

Review

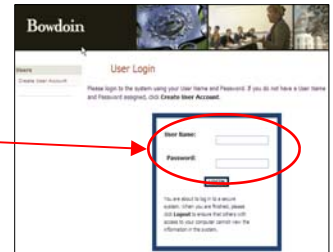
careers.bowdoin.edu/hr

QUICK REFERENCE GUIDE for Employees Performance Evaluations

When your annual evaluation is due, your supervisor will advise you directly or send you an email. He/she may ask you to complete a self-evaluation as part of your annual performance evaluation OR may simply ask you to meet with him/her to discuss your completed annual evaluation and certify online that you met. Use this quick reference guide for instructions on how to proceed in either case.

I. How to Log In

1. Navigate to the **Review** log-in page (<https://careers.bowdoin.edu/hr>). You can find this page linked at the bottom of the Human Resources web page, or you can type the above address directly into the address field of your internet browser.
2. Log into **Review** using your Bowdoin email username and password. If you do not know your username and password, contact the IT Help Desk at x3030 for assistance.
3. Human Resources has already created user accounts for all employees. If you are unable to log in successfully using your Bowdoin username and password, please contact Human Resources (x7070) for assistance.



II. Review your Job Description

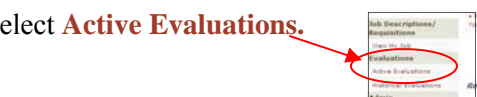
1. Your evaluation will be based on your current job description. To review, click on **View My Job** option on the left.
2. Click on **View Summary**.



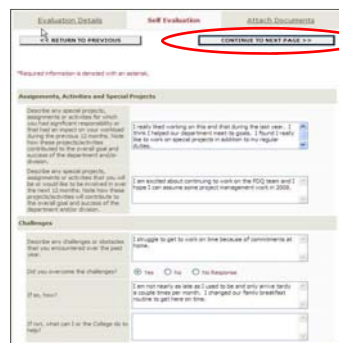
You may review and print out your Job Description. If your Job Description is not current, contact your supervisor. You cannot edit your own job description; your supervisor must edit it, then submit it for approval and addition into the **Recruit** library.

III. Beginning a Self-Evaluation in Review

1. Your supervisor may ask you to complete a self-evaluation. After you log in, select **Active Evaluations**.
2. Click on **View** below your name.



3. Select **Edit** under the page title Self-Evaluation.
4. The self-evaluation has three tabs. The first tab, **Evaluation Details**, cannot be edited. Click on **Continue to Next Page** or click on the **Self-Evaluation Tab** which is divided into four sections (Assignments, Activities and Special Projects, Challenges, Professional Development /Training, Other). You may type information in any or all of these text boxes; none of the fields are required. When you are done, click on **Continue to Next Page**.



IMPORTANT! If you plan to cut and paste any information in Word .doc format into **Recruit**, SPELL CHECK your work in Word before copying and pasting into **Recruit**. **Recruit** does not include an internal spell check function. Also, replace any bullets (•), em (—) or en (–) dashes in your Word document with standard hyphens (-) and asterisks (*).

Tip: Shortcut keys can speed up copying and pasting— use [CTRL+C] to Copy and [CTRL+V] to Paste.

III. Continuing your Self-Evaluation in Review

The third tab of the self-evaluation is **Attach Documents**. If you have a document you would like attached to your evaluation, click on **Attach**.

If you have the file saved on your computer, browse to the file and click **Attach Document**. OR You may type in or copy and paste additional information into the text box. Click **Attach** and then click on **Confirm** on the next page. Any documents will be saved along with your evaluation.

IV. Saving and Submitting your Self-Evaluation to your Supervisor

1. You do not have to complete all portions of the self-evaluation all at once. You may complete some sections, save them, and return to them later. To save and return at a later time, make sure the radio button beside **Save** is green and click on **Continue** and on the next screen **Confirm**.

When you have completed and reviewed all sections of the Self-Evaluation form, submit it to your supervisor electronically. Under the **Evaluation Status**, select **Submit to Supervisor** and then click on **Continue**, then **Confirm**. Your supervisor will receive an email indicating that you have completed the self-evaluation.

Your supervisor will complete the rest of the evaluation and submit it to your evaluating department head for review. When the evaluation is approved, your supervisor will contact you in person or by email to discuss your evaluation.

V. Adding Comments and Certifying Your Evaluation

When you and supervisor meet, you will be able to discuss all aspects of your evaluation: the self-appraisal, previous goals and accomplishments, how you are performing with respect to the essential functions / job summary included in your job description, your overall rating, and goals for the future. You may request a printed copy of your evaluation, or your supervisor may show you how to print one yourself.

Review requires that you log in once again to certify that you met with your supervisor to receive your evaluation. You also will have the opportunity to add comments. The certification does not imply that you agree or disagree with the evaluation or any comments, simply that you met face to face to discuss it.

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2. Log into **Review** using your Bowdoin email username and password.

3. After you log in, select **Active Evaluations** from the options on the left.

4. You will be able to review and print the entire evaluation.

5. In order to certify that you met with your supervisor, move to the end of the evaluation by clicking on the **Comments** tab. You may add any comments by typing into the text box. To certify that you have met, make sure that the radio button **YES** is filled.

6. Under **Action Status**, click on **Submit to Supervisor for Final Review**, then click on **Continue** and **Confirm**. Your supervisor will be able to review any comments you entered, but cannot edit them, before sending the evaluation to Human Resources for final processing. Human Resources will enter your completed evaluation into your evaluation history. In the future, you will be able to review previous evaluations performed in **Review** by selecting Historical Evaluations from the options on the left. Be sure to log out of **Review**!