



# Annual Performance Evaluation-FAQ's

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**1) Q: How will I know when it's time to complete my annual performance evaluation?**

A: The Employee Development Center will automatically send an email notification to you and your supervisor 62 days before your continuous service date. This email states that your evaluation has been launched. Employees have 14 days to complete their self-assessment, and the supervisor has 21 days to assess their subordinate.

**2) What is my continuous service date?**

A: Your continuous service date is your original hire date with State Government minus any breaks in service or unpaid leave. The EDC stores your Continuous Service Date and calculates the 62 release date for you.

**3) Q: Where do I go to complete my annual evaluation?**

A:

- Go to: [www.link.nebraska.gov](http://www.link.nebraska.gov) on the web
- Click on the Employee Development Center (EDC) icon.
- Login to your account.
- Scroll down on your home page and look for your annual review in red letters under the "My Performance Tasks" tab.
- Click on my review and start the process

**4) Q: I'm on the LINK ([www.link.nebraska.gov](http://www.link.nebraska.gov)) website but I don't understand the difference between the Employee Work Center and the Employee Development Center.**

A: Employee Work Center is a record of HR/payroll/personnel related information and is also where you enroll in your State benefits on an annual basis. The Employee Development Center houses training/development courses open to all employees and your Performance Reviews. However, printing of your W-2 will occur in the Payroll & Financial Center.

**5) Q: I've forgotten my password and don't remember what my username is. How do I get this information?**

A:

- Employees who have forgotten their passwords may contact Debbie Pester via email at [debbie.pester@nebraska.gov](mailto:debbie.pester@nebraska.gov) OR on the log-in page of the Employee Development Center, the employee may click on "Forgot Your Password" and the system will assign them a temporary password.
- For those who don't remember their username you have three options:
  - Employee I.D. Number (same as your Payroll & Financial Center (E-1) Address book number; ex: 108864)  
**OR**
  - Payroll & Financial Center Logon (ex: jdoe001)  
**OR**
  - Use your work email address

**6) Q: When I log into the Employee Development Center, I don't see the screen where I can select whether I want to search for training or where I go to complete my evaluation. Where do I go to find these tasks?**

**A:**

- To search for training:
  - Log in to the EDC through [www.link.nebraska.gov](http://www.link.nebraska.gov)
  - Type a title (or partial title) or subject matter (i.e. communications) in the 'search' box in the upper right hand corner of any screen.
  - Hit 'enter' or click on the magnifying glass beside the search box. Courses should populate into a listing approximately half way down the screen.
  - Click on the red title of the course and the pop-up box should provide additional information to learn more about the course.
  - Click on "request" to view or request a class, which should be located in the bottom right hand corner of the pop-up box.
  
- To complete your evaluation:
  - Log in to the EDC through [www.link.nebraska.gov](http://www.link.nebraska.gov)
  - Find under the red divider titled: My Performance Tasks on your home page.
  - Click on the red title 'Please complete the 2014 annual Performance Review for Your Name' and proceed to complete your evaluation. If the title for your review isn't displayed under that category, go to the large purple button titled: Performance Review.
  - Click on the My Personal Reviews tab found below the red divider titled Performance Reviews.
  - Click on the title 'Please complete the 2014 annual Performance Review for Your Name' and proceed to complete your evaluation.

**7) Q: What if I'm on vacation during the 14 days of Step #1, Employee Self-Review, and I don't get my portion of the evaluation completed?**

**A:** Your supervisor can "re-open steps" when you return to work so that you can your self-review. You will need to ask your supervisor to perform this action. If your supervisor doesn't know how to "re-open steps", contact Deb Pester in HR at [Debbie.pester@nebraska.gov](mailto:Debbie.pester@nebraska.gov) and she will provide assistance.

**8) Q: Does the email notification tell me how long a period of time I have to complete my part of the evaluation?**

**A:** No, but after you have logged into the evaluation, and on the first page (Overview) there is a series of boxes that outline the steps included in the process. The Step #1 box for "Employee Self-Review also indicates the date by which you must complete your review (bottom portion of the box). Employees have 14 days to complete their self-assessment, and the supervisor has 21 days to assess their subordinate.

**9) Q: Once I've been notified by a system email that I should do my performance review; will the system remind me again?**

**A:** No. You need to be mindful of the 14 days provided for you to complete the self-rating portion of your evaluation.

**10) Q: Why is the employee responsible for determining the performance goals and essential job duties and entering them into the evaluation system? Isn't that my supervisor's job?**

**A:** By having the employee participate in entering their duties/goals is that they hope the employee will take "ownership" of them and possibly enter a duty that the supervisor may have overlooked. This process also allows the employee to become familiar with the systems look and feel. It's also important to note that prior to

entering. Although, a supervisor does have the ability to add duties and goals into the EDC, in the vast majority of cases, the employees enter their own.

**11) Q: What if I'm out of the office on vacation and miss the email notification to complete my self-rating?**

A: If the evaluation has moved on to your supervisor's queue, your supervisor can "re-open steps" to revert the evaluation back to you. You will need to ask your supervisor to perform this action. If your supervisor doesn't know how to "re-open steps", contact Deb Pester in HR at [Debbie.pester@nebraska.gov](mailto:Debbie.pester@nebraska.gov) and she will provide assistance.

**12) Q: I received my notification to complete my Performance Evaluation and I logged into the system to complete the evaluation; however, there are no Essential Job Duties or a Performance Goal shown. I have already completed the evaluation for 2012-13 period, so were they not saved in the system? Where can I find them?**

A: There are separate instructions for locating them in the system. Please contact Debbie Pester at [debbie.pester@nebraska.gov](mailto:debbie.pester@nebraska.gov) for assistance.

**13) Q: What dates do I use for the "Start Date" and "Target Date" in the system on the page where Job Duties and Goals are created?**

A: For the Start Date use the month/day of your continuous service date and the previous year (2013) and for the Target Date use your continuous service date minus one day, and add one year. Example: If your Continuous Service Date is 4/1/2010, for your Start Date key in 4/1/2013. For the Target Date key in 3/31/2014.

**14) Q: If my supervisor 're-opens' my steps so that I can start my portion of the evaluation, how long does it stay in my queue (or will be visible to me)?**

A: After an evaluation has been re-opened, it will stay in the Step #1 Employee Self-Review step until it is submitted or the overall 62 day timeframe lapses. Therefore, in order to keep the review moving along, it is important you complete your self-ratings as soon as possible, and submit them so that it moves to the next step.

**15) Q: Before I submit my self-ratings can I print a copy of my review?**

A: Yes. Wherever you see either an Adobe Acrobat symbol  or a printer symbol, you may click on either symbol and print your copy, OR save it to your drive (computer).

**16) Q: What happens if my supervisor and I have both rated my performance and we completely disagree on how I'm performing what happens?**

A: Ultimately, the supervisor's rating is used to calculate the performance review score. A significant disparity in an employee's self-assessment versus the supervisor's assessment indicates a need for both parties to take adequate time to discuss what the supervisor's expectations are, and the necessary behaviors expected to be exhibited by the employee to meet and/or exceed those expectations. Anytime an employee and supervisor have a difference in the ratings, it is recommended that the supervisor should make comments in the comment section to explain the rationale for their rating.

**17) Q: Is the system scoring a combination of both the employee and supervisor rating?**

A: No. The overall rating of the evaluation by the system is based solely on the supervisor rating.

**18) Q: What if my supervisor doesn't take the time to rate my performance? Does the cycle continue on to his/her supervisor so that they are aware my supervisor hasn't done his/her ratings?**

**A:** Unfortunately, if your supervisor doesn't review/rate your evaluation, it stays in their queue (workflow) until they complete their ratings of your performance or the 62 day timeframe (cycle) of the review is reached. Once the 62 day timeframe (cycle) passes, no one can access the review without requesting it to be re-initiated by the Human Resource Office. Deb Pester ([Debbie.pester@nebraska.gov](mailto:Debbie.pester@nebraska.gov)) in HR should be contacted for the review to be re-initiated.

**19) Q: Does the indirect manager rate my evaluation in addition to my supervisor? After the indirect manager makes comments on my evaluation (if applicable), when can I see the comments?**

**A:** The indirect manager can make comments in the evaluation but does not rate your performance. You are able to see these comments after your supervisor completes the supervisor presentation portion of your review.

**20) Q: What is the Supervisor Presentation portion of the evaluation process?**

**A:** At this stage in the review process, you and your supervisor should sit down and discuss your performance in all the components of your review, which includes the universal performance dimensions, job duties, and goals. Once this is complete, your supervisor enters the date the discussion occurred and submits the review. It then goes back to you for your electronic signature.

**21) Q: I thought this system was supposed to eliminate the need for producing paper copies of the evaluation? When I meet with my supervisor I don't want to have to sit side-by-side in front of a computer screen to talk about my evaluation.**

**A:** The use of computers is highly encouraged. However, if you would like a copy prior to your review, your supervisor can email you the PDF of what has been completed thus far prior to your discussion. You can then either print the form, or write down any questions you have.

**22) Q: How do we navigate this process if our division has multiple layers of management above just a direct supervisor or indirect manager who in the past have also commented on or signed off on evaluations?**

**A:** There are several ways to handle this. First there are co-planners that may be added to the process; however, take care that all supervisors/managers involved in the process are aware about the order and timing of submissions when using this particular method. Second, without adding a co-planner to the system, written comments and or ratings may be submitted and uploaded by the direct supervisor or indirect manager as an attachment to the evaluation when the evaluation is in their queue. Care should be taken when using co-planners to ensure the proper level of management is submitting the review to the next level. It is encouraged that consultation with Debbie Pester occurs prior to using this feature.

**23) Q: Who are Co-planners?**

**A:** Supervisors/Managers may select another State employee within the agency to be a co-planner, which allows that individual to provide input and comments on an employee's performance evaluation. Care should be taken when using co-planners to ensure the proper level of management is submitting the review to the next level. It is encouraged that consultation with Debbie Pester occurs prior to using this feature.

**24) Q: Is there a limit to the number of co-planners that can be added to an employee record?**

**A:** No but this feature has not been extensively used in the system to-date. Care should be taken when using co-planners to ensure the proper level of management is submitting the review to the next level. It is recommended that you consult with Debbie Pester in HR prior to using this feature.

**25) What is the difference between a goal and a job duty?**

**A:**

- Essential job duties are specific tasks you perform on a regular or routine basis, and generally, the position exists to perform that duty. In some cases, employees are assigned critical tasks that are cyclical, meaning they may occur quarterly, or annually. Because they are critical, it is important that the job duty is rated during the review process.
- A goal is a measurable achievement that is to be completed in a specific timeframe. A goal is not the same as you essential job duties. However a goal can be developed regarding improving an essential job duty. For example:
  - Job Duty-Build widgets
  - Goal-Increase the rate by which I build of widgets from an average of 10 per day to 15A goal can also be to implement a new task or process, or be designed to help you develop new skills.

**26) How do I know what my goals and job duties are?**

**A:** Supervisors should explain job duties and performance expectations in all areas of the review to new employees upon hire. Changes in job duties should be communicated to employees prior to occurring. In the event this has not been written down for you, you may use a previous performance evaluation as a starting point and visit with your supervisor to determine if they are still relevant, or if you need to add or remove duties. Goals are likely to change substantially from year to year, thus you should have an interactive discussion with your supervisor to determine your goals.