e-PERFORMANCE
HANDBOOK

inspira
e-performance

TABLE OF CONTENTS

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GETTING STARTED

LOGGING IN TO INSPIRA FOR THE FIRST TIME

a. In your web browser, go to ***https://inspira.un.org***

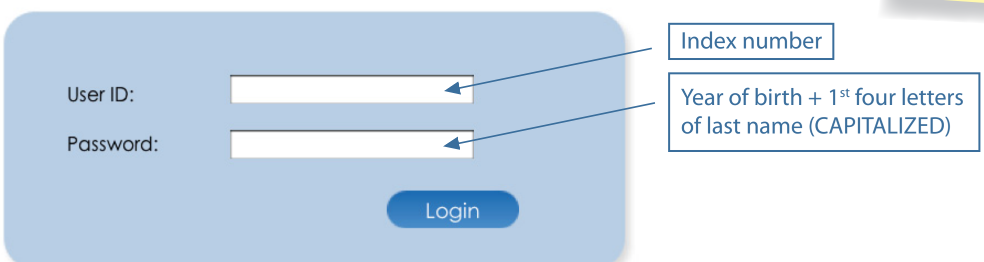
b. Enter your index number as your User ID

c. Enter your year of birth followed by the first four letters of your last name in capital letters as your initial Password. *For example, if you were born in 1973 and your last name is Gonzalez, your initial password would be 1973GONZ. If you were born in 1980 and your last name is Lee, you initial password would be 1980LEE.*

d. Click ***Login***

It is recommended that you use Internet Explorer 8, Mozilla Firefox 3.5 or above

inspira
Human Resources Gateway



e. You will now be prompted to change your password

After logging in for the first time you will be prompted to immediately change your password to something more secure.

CHECK YOUR FUNCTIONAL TITLE

a. Click ***Main Menu › Self Service › Job Information › Job Information Summary***

b. Review the information which is displayed on the screen

Job summary information as of 07 February 2012

Polla Taylor

Job Information

Last Updated Date/Time:	15/12/2011 11:16:02
Status:	Active
Job Code:	3775
Functional Title:	HUMAN RESOURCES ASSISTANT
Job Family:	Human Resources
Level:	G5
Org Unit:	ESCAP IDD
Business Unit:	UNCS
Supervisor:	Justine Rosales

c. If the functional title is incorrect follow the instructions on page 5

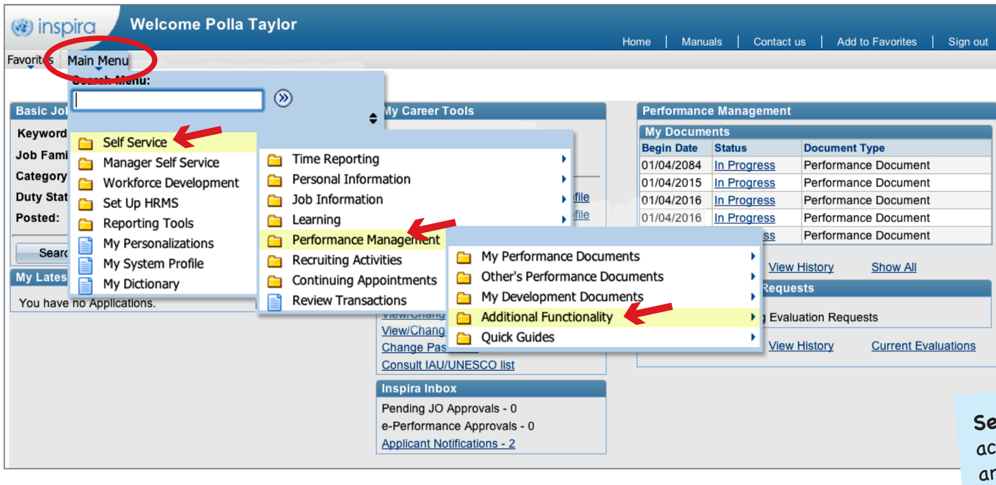
The › icon indicates a series of items you should click in sequence. For example, Main Menu › Self Service indicates that you should click Main Menu and then click Self Service.

If any of the other information displayed requires updating, please contact your personnel office to request that the appropriate personnel action be done

If the level is incorrect, contact your human resources office. If you are on a special post allowance (SPA), it will not be reflected here. This information may be added by the staff member and supervisor in the overall comments section.

CORRECT YOUR FUNCTIONAL TITLE

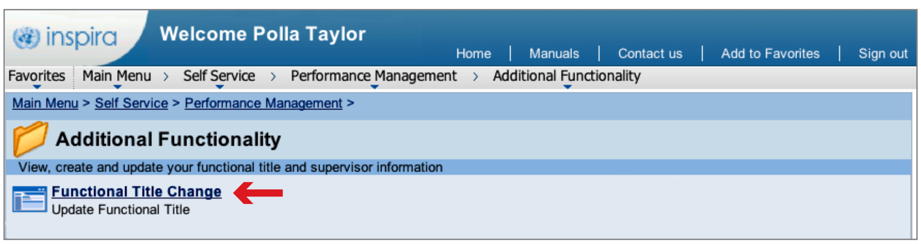
a. Click ***Main Menu › Self Service › Performance Management › Additional Functionality***



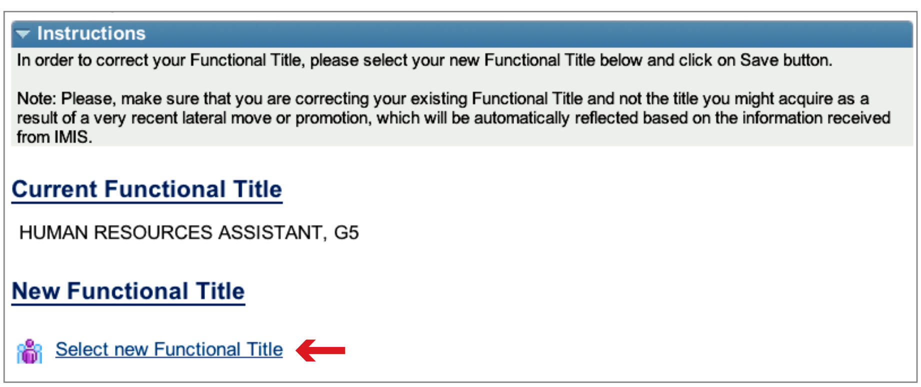
Self Service gives users access to create, review and modify their own performance documents.

Manager Self Service gives access to FRO's and SRO's to review and approve documents for the staff that they supervise.

b. Click Functional Title Change



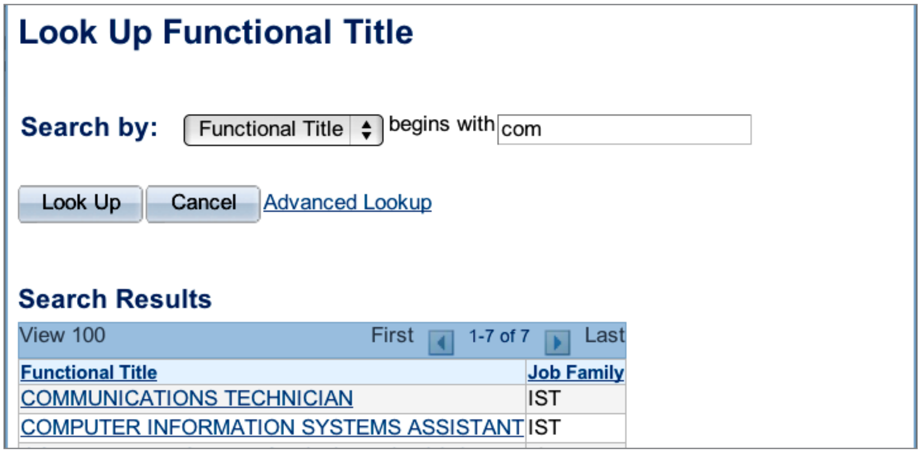
c. Click Select new Functional Title



d. Select ***Functional Title*** in the ***Search by*** drop down box

e. Enter the first few letters of your new title in the ***begins with*** box and click Look Up (Alternatively click on the Look Up button for the available titles)

f. Select your new title



g. Click Save to complete the process

h. Click ***Home*** in the top-right corner of the page to return to the Inspira home page

PROCESS OVERVIEW

The performance management process consists of three main phases: creating a work plan, conducting a mid-point review, and completing the end-of-cycle evaluation. The eight steps in this process are outlined below.

Acronym and Color Key: **SM** = Staff Member **FRO** = First Reporting Officer **SRO** = Second Reporting Officer

PHASE 1: WORKPLAN

1. Create Workplan (SM)
2. Approve Workplan (FRO)

PHASE 2: MID-POINT REVIEW

3. Start Mid-Point Review (SM)
4. Complete Mid-Point Review (FRO)

PHASE 3: END-OF-CYCLE EVALUATION

5. Self Evaluation (SM)
6. Evaluation (FRO)
7. Approve Evaluation (SRO)
8. Acknowledge Evaluation (SM)

PHASE 1: WORKPLAN

STEP 1: CREATE WORKPLAN (SM)

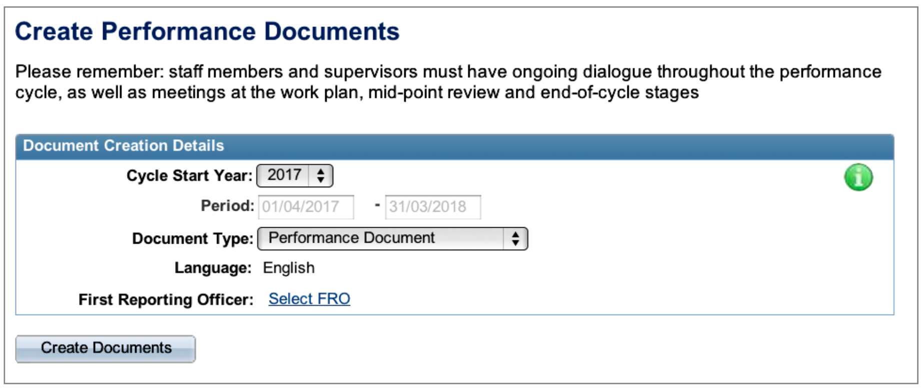
Create the Performance Document

a. Click ***Main Menu › Self Service › Performance Management › My Performance Documents › Create Document***

b. Click the ***Cycle Start Year*** and select the appropriate year

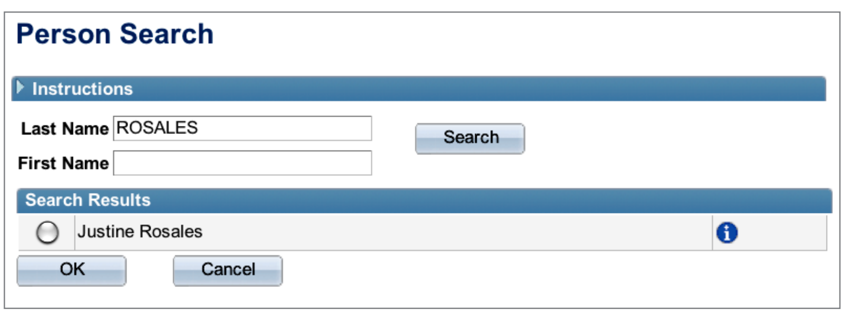
c. Click the ***Document Type*** and select ***Performance Document***

d. Click Select FRO



e. In the ***Person Search*** box, enter the FRO's last name and click Search

f. Select the FRO's name and click OK



g. Click Create Documents on the ***Create Performance Documents*** page

The › icon indicates a series of items you should click in sequence. For example, Main Menu › Self Service indicates that you should click Main Menu and then click Self Service.

Should there be multiple staff members with the same first and last name you can find out their department and functional title by clicking on the information icon

The performance period dates are not modifiable. You may however change the **Actual Period** dates on the work plan. See page 9.

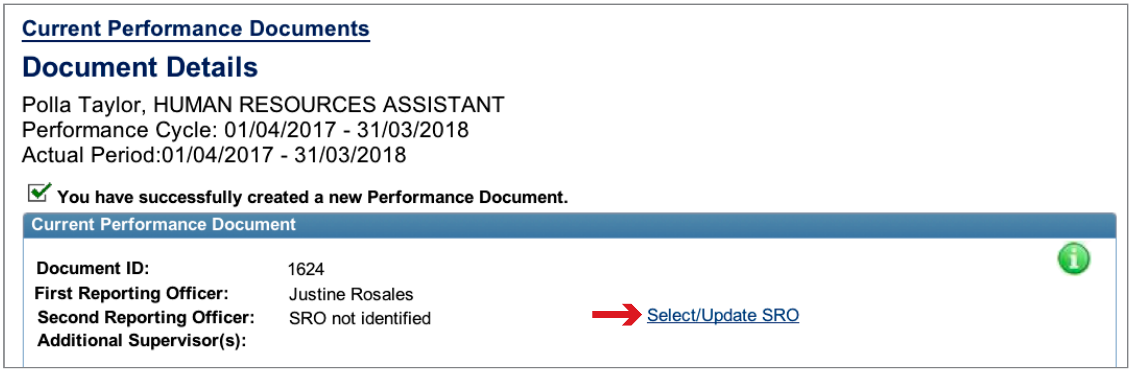
For technical help click on the 'Contact Us' link.

For non-technical help please contact: performancemanagement@un.org

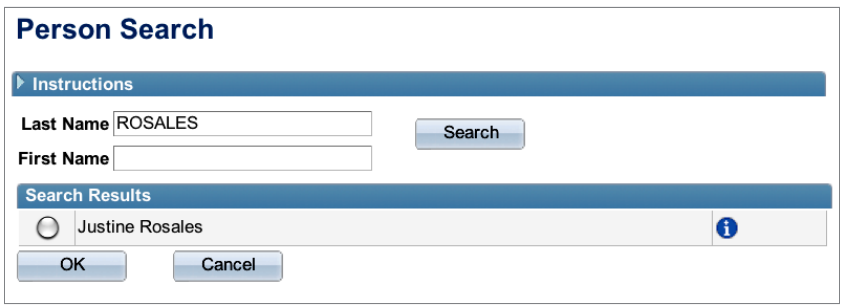
Create Workplan (SM)
Approve Workplan (FRO)
Start Mid-Point Review (SM)
Complete Mid-Point Review (FRO)
Self Evaluation (SM)
Evaluation (FRO)
Approve Evaluation (SRO)
Acknowledge Evaluation (SM)

Starting the Workplan

a. Click Select/Update SRO

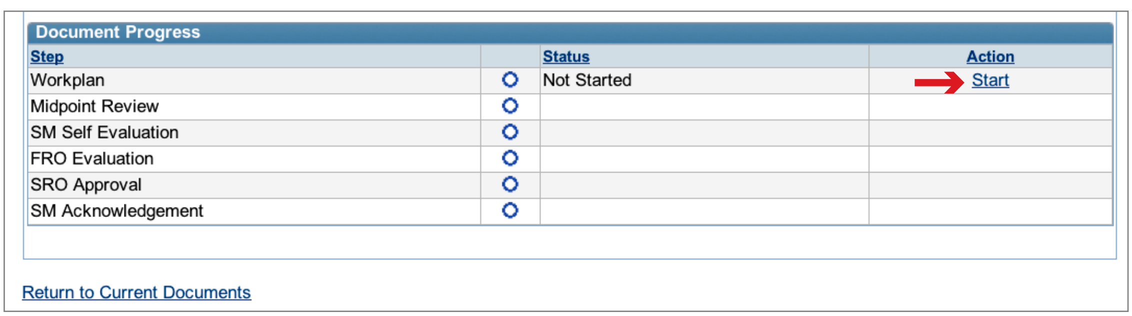


b. Enter the SRO's last name and click Search



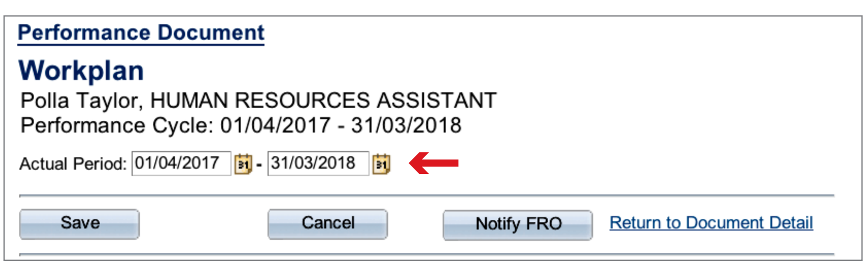
c. Select the SRO's name and click OK

d. Click Start in the ***Workplan*** row to enter the workplan



Update Your Actual Period

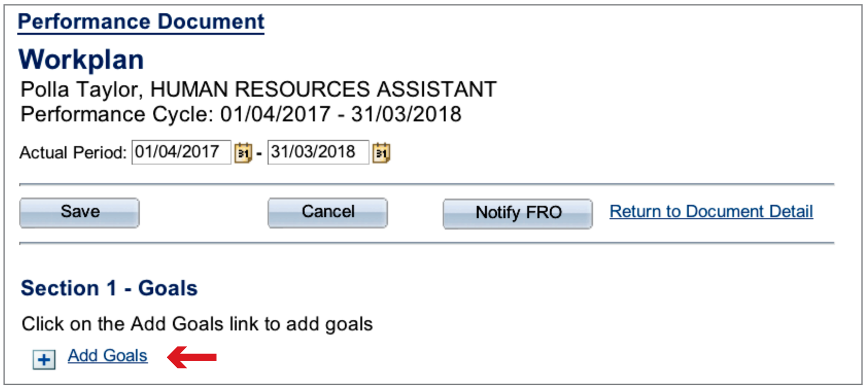
a. If the dates of your evaluation period differ from the performance cycle dates, you may indicate them in the ***Actual Period*** date fields.



Create Workplan (SM)
Approve Workplan (FRO)
Start Mid-Point Review (SM)
Complete Mid-Point Review (FRO)
Self Evaluation (SM)
Evaluation (FRO)
Approve Evaluation (SRO)
Acknowledge Evaluation (SM)

Enter Your Goals

a. In ***Section 1*** of the workplan, click + Add Goals


Performance Document

Workplan

Polla Taylor, HUMAN RESOURCES ASSISTANT
Performance Cycle: 01/04/2017 - 31/03/2018

Actual Period: 01/04/2017 - 31/03/2018

Save | Cancel | Notify FRO | Return to Document Detail

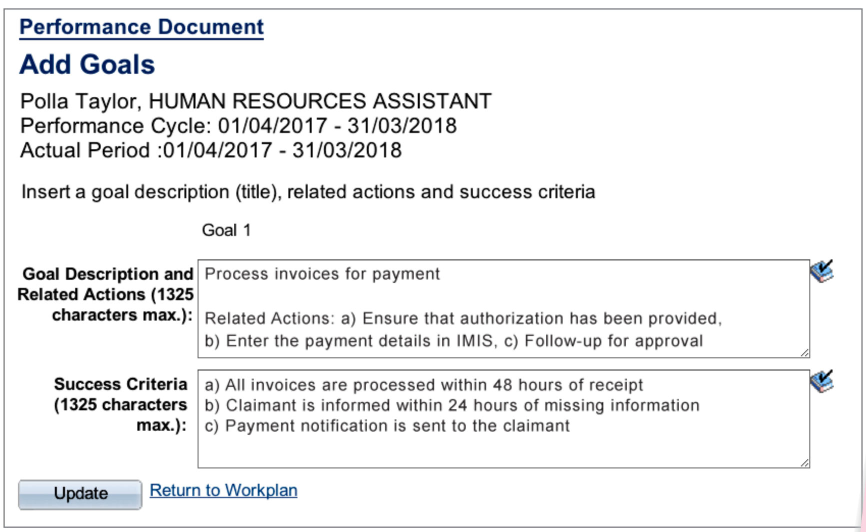
Section 1 - Goals

Click on the Add Goals link to add goals

Add Goals

b. Insert a goal description (title), related actions and success criteria

c. Click Update


Performance Document

Add Goals

Polla Taylor, HUMAN RESOURCES ASSISTANT
Performance Cycle: 01/04/2017 - 31/03/2018
Actual Period :01/04/2017 - 31/03/2018

Insert a goal description (title), related actions and success criteria

Goal 1

Goal Description and Related Actions (1325 characters max.): Process invoices for payment

Related Actions: a) Ensure that authorization has been provided, b) Enter the payment details in IMIS, c) Follow-up for approval

Success Criteria (1325 characters max.): a) All invoices are processed within 48 hours of receipt
b) Claimant is informed within 24 hours of missing information
c) Payment notification is sent to the claimant

Update | Return to Workplan

Click the icon to check your spelling.

d. Repeat steps a. – c. to add additional goals

e. When you are finished adding your goals, click Save

Review Core Values

a. Review ***Section 2,*** which displays the core values that apply to all staff

Add Competencies

a. In ***Section 3,*** click + Select/Add Core Competencies

Section 3 - Core Competencies

Select the Core Competencies most relevant to your goals for this cycle. It is recommended to select four or five.

+ Select/Add Core Competencies

b. Select the core competencies most relevant for this performance cycle

c. Click Update

First 1-8 of 8 Last

	Core Competencies
☐	Communication
☑	Teamwork
☐	Planning & Organizing
☐	Accountability
☑	Creativity
☐	Client Orientation
☑	Continuous Learning
☐	Technological Awareness

Update

Add Managerial Competencies

a. In ***Section 4,*** click + Add Managerial Competencies

b. Select the managerial competencies most relevant for this performance cycle

c. Click Update

First 1-6 of 6 Last

	Managerial Competencies
☑	Managing Performance
☐	Leadership
☐	Vision
☑	Empowering Others
☐	Building Trust
☐	Judgement/Decison-Making

Update

Remember if you have supervisory responsibilities, you must choose **Managing Performance.**

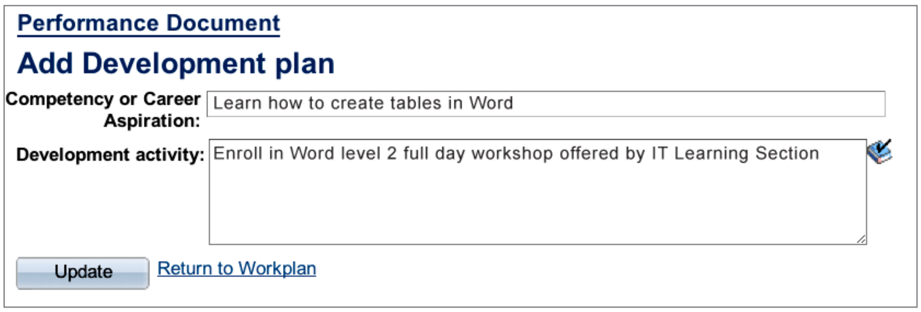
!

Add Your Development Plan

a. In ***Section 5***, click [+] Add Development Plan

b. In the ***Competency or Career Aspiration*** box, enter your development objective. In the ***Development Activity*** box, enter the activity to support the objective.

c. Click [Update]



d. Click [Save]

e. When you have completed your workplan, click [Notify FRO] to inform your supervisor that it is ready for approval

f. Click Return to Document Detail

The [Notify FRO] button triggers an automatic email to the supervisor informing them that the workplan has been created and is pending their approval/completion.

STEP 2: APPROVE WORKPLAN (FRO)

a. Click ***Main Menu › Manager Self Service › Performance Management › Performance Documents › Current Documents***

b. Click Performance Document in the row that corresponds to the staff member and performance cycle you wish to review

Where I am FRO | Where I am SRO

Current Performance Documents

Listed below are the current performance documents for which you are the First Reporting Officer.

Performance Documents — Customize | Find | View All | First 1 of 1 Last

Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Polla Taylor	Justine Rosales	Edouard Constantin	Performance Document	01/04/2017	31/03/2018	Workplan

c. Click Review/Approve in the ***Workplan*** row

Current Performance Documents

Document Details

Polla Taylor, HUMAN RESOURCES ASSISTANT
Performance Cycle: 01/04/2017 - 31/03/2018
Actual Period:01/04/2017 - 31/03/2018

Current Performance Document

Document ID: 1624
First Reporting Officer: Justine Rosales
Second Reporting Officer: Edouard CONSTANTIN
Additional Supervisor(s):

Transfer to Another FRO

Document Progress

Step		Status	Action
Workplan		In Progress	Review / Approve
Midpoint Review			
SM Self Evaluation			
FRO Evaluation			
SRO Approval			
SM Acknowledgement			

Return to Current Documents

If you want the staff member to make changes to the workplan, click Return to SM instead.

d. Review ***Sections 1- 5*** of the workplan. When you are finished, click Approve › Approve to approve

Performance Document

Workplan

Polla Taylor, HUMAN RESOURCES ASSISTANT
Performance Cycle: 01/04/2017 - 31/03/2018

Actual Period: 01/04/2017 - 31/03/2018

Approve | Return to SM | Return to Document Detail

PHASE 2: MID-POINT REVIEW

STEP 3: START MID-POINT REVIEW (SM)

a. Click ***Main Menu › Self Service › Performance Management › My Performance Documents › Current Documents***

b. Click Performance Document in the row that corresponds to the performance dates you wish to review

Performance Documents — Customize | Find | View All | First 1 of 1 Last

Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Polla Taylor	Justine Rosales	Edouard Constantin	Performance Document	01/04/2017	31/03/2018	Midpoint Review

c. Click Start/Edit in the ***Mid-Point Review*** row

Current Performance Documents

Document Details

Polla Taylor, HUMAN RESOURCES ASSISTANT
Performance Cycle: 01/04/2017 - 31/03/2018
Actual Period:01/04/2017 - 31/03/2018

Current Performance Document

Document ID: 1624
First Reporting Officer: Justine Rosales
Second Reporting Officer: Edouard CONSTANTIN — Select/Update SRO
Additional Supervisor(s): — Select/Update Addit. Supervisor

Document Progress

Step		Status	Action
Workplan	✔	Approved	View
Midpoint Review	○	Not Started	Start / Edit
SM Self Evaluation	○		
FRO Evaluation	○		
SRO Approval	○		
SM Acknowledgement	○		

Return to Current Documents

d. Scroll down to ***Section 6*** at the bottom of the page

This is the point at which the Staff Member can add an additional supervisor, see page 26.

For technical help click on the 'Contact Us' link.

For non-technical help please contact:
performancemanagement@un.org

Save often

e. In ***Section 6***, Click the icon in the ***Staff Member*** box to input your comments

f. Click Update


Performance Document

Edit Mid-Point Comments

Polla Taylor, HUMAN RESOURCES ASSISTANT
Performance Cycle: 01/04/2017 - 31/03/2018
Actual Period :01/04/2017 - 31/03/2018

Please remember: staff members and supervisors must have ongoing dialogue throughout the performance cycle, as well as meetings at the work plan, mid-point review and end-of-cycle stages

Comments: All of my goals have been progressing as expected. Additionally, effective 1 September, I assumed the responsibility to update the section's website.

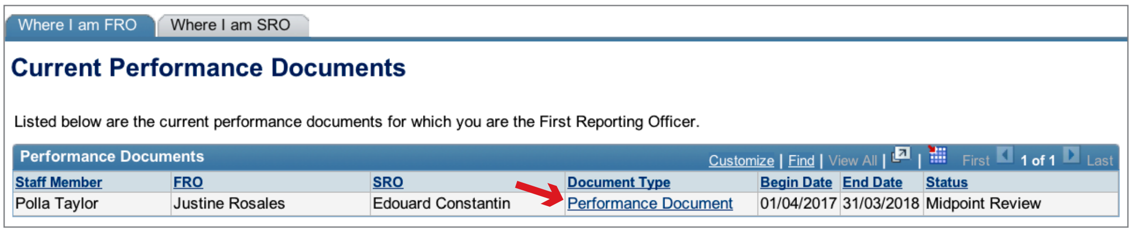
Update Return to Workplan

g. Click Save when you are finished entering your comments and are ready for your FRO to complete the Mid-Point review

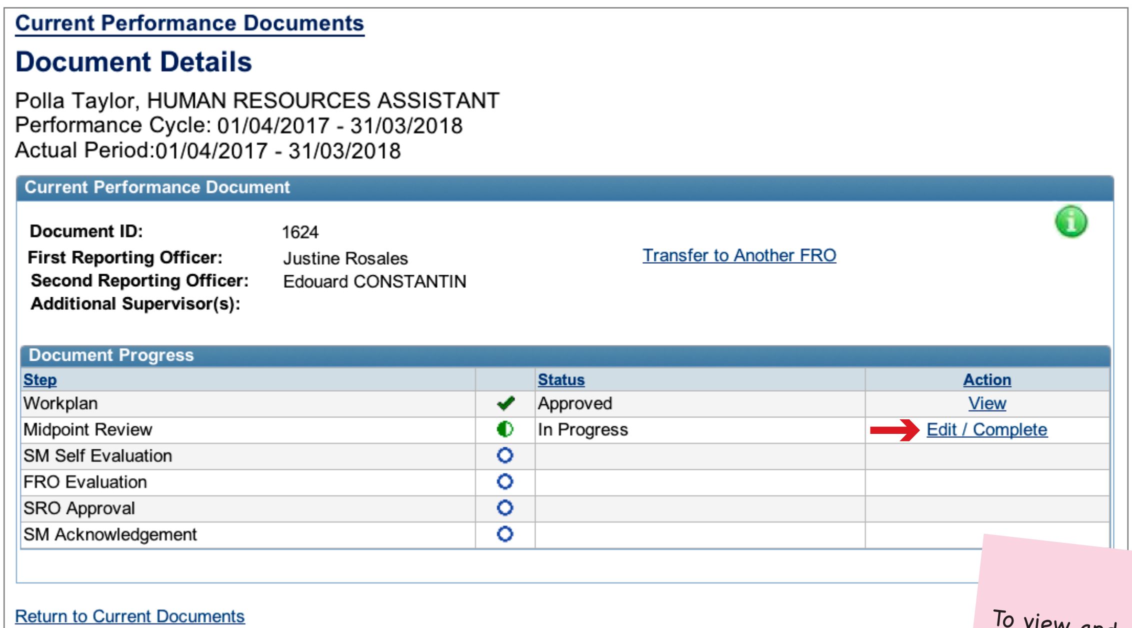
STEP 4: COMPLETE MID-POINT REVIEW (FRO)

a. Click ***Main Menu › Manager Self Service › Performance Management › Performance Documents › Current Documents***

b. Click Performance Document in the row that corresponds to the Staff Member and performance cycle you wish to review



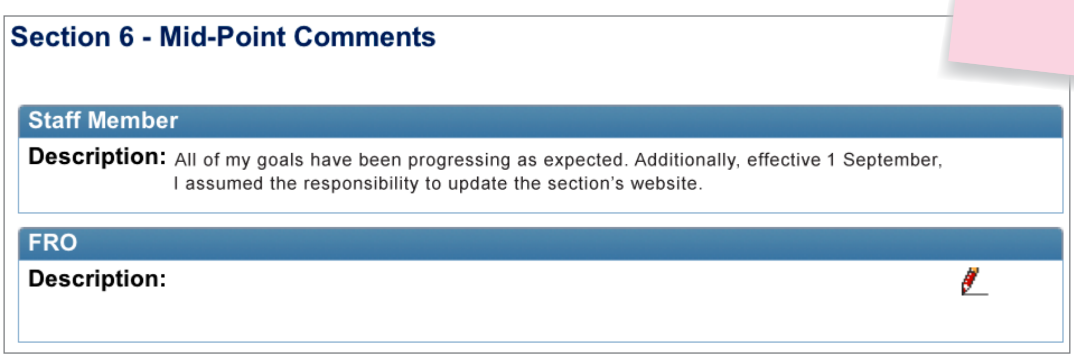
c. Click Edit/Complete in the ***Mid-Point Review*** row



To view and enter midpoint comments, scroll down to section 6.

d. In ***Section 6***, review the staff member's comments at the bottom of the page

e. Click the icon in the ***FRO*** box to add your own comments



f. When you are finished, click Update ❯ Complete ❯ Complete to complete the mid-point review

Performance Document

Edit Mid-Point Comments

Polla Taylor, HUMAN RESOURCES ASSISTANT
Performance Cycle: 01/04/2017 - 31/03/2018
Actual Period :01/04/2017 - 31/03/2018

Please remember: staff members and supervisors must have ongoing dialogue throughout the performance cycle, as well as meetings at the work plan, mid-point review and end-of-cycle stages

Comments: As of the mid-point review time, Polla has made significant progress toward achieving all her goals. She has also assumed responsibility for updating the section's website. Keep up the good work!

Update Return to Workplan

PHASE 3: END-OF-CYCLE EVALUATION

STEP 5: SELF-EVALUATION (SM)

a. ***Click Main Menu › Self Service › Performance Management › My Performance Documents › Current Documents***

b. Click Performance Document in the row that corresponds to the performance cycle dates you wish to review

Performance Documents — Customize | Find | View All | First 1 of 1 Last

Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Polla Taylor	Justine Rosales	Edouard Constantin	Performance Document	01/04/2017	31/03/2018	SM Self & FRO Evaluation

c. Click Start in the ***SM Self Evaluation*** row

Current Performance Documents

Document Details

Polla Taylor, HUMAN RESOURCES ASSISTANT
Performance Cycle: 01/04/2017 - 31/03/2018
Actual Period:01/04/2017 - 31/03/2018

Current Performance Document

Document ID: 1624
First Reporting Officer: Justine Rosales
Second Reporting Officer: Edouard CONSTANTIN — Select/Update SRO
Additional Supervisor(s): — Select/Update Addit. Supervisor

Document Progress

Step		Status	Action
Workplan	✔	Approved	View
Midpoint Review	✔	Completed	View
SM Self Evaluation	○	Not Started	Start
FRO Evaluation	○	Not Started	
SRO Approval	○		
SM Acknowledgement	○		

Return to Current Documents

d. Enter your comments in ***Sections 1-7*** (where applicable)

e. When you are finished, click Complete › Complete › OK to send the self-evaluation to your FRO

Although it is optional, staff are encouraged to complete their self-evaluation in the end-of-cycle.

For technical help click on the 'Contact Us' link.

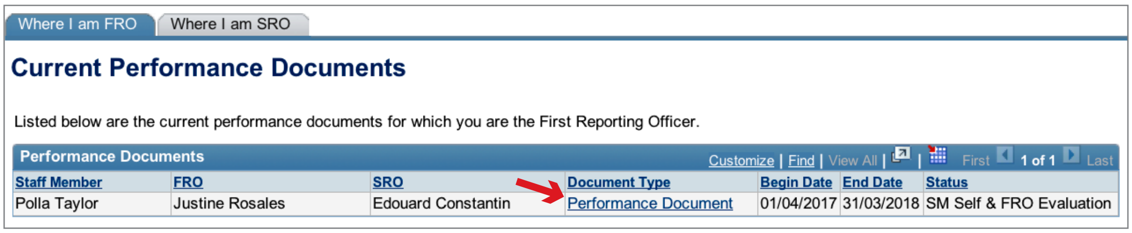
For non-technical help please contact: performancemanagement@un.org

Save often

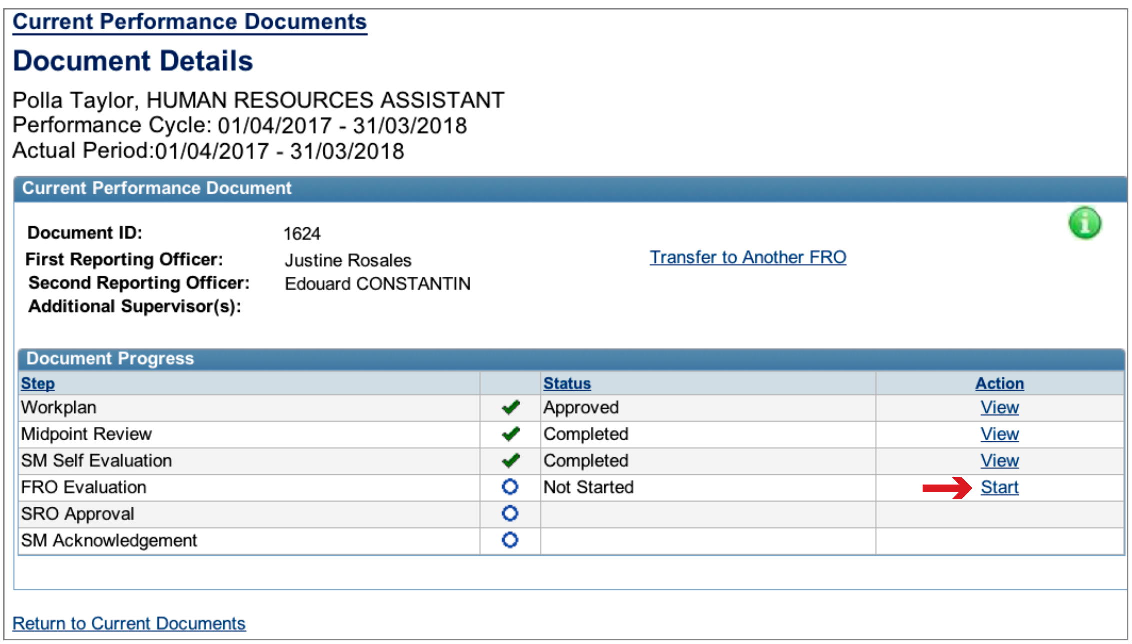
STEP 6: EVALUATION (FRO)

a. Click ***Main Menu › Manager Self Service › Performance Management › Performance Documents › Current Documents***

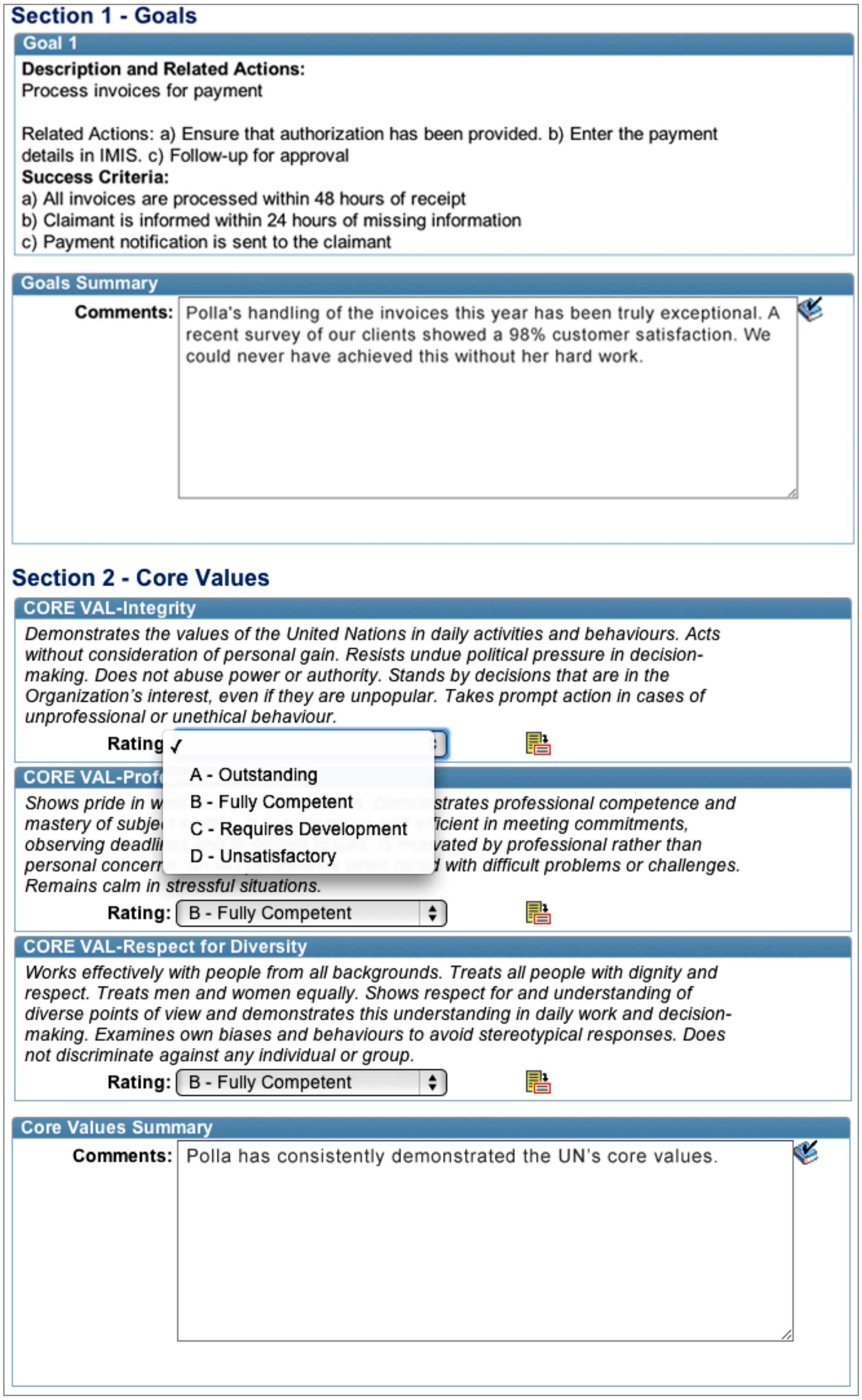
b. Click Performance Document in the row that corresponds to the performance cycle dates you wish to review



c. Click Start in the ***FRO Evaluation*** row



d. Enter your comments and ratings in ***Sections 1-7***


Section 1 - Goals

Goal 1

Description and Related Actions:
Process invoices for payment

Related Actions: a) Ensure that authorization has been provided. b) Enter the payment details in IMIS. c) Follow-up for approval
Success Criteria:
a) All invoices are processed within 48 hours of receipt
b) Claimant is informed within 24 hours of missing information
c) Payment notification is sent to the claimant

Goals Summary

Comments: Polla's handling of the invoices this year has been truly exceptional. A recent survey of our clients showed a 98% customer satisfaction. We could never have achieved this without her hard work.

Section 2 - Core Values

CORE VAL-Integrity

Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

Rating ✓

A - Outstanding
B - Fully Competent
C - Requires Development
D - Unsatisfactory

CORE VAL-Prof

Shows pride in w... strates professional competence and mastery of subje... ficient in meeting commitments, observing deadli... vated by professional rather than personal concern... with difficult problems or challenges. Remains calm in stressful situations.

Rating: B - Fully Competent

CORE VAL-Respect for Diversity

Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

Rating: B - Fully Competent

Core Values Summary

Comments: Polla has consistently demonstrated the UN's core values.

e. When you have finished inserting your comments and ratings, click Submit to SRO ❯ Submit to send the evaluation to the staff member's SRO for approval

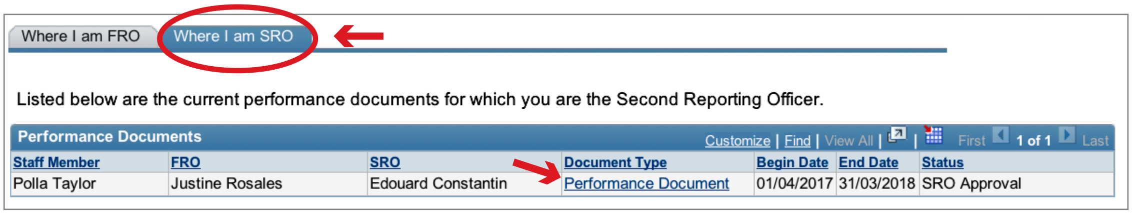
Create Workplan (SM)
Approve Workplan (FRO)
Start Mid-Point Review (SM)
Complete Mid-Point Review (FRO)
Self Evaluation (SM)
Evaluation (FRO)
Approve Evaluation (SRO)
Acknowledge Evaluation (SM)

STEP 7: APPROVE EVALUATION (SRO)

a. Click ***Main Menu* › *Manager Self Service* › *Performance Management* › *Performance Documents*› *Current Documents***

b. Click the ***Where I Am SRO*** tab at the top of the page

c. Click Performance Document in the row that corresponds to the performance cycle dates you wish to review



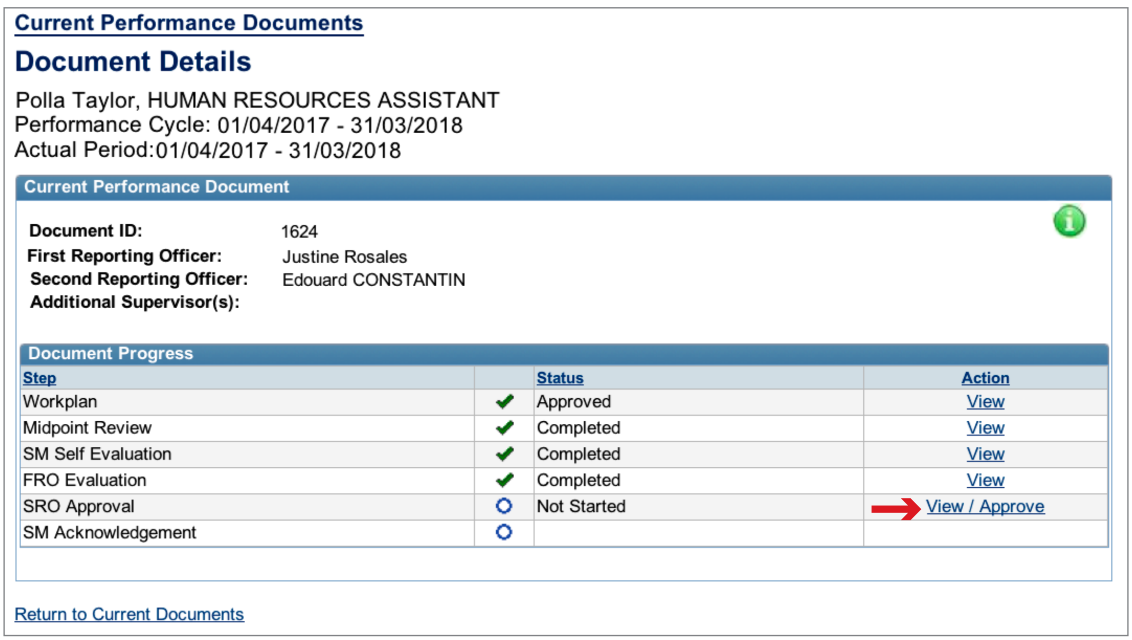
Where I am FRO | Where I am SRO

Listed below are the current performance documents for which you are the Second Reporting Officer.

Performance Documents — Customize | Find | View All | First 1 of 1 Last

Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Polla Taylor	Justine Rosales	Edouard Constantin	Performance Document	01/04/2017	31/03/2018	SRO Approval

d. Click View/Approve in the ***SRO Approval*** row



Current Performance Documents

Document Details

Polla Taylor, HUMAN RESOURCES ASSISTANT
Performance Cycle: 01/04/2017 - 31/03/2018
Actual Period:01/04/2017 - 31/03/2018

Current Performance Document

Document ID: 1624
First Reporting Officer: Justine Rosales
Second Reporting Officer: Edouard CONSTANTIN
Additional Supervisor(s):

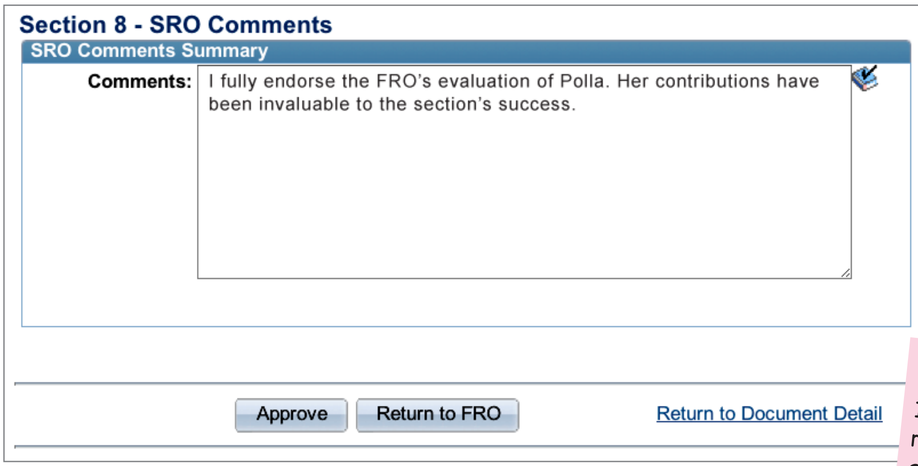
Document Progress

Step		Status	Action
Workplan	✔	Approved	View
Midpoint Review	✔	Completed	View
SM Self Evaluation	✔	Completed	View
FRO Evaluation	✔	Completed	View
SRO Approval	○	Not Started	View / Approve
SM Acknowledgement	○		

Return to Current Documents

e. Review the evaluation in ***Sections 1-7*** and input your comments in ***Section 8*** at the bottom of the page

f. When you are finished, click Approve to approve the evaluation which will then be sent to the staff member for acknowledgment



If you want the FRO to make some changes to the end-of-cycle evaluation, click Return to FRO instead.

Comments should be consistent with the ratings. If not the SRO could return the evaluation for revision prior to approval.

Once the SRO has approved the evaluation, the staff member is automatically notified by email. This message serves as the official notification and the 14 day rebuttal period begins.

STEP 8: ACKNOWLEDGE EVALUATION (SM)

a. Click ***Main Menu › Self Service › Performance Management › My Performance Documents › Current Documents***

b. Click Performance Document in the row that corresponds to the performance cycle dates you wish to review

Performance Documents — Customize | Find | View All | First 1 of 1 Last

Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Polla Taylor	Justine Rosales	Edouard Constantin	Performance Document	01/04/2017	31/03/2018	SM acknowledgement

c. Click View/Acknowledge in the ***SM Acknowledgement*** row

Current Performance Documents

Document Details

Polla Taylor, HUMAN RESOURCES ASSISTANT
Performance Cycle: 01/04/2017 - 31/03/2018
Actual Period:01/04/2017 - 31/03/2018

Current Performance Document

Document ID: 1624
First Reporting Officer: Justine Rosales
Second Reporting Officer: Edouard CONSTANTIN
Additional Supervisor(s):

Document Progress

Step		Status	Action
Workplan	✔	Approved	View
Midpoint Review	✔	Completed	View
SM Self Evaluation	✔	Completed	View
FRO Evaluation	✔	Completed	View
SRO Approval	✔	Completed	View
SM Acknowledgement	○		View / Acknowledge

Return to Current Documents

d. Review the FRO's evaluation and SRO's comments, then enter any additional overall comments you may have in ***Section 9*** at the bottom of the page

Section 9 - Staff Member Comments

Staff Member Comments Summary

Comments: I wish to thank my supervisors for all of their support and encouragement. I am looking forward to another productive year on the team.

e. When you are finished, click Acknowledge Review › OK to acknowledge the evaluation.

ADMINISTRATIVE ACTIONS

CHANGE THE FIRST REPORTING OFFICER (FRO)

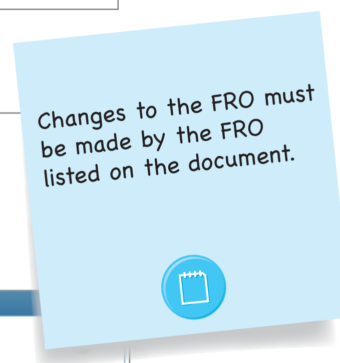
a. Click ***Main Menu › Manager Self Service › Performance Management › Performance Documents › Current Document***

b. Click Performance Document in the row that corresponds to the staff member and performance cycle you wish to review

Performance Documents — Customize | Find | View All | First 1 of 1 Last

Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Polla Taylor	Justine Rosales	Edouard Constantin	Performance Document	01/04/2017	31/03/2018	Workplan

c. Click Transfer to Another FRO



Current Performance Documents

Document Details

Polla Taylor, HUMAN RESOURCES ASSISTANT
Performance Cycle: 01/04/2017 - 31/03/2018
Actual Period:01/04/2017 - 31/03/2018

Current Performance Document

Document ID:	1624
First Reporting Officer:	Justine Rosales
Second Reporting Officer:	Edouard CONSTANTIN
Additional Supervisor(s):	

Transfer to Another FRO

Document Progress

Step		Status	Action
Workplan	✔	Approved	View
Midpoint Review	○	Not Started	Start / Edit
SM Self Evaluation	○		
FRO Evaluation	○		
SRO Approval	○		
SM Acknowledgement	○		

Return to Current Documents

d. Select the name of the staff member whose document you want to transfer.

e. Click Continue

Transfer to another FRO

Select the staff member(s) whose document(s) you wish to transfer, then click the 'Continue' button to proceed.

Performance Documents — Customize | Find | View All | First 1 of 1 Last

	Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status	Status
☑	Polla Taylor	Justine Rosales	Edouard Constantin	Performance Document	01/04/2017	31/03/2018	In Progress	Workplan

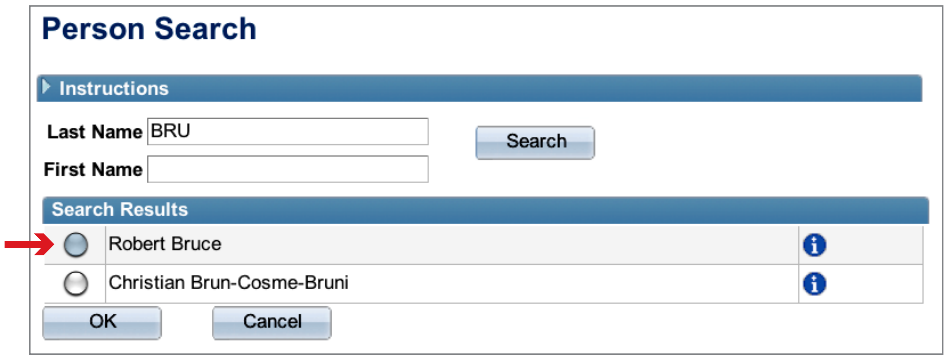
Select All Deselect All Continue

f. Click Select FRO on the ***Confirm Transfer*** page

g. Enter the last name of the FRO and click Search

h. Select the name of the FRO and click OK

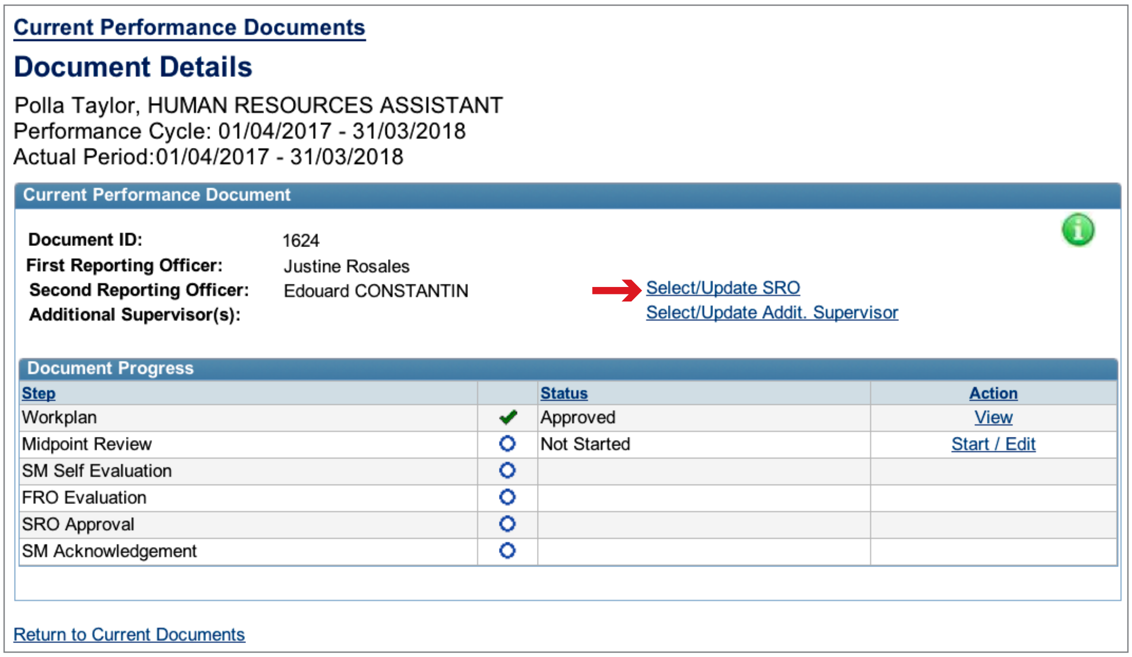
i. Click Save ❯ OK to complete the transfer



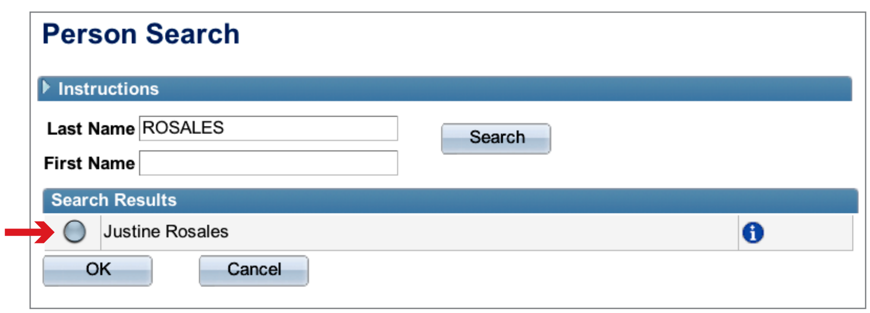
CHANGE THE SECOND REPORTING OFFICER (SM)

a. Click ***Main Menu › Self Service › Performance Management › My Performance Documents › Current Documents***

b. Click Select/Update SRO



c. Enter the SRO's last name and click Search



d. Select the SRO's name and click OK

ADDITIONAL SUPERVISOR FUNCTIONS

The additional supervisor process involves the following three actions/steps:

Staff Member (SM) – Selects the Additional Supervisor(s)

Additional Supervisor(s) – Accepts the request and makes comments

SM, FRO and SRO – Review Additional Supervisor comments

SELECT AN ADDITIONAL SUPERVISOR (SM)

a. Click ***Main Menu › Self Service › Performance Management › My Performance Documents › Current Documents***

b. Click on Select/Update Addit. Supervisor

Current Performance Document

Document ID: 1623
First Reporting Officer: Justine Rosales
Second Reporting Officer: Edouard CONSTANTIN — Select/Update SRO
Additional Supervisor(s): — Select/Update Addit. Supervisor

Document Progress

Step		Status	Action
Workplan		In Progress	Edit
Midpoint Review			
SM Self Evaluation			
FRO Evaluation			
SRO Approval			
SM Acknowledgement			

c. Click on + Add Additional Supervisor

Nominate Additional Supervisor

Polla Taylor, HUMAN RESOURCES ASSISTANT
Performance Cycle: 01/04/2017 - 31/03/2018
Actual Period:01/04/2017 - 31/03/2018

Participant Role: Additional Supervisor 2 Maximum

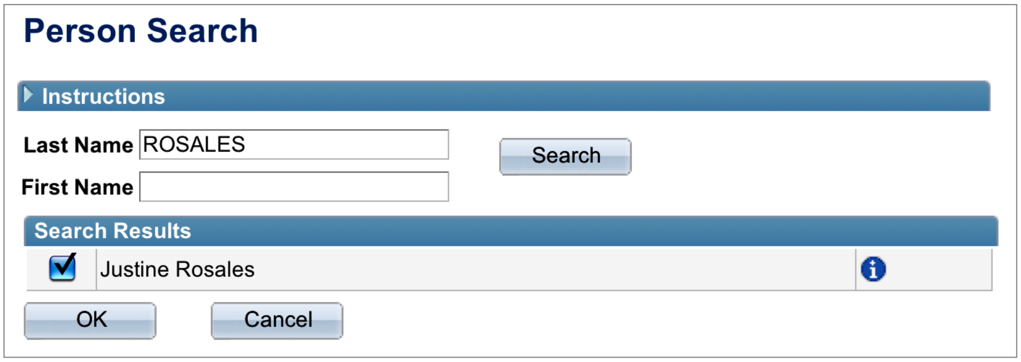
Nominations

Currently there are no nominees in your nomination list.

+ Add Additional Supervisor

d. Enter the Additional Supervisor's last name and click Search

e. Select the Additional Supervisor and press OK



f. Repeat steps c. – e. in order to add a second Additional Supervisor.

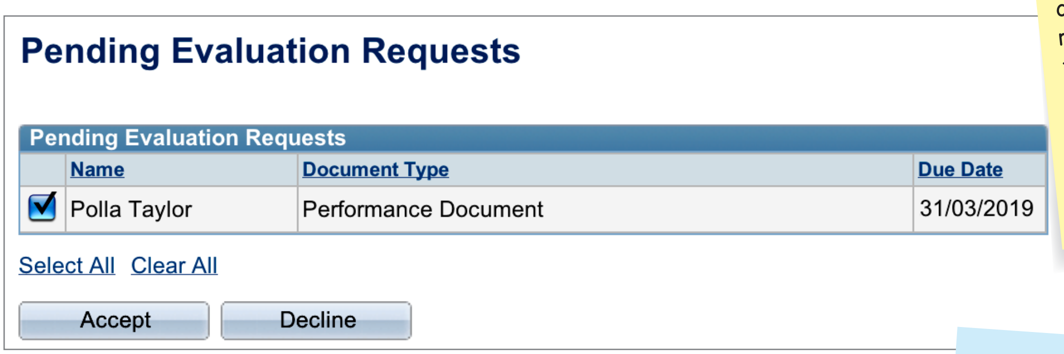
g. When you are finished, click on Save and Submit

ACCEPT THE REQUEST AND COMMENT (ADDITIONAL SUPERVISOR(S))

Step 1: Accept the Evaluation Request

a. Click ***Main Menu › Self Service › Performance Management › Additional Supervisor Functions › Pending Evaluation Requests***

b. Check the box next to the staff member's name and click Accept



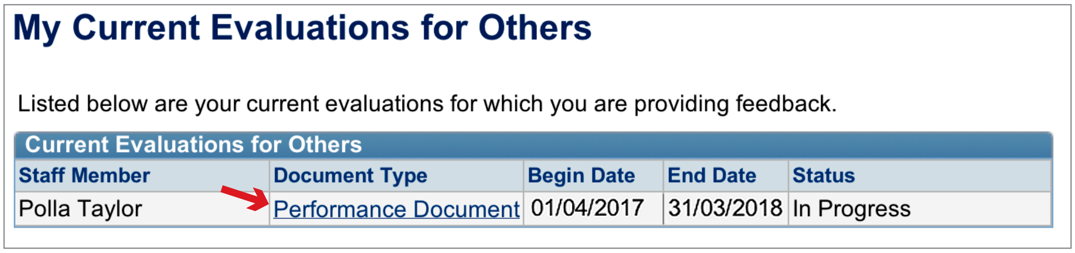
Prior to making comments on the staff member's performance, the additional supervisor must first accept the evaluation request.

Step 2: Provide Comments

a. Click ***Main Menu › Self Service › Performance Management › Additional Supervisor Functions › Current Evaluations***

The evaluation request and comment section can be found under **Self Service › Performance Management › Additional Supervisor Functions**

b. Click Performance Document in the row that corresponds to the ***staff member*** for whom you wish to provide comments for



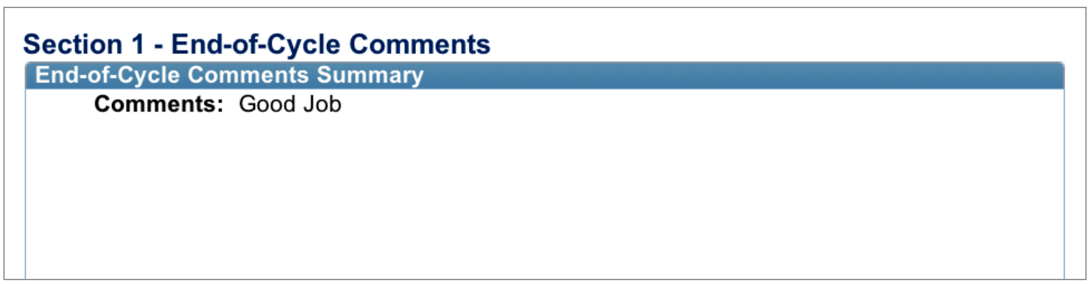
My Current Evaluations for Others

Listed below are your current evaluations for which you are providing feedback.

Current Evaluations for Others

Staff Member	Document Type	Begin Date	End Date	Status
Polla Taylor	Performance Document	01/04/2017	31/03/2018	In Progress

c. Enter your comments



Section 1 - End-of-Cycle Comments

End-of-Cycle Comments Summary

Comments: Good Job

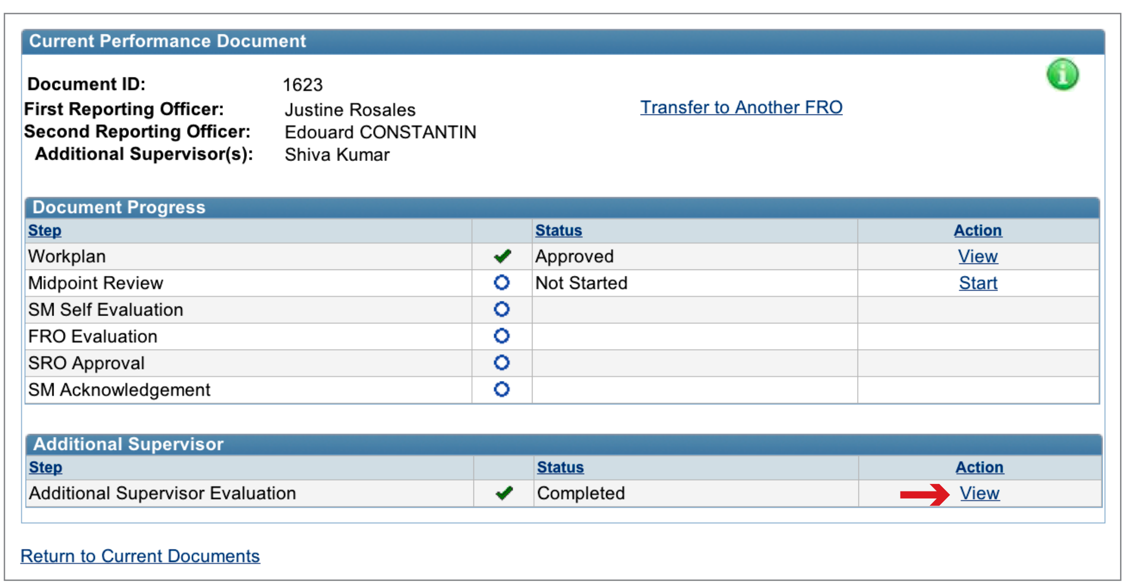
d. When you are finished, click on Complete › Complete

REVIEW ADDITIONAL SUPERVISOR COMMENTS (SM)

a. Click ***Main Menu › Self Service › Performance Management › Performance Documents › Current Documents***

b. Click Performance Document in the row that corresponds to the performance cycle date you wish to review

c. Click View in the ***Additional Supervisor Evaluation*** row



Current Performance Document

Document ID: 1623
First Reporting Officer: Justine Rosales
Second Reporting Officer: Edouard CONSTANTIN
Additional Supervisor(s): Shiva Kumar

Transfer to Another FRO

Document Progress

Step		Status	Action
Workplan	✔	Approved	View
Midpoint Review	○	Not Started	Start
SM Self Evaluation	○		
FRO Evaluation	○		
SRO Approval	○		
SM Acknowledgement	○		

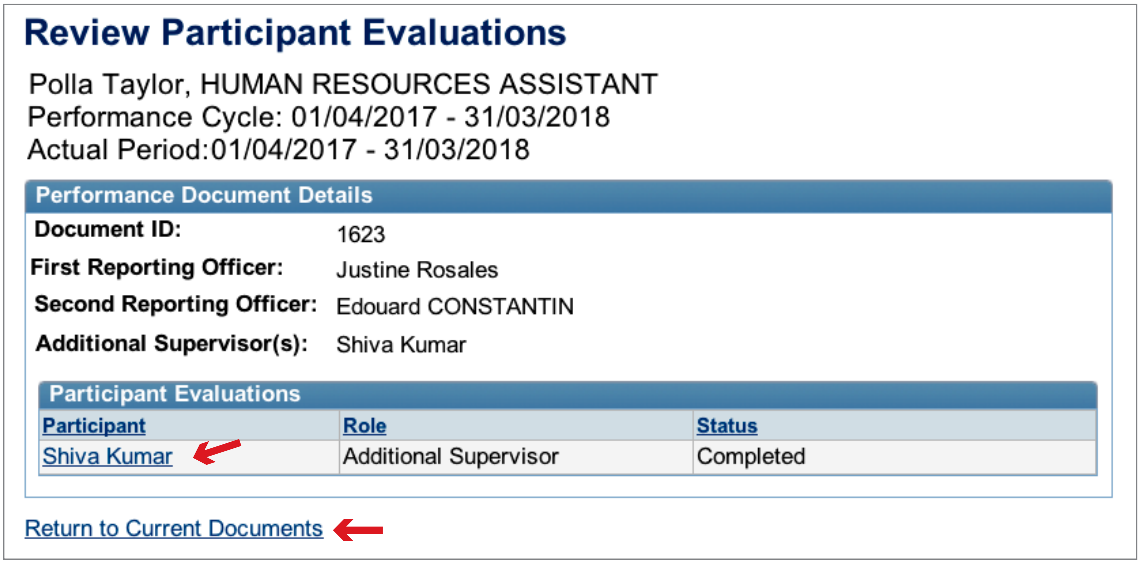
Additional Supervisor

Step		Status	Action
Additional Supervisor Evaluation	✔	Completed	View

Return to Current Documents

d. Click on the ***Additional Supervisor's*** name to view the comments

e. When you are finished, click on Return to Current Documents



Review Participant Evaluations

Polla Taylor, HUMAN RESOURCES ASSISTANT
Performance Cycle: 01/04/2017 - 31/03/2018
Actual Period:01/04/2017 - 31/03/2018

Performance Document Details

Document ID:	1623
First Reporting Officer:	Justine Rosales
Second Reporting Officer:	Edouard CONSTANTIN
Additional Supervisor(s):	Shiva Kumar

Participant Evaluations

Participant	Role	Status
Shiva Kumar	Additional Supervisor	Completed

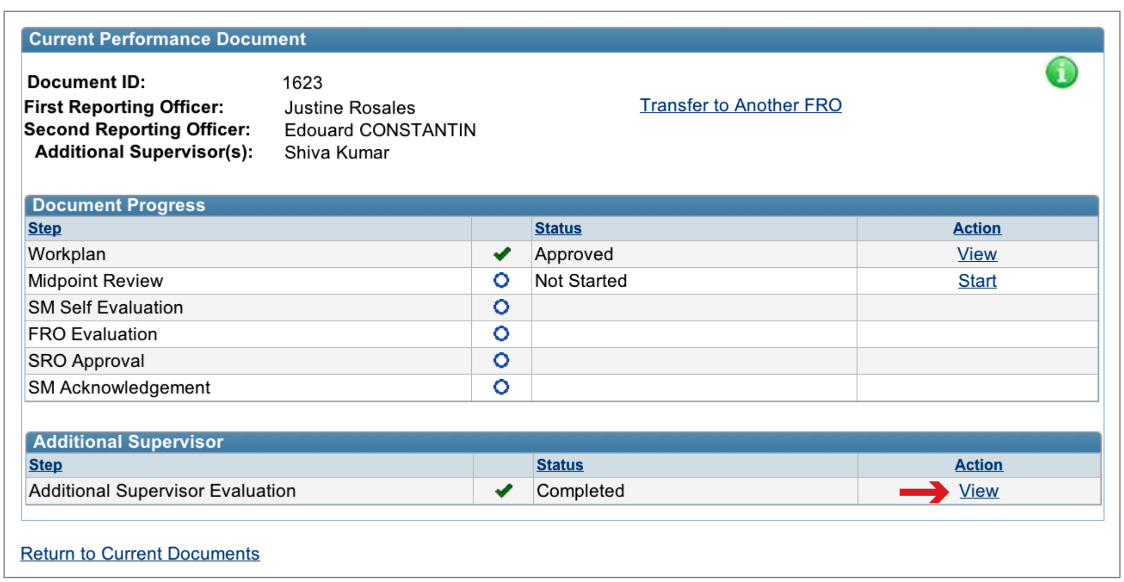
Return to Current Documents

REVIEW ADDITIONAL SUPERVISOR COMMENTS (FRO, SRO)

a. Click ***Main Menu › Manager Self Service › Performance Management › Performance Documents › Current Documents***

b. Click Performance Document in the row that corresponds to the performance cycle date you wish to review

c. Click View in the ***Additional Supervisor Evaluation*** row



Current Performance Document

Document ID:	1623
First Reporting Officer:	Justine Rosales
Second Reporting Officer:	Edouard CONSTANTIN
Additional Supervisor(s):	Shiva Kumar

Transfer to Another FRO

Document Progress

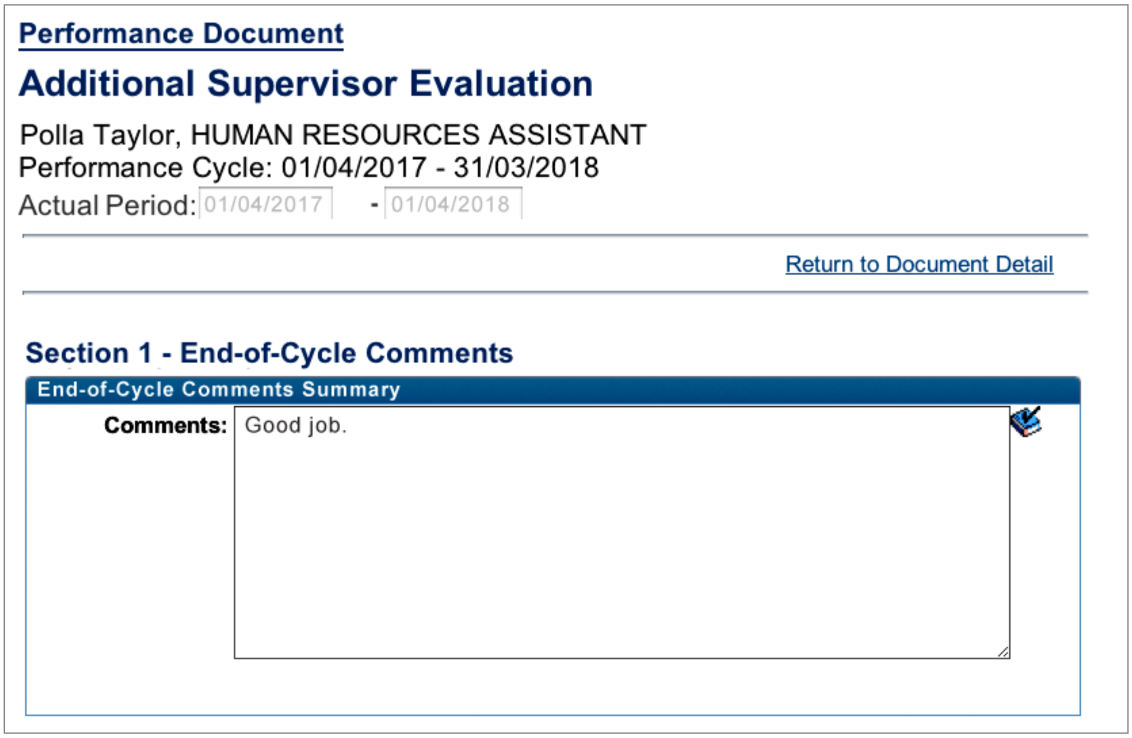
Step		Status	Action
Workplan	✔	Approved	View
Midpoint Review	○	Not Started	Start
SM Self Evaluation	○		
FRO Evaluation	○		
SRO Approval	○		
SM Acknowledgement	○		

Additional Supervisor

Step		Status	Action
Additional Supervisor Evaluation	✔	Completed	View

Return to Current Documents

d. Click on the ***Additional Supervisor's*** name to view the comments


Performance Document

Additional Supervisor Evaluation

Polla Taylor, HUMAN RESOURCES ASSISTANT
Performance Cycle: 01/04/2017 - 31/03/2018
Actual Period: 01/04/2017 - 01/04/2018

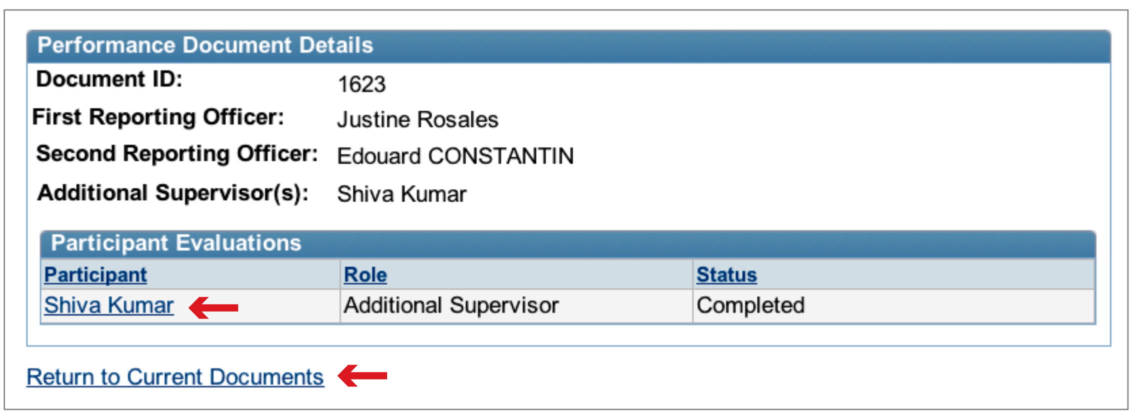
Return to Document Detail

Section 1 - End-of-Cycle Comments

End-of-Cycle Comments Summary

Comments: Good job.

e. When you are finished, click on Return to Current Documents


Performance Document Details

Document ID: 1623
First Reporting Officer: Justine Rosales
Second Reporting Officer: Edouard CONSTANTIN
Additional Supervisor(s): Shiva Kumar

Participant Evaluations

Participant	Role	Status
Shiva Kumar	Additional Supervisor	Completed

Return to Current Documents

PRINT A COMPLETED DOCUMENT (SM)

a. Click ***Main Menu › Self Service › Performance Management › My Performance Documents › Historical Documents***

b. Click Performance Document in the row that corresponds to the performance cycle date you wish to print

Performance Documents — Customize | Find | View All | First 1 of 1 Last

Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Polla Taylor	Justine Rosales	Edouard Constantin	Performance Document	01/04/2017	31/03/2018	SM acknowledgement

c. Click View in the ***SM Acknowledgemen***t row

Document Progress

Step		Status	Action
Workplan	✔	Approved	View
Midpoint Review	✔	Completed	View
SM Self Evaluation	✔	Completed	View
FRO Evaluation	✔	Completed	View
SRO Approval	✔	Completed	View
SM Acknowledgement	✔	Acknowledged	View

d. Click the icon at the top or bottom of the page. A printable version of the document appears

e. In your browser's menu, click ***File › Print*** and follow your usual procedure to print a document

United Nations
Performance Document

Performance Cycle: 2017 - 2018
Performance Period: 01/04/2017 - 31/03/2018
Status: Completed

Taylor, Polla
Functional Title: HUMAN RESOURCES ASSISTANT
Org Unit: ESCAP IDD
Index Number: 999901
Gender: Female
Category: G-5

Section 1 - Goals

End of Cycle Goal Summary

S/M Comments:	Comment inserted here...
FRO Comments:	Evaluation comments inserted here...

PRINT A COMPLETED DOCUMENT (FRO)

a. Click ***Main Menu › Manager Self Service › Performance Management › Historical Documents***

b. Click Performance Document in the row that corresponds to the performance cycle date you wish to print

Performance Documents — Customize | Find | View All | First 1 of 1 Last

Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Polla Taylor	Justine Rosales	Edouard Constantin	Performance Document	01/04/2017	31/03/2018	SM acknowledgement

c. Click View in the ***SM Acknowledgement*** row

Document Progress

Step		Status	Action
Workplan	✔	Approved	View
Midpoint Review	✔	Completed	View
SM Self Evaluation	✔	Completed	View
FRO Evaluation	✔	Completed	View
SRO Approval	✔	Completed	View
SM Acknowledgement	✔	Acknowledged	View

d. Click the icon at the top or bottom of the page. A printable version of the document appears

e. In your browser's menu, click ***File › Print*** and follow your usual procedure to print a document

United Nations
Performance Document
Performance Cycle: 2017 - 2018
Performance Period: 01/04/2017 - 31/03/2018
Status: Completed

Taylor, Polla
Functional Title: HUMAN RESOURCES ASSISTANT
Org Unit: ESCAP IDD
Index Number: 999901
Gender: Female
Category: G-5

Section 1 - Goals

End of Cycle Goal Summary

S/M Comments:	Comment inserted here...
FRO Comments:	Evaluation comments inserted here...