Online Performance Appraisal System
Introductory Review Period (for newly hired staff)
Completing an Introductory Review Letter or Memo
You can use a memo or letter (custom document) instead of the standard Introductory Review Form to communicate performance goals/expectations to the newly hired staff member. Once you complete the document on your computer it must be uploaded in the Online Performance Appraisal System using the steps outlined in the following slides.

Your memo or letter should include:

- Specific performance goals/expectations for the Intro Period. Goals should be Specific, Measurable, Achievable, Realistic and include a Timeframe for Completion.
- One to five competencies vital to the position that staff member must work on during Intro Period. See competency list at: https://www.hr.upenn.edu/myhr/payandperform/appraisal/performance
- Assigning competencies is OPTIONAL.
Access the Online Performance Appraisal System, using your PennKey and password at https://portal.hr.upenn.edu/
My Staff - Introductory Review Period

Your staff members below are new hires who are in their Introductory Review Period.

<table>
<thead>
<tr>
<th>Action</th>
<th>Penn ID</th>
<th>Name</th>
<th>Job Title</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td>AS</td>
<td>PENN MEDICAL COUNSELOR</td>
<td>7/13/2015</td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td></td>
<td>COUNSELOR</td>
<td></td>
<td>7/16/2015</td>
</tr>
</tbody>
</table>

Click “Details” by staff member’s name to start Intro Review
Start Introductory Review - Custom Document

Appraisal Review Year: 2015
The current appraisal year being viewed is the 2015 fiscal year, which

Current Appraisals (2015)

Staff Member’s Intro Review Module
This new staff member is in the Introductory Review Period.

Start Intro Review Module

Click "Start Intro Review Module"
Select Type of Review – Upload Custom Document

Add/Update Introductory Review

Performance Goals for Introductory Period
Please choose the type of Introductory Review you would like to use and then click “Next Step”:

- **Standard Introductory Review**: The application will walk you through the process of completing the performance goals you have entered.
- **Upload Custom Document**: This option allows you to put the performance goals for the Introductory Period in a custom document.

The custom document should include the performance expectations the staff member has for the Introductory Period. These expectations should describe the specific results desired during this period. See more guidelines at the Penn HR Website. Before the end of the Introductory Period you can use the custom document to describe performance results for the Introductory Period.

Appraisal Due Date:

- Next Step

Select “Upload Custom Document” to upload a memo or letter. The memo or letter should outline the performance goals and competencies for the Introductory Period.
Upload Custom Document (Performance Goals & Competencies)

Custom Document Upload for Introductory Review Period Appraisal (Establishing Goals/Competencies)

Staff Member: [Redacted]  Status: Incomplete and No Staff Member Access
Last Updated On: 9/28/2015 5:07:51 PM  Last Updated By: [Redacted]

Upload Document
You have elected to add a custom attachment/memo/letter for the staff member's performance appraisal. To update or delete an existing attachment, simply delete the attachment and upload a new version.

File Name  File Size  Description
No records to display.

Previous Step  [Select Upload Document]  Next Step
Select Letter or Memo (Custom Document) to be Uploaded

Click "Select" to find and select document on your computer. (Document must be closed on your computer before selecting it.)

You must type in brief description of document in "Attachment Description" field.

Then click "Save Attachment"
File name and description of uploaded document will appear. You can delete if it is the wrong document. If it is the correct document select "Next Step."
Saving the goals in draft form will allow you to make changes to the goals after discussing them with the staff member.
Status of Custom Document is Updated on Home Page

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### Intro Review Module

#### My Staff - Introductory Review Period

Your staff members below are new hires who are in their Introductory Period.

<table>
<thead>
<tr>
<th>Action</th>
<th>Penn ID</th>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td>A.</td>
<td></td>
<td>Establish Goals Incomplete - Staff Member Accessible</td>
</tr>
</tbody>
</table>

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**Status of document is updated on home page**
Once you have reviewed the draft goals/expectations with the staff member, you need to re-enter the system to finalize the goals/expectations.
Finalize Goals – Custom Document

Appraisal Review Year: 2015
The current appraisal year being viewed is the 2015 fiscal year, which is the period from July 1, 2014 to June 30, 2015.

Current Appraisals (2015)

Staff Member’s Intro Review Module
This new staff member is in the Introductory Review Module.

Select "Continue/Edit Intro Review Module"
Finalize Goals – Custom Document

Add/Update Introductory Review

Performance Goals for Introductory Period
Please choose the type of Introductory Review you would like to use and then click “Next Step”:

- **Standard Introductory Review**: The application will walk you through the process of completing the Introductory Review you have entered.
- **Upload Custom Document**: This option allows you to put the performance expectations for the Introductory Review in a custom document.

The custom document should include the performance expectations that the performance manager has established for this period. See more guidelines at the Penn HR Website. Before the end of the Introductory Review period, you should upload a copy of the custom document.

**Appraisal Due Date:**
1/16/2016

Next Step
If you want to change the existing Introductory Review (custom document), delete the document by clicking "Delete." Then upload a new document.

If you do not want to change the existing Introductory Review (custom document), click "Next Step."
After discussing the performance expectations with the staff member, make any needed changes to the document, upload the revised document, and finalize the performance goals/expectations by selecting “Performance Goals Finalized” on the “Finalize Performance Goals Screen.” The staff member cannot sign the Performance Goals until the supervisor marks them “finalized.”
If you want to change the finalized goals document back to draft form, you can recall the document if the staff member has not signed it by following the steps below. (If the staff member signed the document, contact your HR professional.)

- Access the online system, using your PennKey and password, at https://portal.hr.upenn.edu/
- Go to the Intro Review Module section, click “Details” by the staff member’s name
- Click “View IRM”
- Click “Recall the Review”
Recalling the Completed Goals – Custom Document

**View Introductory Review Period Appraisal (Establishing Goals)**

Staff Member:
- **Status:** Complete Not Signed
- **ID:**
- **Due Date:** 11/4/2015

Last Updated On: 10/22/2015 5:15:46 PM by:

**Recall the Review:** The staff member has not yet signed this review. You may recall the review and place it back in draft mode.

**Close Out Review:** Mark this review as complete/closed without the signature of the staff member.

**Attachments**

<table>
<thead>
<tr>
<th>File Name</th>
<th>File Size</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jon Doe Introductory Review.docx</td>
<td>12,658</td>
<td>Jon Doe Introductory Review Goals</td>
</tr>
</tbody>
</table>

**Supervisor Signature**
Signed by AYLORE SHARON M on 10/22/2015 5:15:46 PM.

**Staff Member Signature**
The review has not yet been signed by the staff member.

**Comments:**
There are no staff member comments at this time. Comments may be added by the staff member when the review is signed.

[Image of the document page showing the screen capture of the intro review period appraisal form with highlighted options and comments]
Step 2: Completing the Introductory Review – Custom Document

- *Prior* to the end of the staff member’s Introductory Period, you must complete the Introductory Review and discuss it with the staff member.

- You can continue to use a memo or letter format (custom document) to complete the review. The memo or letter must then be uploaded in the Online Performance Appraisal System using the steps outlined in the following slides.

- If you want to extend the Introductory Period or terminate the staff member, you must consult with your HR professional, before communicating this decision to the staff member.
Prepare the Introductory Review Memo or Letter

- Draft your Intro Review letter/memo using below template:
  - Describe performance results, including supporting examples, for each goal established
  - Describe how the staff member demonstrated each competency established, if any, including supporting examples

- If staff member’s employment will be continued, include the following in the Introductory Review memo or letter:
  - Establish performance goals for the remainder of the cycle
  - (Optional) Establish competencies (1 – 5) and/or professional development/learning goals for the remainder of the cycle

- Save and close the document on your computer.
You should decide whether the staff member’s performance is:
- Fully acceptable and goals were achieved;
- Generally acceptable – but improvement is needed and expected; or
- Below acceptable level for time in position.

You should decide whether you want to:
- Continue the staff member’s employment;
- Terminate the staff member’s employment; or ***
- Extend the Introductory Period.***

***Consult with your HR professional before communicating this decision to the staff member.

You will be able to select an overall rating and recommended action in the Online Performance System when you upload your memo or letter.
Access the Online Performance Appraisal System, using your PennKey and password at https://portal.hr.upenn.edu/
Note: Before completing the Introductory Review, you must have marked the performance goals “finalized” in the system and the staff member must have electronically signed the goals in the system.

If the staff member has not signed the goals you can:

- Have the staff member sign the completed goals via the Online System,
  OR
- You can re-enter the system and close out the goals document before drafting the Introductory Review by following the steps below:
  - Access the Online Performance Appraisal System, using your PennKey and password at https://portal.hr.upenn.edu/
  - Go to the Intro Review Module section and click “Details” by the staff member’s name
  - Click “View IRM”
  - Click “Close Out Review”
Close Out Completed Goals – Custom Document

**View Introductory Review Period Appraisal (Establishing Goals)**

- **Staff Member:**
  - **Status:** Complete Not Signed
  - **ID:**
  - **Due Date:** 11/4/2015

- **Last Updated On:** 10/22/2015 5:15:46 PM

- **Recall the Review:** The staff member has not yet signed this review. You may recall the review and place it back in draft mode.

- **Close Out Review:** Mark this review as complete/closed without the signature of the staff member.

**Attachments**

- **File Name:** Jon Doe Introductory Review.docx
  - **File Size:** 12,658
  - **Description:** Jon Doe Introductory Review Goals

**Supervisor Signature**
Signed by AYLO, SHARON M on 10/22/2015 5:15:46 PM.

**Staff Member Signature**
The review has not yet been signed by the staff member.

**Comments:**
Comments at this time. Comments may be added by the staff member when the review is signed.
Step 2: Completing the Introductory Review – Custom Document

Intro Review Module

My Staff - Introductory Review Period
Your staff members below are new hires who are in their Introductory Review.

<table>
<thead>
<tr>
<th>Action</th>
<th>Penn ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on "Details" by the staff member's name
Step 2: Completing the Introductory Review – Custom Document

Appraisal Review Year: 2015
The current appraisal year being viewed is the 2015 fiscal year, which is the period from July 1, 2014.

Current Appraisals (2015)

Staff Member’s Intro Review Module
This new staff member is in the Introductory Review Module.

Click on "Continue/Edit Intro Review Module"
Rating, Recommended Action and Upload Custom Review

Select an Overall Rating (Summary of Performance) and the Recommended Action. Click "Upload Document" to upload the Introductory Review document that you completed and saved on your computer.

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Do not delete the saved performance goals document you uploaded at the beginning of the Introductory Review Period.
Select and Save Custom Introductory Review

Click "Select" to find and select document on your computer. (Document must be closed on your computer before selecting it.)

You must type a brief description of the document in "Attachment Description" field.

Then click "Save Attachment"
Rating, Recommended Action and Custom Review will appear.

Click "Delete" if you need to remove the Custom Review that you just uploaded. Then upload the correct document.

Click "Next Step" if you do not need to upload another document.
Saving the review in draft form will allow you to make changes to the review after discussing it with the staff member.
If you initially saved the Introductory Review memo or letter in draft form, remember to re-enter the Online Performance Appraisal System and mark the Introductory Review “complete” after reviewing it with the staff member.

After the review is marked “complete” the staff member can sign the review electronically in the system.
Click on "Details" by the staff member’s name.
Select "Continue IRM" if you need to make changes to the Introductory Review document you uploaded.

Select "Change IRM Status" if you do not need to make any changes to the Introductory Review document you uploaded and just want to mark the review complete.
The review must be marked complete before the staff member can sign it electronically in the online system.
If you want to change the completed Introductory Review back to draft form, you can recall the document if the staff member has not signed it by following the steps below. (If the staff member signed the document, contact your HR professional.)

- Access the online system, using your PennKey and password at [https://portal.hr.upenn.edu/](https://portal.hr.upenn.edu/)
- Go to the Intro Review Module section and click “Details” by the staff member’s name
- Click “View IRM”
- Click “Recall the Review”
Recalling the Completed Intro Review – Custom Document

View Introductory Review Period Appraisal

Staff Member:
Status: Complete Not Signed
ID:
Due Date: 11/4/2015
Last Updated On: 10/22/2015 5:25:48 PM by:

- Recall the Review: The staff member has not yet signed this review. You may recall the review and place it back in draft mode.
- Close Out Review: Mark this review as complete/closed without the signature of the staff member.

Ratings | Attachments | Export | Activity Log

Overall Rating

- Performance is fully acceptable and results were achieved. This rating describes the performance which demonstrates
- Performance generally acceptable – but improvement is needed and expected.
- Performance is below acceptable level for time in position. This rating describes performance which has not kept pace

Recommended Action

- Recommended action for the staff member?
- Retain staff member

Supervisor Signature
Signed by AYLOX, SHON M on 10/22/2015 5:25:48 PM.

Staff Member Signature
The review has not yet been signed by the staff member.

Comments:
There are no staff member comments at this time. Comments may be added by the staff member when the review is signed.
You can view or export a completed Introductory Review for a staff member by clicking “Details” by the staff member’s name. Then select “View or Export IRM.”
If the staff member voluntarily resigned or their employment was terminated after the goal setting phase is completed but before the review is completed, you can close the Introductory Review in the online system and stop the supervisor email reminders.

- Access the Online Performance Appraisal System, using your PennKey and password at https://portal.hr.upenn.edu/

- Go to the Intro Review section and click “Details” by the staff member’s name

- Click “Continue/Edit Intro Review Module”
Go to the Summary of Performance screen and select “Staff member was terminated before completing the Introductory Review period” or “Staff member voluntarily resigned before completing the Introductory Review period.” Once you choose one of these categories, the Recommended Action section will default to “Terminate staff member’s employment.” Although, it is not required you may upload a final document by clicking on the “Upload Document”. Once the document is uploaded click on “Next Step” to close the review. If you do not want to upload a final document just click “Next Step” to close the review.
The Introductory Review will be closed out. The review status will be “complete-signed” status, the recommended action will be “staff member terminated or voluntarily resigned” before the end of the review period. The supervisor email reminders will no longer be generated by the system.
Questions???

- Contact:
  - Your school/center Human Resources professional
  - Division of Human Resources, Staff and Labor Relations at 215-898-6093