

Employee and Supervisor Performance Review/Feedback Tool Tip Sheet

SUPERVISORS (Tips for completing the SUPERVISOR Feedback TOOL)

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EMPLOYEES (Tips for completing the SELF-ASSESSMENT TOOL)

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SECTION 1: SUPERVISORS

(IMPORTANT: Please read through the full set of instructions below before beginning. Where requested in the form, please enter correct emails. Your care in providing the correct emails will ensure that the completed form is forwarded to the appropriate next-level supervisor. Be sure to double check.)

SUPERVISORS - Getting Started

Review the following reference documents before starting:

[-The OWU Guiding Principles and Community Standards](#)

-The employee's current Job Description

-The employee's current work goals.

Work out a date to meet with your employee to discuss both your assessment of the employee and their self-assessment. During this meeting you will provide feedback to the employee about the previous review period and develop a joint action plan for the next review period (work year). Prior to the meeting date, send your employee to the following URL to begin the employee self-assessment process.

<https://forms.gle/fwKkcSqRHtSSWwj86>

(Additionally, [here](#) is a copy of the Supervisor Feedback Form if you, for whatever reason, do not receive a copy upon your employee's completion of the form.)

You can prepare for your employee meeting by doing the following while you wait for your employee to finish their self-assessment:

-Reflect on any notes, emails, etc. you have pertaining to the employee's performance and development, such as positive notes from coworkers or formal complaints. Doing so will give you a more complete image of the employee you're reviewing and their growth over the review period. Only do so for material received within the review period.

-Reviewing the Supervisor Feedback Form preview, which can be found [here](#). Looking over this form beforehand can give you a better idea of what to expect in the actual form.

FILLING OUT THE SUPERVISOR FEEDBACK FORM

- Once your employee has finished their self-assessment and the form is submitted, their results will be automatically emailed to you, along with your link to fill out the supervisory employee review form. As you fill it, take the employee's self-assessment into consideration and answer thoughtfully.
- Be sure to enter your immediate supervisor's email accurately. It is critical for it to be automatically forwarded to them.

NEXT STEPS

-Once the form is filled out, you will receive a PDF copy of your answers, as well as an email confirming that it has been forwarded to the upper level management of the department. Print out a copy of both forms' results, then reach out to your employee to schedule a meeting to review the assessment and form an action plan together.

-During the employee meeting, share your feedback, and collaborate with your employee. Allow them to voice concerns if they have any with your assessment, and work as a team to find ways to improve on their performance, or simply sustain and encourage places where they already exceed expectations. Once all concerns from both parties have been addressed, write a joint action plan together to commit to. Both parties should sign the signature section of the form physically. (Note: Signatures are requested to confirm that a meeting took place. If an employee disagrees with the ratings or feedback provided, the employee may include a written statement indicating their disagreement. However, a signature will be needed at the end of the form.)

AT THE END OF THE EMPLOYEE MEETING

- Scan a copy of the completed form, then send it to your employee as a PDF so they can upload it to ADP.
- Keep all completed forms somewhere safe for comparison during the next employee review. Work to implement the joint action plan in whatever way works best, and exchange informal feedback/discuss if either party feels like the action plan isn't being acted upon.

UTILIZING MULTIPLE USER FORMS AT ONCE

- You may find yourself needing to work on multiple assessment forms at once. If this is the case, the [Supervisor Feedback Form Concurrent Form Page](#) is what you should use.
- Upon clicking the link, mouse over to the top left corner of the screen, click "File", then "Make a Copy".
- You should now find the copy in your Google Docs. Within, there are several links to Supervisor Feedback Forms that can be used concurrently. Up to 11 forms can be used at once. When you begin using a form, please put the name of the employee you're reviewing next to the slot as a reminder.

- **IMPORTANT:** Forms in progress will be preserved until they're submitted. If you wish to edit the form after submitting, there is a link in the email received from the sender "Google Forms" after submitting to edit your responses.

SECTION 2: SELF-ASSESSING EMPLOYEES

EMPLOYEES - GETTING STARTED

- You can review a pre-filled copy of the form beforehand [here](#) if you want to read the questions and prepare.
- Work out a meeting date with your supervisor to go over both parties' reviews before you begin.
- You will need your immediate supervisor's email beforehand. If your supervisor specified a review period, be aware of it. It should be in the email they sent to you, and if not, it's safe to assume that the review period is annual.
- Review the Guiding Principles and Community Standards, then click the provided link to the form [here](#). (It can also be accessed from the webpage this guide is on.)

AFTER YOU FINISH YOUR FORM

- Your immediate supervisor will receive a link to fill out their own form. Once they have done so, the two of you will meet at the previously agreed upon meeting time.
- Upon meeting, you will go over both your self-assessment and their assessment of you. Do not be afraid to voice any concerns or objections you have with their assessment of you, if any arise. Work collaboratively to address all the concerns or positives brought up in both of these documents. After the discussion is finished, you will create a joint action plan with your supervisor to address any concerns, needs, etc. you may have, as well as ways you can grow even better at what you're already good at.

NEXT STEPS

-Your immediate supervisor will scan the form and joint action plan into a PDF, then send it to you in an email for you to upload to ADP. Use the [visual guide](#) for uploading documents to ADP.

-The process is over until your next meeting. Feel free to share informal feedback and concerns with your immediate supervisor if you feel like you aren't being supported towards the goals you agreed on in the joint action plan, or if you just need a different kind of help getting there.

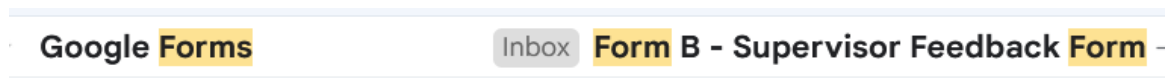
FAQs:

I haven't received one or all of the emails with my responses to the form!

Oftentimes, this can be due to an accidentally incomplete form. The submit button on the "Next Steps" page must be hit in order to submit the form. Thankfully, there are fixes, namely:

- Clicking on the link to the form again (Should resume the form from where you left off.)
- Checking for all emails. One should be from the sender "Google Forms" and be labeled with the name of the form as the subject line.

For example:



For employees, the PDF Version of your responses can be found from the sender "Employee Feedback" with the subject "Employee Performance Review Form".

For Supervisors, the PDF Version of your response can be found from the sender "Supervisor Feedback Form - PDF".

My employee's copy of the form isn't showing up on the Concurrent Form

-Make sure you haven't submitted the form. Forms that are already submitted can be edited via the email received after submitting. If the email doesn't seem to have a link, or you don't have the email anymore, message hastevens@owu.edu to have HR retrieve it for you.