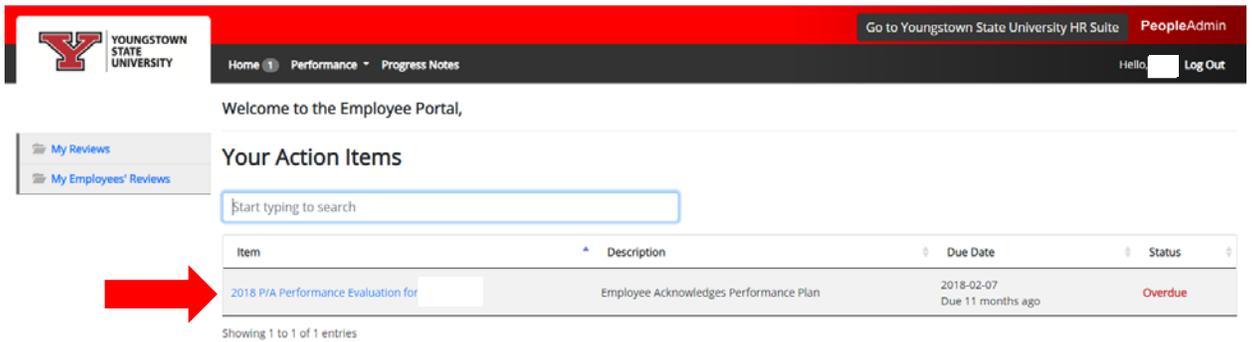


Employee Acknowledges Plan

- 1) Log into the PeopleAdmin [Performance Management Portal](#) utilizing your YSU Portal credentials.



- 2) Click on the desired Action Item.

A screenshot of the PeopleAdmin Performance Management Portal. The page features a red header with the university logo and navigation links. Below the header, there is a 'Your Action Items' section with a search bar and a table of items. A red arrow points to the first item in the table, which is '2018 P/A Performance Evaluation for [redacted]'.

Item	Description	Due Date	Status
2018 P/A Performance Evaluation for [redacted]	Employee Acknowledges Performance Plan	2018-02-07 Due 11 months ago	Overdue

- 3) Review the information presented in the Plan, scroll to the bottom of the page and click Acknowledge. Address any questions you have about the Plan with your supervisor prior to submitting your acknowledgment.

Plan for

The items below indicate how you will be measured at the end of the review period. It is important that you understand what is expected of you to be successful in your role. Please review your plan in detail, ask your supervisor if you have any questions, and then click "Acknowledge" at the bottom of the plan. If you have questions or concerns, it is important to address them with your supervisor prior to Acknowledging the Plan, as it cannot be edited once it has been acknowledged.

Purpose

The purpose of the Performance Management system is to assist in building a better organization through proper planning, goal setting, and fostering communication between Supervisors and Employees to improve work performance, assist with employee career development, identify areas for improvement, and achieve the overall strategic goals of Youngstown State University.

This Plan represents the key factors by which the employee will be measured at the end of the review period.

Definitions

Some of the key components of the Performance Management System are:

Performance Plan: The Performance Plan is the document that outlines the expectations for the employee to be a successful contributor to organizational objectives. The Plan Form is the tool used to create and communicate the Performance plan to the employee. The form is shared between supervisor and employee, with the exception that the supervisor may have the ability to create goals, while the employee only sees a read only version of the plan.

Acknowledgements: Acknowledgements simply record that an individual received and has had the opportunity to read and understand a specific document. There are two types of Acknowledgements in the Performance Management system. The Employee Acknowledgement of the Performance Plan and the Employee Acknowledgement of the Supervisor Evaluation.

Self Evaluation: The Self Evaluation is the process by which the Employee reflects on their performance in regard to the components communicated through the Performance Plan. The Self Evaluation Form is used to record the self assessment and looks identical to the Plan Form with the addition of a field to record feedback on how the employee perceives they have performed in relation to the stated goal.

Supervisor Evaluation: The Supervisor Evaluation is the process by which the Supervisor provides an assessment of employee performance of the goals on the Performance Plan. The Supervisor Evaluation Form is used to record any feedback and typically includes a formal rating of the goals set in place on the Performance Plan. The Supervisor Evaluation Form looks identical to the Plan form with the addition of formal rating fields along with the opportunity to provide comments.

Progress Notes: Progress notes are similar to journal entries that can be recorded at any time during the review period. Progress notes are confidential to the author (i.e. the supervisor cannot see employee notes, and vice-versa).

Characteristic
RELATIONSHIPS: Has good working relationships with peers and others.

Characteristic
ATTITUDE: Displays a positive and loyal attitude.

Characteristic
RELIABILITY: Can be depended upon to complete assigned tasks as scheduled.

Characteristic
PROFESSIONAL DEVELOPMENT: Engages in activities to become or remain current in the field.

Goals
Remember to make your goals S.M.A.R.T.!

Comment

[Check settings](#)

Acknowledge

- 4) Confirm submission by clicking OK.

Are you sure you want to acknowledge this task? Once a task has been approved, it may not be available for further revision.

OK **Cancel**