

PERFORMANCE MANAGEMENT FOR MANAGERS

A QUICK GUIDE FOR PEOPLESOFT

<https://hr.harvard.edu/>

HARVie
Harvard Information for Employees

HOME PEOPLESOFT O&I CLASSIFIEDS
TRAINING PORTAL CONTINGENT WORKFORCE

MANAGER SELF-SERVICE MENU

Manage My Team

Team Performance

4 In Progress Documents

SELECT EMPLOYEE FROM TEAM LIST
AND CHOOSE ANNUAL REVIEW FORM FOR
07/01/2020-06/30/2021

Employee / Job Code Description	Document Type	Document Status	Period Begin / Period End	Next Due Date
Dianne Ribeirinha-Braga Financial Administrator III	Annual Review	Evaluation in Progress	07/01/2019 06/30/2020	05/31/2020
Roberto Tallarita Legal Professional	Orientation Review Summary	Evaluation in Progress	07/22/2018 11/05/2018	10/31/2018

MANAGER FUNCTIONS

Reviewers (add reviewers or submit)
Review Employee Self Evaluation (optional)
Manager Evaluation

MANAGER EVALUATION FORM (SELECT THE ANNUAL TAB)

Save BUTTON: will save but not share

START SHARING BUTTON: to share manager entry with employee

STOP SHARING BUTTON: to make updates

COMPLETE ANNUAL BUTTON: only AFTER the performance conversation is completed and comments are entered

CONVERSATION

Reflect on Fiscal Year 2021, have meaningful conversation, provide constructive feedback, and set SMART Goals for Fiscal Year 2022
COMPLETE CONVERSATIONS AND FORMS BY JULY 30th
Numerical Ratings will not be used this year.

PERFORMANCE MANAGEMENT FOR EMPLOYEES

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The screenshot shows the HARVie website interface. On the left, there is a yellow box labeled "EMPLOYEE SELF-SERVICE MENU". The main content area has two white boxes: "My Self Service" with a person icon and "My Performance" with a document icon and "3 Current Documents". The top navigation bar includes "HOME", "PEOPLESOFT", "O&I", "CLASSIFIEDS", "TRAINING PORTAL", and "CONTINGENT WORKFORCE".

SELECT ANNUAL REVIEW FORM FOR 2020-2021 FROM LIST

My Current Documents [Return to Self Service](#)

Document Type	Document Status	Period Begin / Period End	Next Due Date
Annual Review	Evaluation in Progress	07/01/2020 06/30/2021	05/31/2021 >
Annual Review	Evaluation in Progress	07/01/2019 06/30/2020	05/31/2020 >
Orientation Review Summary	Evaluation in Progress	04/01/2019 06/28/2019	>

EMPLOYEE FUNCTIONS

Feedback Reviews (add reviewers)
Employee Self-Evaluation
Manager Evaluation - Acknowledge/View

EMPLOYEE EVALUATION FORM (OPTIONAL)
(SELECT THE ANNUAL TAB)

SAVE BUTTON: will save but not share
START SHARING BUTTON: to share employee entry with manager
STOP SHARING BUTTON: to make updates
COMPLETE ANNUAL BUTTON: For Manager Use only AFTER comments are entered and conversation is completed
ACKNOWLEDGE BUTTON: following email prompt, login in to PeopleSoft to acknowledge performance conversation was completed and manager comments were reviewed

CONVERSATION

Reflect on Fiscal Year 2021, have meaningful conversation, and set SMART Goals for Fiscal Year 2022
COMPLETE SELF-EVALUATIONS BY JUNE 30th
We will not be using numerical ratings this year