Viewing and Entering Employee Performance Ratings

Reference Guide
Human Resource Information System

V1

ASU
oasis Online Administrative & Student Information System
Select the **Workforce Development** link

To view or enter an employee’s performance rating, click on:

- Workforce Development
- Competency Management
- Track Person Competencies
- Competencies
Select the Competency Management link
Select the **Track Person Competencies** link

Or, skip **Track Personal Competencies** and go straight to the **Competencies** link via

- Workforce Development
- Track Person Competencies
- Competencies
Figure 4

Select the **Competencies** link
Click the **Search** button

Enter an affiliate ID number, name, or other known value. For this example we'll use an affiliate ID number that has defaulted from our previous search.
Click the **Competency Assignment** tab.

Verify that there is a checkmark in the **Review Active** box.

The information in the fields with an asterisk, as well as the checkmark in the "Review Active" box must be entered here in the Competantancy Evaluation tab, or the system won't allow you to enter information into the Competency Assignment tab.
Click the **arrow** for the **Category** menu.

The second tab on the component - **Competency Assignment** must also be filled in. You cannot rate someone’s competency without having it assigned.
Select the **Skill** item
Click the **arrow** on the menu to select **Type**.
Select the **Rating** item
Click the check box
Click the **Add** button
Select the Competency Rating tab

Select the third tab, Competency Rating to see what rating the employee received and the effective date. There was no history brought over during conversion. Only the last performance rating will be displayed along with any new ratings moving forward.

ASU is not currently using the additional tabs on this section but they may be used in the future.
Click on the **Add a Row** icon (+ sign)
Click the drop down arrow on **Proficiency** to select the appropriate rating

- Exceeds Expectations = 3
- Satisfactory = 2
- Unsatisfactory = 1

Enter the new **Effective Date**. The default date will be the current date.
Select the appropriate Proficiency. For this example we are clicking **Satisfactory**.
Click the **Save** button
That completes the process to add a competency rating for an employee.

The security role for this function is Manager Self Service, which is dynamically assigned. Therefore there is no need to request a role for this function.