

The Online Performance Review Module at Roger Williams University & School of Law

Instructions for Employees



Performance Review Module Instructions for Employees

When the Performance Review period opens you will receive an email from the Hirezon system informing you that the Self-Evaluation has been sent. There is a link in the email that will take you right to the site.

Below is what the email from the system looks like. By clicking on the [CLICKING HERE](#) hyperlink, you will be directed to the review.

Dear [NAME],

The Performance Evaluation process at Roger Williams University has begun for the year. As part of the process, please complete your self-evaluation by [CLICKING HERE](#).

- **While completing the evaluation is voluntary, you must log into the Interview Exchange system and acknowledge receipt of the form.**

Please note that the self-evaluation is an opportunity to inform your Supervisor of your accomplishments and trainings throughout the year, and for you to express the career path you would like to explore. This process is your opportunity to partner with your supervisor and ensure you are being recognized for your work and given the tools you need to grow and succeed.

If you have any questions, or would like to discuss writing your self-evaluation, please contact the Compensation team in Human Resources.

The Department of Human Resources

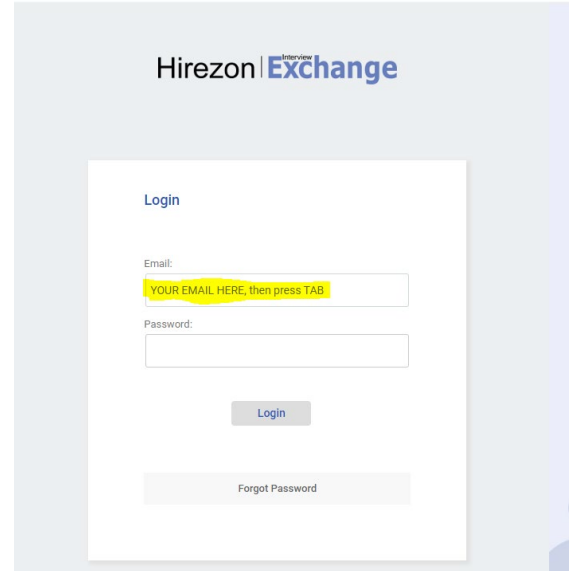
Roger Williams University

If the link does not work, you may access the Hirezon site at:

- <https://sso.interviewexchange.com/rwu/sso.jsp>

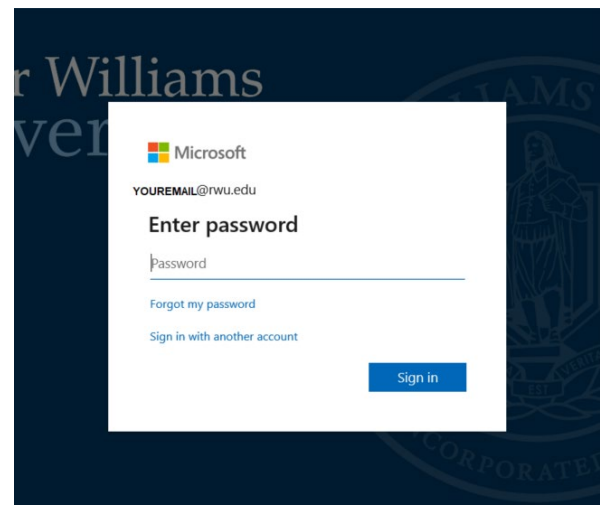
You will log into the system using your RWU Single Sign on.

**On the Hirezon/Interview Exchange login page,
enter your email address and then
TAB into the password line.**

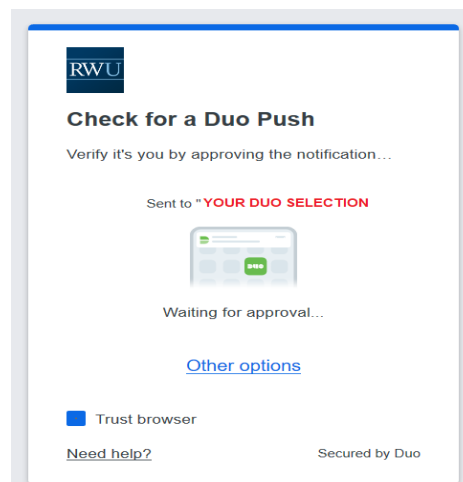
A screenshot of the Hirezon Interview Exchange login page. The page has a light blue header with the text "HirezonzInterview Exchange". Below the header is a white login box. Inside the box, the word "Login" is at the top. There is an "Email:" label followed by a text input field. A yellow highlight is over the input field with the text "YOUR EMAIL HERE, then press TAB". Below the email field is a "Password:" label followed by a password input field. At the bottom of the login box are two buttons: "Login" and "Forgot Password".

**This will re-direct you to the RWU
single sign on page.**

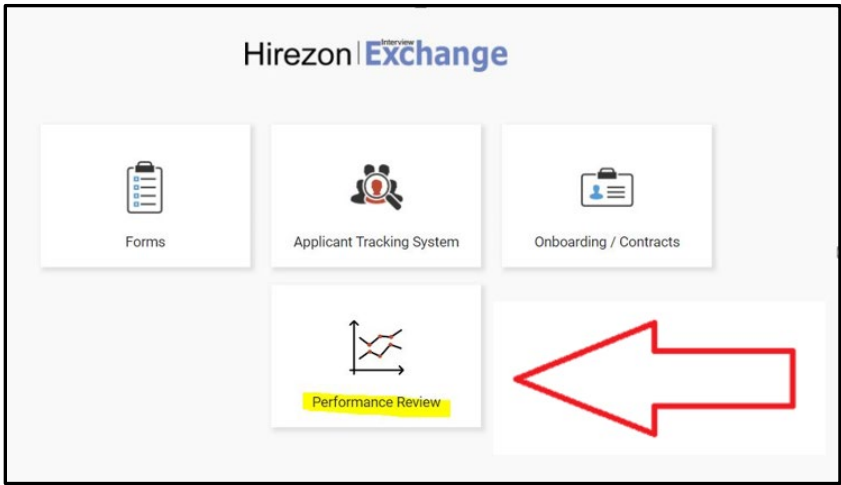
Use the same login as Office365
(not necessarily your network password)

A screenshot of the Microsoft Office 365 login page. The page has a dark blue background with the text "r Williams" and "ver" visible. In the center is a white login box. Inside the box, the Microsoft logo is at the top, followed by the text "YOU'REMAIL@rwu.edu". Below that is the text "Enter password". There is a password input field. Below the password field are two links: "Forgot my password" and "Sign in with another account". At the bottom right of the login box is a blue "Sign in" button.

**You will get a Duo Push
for 2-step verification**

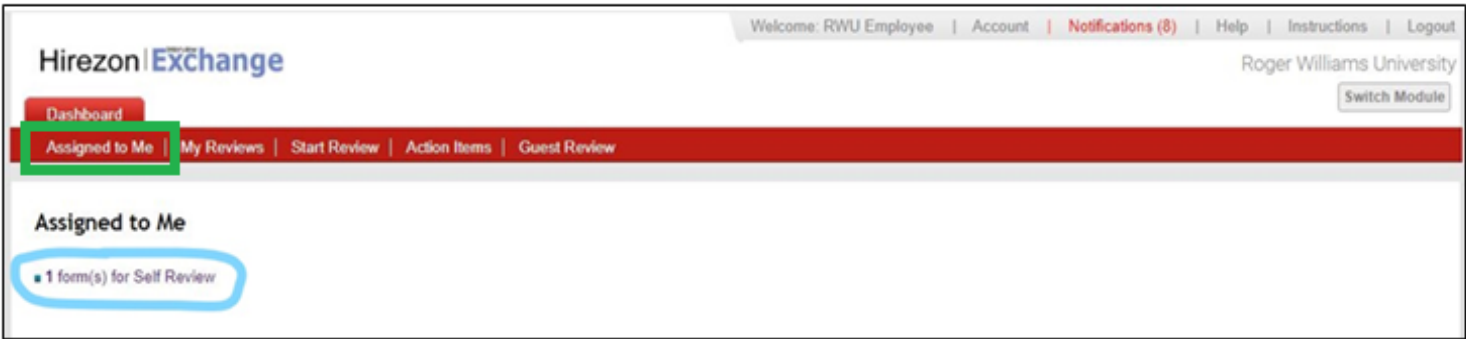
A screenshot of the Duo Push notification page. The page has a white background with a blue header. At the top is the RWU logo. Below the logo is the text "Check for a Duo Push". Underneath that is the text "Verify it's you by approving the notification...". Below that is the text "Sent to 'YOUR DUO SELECTION'". There is a small icon of a Duo Push notification. Below the icon is the text "Waiting for approval...". At the bottom of the page are three links: "Other options", "Trust browser", and "Need help?". At the bottom right is the text "Secured by Duo".

Once you are logged in, if you are not directed to the Performance Review Module click on it here:

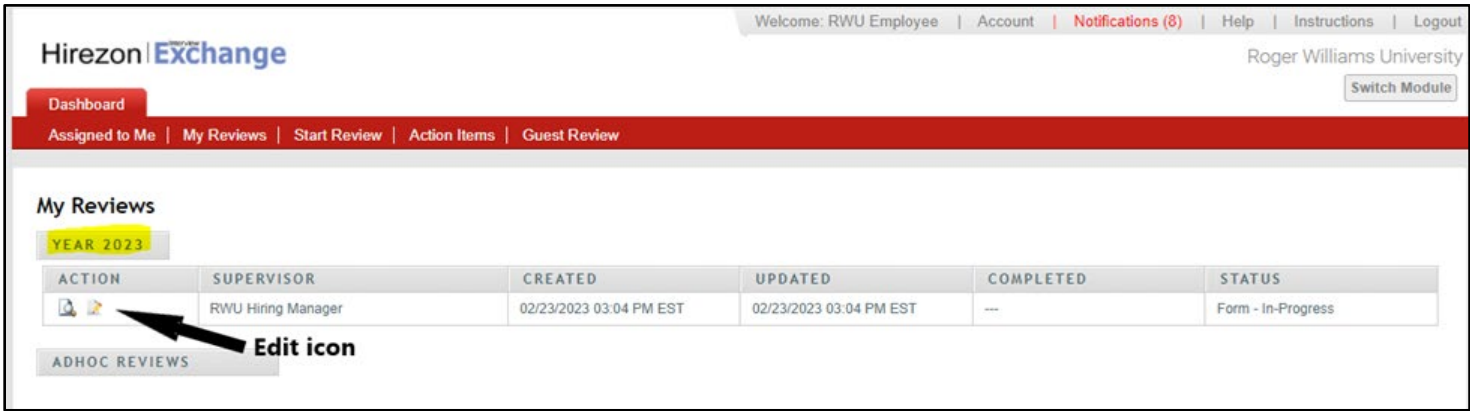


The Performance Review Dashboard

The direct link should take you to your **Assigned to Me** tab, where you can click on the **Form**.



Click on the Edit icon to begin.



Once in the Self-Evaluation, use the “+” sign to expand each section and complete the content. The form will automatically save your responses as you work through it. You are able to complete as much or as little as you like and you can edit the form as many times as you need. This is your opportunity to ensure your supervisor knows all you’ve done and learned over the course of the year, as well as your future goals.

RWU Employee

Position: Position Title Here Review Period: Year 2023
Supervisor: RWU Hiring Manager Department: Academic Programs, UC

This form is intended to help you and your supervisor prepare for a meaningful discussion about your performance. Please provide information about performance highlights over the past 12 months and identify current and/or future development and career growth opportunities by clicking on the + in each section to reveal the evaluation criteria.
[If you wish not to participate self evaluation this year, please click COMPLETE Form below.](#)

- Self Evaluation - Results of Previously Established Goals

List goals established from your last evaluation and the results achieved. If no goals were set, describe contributions you made during that time

Click + to expand each section

Please enter response here.

+ Self Evaluation - Discussion Questions

+ Self Evaluation - Performance

+ Self Evaluation - Future Goals & Objectives


Complete Form

Once you have completed the Self-Evaluation, click on;

Complete Form

This will send the Self-Evaluation to your supervisor.

An Important Note about the Self-Evaluation

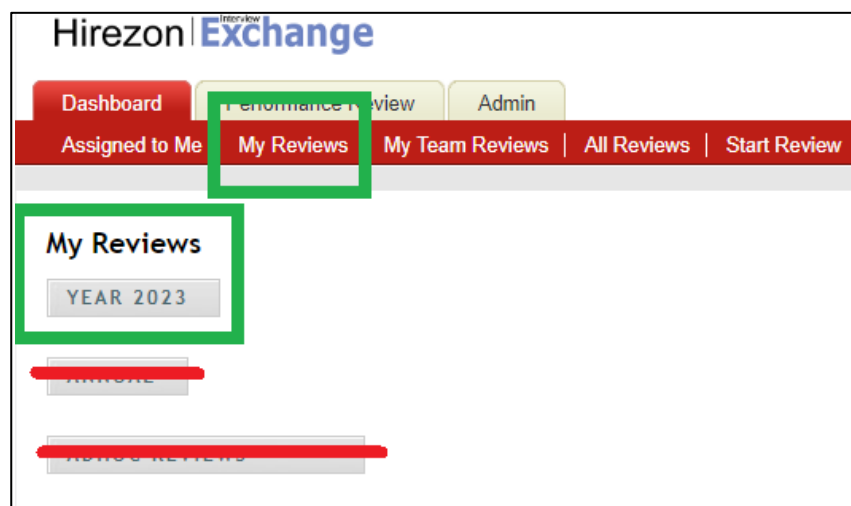
The Self-Evaluation is voluntary. However, **everyone must acknowledge the form by clicking  once you are done.** This informs your supervisor the self-evaluation is closed and that the review process can continue.

If you choose not to participate you still need to click that button so your supervisor receives notification that it's completed and they can proceed with the review process.

Once you click on the Complete Form button, the system will automatically send the form to your Supervisor, and you will no longer be able to make edits.

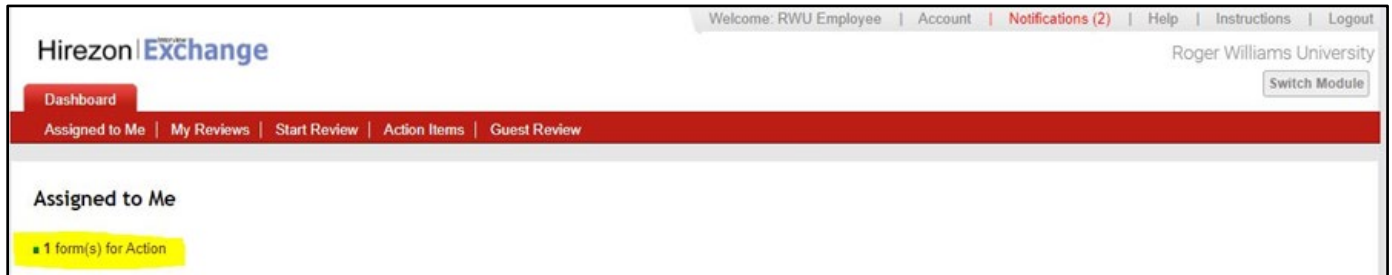
How to get back into your Reviews

To see your Reviews at any time, click on the My Reviews tab, and the year you want to see. This is where you can access your review if you want to continue later.



After your Supervisor Completes the Review

You will receive an email indicating the completed review is waiting for you in the system. Follow the link in the email to go back to your dashboard and the “Assigned to Me” tab and click on the Form that shows in there.



The screenshot shows the Hirezon|Exchange dashboard for a user named Roger Williams University. The top navigation bar includes links for Welcome, RWU Employee, Account, Notifications (2), Help, Instructions, and Logout. Below this, a red navigation bar contains links for Dashboard, Assigned to Me, My Reviews, Start Review, Action Items, and Guest Review. The main content area is titled 'Assigned to Me' and displays a yellow box indicating '1 form(s) for Action'.

Click on your name.



The screenshot shows the Hirezon|Exchange dashboard for a user named Roger Williams University. The top navigation bar includes links for Welcome, RWU Employee, Account, Notifications (2), Help, Instructions, and Logout. Below this, a red navigation bar contains links for Dashboard, Assigned to Me, My Reviews, Start Review, Action Items, and Guest Review. The main content area is titled 'Forms for Review' and displays a table with the following data:

EMPLOYEE	SUPERVISOR	CREATED	UPDATED	COMPLETED	STATUS
RWU Employee	RWU Hiring Manager	02/21/2023 11:38 AM EST	02/21/2023 03:51 PM EST	---	Routing - In-Progress

The completed review will show your supervisor’s ratings and comments in the “Response” area in each section (green box).



The screenshot shows the Roger Williams University Performance Planning and Evaluation form. The top section displays the university logo and the title 'PERFORMANCE PLANNING and EVALUATION'. Below this, a table provides details about the review, including the Employee (RWU Employee), Position (HR & Systems Mgmt), Supervisor (RWU Hiring Manager), Review Period (Year 2022), Department (Human Resources), and Created/Completed dates. The main section is titled 'Supervisor Review - Behavioral Summary' and contains a table with the following data:

Question	Response
0 * Integrity - Gains the trust and confidence of others by interacting in a fair and honest manner.	Outstanding Performance
0 * Excellence - Produces high-quality work consistently, over time.	Meets Expectations
1 * Respect - Demonstrates flexibility and open mindedness to others while exhibiting courtesy, caring, tact and positive regard.	Meets Expectations
0 * Initiative - Demonstrates drive, resourcefulness, independent thinking, and accepts responsibility for actions.	Not Meeting Expectations
0 * Team Work - Works effectively and supportively with others to achieve a common goal.	Outstanding Performance
0 * Innovation - Develops and applies new and innovative ideas and practices. Takes risks and looks for other right answers rather than sticking to the way it has always been done.	Outstanding Performance

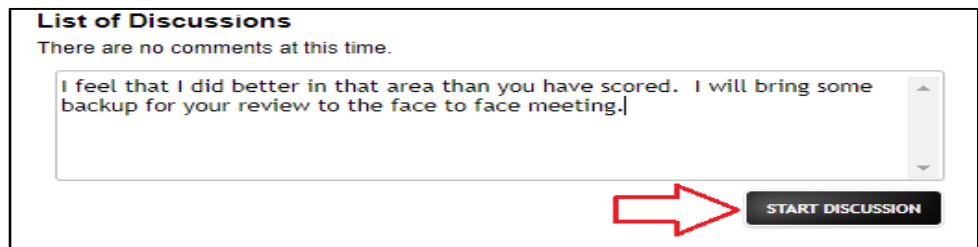
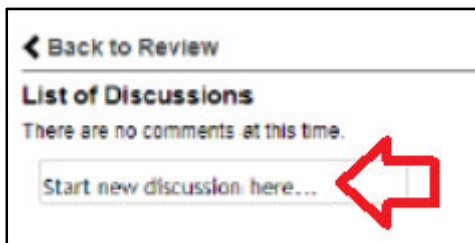
Reading and Responding to your Review

As you read your review and prepare for the meeting, it is important to make notes about specific topics or scorings you would like to discuss, questions, and your reactions. With this system you now have the option of recording comments onto the review by using a function called Discussions. This function is merely a way to have your comment saved on the form and can be used as part of the In-Person meeting. **This function is not required.**

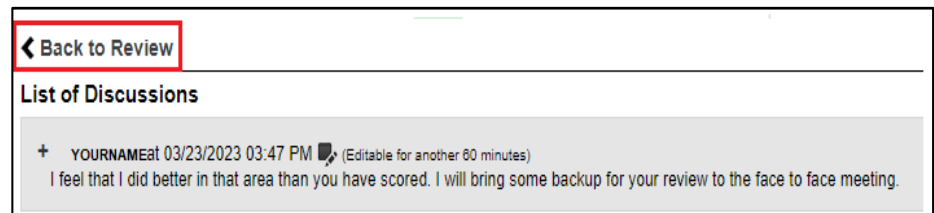
- If you would like to use the Discussion function, click on the icon next to the question to which you'd like to respond.



In the Discussion window, click in the box that says "Start new discussion here.." (left). After entering your comment, click on "Start Discussion" (right).



The comment will now appear.
Click "Back to Review"



An Important Note about Discussions

Discussions are a new way to have your comment recorded on the review, but it does not replace the conversation you will have with your Supervisor. Your Supervisor will schedule a time for the In-Person meeting. At that time they will need to review the comments you have left as Discussions in preparation for the meeting so please make sure you have completed commenting at that time. You can request, usually after the meeting, that your Supervisor respond to a comment on the form if you would like the response recorded.

The In-Person Meeting & Finalizing Your Review

After the meeting, if no further action is needed, click on “Acknowledge Receipt” to finalize your portion of the review and send it back to your Supervisor for completion. If your Supervisor has agreed to change a part of the review you will utilize the “Edit and Resend” button to send it back. Only if changes are being made to the actual responses on the review would you use that button. Discussion responses do not require this function.

Acknowledge Receipt

Edit and Resend

Once you click "Acknowledge Receipt"
then you know your review is complete.



DO YOUR BEST.
IF YOU HAVE QUESTIONS PLEASE CALL HR.

Performance Rating Descriptions

O = Outstanding Performance. Reserved for individuals who regularly, consistently and substantially exceed overall expectations. These individuals work with little or no supervision and produce work that is exceptionally high in quality with an outstanding additional contribution that deserves special recognition.

E = Exceeds Expectations. Results achieved occasionally exceed performance expectations regarding this goal, project or behavior. Demonstrates high level of effectiveness and judgement. Contributes to the overall objectives of the department.

M = Meets Expectations. Results demonstrate effective performance. Performance is reflective of a fully qualified and experienced individual in this position. Viewed as someone who gets the job done and effectively prioritizes work.

N = Not Meeting Expectations. Regularly has difficulty meeting expected quality, quantity, customer service goals, behaviors and/or timeliness standards.