Performance Evaluation System (PES)
Step-by-Step Tutorials

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Performance Evaluation System (PES)

How to Access PES

**Step 1**
Navigate to the PeopleAdmin website and login with your LSUHSC credentials: https://lsuhsc.peopleadmin.com/hr/sessions/new

**Step 2**
From the PeopleAdmin Landing Page, click on the module indicator as shown below.

**Step 3**
From the side menu, under Other Tools, select Performance Management Program (PMP)/Performance Evaluation System (PES) as shown in the above screen capture.

Performance Evaluation

How to Submit a Supervisor Evaluation

**Step 1**
From the PeopleAdmin Landing Page, click on the module indicator as shown below.
Step 2
From the side menu, under Other Tools, select Performance Management Program (PMP)/Performance Evaluation System (PES) as shown in the above screen capture.

Step 3
A list of PES Evaluations will be displayed under Your Action Items. Select the PES Evaluation for the employee you are evaluating as shown below.

![PES Landing Page](image)
Step 4
From the Navigation Menu, click **Supervisor Evaluation** as shown below.

![Supervisor Evaluation diagram](image)

Step 5
Access the employee’s progress notes before completing the performance evaluation. Select **Progress Notes** from the top menu as shown below. Ensure that documentation is uploaded to support ratings of *Exceptional* or *Needs Improvement*.

![Progress Notes button](image)

Step 6
Complete Section 1: Mission Statement as shown below. Click **Save & Continue**

*The evaluation period beginning date should show as July 1st of prior year OR the employee’s date of hire. The evaluation end date should show as June 30th of current year.*
Step 7
Complete Section 2: Work and Behavior Expectations. Once you have reviewed the expectations set during the planning period, click **Save & Continue**.

Step 8
Complete Section 3: Overall Results. From the drop-down menu, select the appropriate rating. Click **Save & Continue**. *Note that ratings of Exceptional or Needs Improvement require supportive evidence as justification. Supporting documentation should be uploaded in the Progress Notes throughout the evaluation period.*
Step 9
Review available resources in Section 4: Resources. Click Save Draft to return and finish later OR click Complete to submit evaluation to Second Level Evaluator as shown below.

How to Approve Supervisor’s Evaluation (as a Second-Level Evaluator)

Step 1
From the PES Landing Page, under Your Action Items, select the supervisor evaluation that you will approve.

Step 2
Review the employee’s PES evaluation rating, comments, and attachments. Confirm that supporting documentation has been submitted for a rating of Exceptional or Needs Improvement.

Step 3
Click Return to return the evaluation to the evaluating supervisor if supporting documentation is insufficient.
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OR
Click Approve if you agree with the assigned rating as shown below.

How to Acknowledge Evaluation Meeting Has Taken Place

Step 1
From the employee's left navigation menu, click Approvals & Acknowledgments as shown below.

Step 2
Click Complete after the evaluation meeting has taken place as shown below.
Performance Planning

How to Submit a Performance Plan for the Next Evaluation Period

**Step 1**
From the PES Landing Page, under Your Action Items, select the employee performance plan that you will be reviewing.

**Step 2**
From the tab menu, start by completing Section 1: Mission Statement as shown below.

a. Review the University’s mission statement.
b. Enter the beginning and end date of the evaluation period.
   
   *Beginning date should show July 1st of the current year. End date should show June 30th of the following year.*
c. Click **Save & Continue**.

**Step 3**
Complete Section 2: Work and Behavior Expectations.

a. Click the link shown as **Bank of Expectations** to review sample work and behavior expectations provided by the State Civil Service. You may use this resource as a guide.
b. Create an entry for each work expectation and behavior expectation. You may remove a current entry or add a new entry.
c. Click **Save & Continue**.
Step 4
Review resources available in Section 3: Resources as shown below. The, click Complete.

How to Approve a Performance Plan (as a Second-Level Approver)

Step 1
From the PES Landing Page, under Your Action Items, select the performance plan that you will approve.

Step 2
Review all entries for Work and Behavior Expectations. Enter comment, if necessary. You may click Return to return the plan to the supervisor if the plan is inefficient OR
You may click Approve.
How to Acknowledge the Performance Plan Meeting Has Taken Place

**Step 1**
From the employee's left navigation menu, click Approvals & Acknowledgments as shown below.

![Step 1 Diagram]

**Step 2**
Click Complete as shown below after the plan meeting has taken place as shown below.

![Step 2 Diagram]