2015 Performance Evaluation Supervisor Process:

A. First, take a moment to review your employee’s current position description (PD). If updating is necessary, be sure to retain a copy and ask your employee to review and sign it during the evaluation. If updating is not necessary, you'll be able to indicate that on the evaluation.

B. To complete an online Performance Evaluation:
   1. Click on the link in the email you received on April 1st: https://jobs.tamhsc.edu/hr/sessions/new.
   2. If new to the site, log in with your UIN as username. Password is hruser1. If you already have an account, use the username you have already established. If you do not see the Performance Management module click on "Go to Employee Portal," then click on 'My Employee Reviews.'
   3. Enter name of your ADLOC's HR Liaison from the drop-down listing. COM and Central Administration supervisors should select from the drop-down listing the name of your departmental HR liaison. All other components should use the following names:
      - BCD: Pat Brouwer
      - CBHEC: Maria Garcia
      - COP: Carmen Rojas
      - CON: Shirley Ellison
      - IBT: Diana Taylor
      - SPH, incl. STC: Tammy Turner
   4. Click on the Plan logo.
   5. Complete the ‘plan’ by entering goals and objectives. All the other rating factors are the same as the old paper form. You can also enter one or more optional factors, such as Attendance/Tardiness. When you finish, click on 'Complete.'
   6. Click on Supervisor Evaluation
   7. Enter ratings for each factor. You are encouraged to enter comments for each factor, but comments are required for ratings of ‘Outstanding’ or ‘Not Acceptable.’
   8. On the Position Description tab in the Supervisor Evaluation, you must answer both questions.
   9. When finished, click on ‘Complete.’ (An ‘Approve’ button will pop up at this point, but please don’t click it.)
10. Meet with your employee to discuss the evaluation and review the PD. At this point, the HR Liaison named in step #3 can see the evaluation. That person will return the form to you if changes are needed. Otherwise, the liaison will click on ‘Approve.’

11. The employee can now log into the portal (directions in step 2) at https://jobs.tamhsc.edu/hr/sessions/new to ‘acknowledge’ the evaluation and complete the process.