

Adding and Updating Key Performance Areas on Your Performance Plan



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eServe (Employee Self Service)

Navigate to Employee Self Service.

Employee Self Service ([eServe](#)) provides Tufts employees with access to payroll and benefits information. **Please note:** You must be enrolled in [two-factor authentication](#) to access eServe.

Go to eServe 
hrss.uit.tufts.edu

On the Employee Self-Service page, click on the Performance Planning & Review tile.





Welcome to Performance Planning and Review

Welcome to Performance Planning and Review online. The @Work Performance Development Cycle has four major phases, as well as ongoing coaching and feedback provided by the manager. This online tool is used to document two of these major phases, Performance Planning and Performance Review.

- Performance Planning typically starts in July, at the beginning of the fiscal year.
- During Checkpoint review time in December and January, managers and employees review the plan, discuss accomplishments to date, and challenges, or changes in key performance area priorities.
- Annual Performance Reviews are written by managers, and delivered to employees in May. Managers will be notified when the online Performance Review becomes available to begin drafting reviews.
 - Note, Employees are strongly encouraged to submit their own Performance Summary to their manager, and can easily access their Performance Plan to assist in writing their summary.

Click on the appropriate button below to navigate to either the Performance Planning or Performance Review.

Click on Continue to Performance Plan for the Fiscal Year you are planning.

Fiscal Year: 20	Fiscal Year: 20
Performance Planning <input type="button" value="Continue to Performance Plan"/>	Performance Planning <input type="button" value="Continue to Performance Plan - View Only"/>
Performance Review <input type="button" value="Unavailable"/>	Performance Review <input type="button" value="Continue to Performance Review"/>



Performance Development Program

Performance Plan for Fiscal Year: 20

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

Selected Employee

Employee Name:	Empl ID:
Supervisor:	

Direct Reports - Click on Name to select employee

Empl ID	Name	Job Title

You will see your information in the Selected Employee section.

Click on Add a New Key Performance Area.

Add a New Key Performance Area

Key Performance Areas

Performance Period: 07/01/2015 to 06/30/2016

INSTRUCTIONS (click arrow at left to view)

Employee

Performance Planning

1 Created 06/08/2015 8:12AM Last Updated

Indicate specific Key Performance Area, i.e. goal, project, committee work, day-to-day response, professional development, etc.

Rich text editor toolbar with icons for undo, redo, font color, size, bold, italic, underline, bulleted list, numbered list, link, unlink, and a spell check icon circled in blue.

Key Performance Area description here.

Organizational Competencies Check all that apply for success in this Key Performance Area

- Expertise
- Interaction with Others
- Continuous Learning
- Customer Focus
- Resourcefulness and Results
- Leadership

Leadership Competencies Check all that apply for success in this Key Performance Area

- Communicates a Compelling Vision and Direction
- Drives Results
- Creates an Environment of Trust and Integrity
- Develops Self
- Develops Relationships with a University Focus
- Manages Change

Save

Cancel

[Return to Performance Planning page](#)

Spell Check

Type Key Performance Area in Text Box.

Select at least one Organizational Competency.

Managers select a Leadership Competency.

Click Save.

When finished, click on Return to Performance Planning Page.



Performance Plan for Fiscal Year: 2019

Performance Period from: 07/01/2019 to 06/30/2020

Selected Employee

Name: [Redacted]

Empl ID: [Redacted]

[Notify Manager](#)

Supervisor: [Redacted]

Supervisor: [Redacted]

Direct Reports - Click on Name to select employee

Empl ID	Name	Job Title
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

[Add a New Key Performance Area](#)

[View and Print Key Performance Areas](#)

[View and Print Change History](#)

Key Performance Areas for: [Redacted]

[View All](#) 1-2 of 2

#	Created		Brief Description (click on link to view or update)
1	06/08/2019 8:12AM	[Redacted]	Key Performance Area description here.
2	06/08/2019 8:23AM	[Redacted]	Key Performance Area 2 description here.



As you add Key Performance Areas, you will see them listed here. The Brief Description is pulled from the first characters you type in the Key Performance Area text detail box.

To view or update a Key Performance Area, click on the Brief Description link

Key Performance Areas

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

You are updating an existing Key Performance Area, enter your changes then click 'Save'.

INSTRUCTIONS (click arrow at left to view)

Employee

Performance Planning

1 Created 06/08/ 8:12AM Last Updated

Indicate specific Key Performance Area, i.e. goal, project, committee work, day-to-day responsibility, professional development, etc.

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Key Performance Area description here.

Organizational Competencies Check all that apply for success in this Key Performance Area

- | | | |
|---|--|---|
| <input type="checkbox"/> Expertise | <input type="checkbox"/> Interaction with Others | <input type="checkbox"/> Continuous Improvement |
| <input type="checkbox"/> Customer Focus | <input type="checkbox"/> Resourcefulness and Results | <input checked="" type="checkbox"/> Leadership |

Leadership Competencies Check all that apply for success in this Key Performance Area

- | | |
|---|--|
| <input type="checkbox"/> Communicates a Compelling Vision and Direction | <input type="checkbox"/> Drives Results |
| <input type="checkbox"/> Creates an Environment of Trust and Integrity | <input type="checkbox"/> Develops Self and Others |
| <input type="checkbox"/> Develops Relationships with a University Focus | <input checked="" type="checkbox"/> Manages Change |

Save

Cancel


[Return to Performance Planning page](#)

<< Previous [Next](#) >>

Make updates and click save

Click Next or Previous to navigate through your Key Performance Areas

Performance Planning / Review Performance Planning Intro **Employee Performance Planning**

 **Tufts UNIVERSITY** Performance Development Program

Performance Plan for Fiscal Year: 2018
 Performance Period from: 07/01/2018 to 06/30/2019

Selected Employee

Empl ID: 1000000000
 Supervisor: Jeffrey Taylor

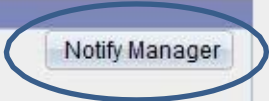
Direct Reports - Click on Name to select employee

Empl ID	Name	Job Title
1000000000	Jeffrey Taylor	Director of Performance Planning
1000000000	John Doe	Senior Analyst
1000000000	Jane Smith	Analyst
1000000000	Bob Johnson	Analyst

[Add a New Key Performance Area](#)

[View and Print Key Performance Areas](#) [View and Print Change History](#)

#	Created	Brief Description (click on link to view or update)
1	06/08/2018 8:12AM	Key Performance Area 1 description here.
2	06/08/2018 8:23AM	Key Performance Area 2 description here.



When ready, click Notify Manager to send an auto generated email message.

Click to create a PDF of your Performance Plan.
Note: Make sure your Internet browser Pop up Blocker is OFF when you do this

Click to create a PDF report/audit trail of changes made to your Performance Plan.