

# Manager Guide to Employee Evaluations

Updated 11.2023



Log into Employee Self Service (ESS) by entering your Username & Password, then click Log In.

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

Click on Performance Management.

Click on Evaluations.

Click Edit for the evaluation you would like to work on.

Name	Job Class	Evaluation Period	Type	Status	
Employee Name	Employee Position Title	01/01/2023 - 12/31/2023	ANNUAL	PENDING	<b>EDIT</b>
Employee Name	Employee Position Title	01/01/2023 - 12/31/2023	ANNUAL	PENDING	EDIT
Employee Name	Employee Position Title	01/01/2023 - 12/31/2023	ANNUAL	PENDING	EDIT

Review the Basic Information tab & Rating Scale Definitions.

### Edit Evaluation

EMPLOYEE NAME  
EMPLOYEE POSITION TITLE

**BASIC INFO**      COMPETENCIES      OVERVIEW

Basic Information  
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](#)

Scroll to the bottom of the page & enter the evaluation Completion Date (today's date).

Evaluation Period Begin  
01/01/2023

Evaluation Period End  
12/31/2023

**Completion Date\***

Due Date  
01/31/2024

**SUBMIT**      SAVE AND CLOSE

Scroll to the top of the page & click on the Competencies tab & work through each Competency by clicking the pencil icon.

### Edit Evaluation

EMPLOYEE NAME  
EMPLOYEE POSITION TITLE

BASIC INFO      **COMPETENCIES**      OVERVIEW

**Competencies** ←

TOTAL SCORE: 0

Competency	Manager Evaluation
<b>JOB KNOWLEDGE</b> Possesses required skills, knowledge, and abilities to competently perform the job while adhering to pertinent policies and procedures. WEIGHT: 0.10	No manager comments have been added for this competency. RATING: SCORE: 0 ✎ ←
<b>QUALITY OF WORK</b> Has established a track record of producing work that is highly accurate, demonstrates attention to detail and reflects well on the organization. Work and documentation is completed accurately (few or no errors),	No manager comments have been added for this competency. RATING: SCORE: 0 ✎ ←

Complete the Edit Competency screen by selecting a Rating from the dropdown, entering **required** Comments, & clicking Save when finished.

\*Due to system limitations: **Please note that only 1 of the 3 text options within the dropdown will be accepted when rating.**

\*Competency Comments are required & should be meaningful, appropriate, & provide staff with feedback about the Rating they received.

**Edit Competency**

Competency: **JOB KNOWLEDGE**

Rating\*

DEVELOPMENT OPPORTUNITY

PROFICIENT

CONSISTENTLY EXCEEDS EXPECT.

CANCEL SAVE

When reviewing & rating each Competency be sure to consider the definition of each rating as found on the Basic Information tab (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.

As each Competency is rated, comments are added & saved, the Competency will be scored & a Total Score will accumulate.

**\*Please note the highest Total Score for this evaluation is 4.00**

BASIC INFO		COMPETENCIES
<b>Competencies</b>		
TOTAL SCORE: 3.00		
Competency	Manager Evaluation	
<b>JOB KNOWLEDGE</b> <b>Possesses required skills, knowledge, and abilities to competently perform the job while adhering to pertinent policies and procedures.</b> WEIGHT: 0.10	Employee is an effective and skillful worker. ←	
	RATING: PROFICIENT SCORE: 0.30	
	✎	
<b>QUALITY OF WORK</b> <b>Has established a track record of producing work that is highly accurate, demonstrates attention to detail and reflects well on the organization. Work and documentation is completed</b>	Employee clearly and consistently exceeds job standards. ←	
	RATING: CONSISTENTLY EXCEEDS EXPECT. SCORE: 0.50	
	✎	

Anytime while editing the evaluation, the progress can be saved by scrolling all the way to the bottom of the screen & selecting Save and Close. This will save the progress & allow the evaluation to be finished at a future time.

<b>ATTITUDE</b> <b>Sustains efforts to approach the job in a manner conducive to positively achieve the objectives set. Upholds a positive outlook towards members of the public and other county employees while providing services to the residents of Monroe County.</b> WEIGHT: 0.10	Exceptional performance and effort are the employee's norm. RATING: CONSISTENTLY EXCEEDS EXPECT. SCORE: 0.50 ✎
SUBMIT	
SAVE AND CLOSE	

Once all Competencies are rated & comments have been added, click on the Overview tab. Add overall Manager Comments & click Submit once finished.

BASIC INFO      COMPETENCIES      **OVERVIEW**

Overall Text

Manager Comments

**SUBMIT**    SAVE AND CLOSE

Click Ok within the pop-up.

monroewi.munisselfservice.com says

You are about to submit this evaluation. Continue?

**OK**    Cancel

Tip: The Status of your staff's evaluation(s) can be monitored by clicking Performance Management & then Evaluations.

**Evaluation Status**      2 Approved | 1 Pending

ACTIVE    COMPLETE

Search      Include former employees

Name	Job Class	Evaluation Period	Type	Status	
Employee Name	Employee Position Title	01/01/2023 - 12/31/2023	ANNUAL	PENDING	EDIT

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

**Evaluation Status**      2 Approved | 1 In Progress

ACTIVE    COMPLETE

Search      Include former employees

Name	Job Class	Evaluation Period	Type	Status	
Employee Name	Employee Position Title	01/01/2023 - 12/31/2023	ANNUAL	IN PROGRESS	EDIT

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

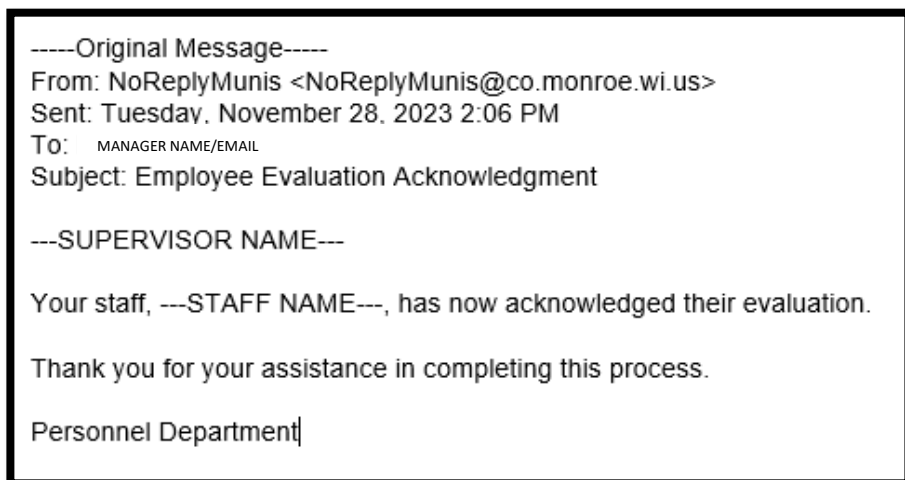
Submitting an evaluation initiates the workflow approval process through [MUNIS](#). Notification of workflow approvals are sent by the system automatically through email.

**\*See the Employee Evaluations – Workflow Guide for assistance with the steps of approving evaluation workflow.**



**Please note:** Once you approve the final workflow approval in [MUNIS](#), your staff will have access to their evaluation in ESS & will be able to Acknowledge it & add comments. If you do not want your staff to have access to their evaluation until after you have reviewed their evaluation with them, you should not approve the workflow until after you've met with them.

**When staff Acknowledge their evaluation, the 'author' of the evaluation will receive notification of this by email.**



## Other Helpful Information

Click Performance Management & click Evaluations.

### Performance Management Home

My Team

Name	Job Class	Manager	Action
Employee Name	Employee Position Title	MGR NAME	<a href="#">VIEW PERFORMANCE</a>
Employee Name	Employee Position Title	MGR NAME	<a href="#">VIEW PERFORMANCE</a>

[Employee Self Service](#)  
[Life Events](#)  
[Pay/Tax Information](#)  
**[Performance Management](#)**  
[Evaluations](#)  
[Analytics](#)  
[Personal Information](#)  
[Time Off](#)  
[Time Entry](#)  
[Employment Opportunities](#)

**EVALUATIONS**  
Add or continue working on evaluations for your employees or view completed evaluations for your employees.

**ANALYTICS**  
View trends and analytics for your employees to identify areas that may need attention.

Click on the employee's name.

### Evaluation Status

2 Approved | 6 Pending

ACTIVE COMPLETE

Search   Include former employees

Name	Job Class	Evaluation Period	Type	Status	
<b>Employee Name</b>	Employee Position Title	01/01/2023 - 12/31/2023	ANNUAL	PENDING	<a href="#">EDIT</a>
Employee Name	Employee Position Title	01/01/2023 - 12/31/2023	ANNUAL	PENDING	<a href="#">EDIT</a>
Employee Name	Employee Position Title	01/01/2023 - 12/31/2023	ANNUAL	PENDING	<a href="#">EDIT</a>

Click Details to review old performance evaluations or Edit to work on this year's evaluation as described above.

### Evaluations for Employee Name

#### Evaluations by me

Job	Evaluation period	Status	
Employee Position Title	1/1/2023 - 12/31/2023	PENDING	<a href="#">EDIT</a>
Employee Position Title	1/1/2022 - 12/31/2022	APPROVED	<a href="#">DETAILS</a>
Employee Position Title	1/1/2021 - 12/31/2021	APPROVED	<a href="#">DETAILS</a>
Employee Position Title	1/1/2020 - 12/31/2020	APPROVED	<a href="#">DETAILS</a>

#### Evaluations by employees

No employee evaluations could be found.

Scroll down to see the date & time the staff acknowledged their evaluation, as well as, any comments they entered.

#### Employee Comments

**Employee Comments**  
Acknowledged on: 11/28/2023 14:05:32  
test test test test test

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#### Acknowledgment Section

**Acknowledgment**  
COMPLETED