

e-Appraisal Frequently Asked Questions (FAQ)

1. What is so important about an annual evaluation anyways?

The most important part of the employee/supervisor relationship is communication. The annual evaluation provides a formalized method rarely used during any other time of the year for an employee and supervisor to take a time out and discuss important work issues one-on-one. Below are some additional reasons that explain the importance of the annual evaluation:

- Allows an employee to be recognized for their work efforts
- Offers an opportunity to focus on work activities and goals
- Assists in identifying and correcting existing problems
- Provides a venue to discuss work issues that otherwise might not get addressed
- Recognizes individual training and development needs
- Supports future planning
- Encourages better performance in the future

2. Why do I need to do it?

Although completing an annual performance evaluation is a policy requirement by the Ames Laboratory and Iowa State University, it is really so much more than that. The process facilitates performance improvement by providing meaningful guidance and feedback while defining the purpose of the position you hold.

3. Who is part of the eAppraisal process and what are their roles?

Below are the key stakeholders in the eAppraisal process:

- Employee
The employee is responsible and accountable for their performance at all times. You are encouraged to keep a list of projects, tasks and accomplishments throughout the year to aide in completing your tasks in the eAppraisal process by utilizing the Journal and Goals features. By doing this, you could save yourself time when completing your annual self-appraisal.
- Evaluating Supervisor
It is important that the evaluating supervisor provides their direct report(s) with factual and clear information throughout this process. Each supervisor should keep a record of notable events throughout the year for each of their direct reports that describes who, what, when, where and the positive or negative results. You are encouraged to keep this record in the eAppraisal system by utilizing the Journal feature. It is the supervisor's responsibility to ensure that all steps in the eAppraisal process are completed on time.
- Second Level Manager
The second level manager might be referred to as a second set of eyes during the eAppraisal process. They have the option to provide additional feedback for an employee's appraisal and review and approve the evaluation before it is submitted to Human Resources.

- Human Resources

Performance appraisals can at times be somewhat extraneous to individuals outside of Human Resources. Therefore, Human Resources is involved to manage the process, provide support to employees and supervisors and be the subject matter experts to ensure the mission of the process is being met and followed. Human Resources reviews the annual performance appraisals to provide suggestions and ensure all involved receive a fair and reasonable review.

4. Why do I need to review my position description (PD)?

Position descriptions are important because they help identify which qualifications, skills, experience and/or certifications/licenses are needed by someone in a job. They provide a lot of information in a condensed format. Should your position change in some way, the changes should be documented in your PD to lessen confusion and accurately reflect the essential functions of a position. An outdated PD is not helpful for anyone involved. Below are some further reasons why it is important for you to review your PD at least once a year:

- Let's you know what is expected of you
- Provides a baseline for your evaluation
- Aides in establishing your goals
- Helps describe what it takes to be successful in a job

5. Where can I find my position description?

Below are step-by-step instructions to assist you in retrieving your position description:

- Click on the following link: <http://www.hrs.iastate.edu/hrs/classcomp>
- Under the heading **Resources**, click on the link for the **Classification and Hiring System**
- Logging In
 - If it is your first time logging on, login using your 9-digit University ID as both your username and password.
 - If it is **not** your first time logging on, use your 9-digit University ID as your User ID and enter the password you previously created. If you cannot recall your password, please call the Human Resources Service Center at (515) 294-4800 for assistance in resetting your password.
- Once you have successfully logged into the Classification and Hiring System, click on **View PD Library** on the left-hand side of the screen.
- Then click **View Summary Only** under the header titled **Position Number** to review your position description.
- Another window will open with your position description. Scroll down to the **Job Duties** section of your position description where it includes columns titled **Essential Duty?**; **Duties**; and **% of Time**.

- You are expected to copy and paste each section of duties with their corresponding percentage of time into the **Duties and Responsibilities** section of the evaluation form.
- Once you have reviewed your entire position description, check yes or no under the **Accuracy of Position Description** section of the evaluation form. If your position description is not accurate, please discuss with your supervisor and/or provide updates in the system. Should you have questions about updating your position description, please contact Human Resources at (515) 294-2680.

6. Am I expected to complete every part of the evaluation?

You may be. Your supervisor is responsible for assigning which parts of the evaluation you are required to complete. If you are unsure which sections you are expected to complete, please check with your supervisor.

7. Why is a three-month performance evaluation completed for new hires?

Providing an employee feedback is especially critical in the beginning of an employment relationship. The three-month performance evaluation helps to keep the lines of communication open between an employee and their supervisor. If any bad habits are being formed and/or poor performance taking place, it can be addressed at the onset versus six months, a year or even longer down the road. Furthermore, it assists in helping an employee be successful in their newly acquired position.