



# EDGE Conversations business process guide

## Creating EDGE Conversations using your ASURITE ID

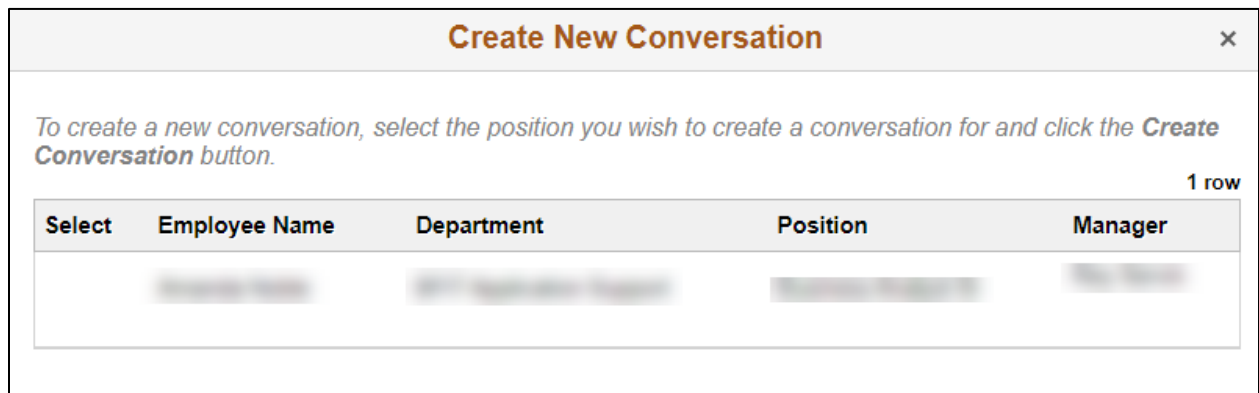
### Employees

**Step 1.** Log in to your My ASU account.

**Step 2.** Select **EDGE Conversations** under **My Employment**



**Step 3.** Select **Create New Conversation**. Next, select a position if multiple positions are displayed.



**Step 4.** The created conversation defaults to the current quarter. If you are submitting a different conversation, select the correct one.



**Step 5.** An employee enters comments.

**Step 6.** Employee selects **Save to Draft**. Note: Supervisor cannot view comments in **Save to Draft**. If still in draft status, an employee can select **Delete Conversation** if created in error.

Select **Submit to Supervisor**. An email confirmation is then sent to the employee and supervisor.



## Supervisors

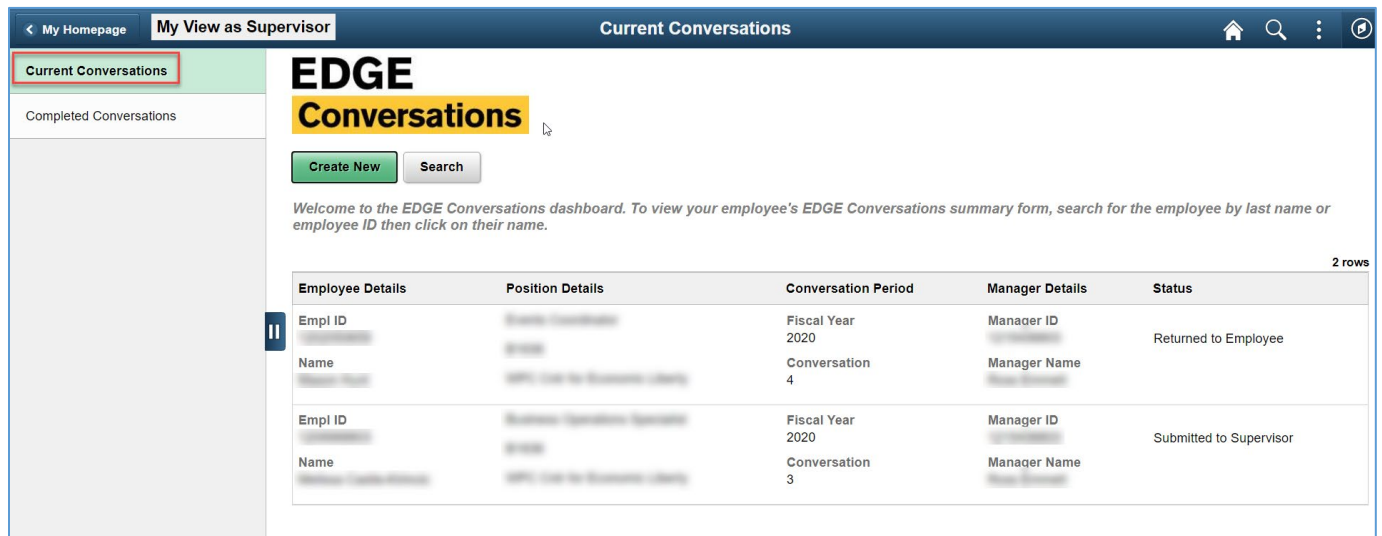
### How to view employee-submitted comments

**Step 1.** Log in to your My ASU account.

**Step 2.** Select **Review EDGE Conversations** under the **Manager** tab of **My Employment**.



**Step 3.** Select **Current Conversations** to view employee-submitted EDGE Conversations comments.



The employee and supervisor should meet to discuss. After that meeting, the supervisor can fill in their comments.



**Step 4.** Select the employee to complete the supervisor comments section on submitted EDGE Conversations.

**Step 5.** Respond to employee's comments and add additional feedback. Select **Meeting Expectations** or **Not Meeting Expectations**.

**Supervisor Comments**

*If the employee has performed well for the quarter, that information can be explained in the Supervisor Comments section. If there have been a few performance concerns but not enough to be considered not meeting expectations, then that information can be explained in the Supervisor Comments section.*

*Select Return if you received the conversation form in error or if you would like the employee to edit their comments based on your in-person discussion.*

*Warning: Select 'Save to Draft' below frequently to avoid losing your work*

Enter supervisor comments regarding the employee.

Meeting Expectations  
 Not Meeting Expectations

If the conversation was sent in error or you would like the employee to make edits, select **Return**. This will send the form back to the employee for corrections. You may also return the summary form if it was sent to you in error. You must enter a reason to send it back to the employee.

The status will change to **Returned to Employee**.

**Reason for Return** ×

*Please enter the reason you are returning this conversation to the employee.*

Missing items discussed



Current Conversations

Returned to Employee

Department	Fiscal Year
0120	2020
Department Name	Quarter
University Registrar Services	3

If no edits are required, select **Submit for Completion**. This will send an email confirmation to the employee, and the status displays **Complete**.

My Homepage

Current Conversations

Create New View All Search

Completed Conversations

Complete

Employee Detail

Empl ID	Department	Fiscal Year
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The supervisor can also **Save to Draft to complete later**. An employee is not able to view comments in **Save to Draft** status.



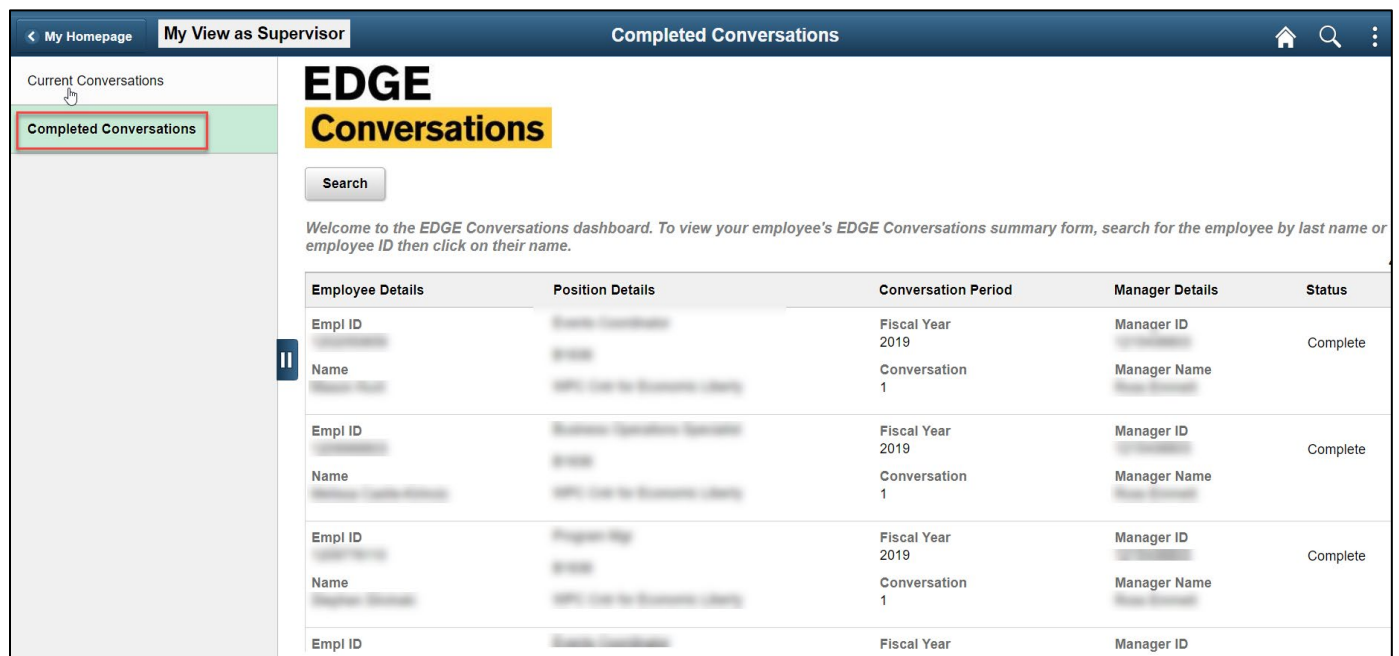
## How supervisors view complete EDGE Conversations

**Step 1.** The supervisor must log into **HR PeopleSoft**. Then, select the link in the email or access directly in **HR PeopleSoft**.

**Step 2.** Select **Review EDGE Conversations** under the **Manager** tab of **My Employment**.



**Step 3.** Select **Complete Conversations** to view all completed EDGE Conversations.



**Step 4.** Select **Search** to view filter criteria.



### Search Conversations

To locate an employee's EDGE Conversation, utilize one or more of the fields below and click the Find Conversations button.

Last Name

First Name

Fiscal Year

Conversation

Conversation Status

**Find Conversations**