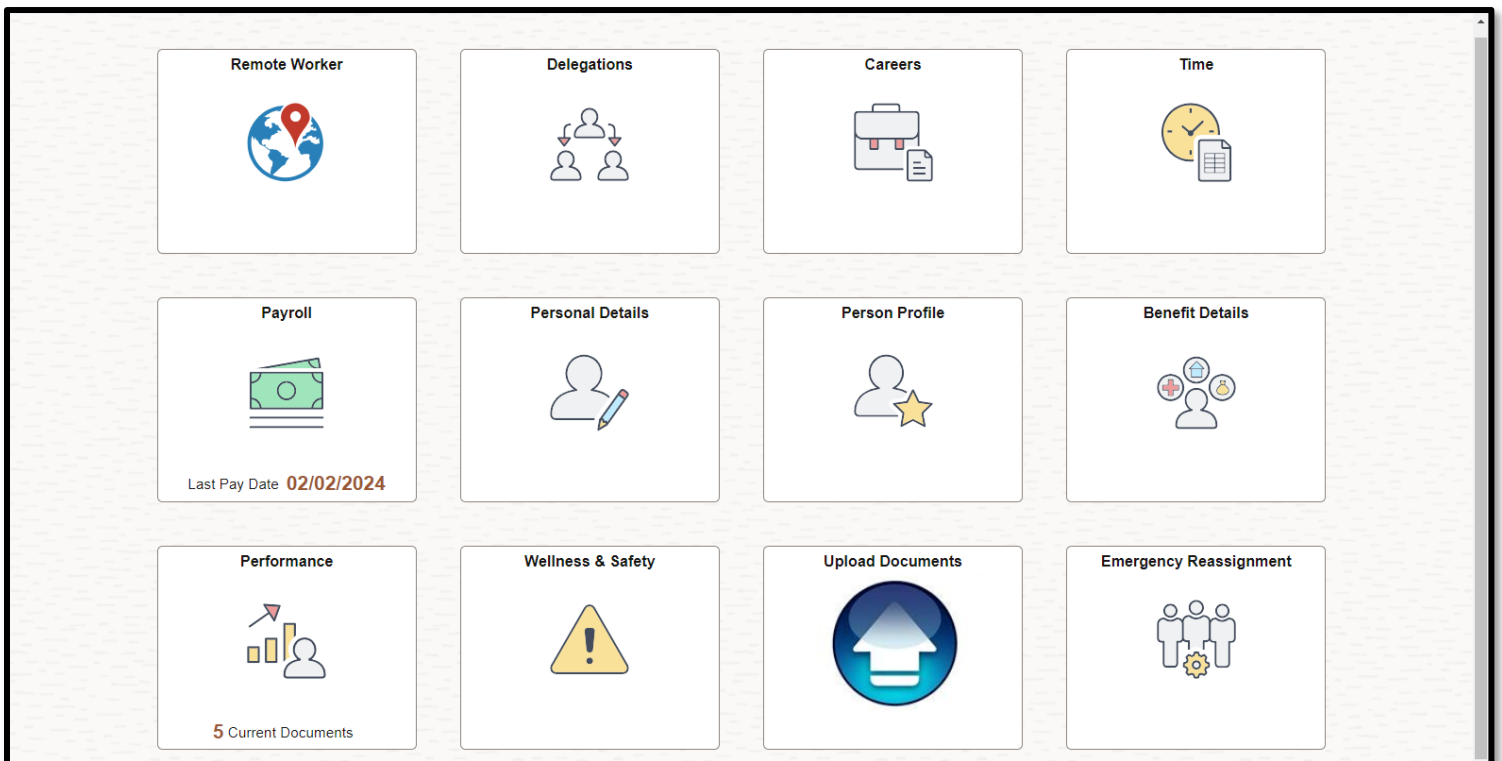


How to View and Complete your Group 11 Evaluation for Managers.

1. After successfully authenticating and logging into **PeopleSoft**, your **Employee Self Service** homepage should display as shown below. (Tiles displayed vary depending on role.)

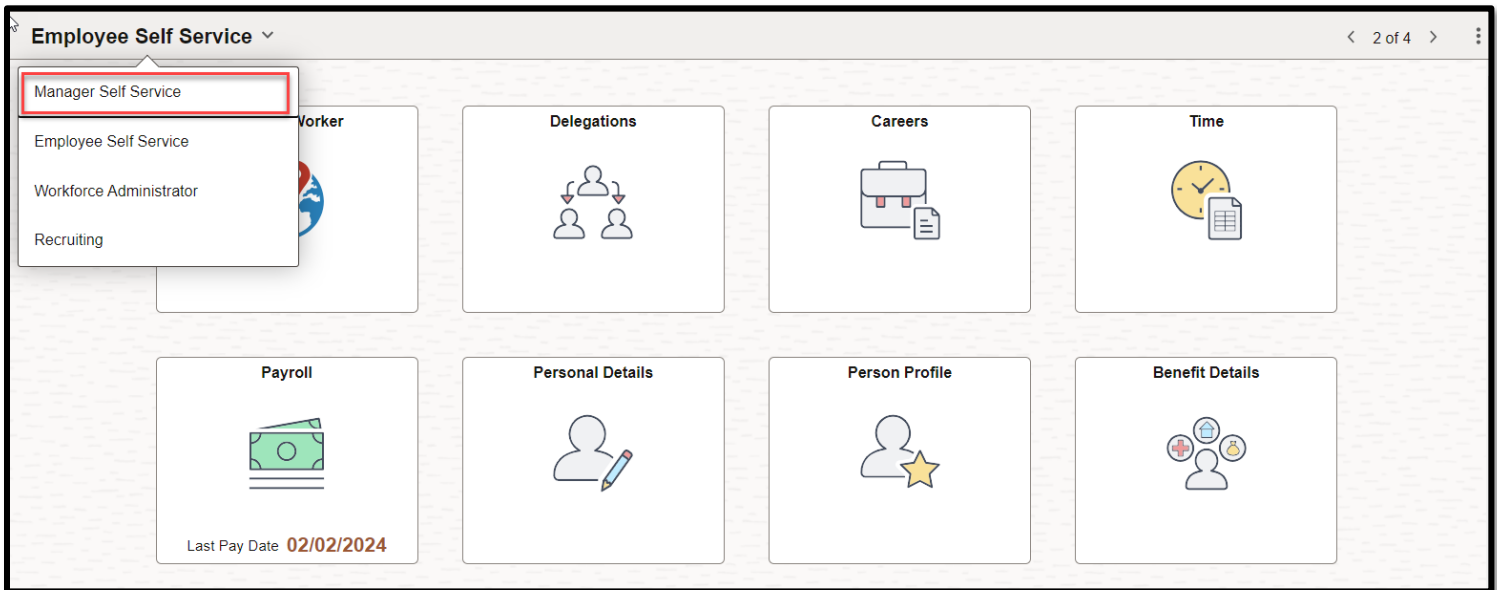


Note: In order to have access to **MSS**, you must meet the following requirements:

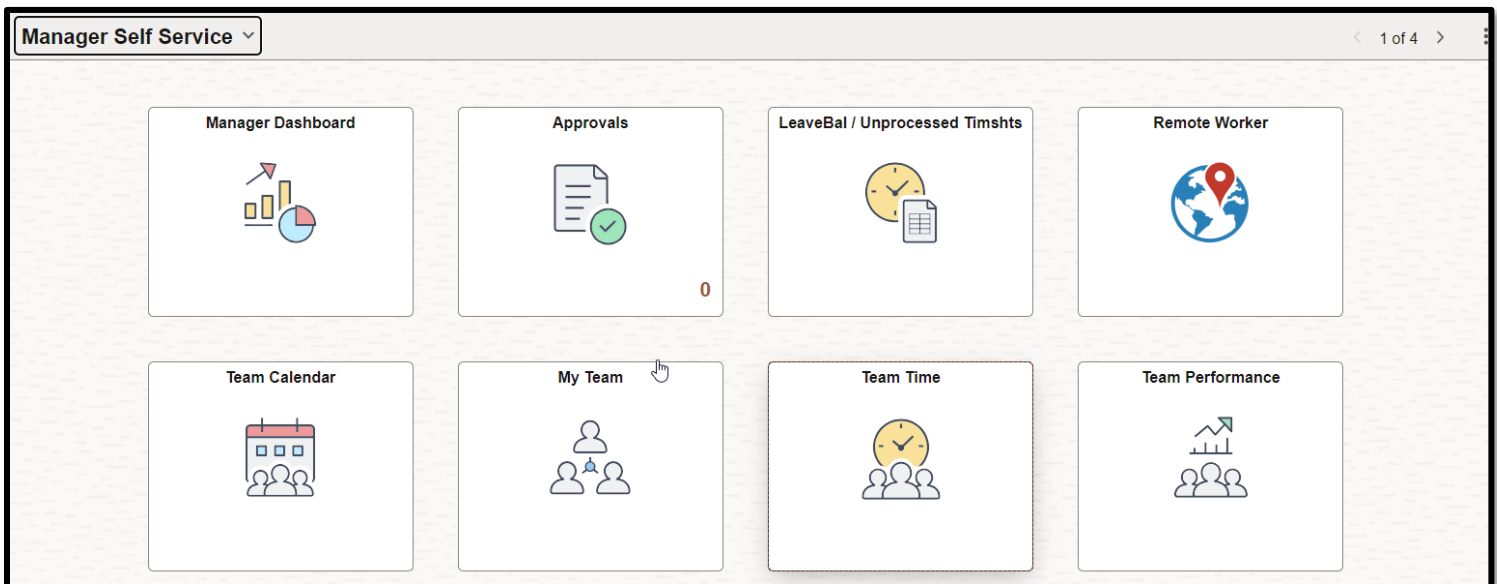
- You must have direct reports in PeopleSoft.
- You must have a **Completed** status for PeopleSoft Manager Self Service in your ELM **My Learning** Page.

Please consult with your Human Resources Department if you do not meet the above requirements.

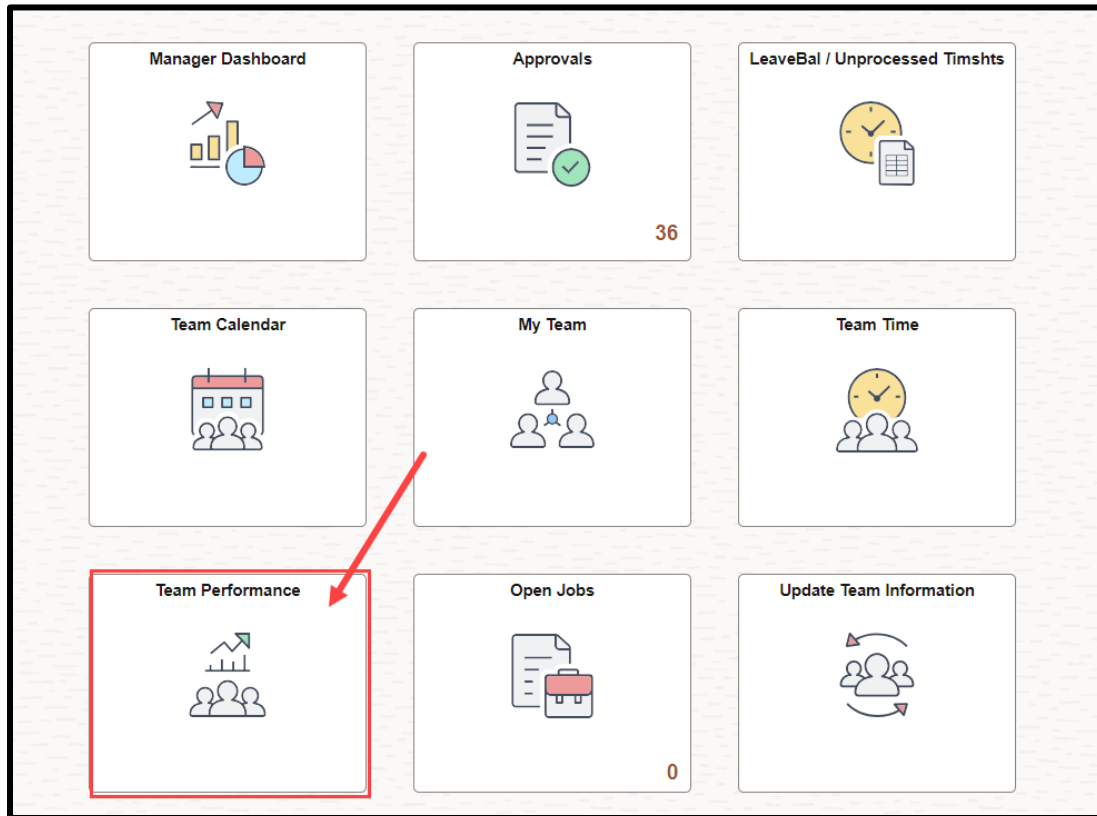
2. Select **Manager Self Service** from the dropdown menu.



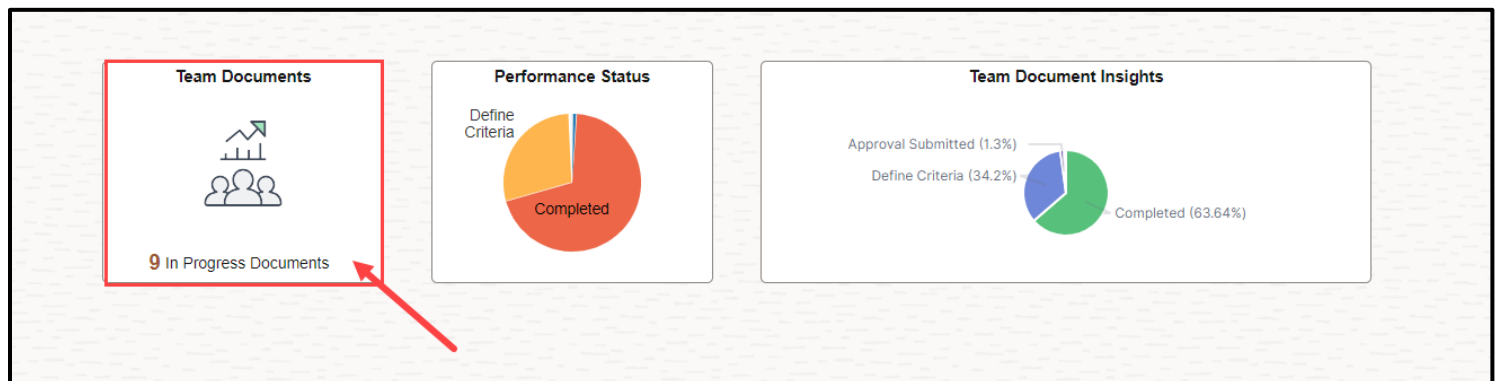
3. The **Manager Self Service** homepage should display as shown below. (Tiles displayed vary depending on role.)



4. Select the **Team Performance** tile.



5. On the Manager Dashboard, a list of evaluations is displayed under the **Direct Reports Performance Documents** Pagelet.



6. To begin, click on the name of the employee who self-evaluation you will like to view.

Team Documents

New Search

Period Begin Date

MM/DD/YYYY

Period End Date

MM/DD/YYYY

☐ Match Exact Dates
 ☐ Include Historical Documents

Name

Search

Clear

Employee

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

More

Document Usage

☐ Performance

Document Type

Head Nurse-Amb Care Svcs

NYC H+H Performance Evaluation • 3 Apr 2024 - 2 Apr 2025

Due 2 Apr 2025

Staff Nurse-Amb Care Svcs

NYC H+H Performance Evaluation • 2 Mar 2024 - 1 Mar 2025

Due 1 Mar 2025

Head Nurse-Amb Care, Peds PC

NYC H+H Performance Evaluation • 29 Jan 2024 - 28 Jan 2025

Due 28 Jan 2025

Head Nurse - Amb Surgery

NYC H+H Performance Evaluation • 21 Jan 2024 - 20 Jan 2025

Due 20 Jan 2025

PATRICIA SCATLIFFE-RICHARDS

Staff Nurse-Behav Hlth Svcs

NYC H+H Performance Evaluation • 13 Jan 2024 - 12 Jan 2025

Due 12 Jan 2025

Accountable Care Manager

NYC H+H Performance Evaluation • 5 Dec 2023 - 4 Dec 2024

Due 4 Dec 2024

Patient Care Associate

NYC H+H Performance Evaluation • 12 Oct 2023 - 11 Oct 2024

Due 11 Oct 2024

Evaluation in Progress

Aso Dir. Nursing Lv 1

NYC H+H Performance Evaluation • 1 Jul - 3 Dec 2024

Due 1 Feb 2025

Aso Dir. Nursing Lv 1

NYC H+H Performance Evaluation • 1 Jan - 31 Dec 2024

Due 31 Dec 2024

Head Nurse-Amb Care Svcs

NYC H+H Performance Evaluation • 22 Jul 2023 - 21 Jul 2024

Due 19 Sep 2024

Approval

Supervisor of Nurses

NYC H+H Performance Evaluation • 17 Mar 2023 - 16 Mar 2024

Approved • Due 15 May 2024

7. Click on **Step Actions** buttons and click on **View Employee Evaluation**.

Evaluation in Progress

Ast Systems Analyst (EDP)

Step 1 of 1
Evaluation

Share with Employee

Document in progress.

Strategic Pillars / System Goals

- Quality & Outcomes
- Care Experience
- Access to Care
- Financial Sustainability

View Employee Evaluation


Reopen Employee Evaluation


View Instructions


8. Self-Evaluation will be available to view.


Self-Evaluation - Completed

Completed






Ast Systems Analyst (EDP) - 









▼ Strategic Pillars / System Goals



 Quality & Outcomes
03 - Exceeds Expectations






 Care Experience
03 - Exceeds Expectations






 Access to Care
02 - Meets Expectations




 Financial Sustainability
03 - Exceeds Expectations






 Culture of Safety
03 - Exceeds Expectations






▼ Competencies



 Accountability/Ownership




 Leadership and Engagement





 Collaboration




▼ Development (Optional)

 Individual Development Plan & Career Aspirations (Optional)




▼ Overall Summary

Employee



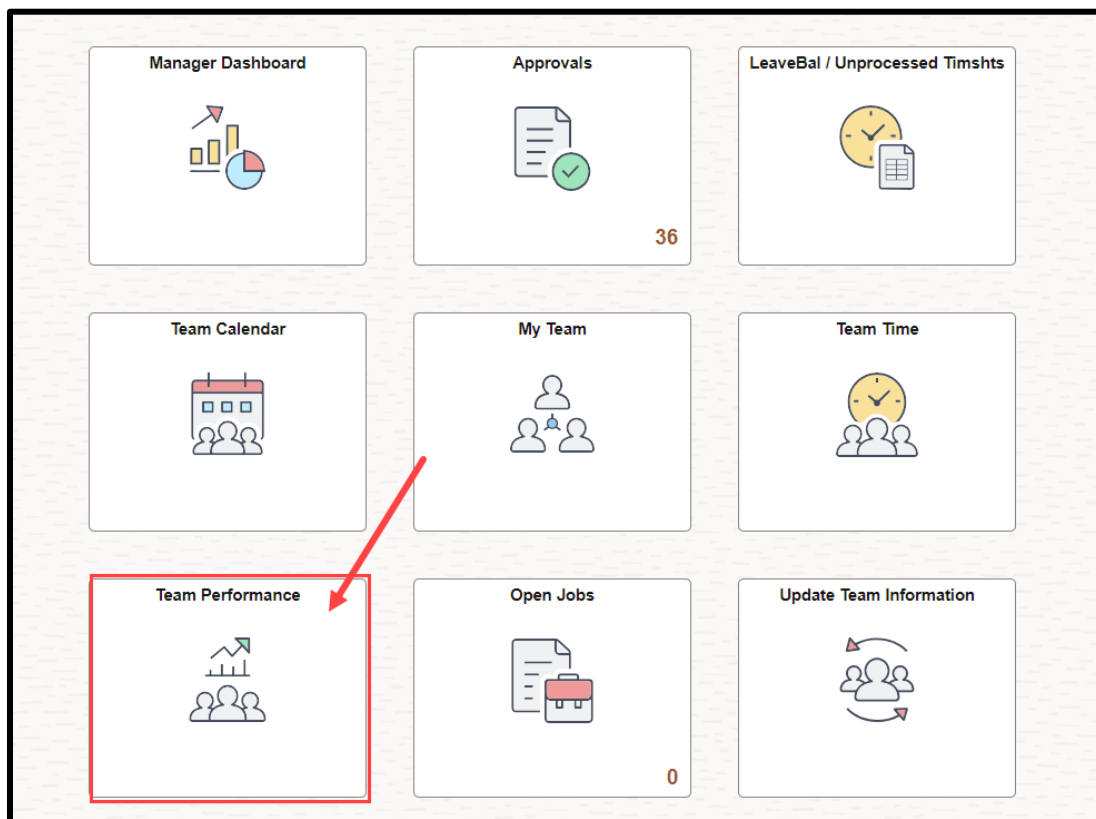
03 - Exceeds Expectations



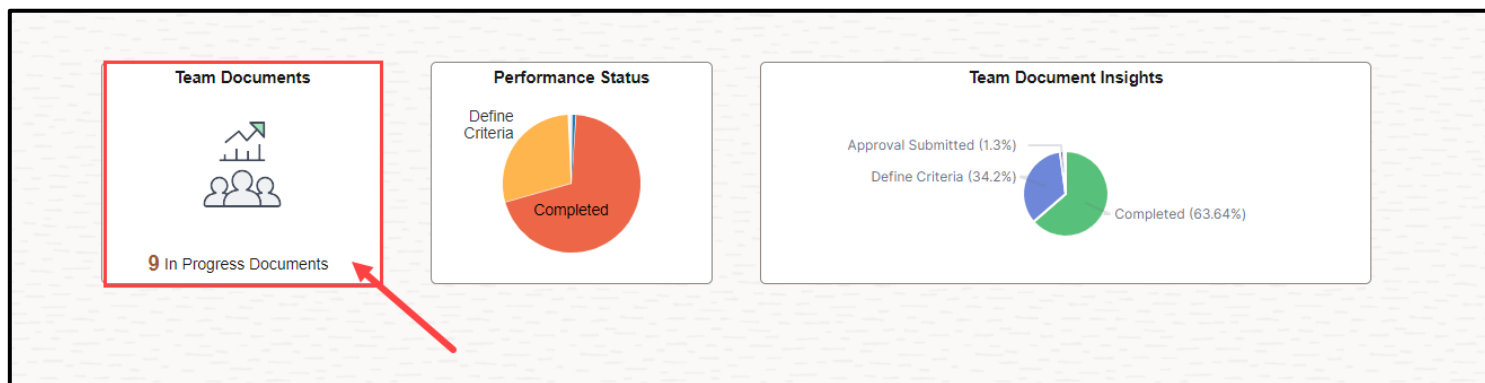
I have developed skills by listening to my mentor and wish to do better with my reporting skills by enrolling in Query classes and any other classes offered by workforce development

How to view your direct report attachment

1. Select the **Team Performance** tile.



2. On the Manager Dashboard, a list of evaluations is displayed under the **Direct Reports Performance Documents** Pagelet.



- To begin, click on the name of the employee who self-evaluation you will like to view.

Team Documents

New Search

Period Begin Date

MM/DD/YYYY

Period End Date

MM/DD/YYYY


☐ Match Exact Dates
 ☐ Include Historical Documents

Name

Search

Clear

Employee

☐ 

More

Document Usage

☐ Performance

Document Type

Head Nurse-Amb Care Svcs

NYC H+H Performance Evaluation • 3 Apr 2024 - 2 Apr 2025

Due 2 Apr 2025

Staff Nurse-Amb Care Svcs

NYC H+H Performance Evaluation • 2 Mar 2024 - 1 Mar 2025

Due 1 Mar 2025

Head Nurse-Amb Care, Peds PC

NYC H+H Performance Evaluation • 29 Jan 2024 - 28 Jan 2025

Due 28 Jan 2025

Head Nurse - Amb Surgery

NYC H+H Performance Evaluation • 21 Jan 2024 - 20 Jan 2025

Due 20 Jan 2025

PATRICIA SCATLIFE-RICHARDS

Staff Nurse-Behav Hlth Svcs

NYC H+H Performance Evaluation • 13 Jan 2024 - 12 Jan 2025

Due 12 Jan 2025

Accountable Care Manager

NYC H+H Performance Evaluation • 5 Dec 2023 - 4 Dec 2024

Due 4 Dec 2024

Patient Care Associate

NYC H+H Performance Evaluation • 12 Oct 2023 - 11 Oct 2024

Due 11 Oct 2024

Evaluation in Progress

Aso Dir. Nursing Lv 1

NYC H+H Performance Evaluation • 1 Jul - 3 Dec 2024

Due 1 Feb 2025

Aso Dir. Nursing Lv 1

NYC H+H Performance Evaluation • 1 Jan - 31 Dec 2024

Due 31 Dec 2024

Head Nurse-Amb Care Svcs

NYC H+H Performance Evaluation • 22 Jul 2023 - 21 Jul 2024

Due 19 Sep 2024

Approval

Supervisor of Nurses

NYC H+H Performance Evaluation • 17 Mar 2023 - 16 Mar 2024

Approved • Due 15 May 2024

4. Click on **Step Actions** buttons and click on **View Employee Evaluation**.

The screenshot shows the 'Evaluation in Progress' interface for an 'Ast Systems Analyst (EDP)'. The top navigation bar includes a 'Share with Employee' button and a three-dot menu icon. A red box highlights this menu, and a red arrow points to the 'View Employee Evaluation' option within the dropdown. The main content area displays 'Step 1 of 1 Evaluation' and a list of 'Strategic Pillars / System Goals' including 'Quality & Outcomes', 'Care Experience', 'Access to Care', and 'Financial Sustainability'. A status bar at the top indicates 'Document in progress'.

5. Click on **Document Action List** and click on **Attachment**.

The screenshot shows the same evaluation interface as above. A red box highlights the three-dot menu icon in the top right corner. A dropdown menu is open, showing options: 'Clone', 'Print', 'Notify', 'Attachments', 'Last Updated', and 'Overview'. The 'Attachments' option is highlighted with a red box. The main content area remains the same, showing 'Step 1 of 1 Evaluation' and the 'Strategic Pillars / System Goals' list.

6. Click on Employee's Attachment.

Attachment

Attachments

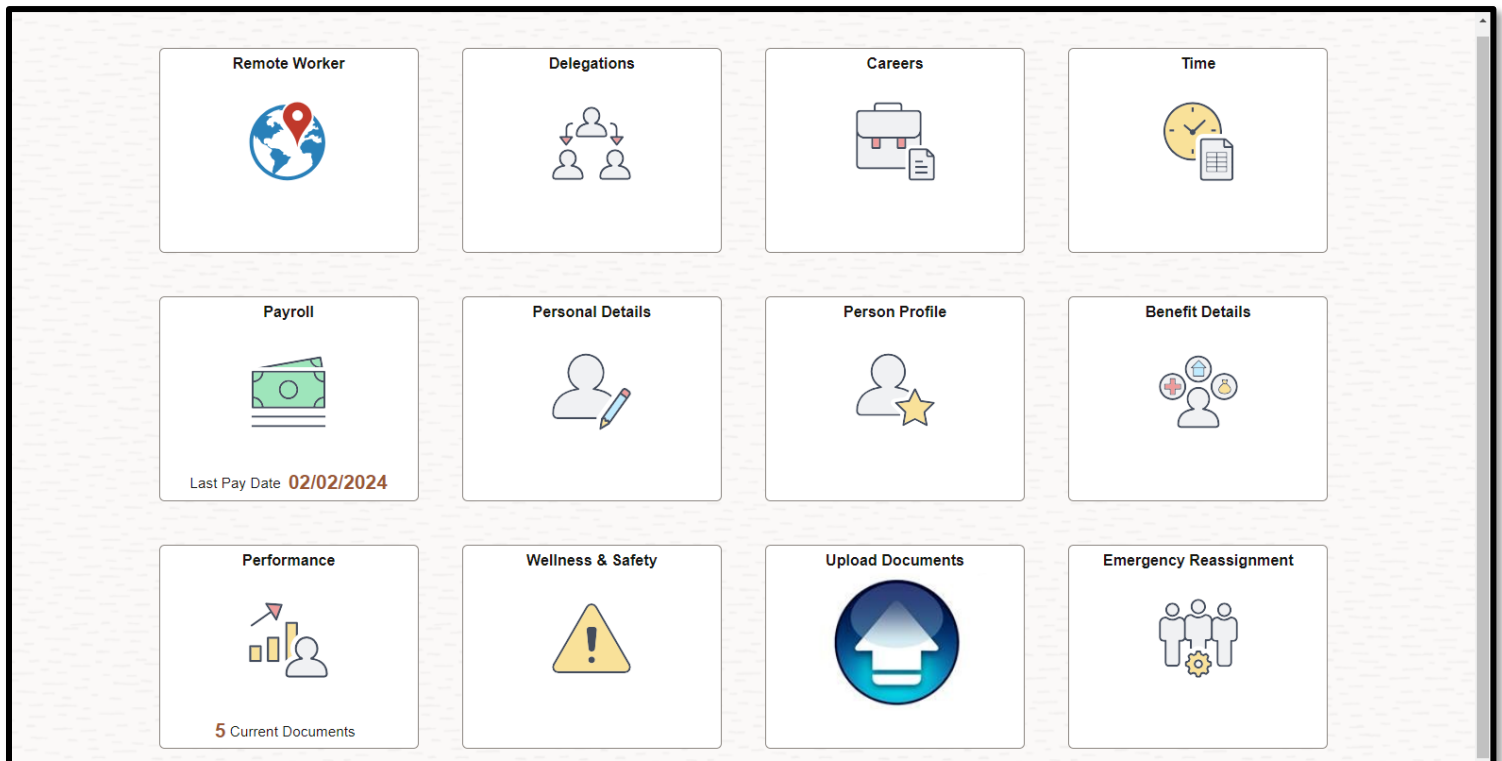
1 row

Attachment	Description	Attached By	Attached	Attachment Audience	Save to Manager Evaluation
Aaron_PS_Snapsh ot.png	test		01/09/2025 1:47:57PM	Employee and Manager	<div>Save</div>

How to Complete your direct report Performance Evaluation For managers – Group 11 Employee

Completing a Performance evaluation for Direct Reports

1. After successfully authenticating and logging into **PeopleSoft**, your **Employee Self Service** homepage should display as shown below. (Tiles displayed vary depending on role.)

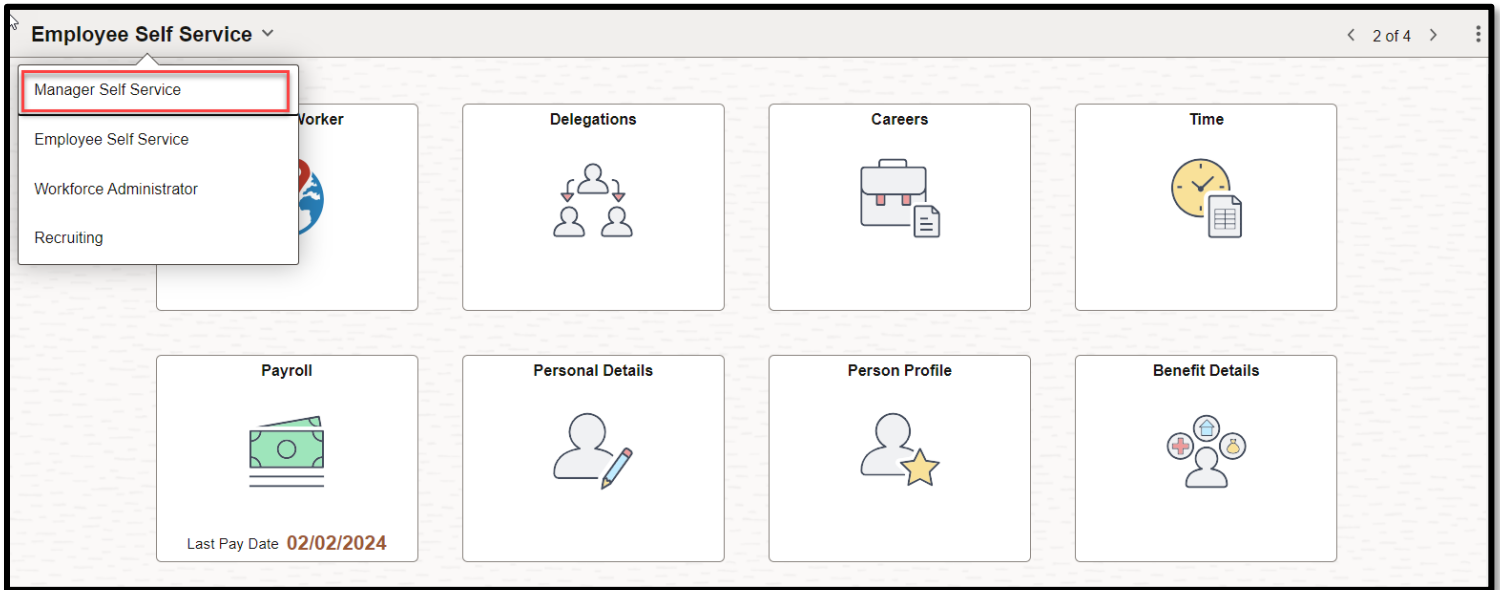


Note: In order to have access to **MSS**, you must meet the following requirements:

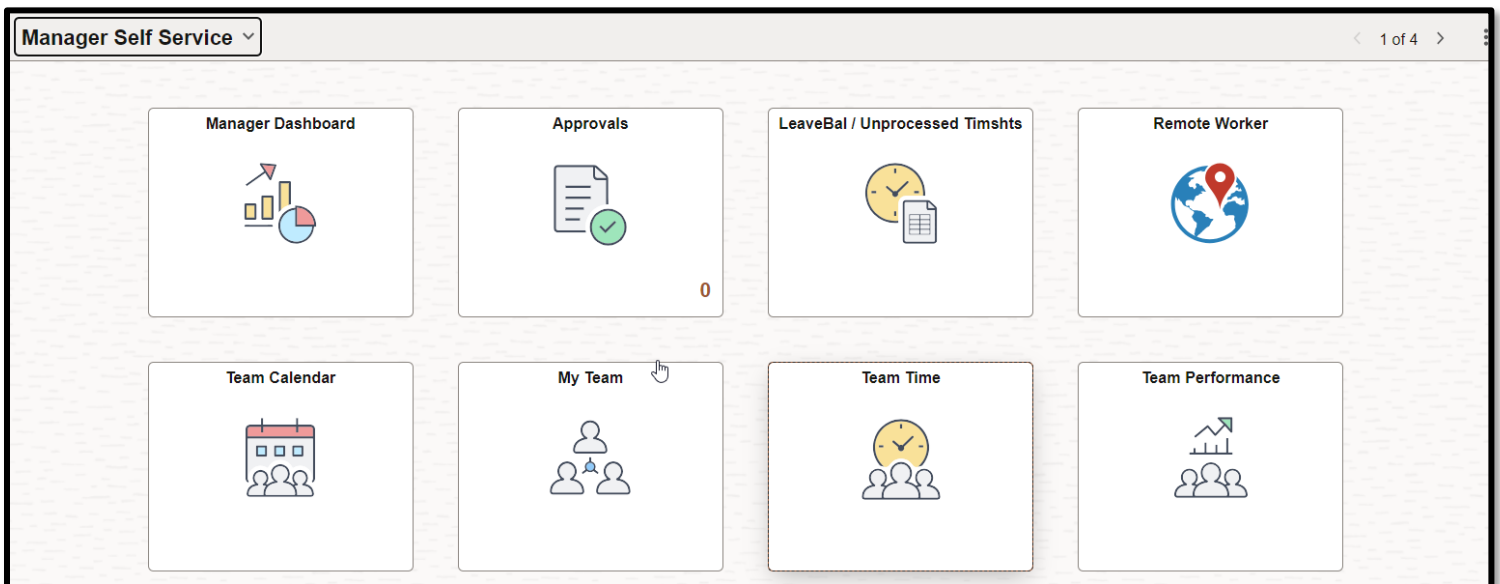
- You must have direct reports in PeopleSoft.
- You must have a **Completed** status for PeopleSoft Manager Self Service in your ELM **My Learning** Page.

Please consult with your Human Resources Department if you do not meet the above requirements.

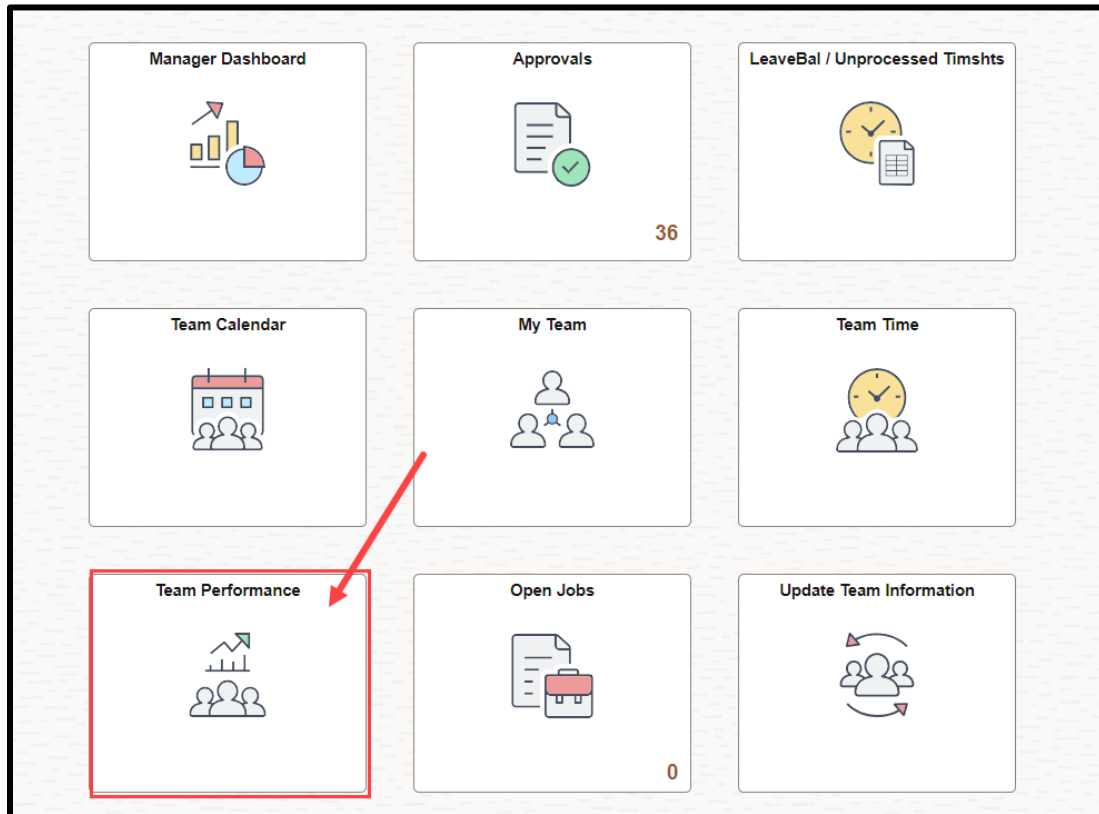
2. Select **Manager Self Service** from the dropdown menu.



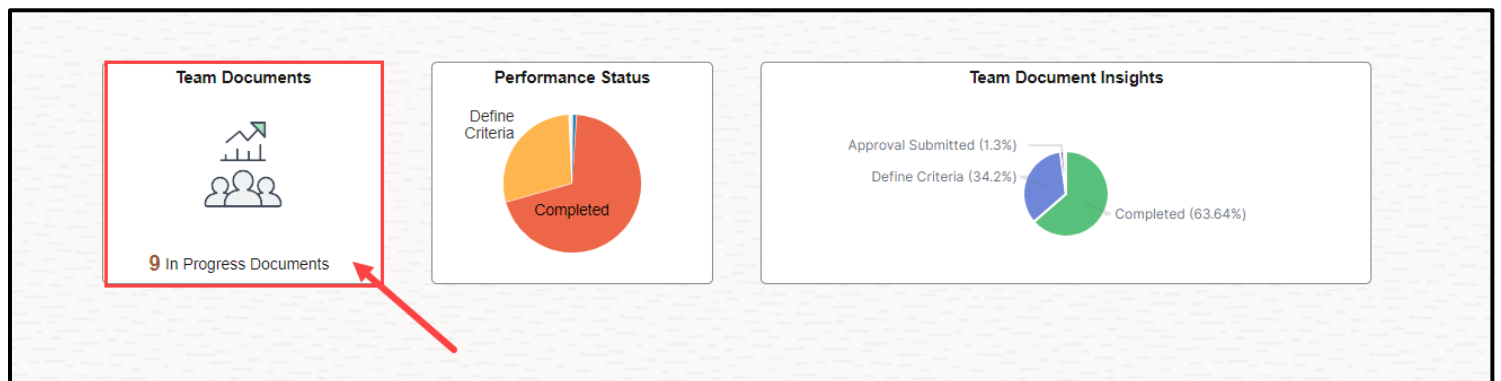
3. The **Manager Self Service** homepage should display as shown below. (Tiles displayed vary depending on role.)



4. Select the **Team Performance** tile.



5. On the Manager Dashboard, a list of evaluations is displayed under the **Direct Reports Performance Documents** Pagelet.



7. Click on the first competency to begin the evaluation process.

The screenshot shows a 'Performance Document' interface. At the top, it says 'Evaluation in Progress' and 'Step 1 of 1 Evaluation'. Below this, there's a section titled 'Strategic Pillars / System Goals' which is expanded. Under this section, there are five items: 'Quality & Outcomes', 'Care Experience', 'Access to Care', 'Financial Sustainability', and 'Culture of Safety'. A red arrow points to the 'Quality & Outcomes' item, which is highlighted with a red border. Below this section, there's another section titled 'Competencies' which is also expanded, showing three items: 'Accountability/Ownership', 'Leadership and Engagement', and 'Collaboration'. At the bottom, there's a section titled 'Development (Optional)'.

Note: If you would like to review the employee's self-appraisal, refer to beginning of Job Aid.

- Proceed to populate the performance appraisal with all applicable ratings and comments. Click the **Save** button periodically to ensure no data loss.

Strategic Pillars / System Goals

1 of 5

Quality & Outcomes

Details

Title

Quality & Outcomes

Description

Continually provides a standard of care and/or service that promotes positive outcomes and improved practices for our patients, partners, colleagues and/or community.

Evaluation

Employee

Manager

Select Rating

00 - Not Applicable
01 - Below Expectations
02 - Meets Expectations
03 - Exceeds Expectations

valuation

Back to Top

10. Once complete, review and click the **Share with Employee** button.

Evaluation in Progress

Aso Dir. Nursing Lv 1 • 1 Jul - 3 Dec 2024

Step 1 of 1
Evaluation

Document in progress.

✓ **Strategic Pillars / System Goals**

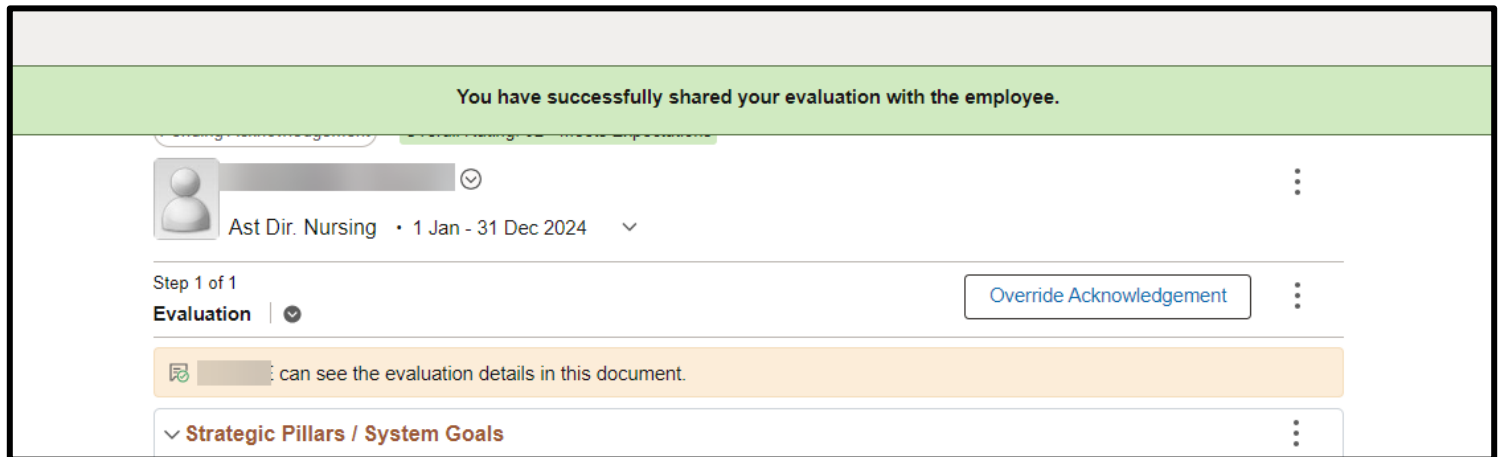
Quality & Outcomes 02 - Meets Expectations
Care Experience 02 - Meets Expectations
Access to Care 02 - Meets Expectations
Financial Sustainability 02 - Meets Expectations
Culture of Safety 02 - Meets Expectations

11. Click the **Share** button to continue.

The screenshot displays the 'Evaluation in Progress' interface. At the top, it shows the user's profile (Aso Dir. Nursing Lv 1) and the evaluation period (1 Jul - 3 Dec 2024). The main content area is titled 'Step 1 of 1 Evaluation' and includes a 'Share with Employee' button. A modal dialog box is open in the center, displaying the overall rating '03 - Exceeds Expectations.' and asking the user to 'Select Share to share the document with [redacted] and discuss the evaluation with the employee or Cancel to remain on the page.' The 'Share' button is highlighted with a red box and a red arrow. Below the dialog box, a note states: 'Your electronic signature will be added to this document.'

Note: The employee will receive email notification that the performance appraisal has been shared.

12. A confirmation message will appear stating the document has been shared and is pending acknowledgement.



The screenshot shows a web application interface with a green banner at the top stating "You have successfully shared your evaluation with the employee." Below the banner, there is a user profile section for "Ast Dir. Nursing" with a date range of "1 Jan - 31 Dec 2024". The interface indicates "Step 1 of 1" and "Evaluation" is selected. A button labeled "Override Acknowledgement" is visible. A yellow notification bar states "can see the evaluation details in this document." At the bottom, there is a section titled "Strategic Pillars / System Goals".