

Employee Guide to Employee Evaluations

Updated 11/2023



Log into Employee Self Service (ESS).

<https://monroewi.munisselfservice.com/login.aspx>

Login

Username
Employee #

[Forgot your username?](#)

Password
.....

[Forgot your password?](#)

Log in

Click Performance Management.

Welcome to Employee Self Service

Announcements

Don't forget to use your Floating Holiday hours on or before Dec 31st or they will be lost.

Wealth in Wellness - For the Health of It

Upcoming Learning Tables <https://www.co.monroe.wi.us/departments/personnel/wellness>

November 2023 - Tobacco & Vaping Prevention with Sue Danielson, RN Public Health Nurse - Monroe County Health Department
- Thursday, November 30th @ 3:30pm

December 2023 - Managing Stress During the Holiday Season
- Thursday, December 14th @ 8:15am
- Thursday, December 28th @ 3:30pm

- Home
- Employee Self Service
- Life Events
- Pay/Tax Information
- Performance Management**
- Personal Information
- Time Off
- Time Entry

Click View and Acknowledge OR first click Evaluations & then View and Acknowledge.

Performance Overview

Employee Name
Employee Title
Employee #

Performance Evaluation

EVALUATION PERIOD	1/1/2023 - 12/31/2023
EVALUATION TYPE	ANNUAL
OVERALL RATING	Not Entered
EVALUATOR	Evaluator Name

VIEW AND ACKNOWLEDGE

- Home
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Evaluations

EVALUATIONS ABOUT ME EVALUATIONS BY ME

Evaluations by my supervisors

Job	Evaluation period	Overall rating	Status	
	1/1/2023 - 12/31/2023		APPROVED	DETAILS
	1/2/2023 - 2/2/2023		APPROVED	VIEW AND ACKNOWLEDGE

*Click Details to review old Evaluation(s).

Review your evaluation.

This evaluation is pending your acknowledgement.

Basic Information

Evaluation Period Begin

01/01/2023

Evaluation Period End

12/31/2023

Completion Date

11/28/2023

Due Date

01/31/2024

Competencies

TOTAL SCORE: 3.00

JOB KNOWLEDGE PROFICIENT 0.30

Employee is an effective and skillful worker.

QUALITY OF WORK CONSISTENTLY EXCEEDS EXPECT. 0.50

Employee clearly and consistently exceeds job standards.

TIME MANAGEMENT & PRODUCTIVITY PROFICIENT 0.30

Results are timely and accurate with minimal supervision.

DEPENDABILITY & ATTENDANCE DEVELOPMENT OPPORTUNITY 0.10

If employee fails to improve, corrective action may be recommended.

COMMUNICATION CONSISTENTLY EXCEEDS EXPECT. 0.50

Employee achieves unique, innovative, and workable solutions to projects.

COOPERATION & TEAMWORK PROFICIENT 0.30

Employee recognizes and adjusts well to changes in work situations and assignments.

JUDGMENT & DECISION MAKING CONSISTENTLY EXCEEDS EXPECT. 0.50

Employee achieves results well beyond expectations.

ATTITUDE CONSISTENTLY EXCEEDS EXPECT. 0.50

Exceptional performance and effort are the employee's norms.

Overall Text

Manager Comments

Overall Comments Entered, once complete click Submit

Employee Comments

Employee Comments

Acknowledgment*

I acknowledge I have reviewed my evaluation with my supervisor

While reviewing each Competency's rating be sure to consider the definition of each rating (noted below).

Please evaluate your staff using the rating scale below to score each Core Competency listed within this evaluation.

Rating Scale Definition

(3) Consistently Exceeds Expectations

- * Employee clearly and consistently exceeds job standards.
- * Exceptional performance and effort are the employee's norm.
- * Employee achieves result well beyond expectations.
- * Employee contributes unique, innovative, and workable solutions to projects.

(2) Proficient

- * Employee consistently meets job standards.
- * Results are timely and accurate with minimal supervision.
- * Employee recognizes and adjusts well to changes in work situations and assignments.
- * Solid, good performance is the employee's norm.
- * Employee is an effective and skillful worker.

(1) Development Opportunity

- * Performance needs improvement in multiple areas.
- * Employee either does not meet the required job standards or only meets them occasionally.
- * Employee's work requires close monitoring to meet expectations.
- * If employee fails to improve, corrective action may be recommended.

Enter comments as desired, select Completed from the drop-down, & click I ACKNOWLEDGE THIS EVALUATION

Employee Comments

Employee Comments

Acknowledgment*

I acknowledge I have reviewed my evaluation with my supervisor

I ACKNOWLEDGE THIS EVALUATION

Acknowledgment*

COMPLETED reviewed my evaluation with my supervisor

I ACKNOWLEDGE THIS EVALUATION

BACK

tyler technologies

EMPLOYEE NAME EMPLOYEE POSITION TITLE

✓ Your evaluation has been successfully acknowledged. You can [print this page](#) for your records. ✕

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Overall Text

Manager Comments
Overall Comments Entered, once complete click Submit

Employee Comments
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Acknowledgment Section

Acknowledgment
COMPLETED



Click Performance Management, click evaluations, & click details to review previous evaluations.

Job	Evaluation period	Overall rating	Status	DETAILS
HUMAN RESOURCES COORDINATOR	1/1/2023 - 12/31/2023		APPROVED	DETAILS
HUMAN RESOURCES COORDINATOR	1/1/2022 - 12/31/2022		APPROVED	DETAILS
HUMAN RESOURCES COORDINATOR	1/1/2021 - 12/31/2021		APPROVED	DETAILS
HUMAN RESOURCES COORDINATOR	12/1/2020 - 12/31/2020		APPROVED	DETAILS

You have now completed your annual Evaluation process!