
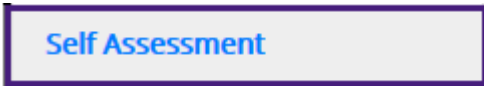

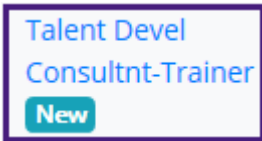





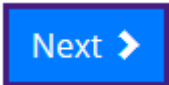


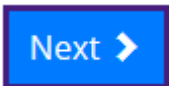

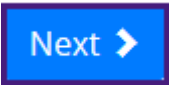


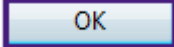
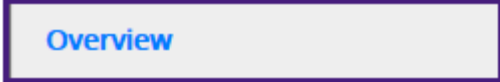



Create Supervisor Evaluation

Step	Action
1.	<p>Click the LSUHSC Annual Evaluation link.</p> 
2.	<p>There are six (6) Action Steps associated with creating an Evaluation.</p>
3.	<p>Action Step 1</p> <p>Review the employee's Self-Assessment.</p> <p>Click the Self-Assessment link.</p> 
4.	<p>Review employee comments on how s/he demonstrated the Institutional Competencies. Also, note the status of Goals and progress with the Development Plan.</p>
5.	<p>Action Step 2</p> <p>Review any Progress Notes captured throughout the evaluation period. The number of Progress Notes available is displayed to the right of the link title.</p> <p>Click the Progress Notes 1 link.</p> 
6.	<p>Click the Progress Note Title link.</p> 
7.	<p>Review Progress Note information.</p> <p>Click the Close button.</p> 
8.	<p>Click the Home 2 link.</p> 

Job Aid

Step	Action
9.	Click the LSUHSC Annual Evaluation link. 
10.	Action Step 3 There are six (6) Institutional Competencies for non-supervisors and seven (7) for supervisors. Enter an evaluative rating, with supporting comments, for each competency.
11.	Click the Down button of the scrollbar to view Institutional Competencies . 
12.	<i>NOTE: Highly Effective and Not Effective ratings require supporting documentation.</i>
13.	Select the appropriate Rating from the drop-down list.
14.	Supporting comments provide written feedback.
15.	Click the Down button of the scrollbar to view additional Institutional Competencies . The employee must be rated on each Competency before proceeding to the next step. 
16.	Click the Next button. 
17.	Click the Down button of the scrollbar to view Individual Goals . 
18.	Select the appropriate Goal Status from the drop-down list.
19.	Enter feedback on the status of individual goals.
20.	Click the Down button of the scrollbar. 
21.	Click the Next button. 
22.	Click the Down button of the scrollbar to view the Professional Development Plan . 
23.	Write comments on the Development Plan .
24.	Click the Next button. 

Step	Action
25.	Click the Down button of the scrollbar to view the Resources page. 
26.	Helpful links are available on the Resources page. Check the Talent Development page for new content. Click the Complete button. 
27.	Click the OK button. 
28.	Click the Overview link. 
29.	<i>Step 4: Supervisor Evaluation is complete, and Step 5: Second Level Supervisor Approval is In Process.</i> Click the Log Out link. 
30.	This completes <i>Create Supervisor Evaluation</i> . End of Procedure.