1. Q: What is a self evaluation and what is my role regarding this document?
   A: The performance review begins with you (the employee) taking the opportunity to summarize your accomplishments for the Performance Year, indicating those areas where you believe you are strong, and sharing those areas where you can develop or improve. It is important to take the time to do this since it highlights for your manager your responsibilities and accomplishments for the year, and it provides insights for your manager into how you view your own strengths and development areas.

2. Q: What is the timeline to complete performance reviews?
   A: In April, please complete a self evaluation document in PeopleSoft. Also, you may recommend other reviewers in PeopleSoft to your manager with whom you have worked during the past year who can provide feedback on your performance. You and your manager should schedule a one-on-one meeting in May or June for the performance review conversation.

3. Q: I am unable to begin my self evaluation document in PeopleSoft. Why?
   A: For you to be able to start your self evaluation, your manager needs to click the “complete” button to close the goal setting document in PeopleSoft. Managers will click “complete” whether or not you have entered goals into PeopleSoft.

4. Q: What sections of the self evaluation document in PeopleSoft do I need to complete?
   A: Your self evaluation is a reflection of your accomplishments and is a useful tool for your performance review conversation, both for you and your manager. It informs your manager of what you do/how you spend your time, helps your manager to better understand how you view yourself and your accomplishments, and will help you and your manager prepare for your performance review conversation. You are encouraged to complete your self evaluation for these reasons, even if it is not required by your manager.

   FAS staff are encouraged to enter comments into the goals (if applicable), competencies, and overall performance sections in the self evaluation document in PeopleSoft. These sections comprise the main body of the self evaluation document. FAS staff may also choose to rate themselves on their goals and competencies as well (viewed by clicking “expand” for each section).

5. Q: Do I need to do anything with the organizational goals listed at the beginning of the self evaluation document in PeopleSoft?
   A: No. The FAS organizational goals listed in PeopleSoft are Dean Smith’s goals for all of FAS. These goals will likely link in some way to your individual goals.

6. Q: What are competencies?
   A: Competencies are the knowledge and skills required to perform a role and the key behaviors and abilities that contribute to an employee’s strong performance in the role. They are the “how” that accompanies the “what” someone delivers in a role.
Q: Who is responsible for making sure performance management happens?

A: Each person who directly manages one or more employees is expected to complete a performance review in PeopleSoft and to have a performance conversation. If you are unsure of who is responsible for conducting your performance review, please ask your department administrator or HR consultant. The administrative dean or senior leader for your division has ultimate responsibility for the completion of the staff performance reviews in his or her division.

Q: Why does my manager want to ask some of the people I work with for feedback on my performance?

A: Your manager can get a more complete picture of your performance if he or she solicits feedback from those colleagues who work closely with you. The people with whom you work may see your performance from a different perspective than your manager does.

Q: Who can see the feedback that is submitted in PeopleSoft?

A: The manager of the staff member can review the feedback that is submitted in PeopleSoft.

Q: What if I do not agree with feedback provided by my colleagues?

A: Your colleagues’ feedback is intended to provide a more complete picture of your performance. It should be provided in the spirit of helping you to better understand your strengths and areas where you might develop. Remember that perceptions may differ. If you disagree with your colleagues’ feedback, please discuss it with your manager. Your manager is the one who determines the accuracy of the feedback and who assesses your performance for the year. Your HR consultant can help you if you have additional questions.

Q: I submitted recommendations for “other reviewers” in PeopleSoft. What do I do now?

A: Notify your manager after you have submitted recommendations for “other reviewers” in PeopleSoft. The system will not automatically generate an email to your manager.

Q: I submitted recommendations for “other reviewers” in PeopleSoft, but when I log back into the system, they are no longer listed. What does this mean?

A: This may happen for one of two reasons. First, you may not have clicked “save” after entering your reviewers, therefore, you will need to submit them again.

If you did click “save”, your manager may have submitted the review recommendations, in which case you will no longer be able to see who you recommended in PeopleSoft.

Q: When do I use the employee comments section on the manager’s document?

A: You may use this section to provide any feedback or comments you might have regarding the information provided by your manager in the performance review document. This section is optional.

Q: Do I need to acknowledge the performance review document?

A: Yes, both the manager and the employee need to complete steps in PeopleSoft to acknowledge the performance review and confirm that a performance conversation took place. The employee’s acknowledgement indicates only that the employee has read the completed review, not necessarily that s/he agrees with it.
15. **Q:** What happens to my performance review once my self evaluation is complete?

**A:** Once you have acknowledged that you have met and reviewed your evaluation with your manager, your manager will mark the document as complete. Your completed document will be saved in PeopleSoft and can be viewed in the *My Historical Document* page within the *Employee Quick Link*.

16. **Q:** Does FAS performance management include HUCTW employees?

**A:** Yes, as FAS staff members, HUCTW employees should participate in performance management. However, HUCTW increases are determined by union negotiations.

17. **Q:** Will HUCTW employees automatically get a pay increase?

**A:** HUCTW increases are arrived at following union negotiations.

18. **Q:** I accidently entered my FY15 goals where I should have entered my FY14 goals, what do I do?

**A:** If you did not enter FY14 goals and accidently entered your FY15 goals into the FY14 goal setting document in PeopleSoft, you can ask your manager to re-open the goal setting document to adjust your goals. The goal setting document can be reopened until one of the following occurs: you start your self evaluation, your manager starts the manager document (part of the assessment phase), or your manager submits the reviewer feedback request.

19. **Q:** I was writing my self evaluation and somehow the text was lost – how can I get it back?

**A:** If you spend thirty minutes entering text into a text entry box without tabbing out or clicking the save button, PeopleSoft will log you out of the system after a one-minute warning, and your entries will be lost. Also, if you have two browser windows open with PeopleSoft, you will be logged out of both windows. To prevent this from occurring, when entering text into a text entry box, tab out or click into another section of the form or click the save button before thirty minutes elapse.

20. **Q:** Who can help me with this performance review process?

**A:** Coaching sessions for employees will be offered in April and May and will be designed to help staff ask for a performance review and to “hear” feedback from their managers. Your HR consultant is available to assist you with one-on-one consultations, as well as to attend staff department meetings to provide an overview of this year’s performance management process and to answer any questions. In addition, members of the HUCTW bargaining unit can contact their union representatives for advice and guidance.

21. **Q:** What resources and job aids are for ePerformance this year?

**A:** Employees can find resources, job aids, online tutorials, etc. online:

- **FAS HR Website:** [http://hr.fas.harvard.edu/eperformance-resources-online-training](http://hr.fas.harvard.edu/eperformance-resources-online-training)
  - Online performance management training (Lynda.com)

- **Eureka:** [http://eureka.harvard.edu/Eureka/jobaids.cfm?categoryID=568&y=185](http://eureka.harvard.edu/Eureka/jobaids.cfm?categoryID=568&y=185)
  - Detailed job aids, online tutorials
  - List of upcoming webinars (i.e., *Completing the Annual Assessment*). Register for these webinars through PeopleSoft Self Service.

- **Employee Quick Start Guide:**
22. **Q: Who can I contact with additional questions?**

   **A:** If you have additional questions, please send an email to the ePerformance help mailbox at performance@fas.harvard.edu.

   You may also reference the University-wide Frequently Asked Questions online: http://eureka.harvard.edu/reports/eperformance/faq/pm_faq.html