EDGE Conversations business process guide

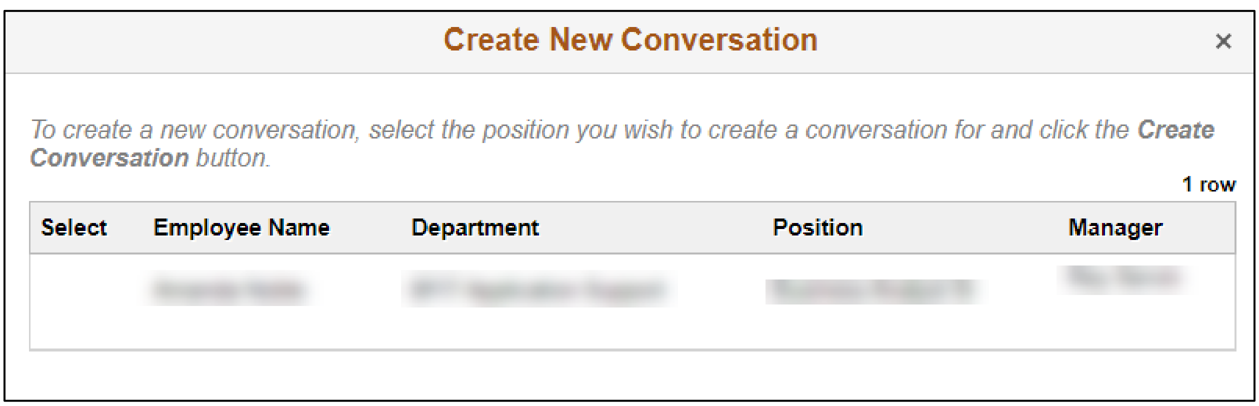
Creating EDGE Conversations using your ASURITE ID

Employees

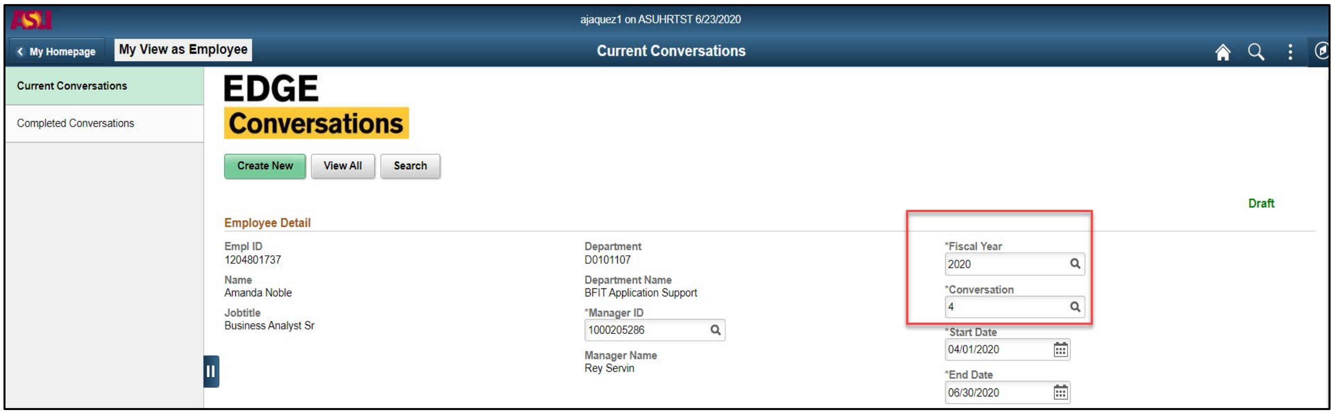
Step 1. Log in to your My ASU account.

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

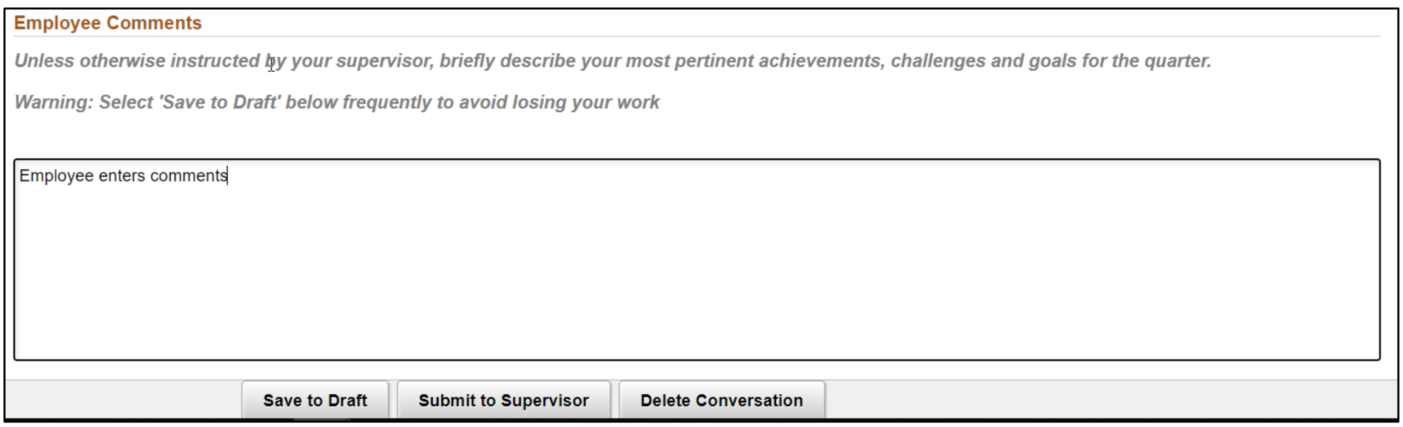
Step 3. Select **Create New Conversation.** Next, select a position if multiple positions are displayed.



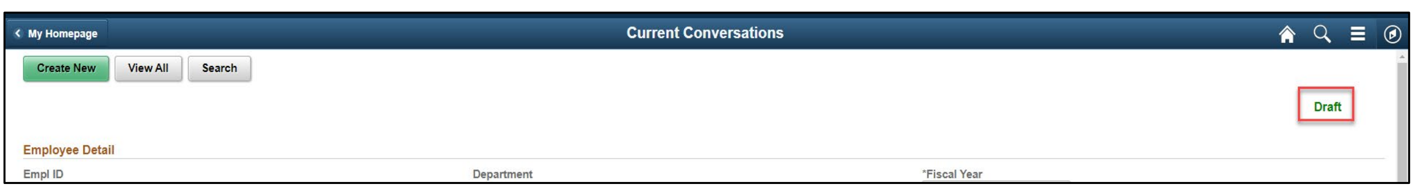
Step 4. The created conversation defaults to the current quarter. If you are submitting a different conversation, select the correct one.



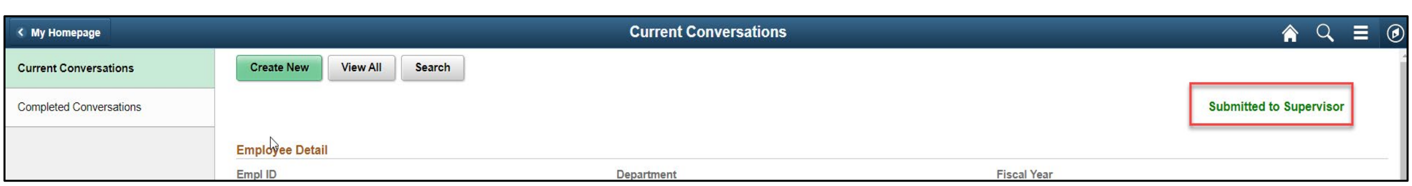
Step 5. An employee enters comments.



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.



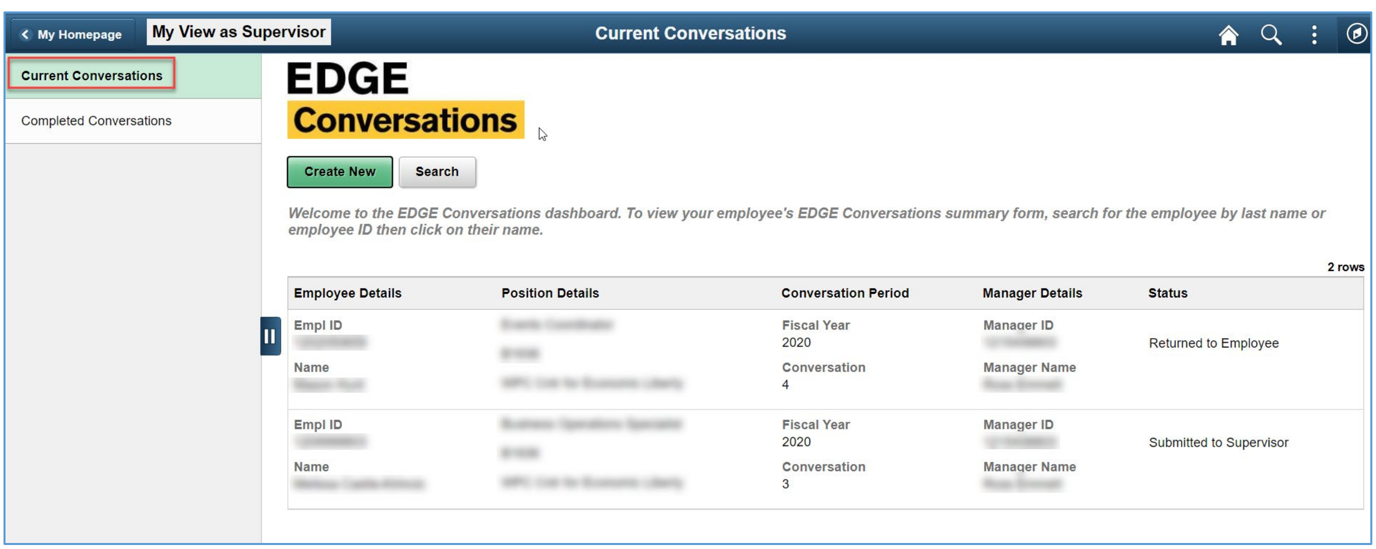
Supervisors

How to view employee-submitted comments

Step 1. Log in to your My ASU account.

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

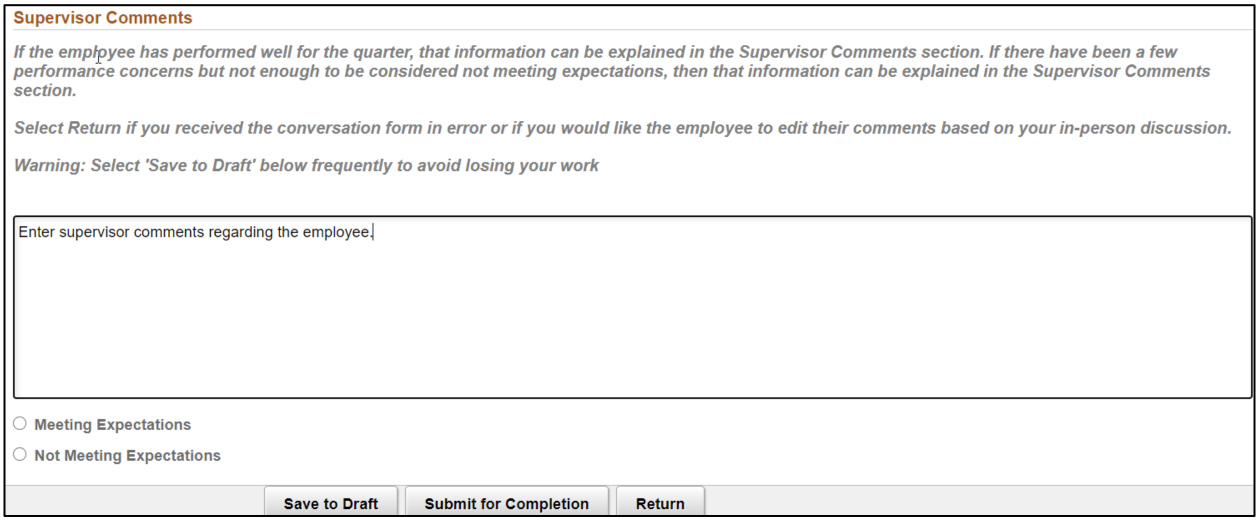
Step 3. Select **Current Conversations** to view employee-submitted EDGE Conversations comments.



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

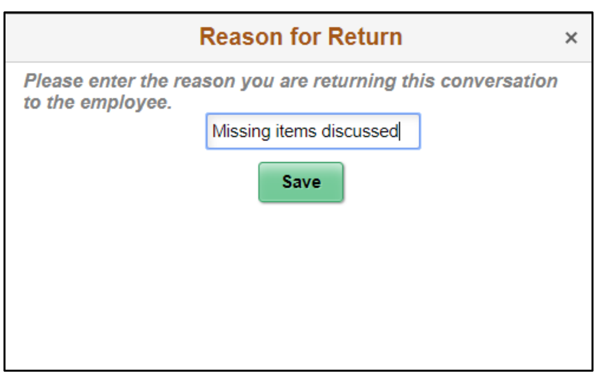
Step 4. Select the employee to complete the supervisor comments section on submitted EDGE Conversations.

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

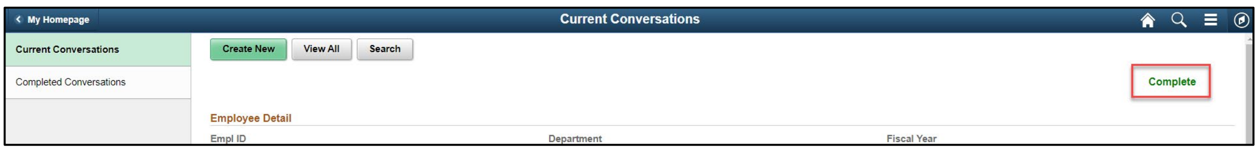


If the conversation was sent in error or you would like the employee to make edits, select **Return.** This will send the form back to the employee for corrections. You may also return the summary form If it was sent to you in error. You must enter a reason to send it back to the employee.

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



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



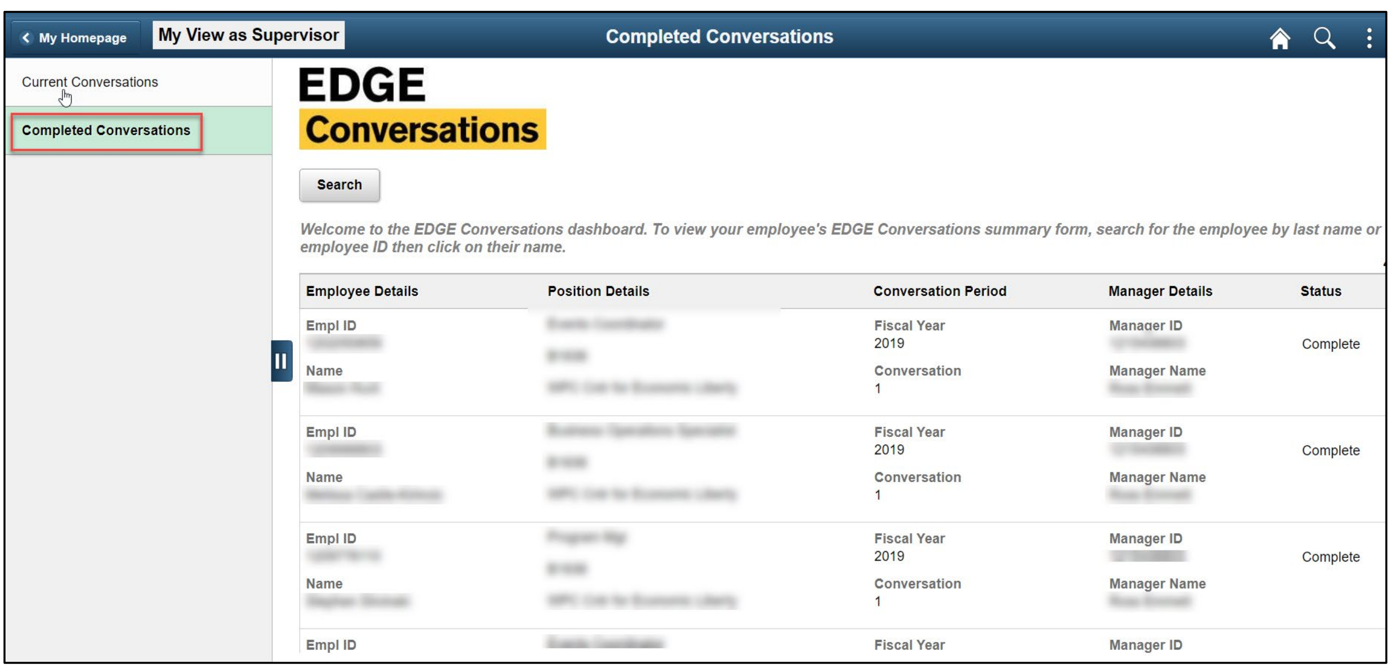
The supervisor can also **Save to Draft to complete later.** An employee is not able to view comments in **Save to Draft** status.

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 **Manger** 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