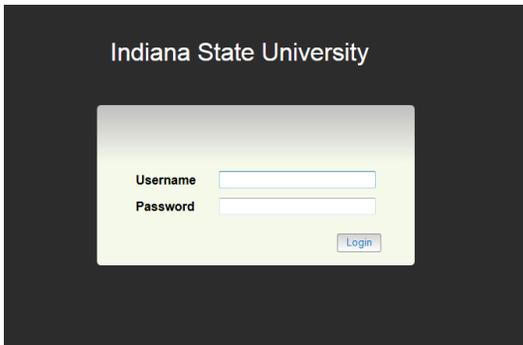


**Please read through this document carefully and follow the instructions.**

Log into <https://jobs.indstate.edu/hr/> or from the Human Resources website main page select the link on the bottom right that reads Applicant Tracking 7.0 (New Version).

Please enter your Sycamore Logon and Password into the new system.



Indiana State University

Username

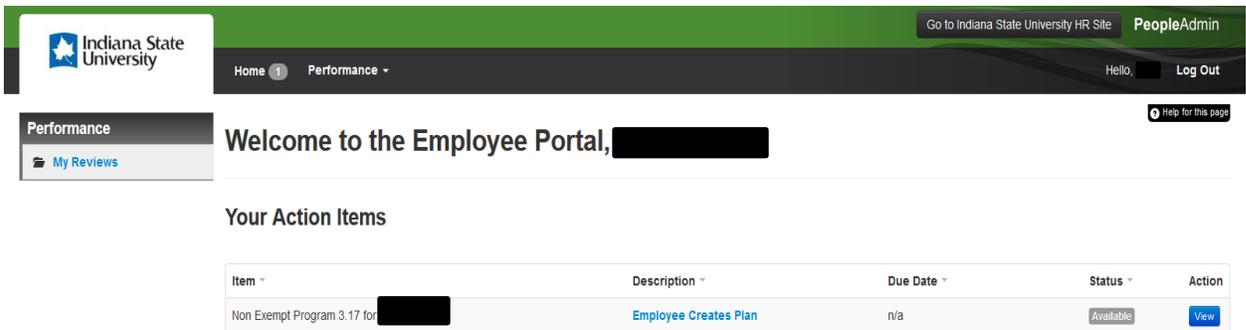
Password

Login

Click on Go to Indiana State University Employee Portal as shown below.



This will bring you to the following screen.



Indiana State University

Go to Indiana State University HR Site PeopleAdmin

Home Performance

Hello Log Out

Help for this page

Performance

My Reviews

Welcome to the Employee Portal, [redacted]

Your Action Items

Item	Description	Due Date	Status	Action
Non Exempt Program 3.17 for [redacted]	Employee Creates Plan	n/a	Available	View

This will bring you to your Action Item screen, click on Employee Creates Plan this will bring you to your Goals.

The screenshot shows the 'Non Exempt Program 3.17' page in PeopleAdmin. The sidebar on the left includes the Indiana State University logo and navigation links: Overview, Plan, Supervisor Evaluation, Self Evaluation, Progress Notes, and My Reviews. The main content area shows program details: Evaluation Type: Focal, Program Timeframe: 03/02/15 to -, Co-reviewer: N/A, Review Status: Open, and Last Updated: March 17, 2015 16:18. Below this is a 'Plan' section for a specific employee, with tabs for 'Current Goals, Objectives and Plan' and 'Job Factors'. A note states: 'Three to six goals are recommended for each employee. However, some employees may have less than three or more than six.' The 'Goals' section features a table with columns for 'Goal/Objective' and 'Achievement'.

You can add as many goals as you need by simply clicking on the Add Entry at the bottom of the page. Each new entry is displayed at the end of the list so scroll down to enter each new goal. Your goals should be discussed with your supervisor and ready to enter into the new PA7.0 system prior to your evaluation review meeting.

This image shows a close-up of the 'Add Entry' button located at the bottom of the goals list in the software interface.

Once you have added all your goals you can click on Save as draft (which will allow you to come back to it after you have discussed your proposed goals with your supervisor or determined any additional goals)

This image shows a close-up of the 'Save Draft' and 'Next' buttons located at the bottom of the page, indicating the next steps in the process.

or you can Click on next which will bring you to the Job Factors Page (Please review these factors as you will be rated on them for the evaluation period)

Part-time	<b>Evaluation Type:</b> Focal <b>Program Timeframe:</b> 03/02/15 to - <b>Co-reviewer:</b> N/A	<b>Review Status:</b> <span style="color: green;">Open</span> <b>Last Updated:</b> March 17, 2015 16:18
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Supervisor Department HULMAN CENTER	<b>Plan</b> for [Redacted] <span style="float: right;">Actions ▾</span>
-------------------------------------------	-------------------------------------------------------------------------

<b>Overview</b> Plan Supervisor Evaluation Self Evaluation Progress Notes My Reviews	<b>Current Goals, Objectives and Plan</b>   Job Factors
-----------------------------------------------------------------------------------------------------	---------------------------------------------------------

<b>Job Factors</b>		
<table border="1"> <tr> <td> <b>Name</b>            Attendance, Dependability  <b>Description</b>            -Adheres to established working hours and attendance and tardiness guidelines            -Demonstrates flexibility and a willingness to work extra hours when needed in order to get the job done         </td> </tr> <tr> <td> <b>Name</b>            Initiative and Adaptability         </td> </tr> </table>	<b>Name</b> Attendance, Dependability <b>Description</b> -Adheres to established working hours and attendance and tardiness guidelines -Demonstrates flexibility and a willingness to work extra hours when needed in order to get the job done	<b>Name</b> Initiative and Adaptability
<b>Name</b> Attendance, Dependability <b>Description</b> -Adheres to established working hours and attendance and tardiness guidelines -Demonstrates flexibility and a willingness to work extra hours when needed in order to get the job done		
<b>Name</b> Initiative and Adaptability		

Once you have completed entering your goals and reviewing your job factors, click on the complete button. NOTE: Once you select “Complete” and your supervisor approves the goals, you can’t change or add to the goals. Once you have completed your Goals Plan, your supervisor will be notified and your supervisor can Approve, Revise, or Return.

\*\* If the supervisor returns the plan the employee will go back and make corrections, add additional goals, or change goals. If they revise the plan, they have added goals themselves. Once the employee reviews the changes, they will need to acknowledge and submit back to the supervisor.

When the supervisor approves the Plan, you are done and will not need to complete anything else until it’s time to start the self-evaluation. At the appropriate time you will be notified by email and will complete the self-evaluation.

Another feature of the new system is the ability to track your progress using “Project Notes” so instead of tracking items on paper, you can record your updates/notes electronically. Both the employee and the supervisor can enter notes that are private. The supervisor can’t see what the employee writes nor can the employee see what the supervisor writes. NOTE: Even though project notes are private, make sure the content is business appropriate as they could be discoverable if subpoenaed.

Questions regarding performance evaluations should be directed to Human Resources at 4114.