



Performance Management Guide for Supervisors

Managing employee performance with performance programs and evaluations is an ongoing process of communication between a supervisor and an employee. The process provides an opportunity to address issues in a timely fashion and to more effectively foster employee development. By clarifying job expectations, responsibilities, and providing specific feedback, you enhance your employee's ability to be successful in their work, meet expected goals, and complete duties.

1. After logging into the SUNY Potsdam Online Recruiting System (SPOLR) with your campus computer account, select the three blue dots on the left corner of your screen. A drop down menu will appear and you will select “SUNY Potsdam Employee Portal.”

This will take you to the screen where you will see all action items that require your attention.

You will also notice beside Performance on the top tool bar is Progress Notes.

Progress Notes allows both the Supervisor and Employee a mechanism to track their progress throughout the year such as a completed training.

| Item | Description | Due Date | Status |
|------|-------------|----------|--------|
|------|-------------|----------|--------|

2. You may also use the advanced search feature to find a specific performance program or set of performance programs.

Additionally you can toggle between the color tabs to view performance programs and their current status.

A **Green box** indicates the task is completed.

An **Orange box** indicates that the task is open and available to take action on.



Reviews Dashboard

Reset Program: None Group by: Program

All Reviews 4 Not Started 0 In Process 3 Complete 1 Overdue 3 Disputed 0

| Last name | First Name | Anniversary Date | Progress | Program | Score |
|---------------------------|------------|------------------|--|---------------------------|--------------|
| Annual Review 2014 - 2015 | | | | | |
| <input type="text"/> | | None | 4/9 <input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/> <input type="button" value="6"/> <input type="button" value="7"/> <input type="button" value="8"/> <input type="button" value="9"/> | Annual Review 2014 - 2015 | |
| <input type="text"/> | | None | ✓ <input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/> <input type="button" value="6"/> <input type="button" value="7"/> <input type="button" value="8"/> <input type="button" value="9"/> | Annual Review 2014 - 2015 | Exceeds Expe |

3. Click on My Employees' Reviews on the left side of your screen.

SUNY Potsdam Employee Portal PeopleAdmin

Home Performance Progress Notes Hello, Log Out

Welcome to the Employee Portal,

Your Action Items

| Item | Description | Due Date | Status |
|---------------------------------------|-------------|----------|--------|
| My Reviews | | | |
| My Employees' Reviews | | | |

4. Click on the blue item link to open and complete the action.

Your Action Items

| Item | Description |
|--|--------------------------------|
| Annual Review 2015 - 2016 for <input type="text"/> | Manager Creates Objective Plan |
| Annual Review 2015 - 2016 for <input type="text"/> | Manager Creates Objective Plan |

5. Follow the step instructions for each task at the top of the page in the blue box

To initiate your employee's performance program complete the basic information below and select the blue next button. You must input the employee's duties separately. To add an additional duty select the add entry button. Upon completion of entering the duties you will select the blue complete button below.

6. Upon completion, the next task in the cycle becomes available and the specific owner will receive an email notifying them to take action.

Questions may be directed to:

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