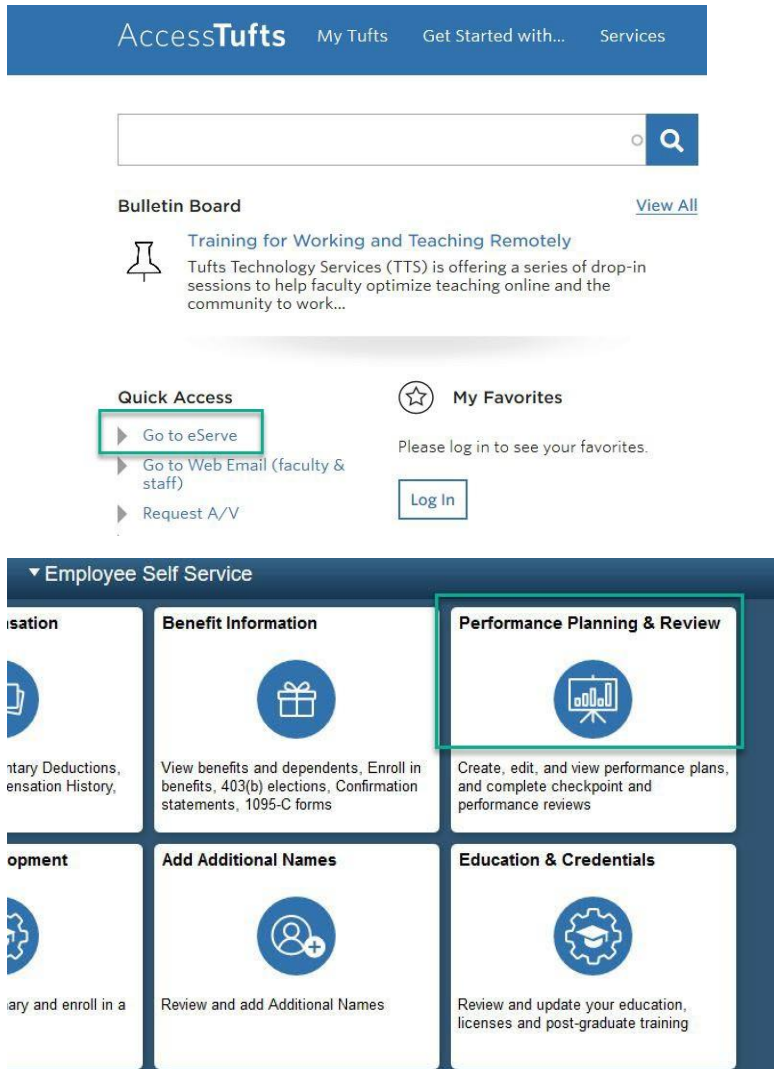


Managers Using the Online Performance Review System: Steps for Writing Performance Reviews in the Online System

From AccessTufts, navigate to Employee Self-Service (eServe) and click on the Performance Planning and Review tile.



Click on the Continue to Performance Review button for the current year.


Fiscal Year: 20

Performance Planning

Continue to Performance Plan

Performance Review

Continue to Performance Review



View list of direct reports.

Performance Plan for Fiscal Year: 20

Performance Period from: 07/01/20 to 06/30/20

Direct reports

Empl ID	Name	Job Title
	() t	Learning & Development Spec
1		Sr Learning & Dev Specialist
1200070		Benefits Program Manager
1		Sr Learning & Dev Specialist

Select the employee by clicking on their name. And then click the Employee Performance Review button.

Performance Plan for Fiscal Year: 20

Performance Period from: 07/01/20 to 06/30/20

Selected Employee

Empl ID:

Return to All Direct/Indirect

Benefits Program Manager
Supervisor:

Human Resources
Director Learning & Developmt

Direct reports

	Empl ID	Name	Job Title
	<input type="text"/>	<input type="text"/>	Learning & Development Spec
	<input type="text"/>	<input type="text"/>	Sr Learning & Dev Specialist
✓	<input type="text"/>	<input type="text"/>	Benefits Program Manager
	<input type="text"/>	<input type="text"/>	Sr Learning & Dev Specialist

Employee Performance Review

View and Print Performance Review

You will be brought to the first Key Performance Area (Goal) that populates from the current year performance plan.

Write performance feedback in the text boxes at the bottom of the page and click save.

Click Next KPA to navigate to the next goal.

After writing feedback for the remaining goals, click on the proceed to comments and ratings button.

Performance Planning

#	Created	Last Update
1	01/05/ 4:42PM	Last Update

Key Performance Area **Performance Period:** 07/01/20 to 06/30/20

Write feedback here.

Results

Indicate what was accomplished and how it was accomplished (required prior to printing and forwarding to employee)

Write feedback here.

Indicate steps for employee to take for continuous improvement or to sustain performance

Write feedback here.

Save **Cancel**

[Return to Performance Review page](#)

<< Previous KPA Next KPA >>

Proceed to comments and rating

Write areas for continuous improvement and other accomplishments in the top text boxes.

If preferred, you can upload a performance review document by clicking on the Add/View/Delete File Attachment button.

Select the Overall Performance Rating for the employee, and then click Save.

Employee [redacted] Benefits Program Manager
Performance Period: 07/01/20 to 06/30/20

Areas for continuous improvement or development:

Other accomplishments and summary:

File Attachment

Add / View / Delete File Attachment No File Attachment

Overall Annual Performance Review Rating

- 1: Consistently Exceeds Expectations
- 2: Successfully Meets Expectations
- 3: Meets Some Expectations
- 4: Does Not Meet Expectations

Save Cancel

[Return to Review Summary page](#)
[Return to Employee Key Performance Areas](#)

After writing the performance review and having the performance review meeting with the employee, click the Finalize Review button. This will give the employee access to the review online so they can view and complete their electronic signature.

Remember, once the performance review is finalized, you can no longer edit the content.

Performance Period: [Redacted]

Areas for continuous improvement or development:

[Rich text editor toolbar: Font, Size, Bold, Italic, Underline, Bulleted List, Numbered List, Text Color, Background Color]

Write continuous improvement or development feedback here.

Other accomplishments and summary:

[Rich text editor toolbar: Font, Size, Bold, Italic, Underline, Bulleted List, Numbered List, Text Color, Background Color]

Write other accomplishments and summary here.

File Attachment

[Add / View / Delete File Attachment] No File Attachment

Overall Annual Performance Review Rating

- 1: Consistently Exceeds Expectations
- 2: Successfully Meets Expectations
- 3: Meets Some Expectations
- 4: Does Not Meet Expectations

[Save] [Cancel]

[Return to Review Summary page](#)
[Return to Employee Key Performance Areas](#)

Notifications

[Finalize Review]

Next task: Send email notification to [Redacted] - Review is ready.