Q1 (First Quarter/March)

Quarterly Feedback

The form is available to the employee and supervisor each quarter.

If neither the employee nor the supervisor accesses (open and work on) the review form, the form will automatically move along throughout the year. The employee and supervisor will receive an email each quarter when the review form is available.

On-going feedback is important and a best practice, however, the quarterly review form is optional.

It’s a process, not just a form!

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Q1</th>
<th>Mid Year</th>
<th>Q3</th>
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</tr>
</thead>
</table>

Performance Review Process

During the fall and early in the New Year, employees and supervisors determine and create an objective or multiple objectives. A minimum of one objective is required for the upcoming calendar year. Five is the maximum number of objectives.

There is an opportunity for the employee and Supervisor to report and review the objective(s) quarterly, however, it is not required.

The mid-year review is strongly encouraged and completion rates will be recorded. Finally, the Year-End review is required and the completion rates will be reported.

Questions? Email hr@olemiss.edu
Objectives

A minimum of 1 (one) objective is required for an employee and the program will allow for up to 5 (five) objectives. The objectives are managed in the “Objectives” module.

The objective(s) are included in the year-long performance review process. The objectives account for 25% of the overall review rating at the end of the year.

Starting the Review Process

First report of the objectives occurs in March.

For Executive, Professional, Clerical, and Technical/Paraprofessional positions (EE01, EE03, EE04, and EE05) the employee kicks off the form.

Email Notification

When the form is launched and made available to the employee, the employee will receive an email with the details and the link for connectu.olemiss.edu.

This is not SPAM.

Questions? Email hr@olemiss.edu
The address for the portal for internal users (current regular, eligible University employees) is connectu.olemiss.edu (or https://connectu.olemiss.edu).

**Logging In**

The program is single sign-on (SSO)*.

Enter your webid (not your email address, exclude @olemiss.edu) and password.

* Single sign-on (SSO) is a property of access control of multiple related, yet independent, software systems. With this property, a user logs in with a single ID and password to gain access to a connected system or systems without using different usernames or passwords.

**Questions? Email hr@olemiss.edu**
“Performance and Engagement” Tile

Once the review submission cycle begins, the employee will find the task in the “To Do” section of the connectU landing page.

The task is included within the “Performance & Engagement” tile. Click the “Performance and Engagement” tile.

Link to open the “1st Quarter Progress” review Form

Click the link, “Report 1st Quarter Progress”
About the Form

The Route Map indicates the current step of the process.

Click on the information icon, [i], to the right of the step for a description of the step.

Required Items to submit the review form

Incomplete Items indicates the number of incomplete, required items for this step.

Questions? Email hr@olemiss.edu
Employee Information

Review the “Employee Information” for accuracy.

The key information is obtained directly from the employee’s current SAP record.

Listed Supervisor and Organization Chart

If the reporting structure must be updated, the department manager or head must email hr@olemiss.edu.

Instructions

Instructions are available for both the employee and the supervisor to reference.

Questions? Email hr@olemiss.edu
About Comments

Use the "Comments" box to journal progress throughout the year. This same box will be used to add comments each quarter. Include the date with each comment.

The established objective(s) is available for the employee to comment on.

Questions? Email hr@olemiss.edu
Remember, use the "Comments" box to journal progress throughout the year.

This same box will be used to add comments each quarter. Include the date with each comment.

For example: “I am off to a great start and entering submitting timely and relevant UM posts monthly. - March 2019”

**Objective Details**

Any comments that were added in the objectives module are also included below each objective.

Questions? Email hr@olemiss.edu
Quarterly Overall Performance

Below the objective and comment box are “Quarterly Overall Performance Comments” section.

This section is the only thing that is technically required.

Submit Form (allow for pop-up window)

Most UM applications, including those within connectU, require the most recent versions of popular browsers, and pop-up windows must be allowed.

Firefox and Chrome are the recommended and supported browsers.

Read More. (Right click over "Read More" link and select "Open in New Tab").

Questions? Email hr@olemiss.edu
Scan the Form

Click “Next” to perform a Spell Check & Perform Legal Scan.

Or uncheck the boxes to disable the scan.

Troubleshooting – “Nothing happened when I submitted the form”

If you do not see the pop-up box, hover over your browser icon and select the pop-up window.

Questions? Email hr@olemiss.edu
Click “OK” to close the Spell Check window
Click “Close” to close “Legal Scan Finished” window.

Email Notification Comments

The employee may include a personal note that will be added to the email notification that the supervisor will receive.

This is optional. The additional comment is not required.

Optional Comment to be added to the automatically generated email

Questions? Email hr@olemiss.edu
An email with standard information and instructions will be sent to the supervisor once the employee clicks “Send to Supervisor” a second time.

Don’t forget to click “Send to Supervisor” again.

**En Route Folder**

The forms are always available to reference in your “My Forms” section. Select “Performance” from the drop down menu, next to the “Home” icon.

**An employee may double check by looking in the performance “My Forms” section, En Route folder.**

Questions? Email hr@olemiss.edu
Go Home

To return to the “Home” page, select the home icon at the top of the page.
Manager’s Step

Melissa Manager reviews the progress of the objective and/or the overall performance.

Email Notification

When the form is made available to the supervisor, the supervisor will receive an email with the details and the link for connectu.olemiss.edu.

This is not SPAM.

Questions? Email hr@olemiss.edu
Email Sample:

University of Mississippi Department of Human Resources <connectu@olemiss.edu>

2019 Performance Review Emp Full Year Form for Ellen Employee Routing Notice

Hello Melissa Manager,

The document 2019 Performance Review Emp Full Year Form for Ellen Employee is now available for your access. This document was last with Ellen Employee and is due on 03/31/2020. Comments from Ellen Employee are:

"YOU MAY ADD A PERSONAL EMAIL NOTE. THIS IS OPTIONAL."

To view the document, go to https://test.connectu.olemiss.edu and select the Performance & Engagement tile on the 'Home' page.

For assistance, email our Human Resources staff at hr@olemiss.edu.

Department of Human Resources
The University of Mississippi

Live site: https://connectu.olemiss.edu

The live site is available at https://connectu.olemiss.edu

“Performance and Engagement” tile on Home Page

The supervisor will find the task in the “To Do” section of the ConnectU landing page.

The task is included within the “Performance & Engagement” tile.

Questions? Email hr@olemiss.edu
Link to Review
Click the link, “Report 1st Quarter Progress.”
If there are multiple direct reports, they will all be listed here.

Required Items to Submit the Form
Again, the objectives are available to comment on. However, only the overall comment is required if the supervisor opens the form.

Performance Objectives
The supervisor may scroll down to the objectives.
This section includes the established objectives that were agreed upon by the employee and supervisor. These objectives are maintained in the “Objectives” module.
Edits to the employee’s objectives must be maintained in the “Objectives” module.
To edit the status indicator, click on the edit icon (pencil).
The employee’s progress comments are located to the right of the supervisor’s comment box.
This is an opportunity for the supervisor to review the progress and comment.

Questions? Email hr@olemiss.edu
Comment for Objective

The established objective(s) is available for the supervisor to comment on.

Remember, use the “Comments” box to journal progress throughout the year.

This same box will be used to add comments, include the date with each comment.

For example:  “Thank you for work on this objective.  I will keep an eye for the next two posts and look forward to reviewing the data at the end of the year - March 2019.”

This comment section is not required.
Objective 2

Implement a department emergency plan
Plan implementation by the beginning of Fall 2019 (August 22nd); including developing the plan, reviewing plan with the Emergency Management Coordinator, and presenting the final plan to all impacted staff.

Supervisor Progress Comments

Please be mindful of the calendar and avoid waiting until the last minute to work on this objective - March 2019

Objective Details

Start Date: 01/01/2019
Status: Not Started

Due Date: 12/31/2019

Comments:

1. Ellen Employee
   03/04/2019
   I recognized that this a very important objectives. Now that it is written down with a timeline, I am more likely to get it done.

Objective 3

Reduce response time for email inquiries from 48 hours to 24 hours by December 1.

Supervisor Progress Comments

The department has been getting good feedback regarding our response times. Thank you for your efforts - March 2019
Quarterly Overall Performance Comments

The quarterly overall performance comment is required. This provides the supervisor the opportunity to comment on the performance of the specific objective and/or the overall performance of the employee.

Submit

Click “1st Quarter Progress Review Completed” again to submit the document.

Questions? Email hr@olemiss.edu
Troubleshooting – “Nothing happened when I submitted the form”

If you do not see the pop-up box, hover over your browser icon and select the pop-up window.

Scan the Form (pop-up window)

Follow the same steps, either enabling or disabling the Spell Check and Legal Scan.

Questions? Email hr@olemiss.edu
Submit

A personal email message may be added to the standard automatic, system generated email.

Don’t forget to click “1st Quarter Progress Review Completed” again.

Submit – Step #2

“1st Quarter Progress Review Completed”

Inbox

Once submitting the form, the next screen displayed is the “Performance” page. Any additional forms will be displayed on this page as it defaults to the Inbox.

Questions? Email hr@olemiss.edu
**En Route**

There is also an “En Route” option that will display the forms that are “en route” and whom the form is currently with.

The performance review form may be viewed, however, the edits to the form will be “locked” until the next quarter.

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**Go Home**

To return “Home” select the home icon on the top of the page.
The Performance tile is removed from the “To Do” section when all of the forms have been processed.

Additional Options on the Form

There are additional options including print, save as a PDF, and Save.

You can print the entire form or select portions of the form.

Questions? Email hr@olemiss.edu
Competed First Quarter (Q1) Step

That completes the first quarter report on objectives and review.

The mid-year review is the next step in June.

There is an opportunity for the employee and supervisor to report and review the objective(s) quarterly, however, it is not required.

The mid-year review is strongly encouraged and completion rates will be recorded.

Finally, the Year-End review is required and the completion rates will be reported.

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Questions? Email hr@olemiss.edu