

# 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

2 In Progress Documents

SELECT EMPLOYEE FROM TEAM LIST AND CHOOSE ANNUAL REVIEW FORM FOR 07/01/2023-06/30/2024

Employee / Job Code Description	Document Type	Document Status	Period Begin / Period End	Next Due Date
EMPLOYEE NAME AND IMAGE HERE	Annual Review	Evaluation in Progress	07/01/2023	05/31/2024
			06/30/2024	

## 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 2024, have meaningful conversation, provide constructive feedback, and set SMART Goals for Fiscal Year 2025  
COMPLETE CONVERSATIONS AND FORMS BY AUGUST 1st

# PERFORMANCE MANAGEMENT FOR EMPLOYEES

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**EMPLOYEE SELF-SERVICE MENU**

**My Performance**

5 Current Documents

**SELECT ANNUAL REVIEW FORM FOR 2023-2024 FROM LIST**

**My Current Documents**

Document Type	Document Status	Period Begin / Period End	Next Due Date
Annual Review	Evaluation in Progress	07/01/2023 06/30/2024	05/31/2024
Annual Review	Evaluation in Progress	07/01/2022 06/30/2023	05/31/2023
		07/01/2021	

## 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 2024, have meaningful conversation, and set SMART Goals for Fiscal Year 2025  
**COMPLETE SELF-EVALUATIONS BY JUNE 30th**