

Good afternoon, DePaul Employee

Me My Team My Client Groups Procurement Tools Others

QUICK ACTIONS

APPS

Team Activity Center

Team

Docu

Docu

Trans

Employment Info

Employee Summary

Change Assignment

Show More

Things to Finish

Assigned to Me	2 hours ago FYI	Yesterday FYI	Yesterday FYI	3 days ago FYI
----------------	--------------------	------------------	------------------	-------------------

Performance - Manager
Evaluation of Employee
Performance

1/20

Click 'My Team.'

Employee

- Me
- My Team
- My Client Groups
- Procurement
- Tools
- Others

QUICK ACTIONS

- Team Activity Center
- Team Time Cards
- Document Records
- Document Delivery Preferences
- Transfer
- Employment Info
- Employee Summary
- Change Assignment

Show More

APPS

Team Activity Center

Journeys

Hiring

Goals and Performance

View Transferred Performance

Learning

New Person

Workforce Compensation

Team Goals Center

Termination



Things to Finish

Assigned to Me

2 hours agoFYI

YesterdayFYI

YesterdayFYI

3 days agoFYI

Good afternoon, DePaul Employee

Me My Team My Client Groups Procurement Tools

QUICK ACTIONS

- Team Activity Center
- Team Time Cards
- Document Records
- Document Delivery Preferences
- Transfer
- Employment Info
- Employee Summary
- Change Assignment

Show More

APPS

Team Activity Center

Journeys

Hiring

Goals and Performance

View Transferred Performance

Learning

New Person

Workforce Compensation

Team Goals Center

Termination



Things to Finish

Assigned to Me

2 hours ago FYI

Yesterday FYI

Yesterday FYI

3 days ago FYI

2/20



Click 'Goals and Performance.'

Back

Goals and Performance Overview

Goals and Performance Overview

Evaluate Performance

Review Period2024-25

My Team

Search PersonShow Filters

Sort ByName ascending

<div>DP</div> <div>DePaul PT-Faculty</div> <div>PT Faculty</div>	<div>Performance Goals</div> <div>Performance Documents</div> <div>Check-Ins</div> <div>0 created</div>	<div>Anytime Documents</div> <div>0 created</div> <div>Potential Rating</div>	...
<div>DP</div> <div>DePaul PT-Staff</div> <div>PT Staff</div>		<div>Performance Goals</div> <div>0 of 0 completed</div>	...
<div>DS</div> <div>DePaul Student</div> <div>Student Service Participant</div>		<div>Performance Goals</div>	...
<div>DS</div> <div>DePaul Student</div> <div>Student Service Participant-2</div>		<div>Nonprimary</div> <div>Performance Goals</div>	...

3/20

In the field below, click the expand carat to the right for the employee you would like to evaluate.

Back

Goals and Performance Overview

Evaluate Performance

4/20

Now, click the blue hyperlink under 'Performance Documents' for the employee you want to evaluate.

Back

Search Person

Show Filters

Sort By

Name ascending

DP

DePaul PT-Faculty

PT Faculty

Performance Documents

Check-Ins

0 created

Performance Goals

Anytime Documents

0 created

Potential Rating

DePaul PT-Staff

PT Staff

Performance Documents

2024-25 Staff Performance Appraisal

Check-Ins

0 created

Performance Goals

Anytime Documents

0 created

Potential Rating

DS

DePaul Student

Student Service Participant

Performance Goals

[DE](#)
Worker Self-Evaluation
 DePaul Employee

Submit

Performance Document 2024-25 Staff Performance Appraisal Evaluated By DePaul Manager

Review and evaluate each topic in your performance document.

2024-25 Performance Goals

Goal 1

DePaul Employee added a comment

Show performance goal info

Employee Rating

Outstanding

Employee Comment

Comment 1

TT Aa A* B I U C A

≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡

Save and Next

Cancel

5/20

For each goal entered, select a **Rating** for your employee compared to the goal established.

If you'd like more information on the goal and ratings, click '**Show performance goal info.**'

Back

Required



Worker Self-Evaluation

DePaul Employee

Submit

Performance Document 2024-25 Staff Performance Appraisal Evaluated By DePaul Manager

Review and evaluate each topic in your performance document.

2024-25 Performance Goals



Goal 1

DePaul Employee added a comment

Show performance goal information

Employee Rating
Outstanding

Employee Comment

Comment 1

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, and indent.

Save and Next

Cancel



Goal 2

DePaul Employee added a comment

Employee: Exceeds Expectations

Required

Worker Self-Evaluation

DePaul Employee

Submit

Performance Document 2024-25 Staff Performance Appraisal Evaluated By DePaul Manager

Review and evaluate each topic in your performance document.

2024-25 Performance Goals



Goal 1
DePaul Employee added a comment

Employee: Outstanding

Required

[Show performance goal info](#)

Employee Rating
Outstanding

Employee Comment

7/20

Click 'Save and Next.'

Back

Save and Next

Cancel

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, indent, and more options.



Worker Self-Evaluation

DePaul Employee

Submit

Performance Document 2024-25 Staff Performance Appraisal Evaluated By DePaul Manager

Employee Comment

Comment 1

Save and Next

Cancel



Goal 2

DePaul Employee added a comment

Employee: Exceeds Expectations

Required



Goal 3

DePaul Employee added a comment

Employee: Successful

Required



Core Behaviors & Mission

8/20



Rate and comment on each remaining goal.

When you are finished, click '**Next**' to continue.

Back

Next

Employee: Outstanding

Required



Employee: Exceeds Expectations

Required





Worker Self-Evaluation

DePaul Employee

Submit

Performance Document 2024-25 Staff Performance Appraisal Evaluated By DePaul Manager

Employee Comment

Comment 1

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, indent, and more options.

Save and Next

Cancel

	Goal 2	Employee: Exceeds Expectations	Required	▼
		Employee: Successful	Required	▼
	Core Behaviors DePaul Employee added a comment	Employee: Outstanding	Required	▼
	Supports DePaul's Mission, Vision and Values DePaul Employee added a comment	Employee: Exceeds Expectations	Required	▼

Overall Performance



Worker Self-Evaluation

DePaul Employee

Submit

Performance Document 2024-25 Staff Performance Appraisal Evaluated By DePaul Manager

Core Behaviors & Mission



Core Behaviors

No comments

Show competency info

Employee Rating

Required

Employee Comment

Rich text editor toolbar with icons for text formatting (bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, indent, outdent) and a menu icon.

Save and Next

Cancel

10/20



In this field, select a **Rating** for your employee.

If you'd like more information on core behaviors or ratings, click '**Show competency info.**'

Back

Required



Supports DePaul's Mission, Vision and Values

No comments

Employee: No rating

Required



Overall Performance



Summary

No comments

Employee: No rating

Required



Additional info

DePaul Employee added a comment

Goal 3
DePaul Employee added a comment

Employee: Successful

Required

Core Behaviors & Mission

Core Behaviors
DePaul Employee added a comment
[Show competency info](#)

Employee Rating
Outstanding

11/20



Enter a **Comment** about why you gave the rating you chose.

NOTE: Make sure the comment is specific to how your employee demonstrated the core behaviors of the university.

Back

Employee Comment

Comment 4

Save and Next


Cancel

Supports DePaul's Mission, Vision and Values
DePaul Employee added a comment


Employee: Exceeds Expectations


Required

Overall Performance

	Goal 3 DePaul Employee added a comment	Employee: Successful	Required	▼
---	---	----------------------	----------	---

Core Behaviors & Mission

	Core Behaviors DePaul Employee added a comment	Employee: Outstanding	Required	^
Show competency info				
<div>Employee Rating Outstanding ▼</div>				
<div>Employee Comment</div> <div></div>				
<div><div>U</div><div>☎</div><div>A ▼</div><div>≡ ▼</div><div>≡</div><div>≡</div><div>≡</div><div>...</div></div>				
<div><div>Save and Next</div><div>Cancel</div></div>				

	Supports DePaul's Mission, Vision and Values DePaul Employee added a comment	Employee: Exceeds Expectations	Required	▼
---	---	--------------------------------	----------	---

Overall Performance

12/20

Click 'Save and Next.'

Back

Get our Employee added a comment

Goal 3
DePaul Employee added a comment

Employee: Successful

Required

Core Behaviors & Mission

Core Behaviors DePaul Employee added a comment Employee: Outstanding Required

Supports DePaul's Mission, Vision and Values
DePaul Employee added a comment

[Show competency info](#)

Employee Rating
Exceeds Expectations

Employee Comment

Comment 5

Back

T *Aa* ⁺ **B** *I* U ~~U~~ A

-

-

-

-

 ...

Save and Close

Overall Performance


13/20

In this field, select a **Rating** for your employee.



If you'd like more information on DePaul's mission, vision, values, or the ratings, click '**Show competency info.**'

Back

DePaul Employee added a comment

	Goal 3 DePaul Employee added a comment	Employee: Successful	Required	▼
---	---	----------------------	----------	---

Core Behaviors & Mission

	Core Behaviors DePaul Employee added a comment		Required	▼
	Supports DePaul's Mission DePaul Employee added a comment		Required	^

Show competency info

Employee Rating
Exceeds Expectations

Employee Comment

Comment 5

⌵

Aa

A²

B

I

U

☒

A

≡

≡

≡

⋮

Save and Close Cancel


Overall Performance

14/20



Enter a **Comment** about why you gave the rating you chose.

NOTE: Make sure the comment is specific to how your employee supported the university's mission, vision, and values.

Back

	Goal 3 DePaul Employee added a comment	Employee: Successful	Required	▼
---	---	----------------------	----------	---








Core Behaviors & Mission

	Core Behaviors DePaul Employee added a comment	Employee: Outstanding	Required	▼
	Supports DePaul's Mission, Vision and Values DePaul Employee added a comment	Employee: Exceeds Expectations	Required	^

[Show competency info](#)

Employee Rating
Exceeds Expectations ▼

Employee Comment

U   ▼  ▼  ▼    | ...

15/20 ×

Click 'Save and Close.'

Back

Save and Close

Cancel

Overall Performance



Worker Self-Evaluation

DePaul Employee

Submit

Performance Document 2024-25 Staff Performance Appraisal Evaluated By DePaul Manager

	Goal 3 DePaul Employee added a comment	Employee: Successful	Required	▼
--	---	----------------------	----------	---

Core Behaviors & Mission

	Core Behaviors DePaul Employee added a comment		Required	▼
	Supports DePaul's Mission, Vision and Values DePaul Employee added a comment		Required	▼

Overall Performance

	Summary DePaul Employee added a comment	Employee: Exceeds Expectations	Required	▼
--	--	--------------------------------	----------	---

Additional info

Attachments

Drag and Drop

Select or drop files here.

Add URL

No items to display.

16/20

Click in the 'Overall Performance' field to continue.

Back



Worker Self-Evaluation

DePaul Employee

Submit

Performance Document 2024-25 Staff Performance Appraisal Evaluated By DePaul Manager

17/20



In this field, select an overall **Rating** for your employee.

This rating should take into account all other ratings provided, but does not necessarily need to be a direct average of those scores.

Back

Employee Rating
Exceeds Expectations

Employee Comment

Overall Comment

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, and indent.

Save and Close

Cancel

Additional info





Worker Self-Evaluation

DePaul Employee

Submit

Performance Document 2024-25 Staff Performance Appraisal Evaluated By DePaul Manager



DePaul Employee added a comment

Employee: Outstanding

Required



Supports DePaul's Mission, Vision and Values
DePaul Employee added a comment

Employee: Exceeds Expectations

Required



18/20



Enter a **Comment** about why you gave the overall rating you chose.

NOTE: This section should provide any additional comments not already mentioned in this document. You do not need to re-summarize comments from previous sections.

Back

Overall Performance



Summary

DePaul Employee added a comment

[Show more info](#)

Employee Rating
Exceeds Expectations

Required



Employee Comment

Overall Comment

Save and Close

Cancel

Additional info





Worker Self-Evaluation

DePaul Employee

Submit

Performance Document 2024-25 Staff Performance Appraisal Evaluated By DePaul Manager

	DePaul Employee added a comment	Employee: Outstanding	Required	▼
	Supports DePaul's Mission, Vision and Values DePaul Employee added a comment	Employee: Exceeds Expectations	Required	▼

Overall Performance

Summary
DePaul Employee added a comment
[Show more info](#)

Employee Rating
Exceeds Expectations ▼

Employee Comment

19/20

×

Click 'Save and Close.'

Back

Save and Close

Cancel

U **A** ▼ ▼

Additional info ▼



Worker Self-Evaluation

DePaul Employee

Performance Document 2024-25 Staff Performance Appraisal Evaluated By DePaul Manager

Submit

	DePaul Employee added a comment	Employee: Outstanding
	Supports DePaul's Mission, Vision and Values DePaul Employee added a comment	Employee: Exceeds Expectations

Overall Performance

	Summary DePaul Employee added a comment	Employee: Exceeds Expectations
--	--	--------------------------------

Additional info

Attachments

Drag and Drop
Select or drop files here.

Add URL

No items to display.

Document dates

Review Period 2024-25	Start Date 7/1/2024	End Date 6/30/2025
--------------------------	------------------------	-----------------------

20/20

When you are finished, click 'Submit.'

NOTE: Once you submit, you must navigate back in and click 'Share and Release' to share the document with your employee.

Back

Performance Document 2024-25 Staff Performance Appraisal Evaluated By DePaul Manager

✓ DePaul Employee added a comment	Employee: Outstanding	Required	▼
✓ Supports DePaul's Mission, Vision and Values DePaul Employee added a comment	Employee: Exceeds Expectations	Required	▼

Overall Performance

✓ Summary DePaul Employee added		Required	▼
			▼

Additional info

Attachments

Drag and Drop
Select or drop files here.

URL

Add URL

No items to display.

Document dates

Review Period
2024-25

Start Date
7/1/2024

End Date
6/30/2025

Congratulations! You have completed your employee's performance appraisal.

Don't forget, you must navigate back in and click 'Share and Release' to share this document with your employee.