the previous page. The reviewer's name will be listed next to the Supervisor's name on the first page of the evaluation. See the section labeled "Administrator Review Option in a Performance Evaluation" in this document for more information on this feature.
 - When you are finished, 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.
- For an Annual Exemption Evaluation, complete the following:
- **Evaluation Period From** date.
 - Select an **Exemption Reason**.
 - Click **Save and Finalize** to save the evaluation.
 - Note that no other steps need to be completed for this type of evaluation.
 - This type of evaluation does not need to be submitted to HR.

Rating Key Functions and Unit/Area Specific Functions

Key functions and unit/area specific functions ratings are required on Performance evaluations. Supervisors, Supervisor Assistants, and Self Evaluators can edit the key functions and unit/area-specific functions page. 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 the Staff Member being rated, then check “***This key function is not applicable to this position.***” Note that all information for the key function will be cleared out if the key function is not applicable.
 - Check all applicable ***Validation Methods*** that were used for this Staff Member. Note that more than one validation method can be selected.
 - Enter a rating between 1 and 5 in the ***Performance Rating*** field. Note that 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. Note that if any functions are set be distributed evenly, then the ***Total Weighting Remaining*** will be zero.
 - If a rating is 3.5 or higher, enter comments supporting the rating in the ***Comments Supporting the Performance Rating*** field. This is a required step.
 - If the rating is 2.4 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. Note that if a Staff Member had unit/area-specific functions on the last Performance evaluation and he/she is

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:

- If you need to delete a unit/area-specific function that was copied, then click **Delete this Unit/Area-Specific Function** link located next to the function that you would like to delete. Otherwise, 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. If you are copying Unit/Area-Specific functions, note that the list to copy from only contains functions that were created by your current position within the last 18 months.
- 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. Note that you can also navigate to the Leadership Model page using the links on the left side of the page.

Rating the Leadership Model

Leadership Model ratings are required on Performance evaluations. Supervisors, Supervisor Assistants, and Self Evaluators can rate the Leadership Model. Follow the steps below to rate the Leadership Model. If you are not already on the Leadership Model section, click the **Leadership Model** link on the left side of the evaluation page.

- For each Leadership Model entry listed:
 - Enter a rating between 1 and 5 in the **Performance Rating** field. Note that tenth of a decimal rating can be entered.
 - If a rating is 3.5 or higher, enter comments supporting the rating in the **Comments Supporting the Performance Rating** field.
 - If a rating is 2.4 or less, enter a performance plan in the **Performance Plan** field and a follow up date in the **Follow-Up Date** field.

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

Completing the Development Goals

Development goals are not a required part of the Performance evaluation. Supervisors, Supervisor Assistants, and Self Evaluators can edit development goals. 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 for a Staff Member, then the goals must be updated in the new evaluation.

Step 4: Check for Completeness

The Check for Completeness step is available on Performance and End of Orientation evaluations. A Supervisor, Supervisor Assistant, and Self Evaluator can use the Check for Completeness function. Follow the steps below to check the evaluation for completeness.

- After the draft Performance or End of Orientation evaluation has been filled out, then it needs to be validated before being reviewed with the Staff Member. Click the **Check for Completeness** link on the left or click the **Check for**
-

Completeness button at the bottom of the Development Goals 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 printing the evaluation and reviewing it with the Staff Member.

Step 5: Printing the Evaluation

Supervisors, Supervisor Assistants, and Self Evaluators can print draft evaluations.

Only a Supervisor can print a final evaluation. 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 6: Review the Draft Evaluation with the Staff Member.

Once the draft evaluation is filled out, then the Supervisor should print the evaluation and review it with the Staff Member. If a Supervisor Assistant has created an evaluation for a Supervisor, the evaluation will be displayed under the **View Staff with Evaluations** link when the Supervisor logs in.

Step 7: Revise the Evaluation in the VPES.

Log into the VPES. Select the Staff Member whose evaluation you need to revise. Make any changes that you need to and Spell Check and **Save** after you have completed your changes.

Step 8: Finalizing the Evaluation

After the Performance or End of Orientation evaluation has been reviewed with the Staff Member and all updates have been made, then the evaluation needs to be marked final. Note that once an evaluation is marked final, then you cannot edit the evaluation. Only the Supervisor of the evaluation can finalize the evaluation. Once an evaluation is finalized, then the Supervisor Assistant will no longer have access to the evaluation. In addition, Self Evaluators will no longer be able to edit the evaluation. To finalize an evaluation:

- Open the Staff Member's evaluation.
- On the left hand side of the page, click the **Finalize Evaluation** link.
- 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 addresses on the page.
- Once you have addressed the issues in each section of the evaluation, click the **Finalize Evaluation** link again.
- When the evaluation is successfully finalized, then it is no longer editable. The evaluation is then ready for printing the final copy.

Step 9: Print and sign a final copy of the evaluation and submit to HR.

If the **Online Submission Method** was selected, have the Staff Member login to VPES and follow the steps below to review the evaluation.

- 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 evaluation status to **Received by HR**.
- The Supervisor can print a copy for department records if needed.

If the **Online Submission Method** was selected and the Staff Member is unavailable to review the evaluation in VPES, the evaluation can still be printed, signed and sent to HR to complete the process (see steps below).

If **Paper Submission to HR** was selected, use the **Preview/Print Summary** link on the left side of the evaluation page to print the final copy. Send the signed evaluation cover page to:

Human Resources
Employee Service Center
VU Station B #357700

Once the signed evaluation is received by HR, the status of the on-line evaluation will be updated to **Received by HR**. Keep a copy of the evaluation for department records if needed.

You can view the current status of your evaluations at any time by logging into VPES and clicking on the name of the person whose evaluation you would like to check. 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.

Performance Evaluation Entry by a Supervisor Assistant

The VPES allows a Supervisor Assistant to data enter a Performance Evaluation for a Supervisor. A Supervisor or a Staff Member designated as a Supervisor Assistant in VPES can perform this function. Follow the steps below to data enter a draft Performance evaluation for another Supervisor. Note that more details on how to complete the Performance evaluation can be found in this document in the Creating and Completing an Evaluation in the VPES section.

- Login to the VPES.
- Enter the Staff Member's Employee ID in the **Employee ID** field and click **Add Performance Evaluation**.

- If you are a Supervisor in VPES and have already started a draft evaluation then you will need to click on the name of the Staff Member edit the draft evaluation. Note that only one draft is allowed to be in process for a given Staff Member at a time. If you have not started an evaluation for the Staff Member, then you will be prompted to choose your role in creating this evaluation and the type of evaluation. Select your role and evaluation type (you can only select Performance and click **Next**. The evaluation content and layout will be specific to University evaluation requirements since VPES is only used by the University for Performance Evaluations beginning in 2015.
- If you are acting as the role of assistant, then you will be prompted to enter the Employee ID of the Staff Member's Supervisor. Enter the Employee ID for the Supervisor and click **Next**. Validate that the name of the Supervisor is correct, and click **Yes** to continue. If the Supervisor name is not correct, then click **No** and reenter the Supervisor's Employee ID.
- If you are a Supervisor Assistant in VPES and have already started a draft evaluation then you will need to click on the name of the Staff Member to edit the draft evaluation. Note that only one draft is allowed to be in process for a given Staff Member at a time. If you have not started a draft, then you will be prompted to enter the Employee ID of the Staff Member's Supervisor. Enter the Employee ID for the Supervisor and click **Next**. Validate that the name of the Supervisor is correct, and click **Yes** to continue. If the Supervisor name is not correct, then click **No** and reenter the Supervisor's Employee ID.
- Complete the Evaluation/Staff Information page, Key Functions, Unit/Area Specific Functions, Leadership Model, and Development Goals section of the evaluation.
- Use Check for Completeness to check the evaluation for any errors or omissions. Correct any errors that were found.
- Notify the Supervisor that the evaluation is ready for review with the Staff Member.
- The Supervisor will then need to login into VPES and review the evaluation and make updates as needed. The evaluation will be listed the same as the Supervisor's other evaluations.

- After the reviewing the evaluation with the Staff Member, the Supervisor will finalize the evaluation and print the final copy for signatures. Once the evaluation is finalized, the assistant will no longer be able to access the evaluation.
- A Supervisor can view draft evaluations that he/she created for another supervisor under the **Other Evaluations** link.
- The Supervisor Assistant's draft evaluations are listed on the main page that is displayed when the assistant logs in.

Performance Self Evaluations

Any Vanderbilt University Staff Member can create a Performance self-evaluation in VPES and submit it for review and finalizing by the Supervisor. The Staff Member/Self Evaluator must create the self-evaluation. A Supervisor or Supervisor Assistant cannot create a self-evaluation for another Staff Member. Follow the steps below to complete a self-evaluation. More details on how to complete the Performance evaluation can be found in this document in the Creating and Completing an Evaluation in the VPES section or in the Self Evaluation Guide. An overview of this process is provided in Figure 2 below.

- The Self Evaluator will need to login to the VPES.
 - Enter his/her Employee ID in the **Employee ID** field and click **Add Performance Evaluation**. If the Staff Member is not a VPES Supervisor or Supervisor Assistant, then he/she will only have to click the add button. If a draft evaluation has already been started by the Supervisor, then the add button will not be displayed. The Supervisor will need to be contacted if this occurs.
 - The evaluation content and layout will be specific to University evaluation requirements since VPES is only used by the University for Performance Evaluations beginning in 2015.
 - Enter the **Employee ID** for the Supervisor in the **Employee ID** field and click **Next**.
 - Validate that the name of the Supervisor is correct, and click **Yes** to continue. If the Supervisor name is not correct, then click **No** and reenter the Supervisor's Employee ID.

- Complete the Evaluation/Staff Information page, Key Functions, Unit/Area Specific Functions, Leadership Model, and Development Goals section of the evaluation.
 - Use Check for Completeness to check the evaluation for any errors or omissions. Correct any errors that were found.
 - Notify the Supervisor that the evaluation is ready to be reviewed.
- The Supervisor will then need to login into VPES and review the evaluation with you. The evaluation will be listed the same as the Supervisor's other evaluations.
- After the reviewing the evaluation, the Supervisor will finalize the evaluation and print the final copy for signatures.
- Note that self evaluations can be viewed in the VPES. A Supervisor's own self evaluations are located under the **Other Evaluations** link. A Supervisor Assistant's and Self Evaluator's self evaluations are listed on the main page that is displayed when they login.

Administrator Review Option in Performance Evaluations

The Administrator Review option gives a Supervisor the ability for higher level review of a draft Performance evaluation and feedback prior to meeting with the Staff Member. The designated Administrator can view an Adobe printout of the evaluation. Follow the steps below to use the Administrator Review function. Note that a reviewer must be listed as a Supervisor in VPES before being designated as a reviewer.

- Add a reviewer to an evaluation.
- Open a draft Performance (Annual) Evaluation.
 - Click on the **Add Admin Reviewer** link on the left side of the evaluation page.
 - Enter the Employee ID of the Administrator that will review the evaluation and click **Add Reviewer**.
 - If the reviewer is not listed as a VPES Supervisor, then you will not be able to add the reviewer. If the reviewer is listed as a VPES Supervisor, then the reviewer's name will be displayed. Check that the name of the reviewer is correct. If it is correct, then click **Yes** to continue. If not, click **No** and reenter the Employee ID on the previous page.

- The reviewer's name will be listed as a reviewer next to the Supervisor's name on the Evaluation/Staff Information page.
 - You will need to notify the reviewer that evaluation can be viewed in the VPES.
- Review the evaluation
- Once the Supervisor has added a reviewer to an evaluation, the reviewer can login to VPES and view the evaluation as long as the evaluation is a draft. The evaluation will be listed under the **Evaluations to Review** link on the left side of the page.
 - Click on the name of the Staff Member whose evaluation needs to be reviewed. 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.
 - After the evaluation is reviewed, the reviewer will provide feedback as needed to the Supervisor.
- Remove the reviewer from the evaluation.
- After providing feedback, the reviewer may be removed from the evaluation. To do this, open the evaluation.
 - Click on the **Add Admin Reviewer** link on the left side of the evaluation page.
 - Click the **Remove Admin Reviewer** button.
 - The reviewer's name will no longer be listed as a reviewer next to the Supervisor's name on the Evaluation/Staff Information page.

Using the Online Evaluation Submission Process

If you are submitting an End of Orientation or Performance evaluation, you have the option of submitting the final evaluation via online or paper. A **Submission Method** option is included at the bottom of the first page on both End of Orientation and Performance evaluations. If **Paper Submission** is chosen, then a signed copy of the finalized evaluation's cover page will need to be retained by the dept. If **Online** is selected, the Staff Member will need to login to VPES and review the evaluation once it is finalized to complete the process. The **Submission Method** can be changed as long as the evaluation is in a draft status. The **Submission Method** cannot be changed once the evaluation is finalized.

Controlling Self Evaluator Access to an Evaluation

If you are working with a self-evaluation and need to prevent the self-evaluator from seeing any evaluation changes prior to review with the Staff Member, open the evaluation and go to the Evaluation/Staff Information page. At the bottom of the page is a button labeled **Remove Self-Evaluator Viewing & Editing**. Click this button to remove the self-evaluator's access to the evaluation. When you are ready to allow access again, click the button again. If the self-evaluator does not have access, the button will be labeled **Allow Self-Evaluator Viewing & Editing**.

Spell Check

A Spell Check button is available on the bottom of each evaluation page, allowing you to check 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.

Viewing Evaluations

The VPES gives you the ability to view evaluations that you have created while in your current position number. To view a list of your evaluations:

- Login to VPES.
- Click on the name of the person whose evaluation(s) you want to view.
- The list of evaluations you created for the Staff Member will be listed.
- Click on the link to the evaluation to view the evaluation information.

Deleting an Evaluation

Draft evaluations can be deleted. Evaluations that have been finalized cannot be deleted. If you need to delete an evaluation that is finalized, 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.

Archiving Evaluations

Supervisors have the ability to archive evaluations that they created in their current position and are in their **Staff with Evaluations** listing. When evaluations are archived, they are not deleted from the system or excluded from Supervisor reporting, but are removed from the main **Staff with Evaluations** view. The evaluations can be restored by the Supervisor if needed. Follow the steps below to use the archive and restore functions.

- Login to VPES and open the main **Staff with Evaluations** page.
- To archive Staff Members' evaluations, click on the box to the left of each person's name in the Archive column (see below) and click the **Archive** button at the bottom of the page. When prompted, click **OK** to continue or **Cancel** to stop the operation.

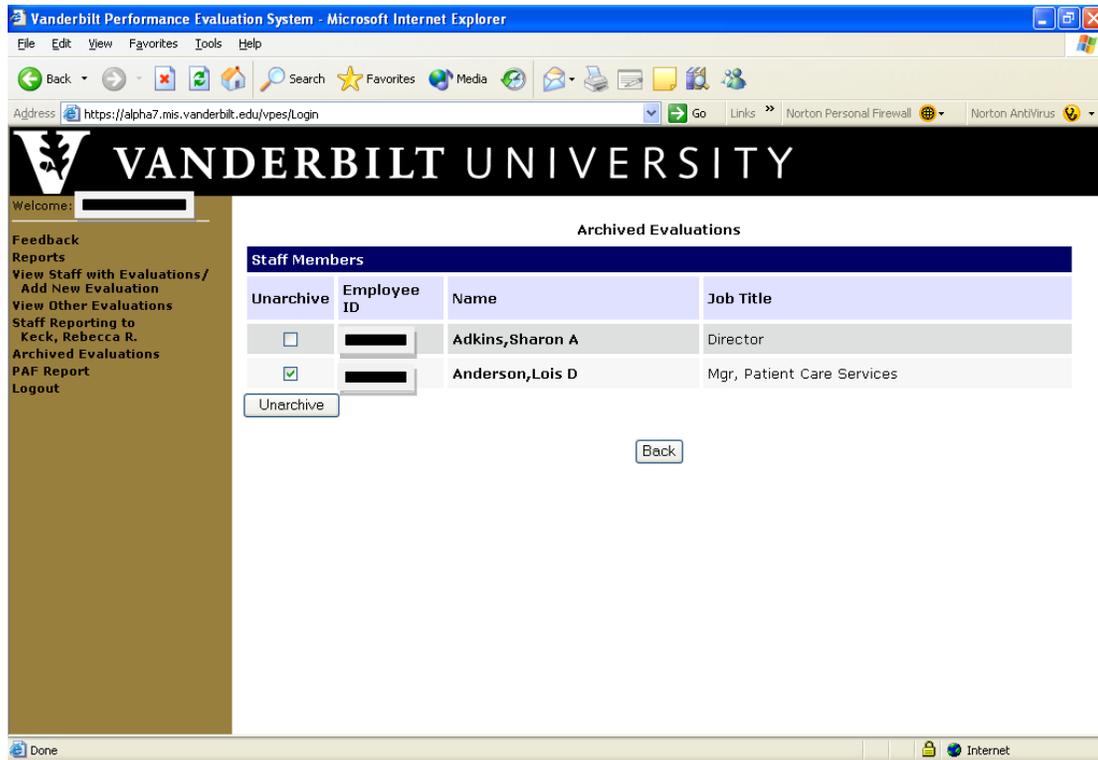
The screenshot shows the 'Vanderbilt Performance Evaluation System' interface. The main heading is 'VANDERBILT UNIVERSITY'. Below it, the page title is 'Staff Members with Evaluations'. There is a search bar for 'Employee ID' and an 'Add Performance Evaluation' button. A table lists staff members with columns for 'Archive', 'Employee ID', 'Name', and 'Job Title'. The 'Archive' column contains checkboxes, with the first two checked. An 'Archive' button is located at the bottom left of the table area, and a 'Back' button is at the bottom right.

Archive	Employee ID	Name	Job Title
<input checked="" type="checkbox"/>	[REDACTED]	Adkins, Sharon A	Director
<input checked="" type="checkbox"/>	[REDACTED]	Anderson, Lois D	Mgr, Patient Care Services
<input type="checkbox"/>	[REDACTED]	Beard, Debby R	Administrative Spec, Nursing Op
<input type="checkbox"/>	[REDACTED]	Chaballa, John P	Administrative Coordinator
<input type="checkbox"/>	[REDACTED]	Gant, Glenna R	Mgr, Administrative
<input type="checkbox"/>	[REDACTED]	Greeno, Sandra L	Consultant, Learning Center
<input type="checkbox"/>	[REDACTED]	Guy, Jeffrey S	Assoc Professor

- Once the evaluations are archived, the list of names whose evaluations have been archived can be displayed but the evaluations cannot be viewed unless they are

restored. To view the list of people who have archived evaluations, click on the **Archived Evaluations** link on the left side of the page.

- To restore archived evaluations, click on the **Archived Evaluations** link on the left side of the page. Click on the box to the left of each person's name that you want to restore evaluations for in the Unarchive column (see below). Click the **Unarchive** button at the bottom of the page. When prompted, click **OK** to continue or **Cancel** to stop the operation.



- The evaluations will now be listed in the main **Staff with Evaluations** page. From here you can click on a name and open an evaluation to see the details.

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.
- Performance Rating Scale

- Lists the performance rating scale definitions.
- Generic Scoring Template
- Provides characteristics that define the performance ratings.

Reporting Capabilities

Three types of reports are available for Supervisors: Compliance, Distribution, and Evaluation Status. An evaluation status report is also available for Supervisor Assistants. The details of each are below.

Compliance Reports

Although Safety and Compliance are no longer included as part of the evaluation process beginning in 2015, this information is still maintained in VPES for past evaluations. Therefore, for historical purposes, Compliance Reports can still be run in VPES. Compliance reports summarize evaluation information about staff's compliance with Vanderbilt policy and safety compliance during an evaluation period. The report includes all evaluations created in your current position number where the evaluation's **Finalized Date** is within the reporting period, and the **Evaluation Status** is not **Draft**. You may choose to include draft evaluations in this report by selecting **Include Draft Evaluations in Reports**. In addition, the report includes those evaluations where the Staff Member is active or on leave. The report is available for all evaluations, or can be generated and sorted by department or job code.

Distribution Reports (Detailed & Summary)

Distribution reports summarize the overall performance ratings for performance evaluations submitted during a review period. This includes all evaluations where the **Finalized Date** is within the reporting period, and the **Evaluation Status** is not **Draft**. Drafts can be included in the report by selecting **Include Draft Evaluations in Reports**. In addition, the report includes those evaluations where the Staff Member is active or on leave. The report is available for all evaluations, or can be generated and sorted by department or job code. Both detailed and summary versions of each report are available. The detailed reports list Staff Members for each category, while the summary reports only summarize each category. Note that the following roll-up is used to summarize ratings of 1, 2, 3, 4, and 5:

- 5 = Overall average ratings of 4.5 – 5.0
- 4 = Overall average ratings of 3.5 – 4.4
- 3 = Overall average ratings of 2.5. – 3.4
- 2 = Overall average ratings of 1.5 – 2.4
- 1 = Overall average ratings of 1.0 – 1.4

Evaluation Status – All Evaluations Report

The Evaluation Status – All Evaluations report provides a list of all evaluations, regardless of evaluation type, that were created by your current position number and submitted during a review period. This includes all evaluations where the **Finalized Date** is within the reporting period, and the **Evaluation Status** is not **Draft**. Drafts can be included by selecting the **Include Draft Evaluations in Reports** option. Note that the report lists evaluations for Staff Members who are active or on leave.

Evaluation Status – Exemption Evaluation Report

The Evaluation Status – Exemption Evaluations report provides a list of all Annual Evaluation Exemptions that were created by your current position number and submitted during a review period. This includes all Annual Exemption Evaluations where the **Finalized Date** is within the reporting period. Note that the report lists evaluations for Staff Members who are active or on leave.

Running a Supervisor Report

To run a report:

- Login to VPES.
- Click on the **Reports** link on the left side of the page.
- In the **Generate a New Report** section of the page, enter a **Finalized Start Date** and **Finalized End Date** for the report. Note that evaluations where the finalized date is within the date range will be included in the report.
- If you would like to include draft evaluations in the report, select **Include Draft Evaluations in Reports**.

- In the **Report Types** section, select the report that you would like to run.
- Click the **Generate** button to run the report.
- When completed, the report will be opened in a new window. From this window you can view the report, print the report, or save it to a local drive for future reference.

Supervisor Assistant Reporting Capabilities

A report is available for supervisor assistants to see a summary by department of all the evaluations he/she has in draft status.

Running a Supervisor Assistant Report

To run a report:

- Login to VPES.
- Click on the **Supervisor Asst Reports** link on the left side of the page.
- Click the **Generate** button to run the report.
- When completed, the report will be opened in a new window. From this window you can view the report, print the report, or save it to a local drive for future reference.

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.
- HR must authorize Supervisors and Supervisor Assistants to use VPES. If you receive a message indicating you are not authorized to access the system, contact HR to request access. HR contact information can be found in the Need Help section of this document.
- 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 any Internet Explorer 5 version:

- 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.
- 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.