

The purpose of a 90-day probationary evaluation is as a tool to encourage frequent two-way conversations between the supervisor and employee regarding progress, underscore the expectations of the position, maximize the employee’s opportunity to become a successful performer, and determine next steps towards the employee’s employment future.

The purpose of this document is to provide instructions on completing the 90-day staff performance evaluation process within *TalentED*.

**Notes:**

- The 90-day probationary period is customary for all staff members who are new to NKU, moves/transfers to a new position, or promoted to a new position.
- Although the system auto-saves, it is still a good practice to click **Save** to ensure that you do not lose any entries or changes.



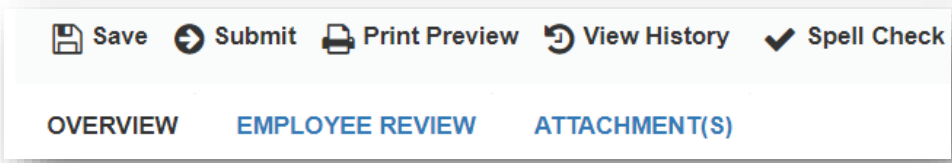
In the above illustration, you see that this is a three-step process. Below is an overview of each step, as well as a link to more detailed instructions.



For detailed instructions:

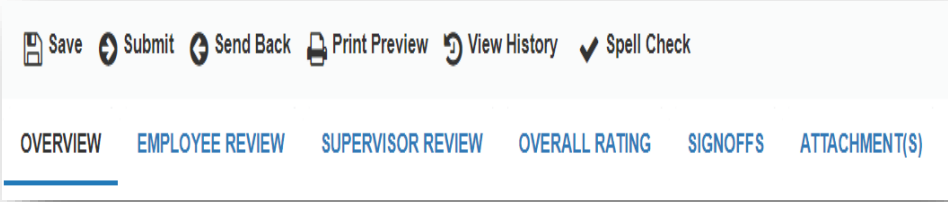
- If the employee being evaluated, go to the [Employee section](#).
- If *supervisor*, go to the [Supervisor section](#).

## Employee Instructions

Step	Instructions
<b>Step 1</b>	Access <a href="#">TalentED</a> , and click on your <b>Timeline</b> to view the 90-Day Performance Evaluation task.
<b>Step 2</b>	<p>Click <b>Go</b> to access your evaluation. (Please be sure to read the instructions to be clear on what is expected.)</p> <p><i>Result:</i> You will see the following functions to use for this process...</p> 
<b>Step 3</b>	Click the <b>Employee Review</b> tab.
<b>Step 4</b>	<p>Complete all fields displayed.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>This information is highly important as it provides your supervisor and Human Resources within information about your progress from your perspective as well as points within the process to consider for improvement.</li> <li><b>Start Date</b> refers to the start date of your new position.</li> <li><b>Type of Hire</b> refers whether your new position is due to you being new to NKU, transferred (moved) to a new position, or was promoted.</li> </ul>
<b>Step 5</b>	<p>Do you have any documents to attach?</p> <ul style="list-style-type: none"> <li>If <b>yes</b>, click the <b>Attachments</b> tab to add your document(s), then go to Step 6.</li> <li>If <b>no</b>, go to Step 6.</li> </ul>
<b>Step 6</b>	<p>Click <b>Save</b>, then <b>Submit</b>.</p> <p><i>Result:</i> A pop-up box will display to confirm that you want to submit, for which you will click "<b>yes</b>" to confirm. Your entries will be forwarded to your supervisor, and the screen will direct you to return to the Home Page.</p>

Step	Instructions
<b>Step 7</b>	<p>Wait for your supervisor to complete their part of the evaluation to then submit to you for your review. (You should receive a meeting invite as an indication that the evaluation by the supervisor is ready for your review.)</p> <p><i>Note:</i> If you do not receive a meeting invite within a week, please connect with your supervisor about the status of your evaluation and when you'll be able to meet.</p>
<b>Step 8</b>	<p>Review your supervisor's feedback pertaining to your performance to date and await meeting with your supervisor to review/discuss the evaluation.</p>
<b>Step 9</b>	<p>Do you need to return the evaluation back to your supervisor for their correction/updating?</p> <p><i>Note:</i> While or after meeting with your supervisor, there are times when things get missed or uncovered that makes it necessary to send the evaluation back to the supervisor.</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>:             <ul style="list-style-type: none"> <li>○ Click <b>Send Back</b> to return the evaluation to your supervisor</li> <li>○ Type any applicable notes as to the reason for the return in the <b>Send Back</b> pop-up box.</li> <li>○ Click the <b>Send</b> button.</li> <li>○ Return to Step 7.</li> </ul> </li> <li>• If <b>no</b>, go to Step 10.</li> </ul>
<b>Step 10</b>	<p>Once the review with your supervisor is complete, do the following:</p> <ol style="list-style-type: none"> <li>a. Access your evaluation within <i>TalentED</i> from your <b>Timeline</b>.</li> <li>b. Click the <b>Signoffs</b> tab.</li> <li>c. Complete the applicable fields to sign-off on the evaluation.</li> <li>d. Click <b>Save</b>, then <b>Submit</b>.</li> <li>e. The procedure is completed.</li> </ol> <p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>• Signing is <b>only</b> an acknowledgement of receipt and review of evaluation.</li> <li>• If your performance was rated less than 3, stay tuned for next steps with your supervisor.</li> </ul>

## Supervisor Instructions

Step	Instructions
<b>Step 1</b>	Access <a href="#">TalentED</a> , and click on your <b>Timeline</b> to view the 90-Day Performance Evaluation for your employee.
<b>Step 2</b>	<p>Click <b>Go</b> to access their evaluation. (Please be sure to read the instructions to be clear on what is expected.)</p> <p><i>Result:</i> You will see the following functions to use for this process...</p> 
<b>Step 3</b>	Click the <b>Continuous Feedback</b> tab to view and make note of any feedback about the employee's performance during this evaluation period to use as part of your evaluation. If applicable.
<b>Step 4</b>	<p>Click the <b>Supervisor Review</b> tab.</p> <p><i>Result:</i> You will find that there are seven (7) competencies in which to reflect and provide feedback on with an overall rating.</p>
<b>Step 5</b>	<p>Click the small arrow to the left of each competency to add your feedback, as well as clicking the drop-down on the <b>Overall Rating</b> to select the appropriate rating for each competency.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>Be objective and as detailed in your review of the employee.</li> <li>Refer to the <a href="#">Evaluation Dos and Don'ts: Suggestion for Evaluators</a> guide and/or the Vector Solutions course – <a href="#">Performance Evaluation</a> - for tips on evaluating and meeting with employees.</li> </ul>

Step	Instructions
<b>Step 6</b>	<p>Click the <b>Overall Rating</b> tab to:</p> <ul style="list-style-type: none"> <li>• Add your final comment of the employee’s performance into the <b>Supervisor Comments</b> field.</li> <li>• Click the drop-down on the <b>Recommendation</b> field to select the appropriate recommendation regarding the employee’s employment status according to the overall calculated rating. (Refer to the notes below.)</li> </ul> <p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>○ Use the <b>Overall Calculated Rating</b> section to view the tabulation of the ratings that you provided on the Supervisor Review tab to assist with decisioning on the employment status: <ul style="list-style-type: none"> <li>▪ Ratings of 3 and higher = Recommend completion of probation</li> <li>▪ Ratings of 2 – 2.9 = 30-day extension of probation</li> <li>▪ Ratings of 1 – 1.9 = possible termination</li> </ul> </li> <li>○ If rating is less than 3, please send an email to Human Resources to inform of recommendation and request meeting for next steps (e.g., extension or termination) after full submission of the 90-day evaluation.</li> </ul>
<b>Step 7</b>	<p>Do you have any documents to attach?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, click the <b>Attachments</b> tab to add your document(s), then go to Step 8.</li> <li>• If <b>no</b>, go to Step 8.</li> </ul>
<b>Step 8</b>	<p>Click and review the <b>Employee Review</b> tab to ensure that you did not forget anything as part of your review of the employee’s performance. (Make applicable updates to the <b>Supervisor Review</b> (and <b>Overall Rating</b>) tab, if necessary.)</p>
<b>Step 9</b>	<p>Click and review the <b>Supervisor Review</b> and <b>Overall Rating</b> tabs to ensure that you have the evaluation set to share with the employee.</p>
<b>Step 10</b>	<p>Are there any adjustments that need to be made to the <b>Supervisor Review</b> and/or <b>Overall Rating</b> tabs?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>: <ol style="list-style-type: none"> <li>a. Make applicable adjustments.</li> <li>b. Go to Step 11.</li> </ol> </li> <li>• If <b>no</b>, go to Step 11.</li> </ul>
<b>Step 11</b>	<p>Click the <b>Signoffs</b> tab.</p>
<b>Step 12</b>	<p>Click the <b>Sign</b> button on the <b>Supervisor Signature</b> field.</p> <p><i>Result:</i> The <b>Sign Date</b> field will auto-fill with today’s date.</p>

Step	Instructions
<b>Step 13</b>	<p>Click <b>Save</b>, then <b>Submit</b>. (You will click <b>Yes</b> to confirm submission.)</p> <p><i>Result:</i> Your evaluation will be forwarded to your employee for review, and the screen will direct you to return to the <b>Home Page</b>.</p> <p><i>Remember:</i> If rating is less than 3, please send an email to Human Resources to inform of recommendation and request meeting for next steps (e.g., extension or termination) after full submission of the 90-day evaluation.</p>
<b>Step 14</b>	<p>Have you already met with your employee to go over the evaluation and talked about next steps?</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, go to Step 15.</li> <li>• If <b>no</b>, send the employee a meeting invite via email to give them time to review your feedback, and then follow through on your discussion with the employee about their performance, employment status and next steps regarding the probationary period.</li> </ul>
<b>Step 15</b>	<p>Was it necessary for the employee to return the evaluation to you for correction?</p> <p><i>Note:</i> There are times when things get missed during the write-up of the evaluation but uncovered during the review meeting that makes it necessary to send the evaluation back to the supervisor.</p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, go to Step 10.</li> <li>• If <b>no</b>, the procedure is complete.</li> </ul> <p><i>Note:</i> Be sure to follow-up with HR, if rating is below 3.</p>