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Vanderbilt University

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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 Supervisors and the Performance program. 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 has a function that allows Staff Members to evaluate themselves on a 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 Performance (Annual/6-Month) Evaluation is used by Supervisors to rate their direct reports on key functions, unit/area-specific functions, leadership model, 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:

***[human.resources@vanderbilt.edu](mailto:human.resources@vanderbilt.edu)***

## Getting Started – What You Will Need

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

- Your 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.
- 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, 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**

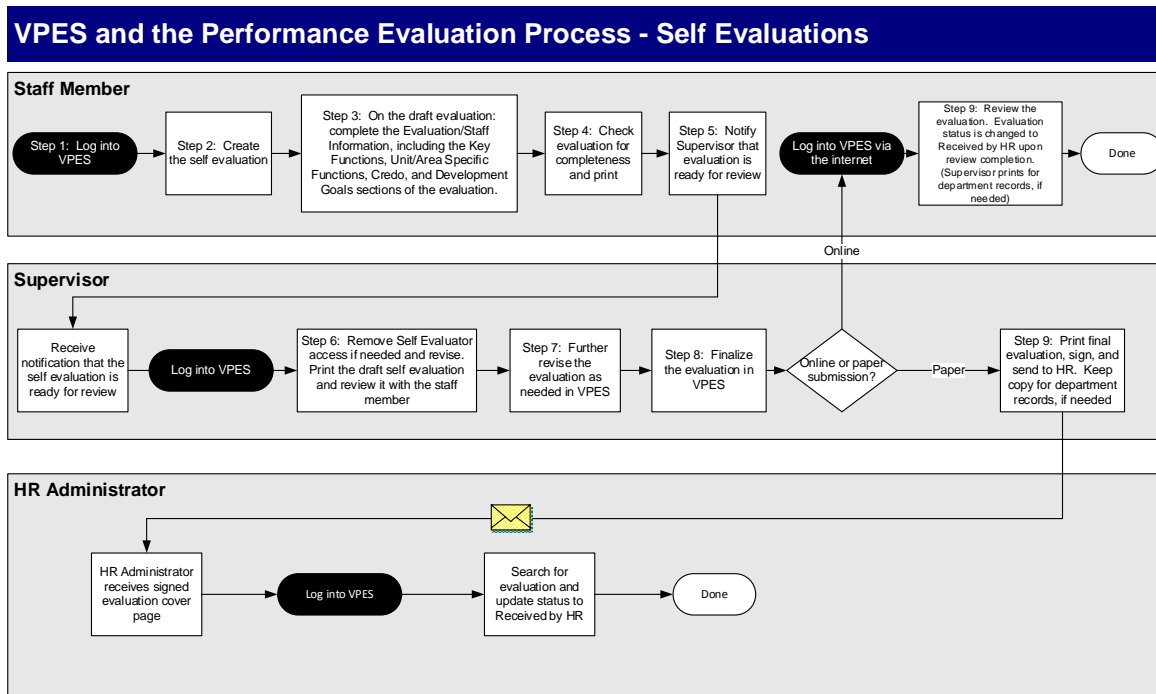
- Step 1:** Login to VPES via the Performance Development website.
- Step 2:** Create the self-evaluation.
- Step 3:** Complete the Evaluation/Staff Information, Key Functions, Unit/Area Specific Functions, Leadership Model, and Development Goals.
- Step 4:** Check the evaluation for completeness and 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, Firefox, or Chrome and go to the HR website <http://hr.vanderbilt.edu/>. Click on the Performance and Pay tab. Next click the **Performance Evaluation (V.P.E.S.)** link to access the VPES login page.

- Enter your **VUnetID** and **password** 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.
- Choose whether a 3 or 5 Point Rating Scale will be used. 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.

### 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 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.
- 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 role most similar to the one 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.

- Indicate whether or not you are currently on or have been on written or final performance plan and/or written or final progressive discipline during the last 12 months.
- 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.
- In the **Overall Score** row, you can choose whether to display the actual tenth of decimal scores or rounded scores. Choose the desired display selection.
- 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 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 “Distribute 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. If you had unit/area-specific functions on the last 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 Leadership Model using the links on the left side of the page.

### Rating the Leadership Model

Leadership Model ratings are required on Performance evaluations. 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. 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. This is a required step.
- 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. 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 the Development Goals

Development goals are part of the 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 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 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 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 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 by either the supervisor or HR. Evaluations that have been finalized or received by HR cannot be deleted by the self-evaluator or the supervisor. If you need to delete an evaluation that is finalized or received by HR,

please have the supervisor contact HR (contact information is in the “**Need Help**” section of this document).

## 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.

## 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.

## 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.
- 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.