PERFORMANCE EVALUATIONS IN “PACES”

Instructions for Employees

Annual performance assessments are to be completed and submitted to the Office of Human Resources between January 1 through June 30. Feedback provided by your supervisor should reflect work performance during the period immediately preceding this performance assessment (i.e., one year, or six months for introductory period). The emphasis of this process is on two-way communication throughout the year in order to improve job understanding and promote effective job performance, performance planning, and employee development. The employee and supervisor jointly set goals and conduct planning for the next assessment period in terms of performance expectations and development needed to achieve these goals.

NOTE: Before beginning the performance evaluation be sure the position description has been recently updated and approved by your HR Partner. Instructions on updating positions in PACES are available at: www.unh.edu/hr/sites/unh.edu.hr/files/docs/user-guide-to-PACES.doc

1. Log onto PACES: jobs.usnh.edu/hr

   If you have not yet created an account, click “Create Account” on the top left of the PACES home page.

   Make sure to fill out the fields carefully. NOTE: In the “Department(s)” field - select your home department. In the “Proposed User Type(s)” field - select “Employee”.

NOTE: IF YOU HAVE AN APPROVED USER ACCOUNT IN THE “OLD” ON-LINE EMPLOYMENT SITE, DO NOT CREATE A NEW ACCOUNT. The first time you log onto the new site, enter your “username” (from the old UNH online employment site) as BOTH your username and your password (these are “case sensitive”). The system will then prompt you to change your password. If you have any issues logging in, contact UNH HR at 862-0501.

2. When logged in, make sure your “User type” is set to “Employee”.

   To change your User Type at any time, click here on the left hand menu.

   NOTE: When logged in as the “Employee” user type, you can: a) View your Current Job Description; b) View your Active Evaluation; c) View your Historical Evaluations (after they’ve been completed within PACES). Evaluations prior to that time are not stored within this system).
3. Either the Employee or the Evaluation Supervisor may initiate the Evaluation. This is done by clicking “Start Evaluation”. However, the Employee first should complete their sections of the form and then send the evaluation to the Evaluation Supervisor. When the Employee has completed their portion of the Evaluation and submitted it to the Evaluation Supervisor, you will then find it among your “Active Evaluations” (shown below):

4. As Employee, click “Start Evaluation”:

5. Then, click “Start Action” (as below):

Choose Evaluation to Start

Create New Evaluation

1 Record

Evaluation Type(s)

Performance Evaluation
Start Action

6. Then, click “Start Action” underneath the Classification Title for your position (as below):

Performance Evaluation

Choose Position to Evaluate

1 Record

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Operating Title</th>
<th>Classification Code</th>
<th>Position Number</th>
<th>Employee First Name</th>
<th>Employee Last Name</th>
<th>Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTANT III</td>
<td>ATH MGR- FIN/COMPLIANCE COORD</td>
<td>00593</td>
<td>UB5307</td>
<td>VACANT</td>
<td>VACANT</td>
<td>Modified Position Description Approved</td>
</tr>
</tbody>
</table>
7. Scroll through the fields on the “Competency Assessment” tab and enter your comments in the “Employee Comments and Performance Examples” field for each of the Job Competencies (as below). This is your opportunity to document your accomplishments of the past review period.

8. The “Additional Performance Factors (optional for UNH)” tab is not required to be filled out at UNH, though you may choose to. If so, follow the same procedures as above in Step #7.

9. The “Supervisory Factors” tab applies to employees who are in managerial/supervisory positions and/or who hold leadership roles for programs and projects. The supervisor may determine whether this section applies to the employee based on his/her responsibilities. Follow the same procedures as above in Step #7.

10. The “Evaluation of Job Duties (optional for UNH)” tab is not required to be filled out at UNH, though you may choose to. If so, follow the same procedures as above in Step #7.

11. The “Supplemental Documentation” tab is where you and/or your Evaluation Supervisor may choose to attach documents to be associated with your evaluation. To do this, click the “Attach” link, locate/upload the file you wish to attach, etc. (as below):
12. The Current Goals fields automatically populate from the prior evaluation "Future Goals" entries (provided the prior evaluation was completed in PACES, not elsewhere); these goals include both Job and Professional Development Goals. If you are completing a performance evaluation for the first time, you should manually enter "Current Goals" from a previous off-line evaluation, to serve as a reference for the new evaluation. The steps for entering Current Goals are below:

|-------------------|-----------------------|-----------------------------------------------|-------------------|---------------------------------------------|-----------------------------|---------------|--------------|------------------------|

The Current Goals fields automatically populate from the prior evaluation "Future Goals" entries; these goals include both Job and Professional Development Goals. If you are completing a performance evaluation for the first time, you may manually enter "Current Goals" from a previous off-line evaluation, to serve as a reference for the new evaluation.

To Add A New Entry: Click the **Add New Entry** button.
To Edit An Entry: Click the **Edit** link for the specific entry.
To View An Entry: Click the **View** link for the specific entry.
To Delete An Entry: Click the **Delete** link for the specific entry.

When you are finished adding your entries, you may go to the next page by clicking "CONTINUE TO NEXT PAGE".

Existing Entries

13. The “Future Goals” tab allows you to propose to your supervisor job and professional development goals for your next evaluation period. For the next evaluation, these goals will automatically copy over to the “Current Goals” Tab. The steps for entering Future Goals are below:

|-------------------|-----------------------|-----------------------------------------------|-------------------|---------------------------------------------|-----------------------------|---------------|--------------|------------------------|

**Future Goals** are to include both Job Goals and Professional Development Goals.

To Add A New Entry: Click the **Add New Entry** button.
To Edit An Entry: Click the **Edit** link for the specific entry.
To View An Entry: Click the **View** link for the specific entry.
To Delete An Entry: Click the **Delete** link for the specific entry.

When you are finished adding your entries, you may go to the next page by clicking "CONTINUE TO NEXT PAGE".

Existing Entries

No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>
14. The “Overall Rating / Comments” tab is where you enter your final comments for this evaluation period, and also where you acknowledge that you have reviewed this evaluation. Your supervisor will have entered your overall performance rating for the review period. You may enter comments before and/or after the evaluation meeting with your supervisor. You likely won’t check the acknowledgement box until you are ready to finalize the Evaluation. This can occur after you meet with your supervisor.

**Note:** The employee’s certification indicates only that the evaluation was reviewed and discussed with you and does not imply that you agree with the evaluation.
15. After completing your comments and acknowledging that you have reviewed this evaluation, click “View Evaluation Summary” (as below)

16. At this time you may either: a) Save your evaluation (and continue to work on it later); or b) Send the evaluation to your Evaluation Supervisor.

**NOTE:** Anytime you receive an email notification that an evaluation action has been sent to you, go to: Evaluation – select “Active Evaluations”. **DO NOT** click “Start Evaluation” again if you already have an “active” evaluation started for that current evaluation cycle.

If you save the action and do not send it anywhere you will also locate that evaluation in “Active Evaluations.”