

Manager View and Update Employee's Key Performance Areas

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eServe (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

Navigate to Employee Self Service.

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

Employee Self Service

<p>Compensation</p>  <p>View voluntary Deductions, Compensation History, and more</p>	<p>Benefit Information</p>  <p>View benefits and dependents, Enroll in benefits, 403(b) elections, Confirmation statements, 1095-C forms</p>	<p>Performance Planning & Review</p>  <p>Create, edit, and view performance plans, and complete checkpoint and performance reviews</p>
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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 Summary information in the system.

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	Performance Planning
Continue to Performance Plan	Continue to Performance Plan - View Only
Performance Review	Performance Review
Unavailable	Continue to Performance Review



Performance Plan for Fiscal Year: 20

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

Selected Employee

Employee Name: [Name]	Empl ID: [ID]
Supervisor: [Name]	[ID]

Direct Reports - Click on Name to select employee

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

Click on the employee's name to navigate to their Performance Plan.

Add a New Key Performance Area



Performance Plan for Fiscal Year: 20

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

Selected Employee

Kate O'Brien

Empl ID: 1100007

Supervisor: [Name]

You will now see their name in the Selected Employee section.

Direct Reports - Click on Name to select employee

Empl ID	Name	Job Title	
[ID]	Emma Kate Kallunki	[Title]	
[ID]	Katherine Muzzari	[Title]	
[ID]	Kate O'Brien	[Title]	<input type="button" value="Notify Employee"/>
[ID]	Lara Storti	[Title]	

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

#	Created	Brief Description (click on Name to view or update)
1	06/08/20 8:52	Key Performance Area 1
		Key Performance Area 2 description.
		Key Performance Area 3 description.

To add a Key Performance Area to the employee's plan, click Add a New Key Performance Area.

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/ 8:52AM Last Updated

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



Key Performance Area 1

View and update the Key Performance Area here.

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

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

Save

Cancel

[Return to Performance Planning page](#)

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If you update, click save.

Key Performance Areas

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

You are updating an existing Key Performance Area, enter

INSTRUCTIONS (click arrow at left to view)

Employee

Performance Planning

1 Created 06/08/ 8:52AM Last Updated 06/08/ 8:55AM

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

Key Performance Area 1.

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

Expertise

Interaction with Others

Continuous Improvement

Customer Focus

Resourcefulness and Results

Leadership

Key Performance Area has been updated.

[Return to Performance Planning page](#)

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When finished, please select Notify Manager


Notify Employee on the Performance Planning page

When an update is made, note the Last Updated field with your name, date, and time the update was made.

When ready, click to return to Performance Planning page.

Click to navigate to the next or previous Key Performance Area.

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



Performance Plan for Fiscal Year: 2019
 Performance Period from: 07/01/2019 to 06/30/2020

Selected Employee

Employee Name **Empl ID:** 11111111
Supervisor: Supervisor Name

Direct Reports - Click on Name to select employee

Empl ID	Name	Job Title
111111	Employee Name	Job Title
111111	Employee Name	Job Title
111111	Employee Name	Job Title
111111	Employee Name	Job Title

Key Performance Areas for: [View All](#) 1-3 of 3

#	Created	Brief Description (click on link to view or update)
1	06/08/2019 8:52AM	Key Performance Area 1
2	06/08/2019 8:52AM	Key Performance Area 2 description
3	06/08/2019 8:53AM	Key Performance Area 3 description

Click here to return to your record.

Return to Your Record

Notify Employee

Click Notify Employee to let them know the change was made.