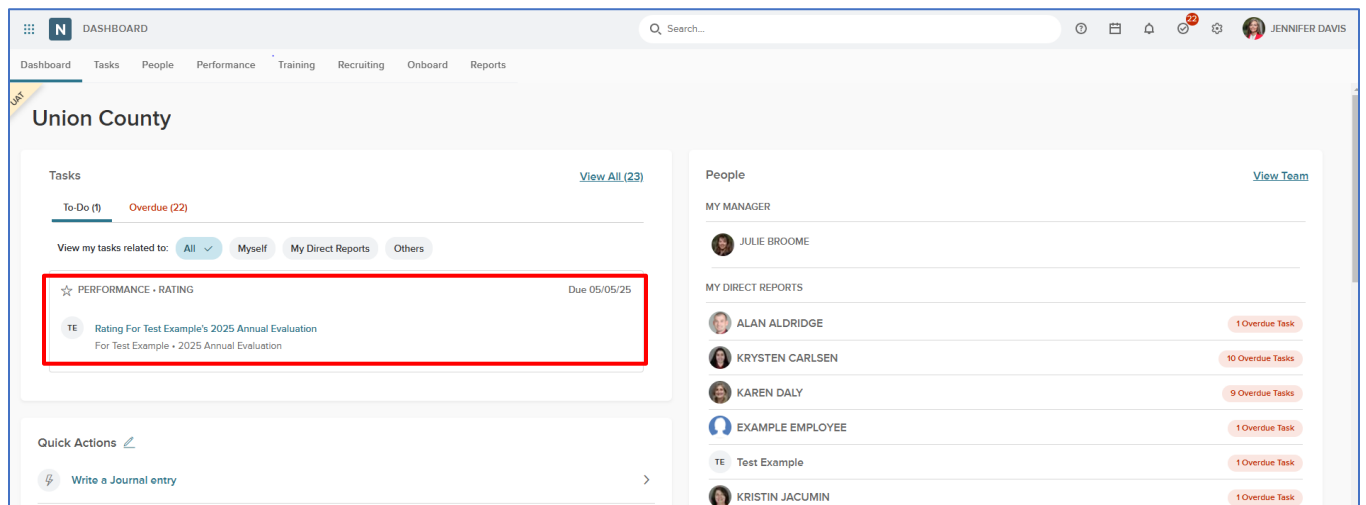


NEW Performance Evaluation Layout

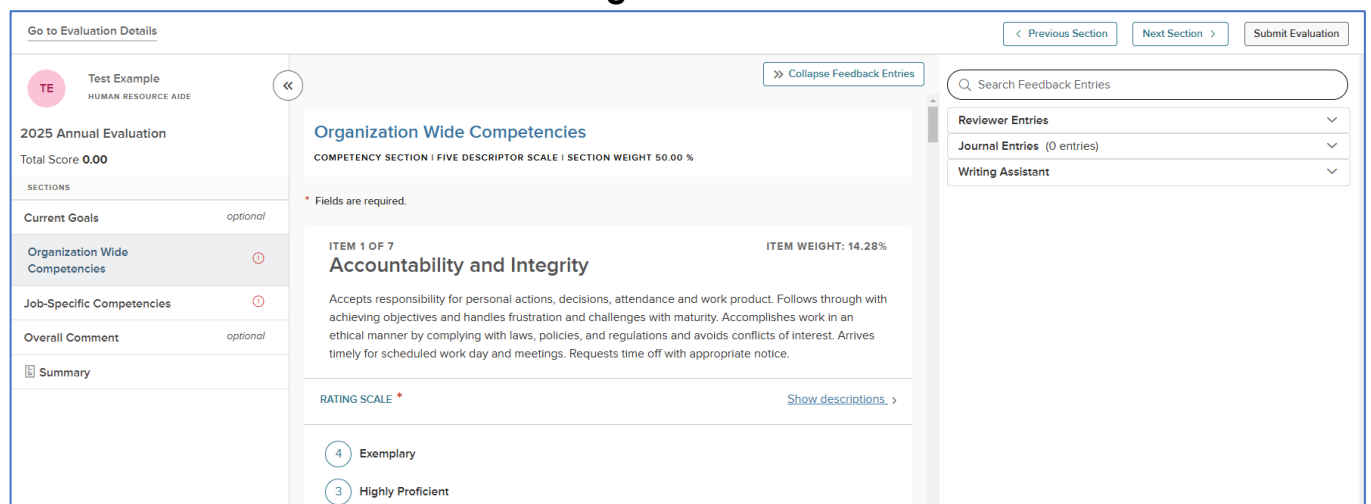
All evaluations in Perform (PE) will now be in a vertical format on the rating form page.

- From the Dashboard, click on the evaluation to rate listed in your task under the Performance/Rating section



The screenshot shows the Union County Dashboard. The 'Tasks' section is active, displaying a list of tasks. A red box highlights the 'PERFORMANCE - RATING' task, which is due on 05/05/25. The task title is 'Rating For Test Example's 2025 Annual Evaluation For Test Example • 2025 Annual Evaluation'. The 'People' section on the right lists users with their respective overdue task counts: Julie Broome (0), Alan Aldridge (1), Krysten Carlsen (10), Karen Daly (9), Example Employee (1), Test Example (1), and Kristin Jacumin (1).

- Once you click on the task, it will bring up the following page to complete the rating form.



The screenshot shows the 'Go to Evaluation Details' page for Test Example, Human Resource Aide. The page displays the '2025 Annual Evaluation' with a total score of 0.00. The 'Organization Wide Competencies' section is highlighted, showing 'ITEM 1 OF 7: Accountability and Integrity' with an item weight of 14.28%. The rating scale is visible, with options for '4 Exemplary' and '3 Highly Proficient'. The right sidebar shows a search bar for feedback entries and a list of reviewer entries.

- The evaluation form is now in a vertical format for both Organizational Wide Competencies and Job Specific Competencies. You must use the scroll bar to view all competencies.

The screenshot shows the 'Organization Wide Competencies' section of the evaluation form. On the left is a sidebar with navigation links: 'Current Goals', 'Organization Wide Competencies' (selected), 'Job-Specific Competencies', 'Overall Comment', and 'Summary'. The main content area displays 'ITEM 1 OF 7: Accountability and Integrity' with a description and a 'RATING SCALE' with options 4 (Exemplary), 3 (Highly Proficient), and 2 (Competent and Effective). On the right, there is a 'Search Feedback Entries' bar and a list of 'Reviewer Entries' (0 entries), 'Journal Entries' (0 entries), and 'Writing Assistant'. A red arrow points to the scroll bar on the right side of the competency list.

- To view Reviewer Entries (right side of page), click on down arrow and select the matching competency in the “Item” section to show proper comments per competency. You must take this step for each competency.

This screenshot shows the same evaluation form, but with the 'Reviewer Entries' dropdown menu open. The menu shows 'Item: Accountability and Integrity' and a list of reviewers: 'Test Example' (Self rater, Rating not available, Comments not available), 'Journal Entries' (0 entries), and 'Writing Assistant'. A red arrow points to the 'Writing Assistant' option.

Journal entries can also be shown in this section as well by clicking on the down arrow to pull up any journal entry.



- To view Writing Assistants (right side of page), click on down arrow and select the matching competency in the “Item” section to show proper comments per competency. You must take this step for each competency. *The writing assistant function should only be used as a guide, the employee/manager should also add in their own individualized comments.*

The screenshot shows the 'Organization Wide Competencies' section of an evaluation interface. The left sidebar lists sections: 'Current Goals', 'Organization Wide Competencies' (selected), 'Job-Specific Competencies', 'Overall Comment', and 'Summary'. The main content area displays 'ITEM 1 OF 7: Accountability and Integrity' with a weight of 14.28%. It includes a description of the competency and a rating scale from 2 to 4. On the right, a 'Writing Assistant' dropdown is highlighted with a red box, showing a list of competencies including 'Accountability and Integrity'. Below the dropdown, there are two 'Good tone' sections with descriptive text for each.

- Once you are complete with the Organization Wide Competencies, you must select “Next Section” on the top right. This will take you to the Job Specific Competency section.

The screenshot shows the 'Job-Specific Competencies' section of the evaluation interface. The left sidebar lists sections: 'Current Goals', 'Organization Wide Competencies', 'Job-Specific Competencies' (selected), 'Overall Comment', and 'Summary'. The main content area displays 'ITEM 1 OF 5: Documentation' with a weight of 20%. It includes a description of the competency and a rating scale from 2 to 4. On the right, the 'Next Section' button is highlighted with a red box. Below the dropdown, there are two 'Good tone' sections with descriptive text for each.



- The Job Specific Competency section will now display. Make sure to scroll down page via scroll bar to complete rating for each competency. Follow earlier instructions on pulling up Reviewer Entries, Journal Entries and Writing Assistant information. Once complete, enter in Overall Comment and select Submit Evaluation.

Go to Evaluation Details

< Previous Section Next Section > **Submit Evaluation**

TE Test Example
HUMAN RESOURCE AIDE

2025 Annual Evaluation
Total Score 0.00

SECTIONS

- Current Goals *optional*
- Organization Wide Competencies
- Job-Specific Competencies**
- Overall Comment** *optional*
- Summary

Job-Specific Competencies

COMPETENCY SECTION | FIVE DESCRIPTOR SCALE | SECTION WEIGHT 50.00 %

* Fields are required.

ITEM 1 OF 5
Documentation ITEM WEIGHT: 20%

Obtains and logs necessary information as required by work processes and policies. Keeps factual and legally compliant documentation using professional language and tone.

RATING SCALE *

- 4 Exemplary
- 3 Highly Proficient
- 2 Competent and Effective

Search Feedback Entries

Reviewer Entries
Journal Entries (0 entries)
Writing Assistant

