

Completing End of Orientation Evaluation

Performance Central is Vanderbilt's employee evaluation system that focuses on constructive dialogue between supervisors and those reporting to them in order to improve work performance and to enhance assessment of professional development. This Job Aid will describe the steps you will follow to complete an evaluation for an employee who has completed his or her orientation period.

If you have any questions, contact HR's Employee Service Center.

- 615-343-7000
- human.resources.vumc@vanderbilt.edu

Definitions

Orientation Period: From date of hire, 3 months for non-exempt staff and 6 months for exempt staff

Icons in this job aid



Information

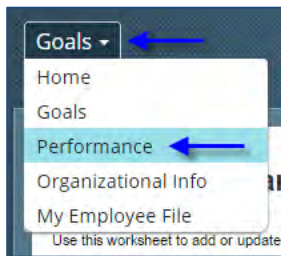
Steps

Log into Performance Central

1. Go to <https://hr.mc.vanderbilt.edu/performance-central/> and click **Launch Performance Central**.
2. Type your VUNetID and e-Password. Click **Login**.

Open Performance Module

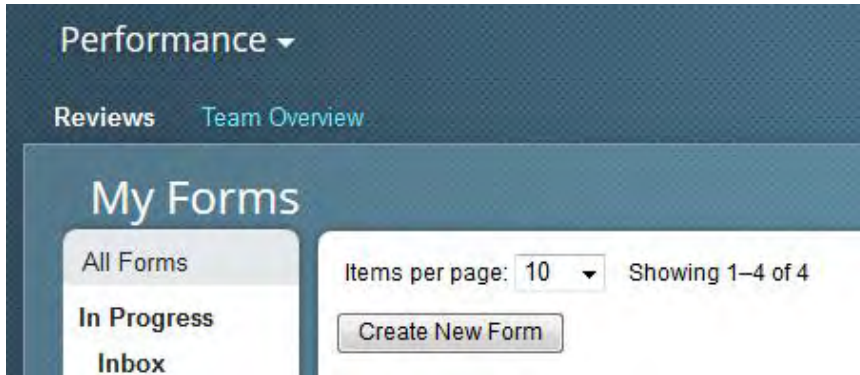
1. Click the dropdown **menu**, then click **Performance** to switch to the Performance module.



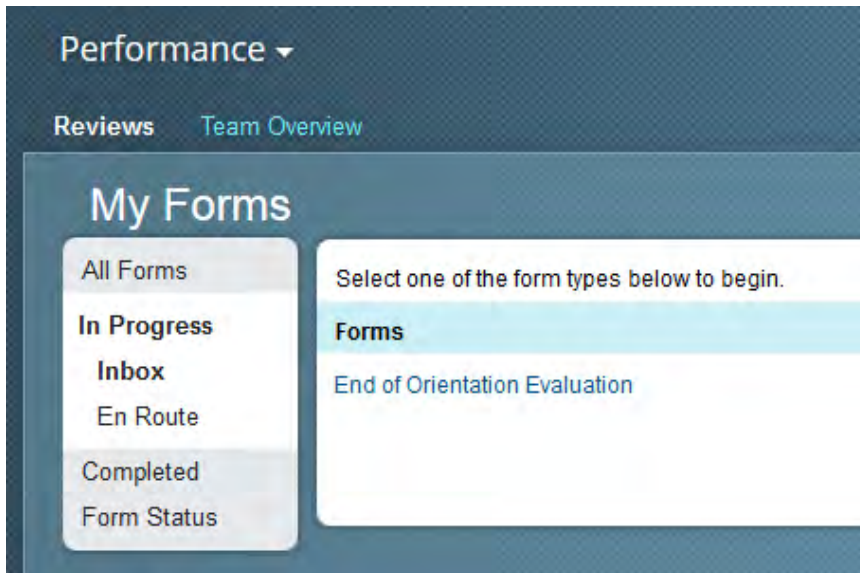
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Create New End of Orientation Evaluation Form

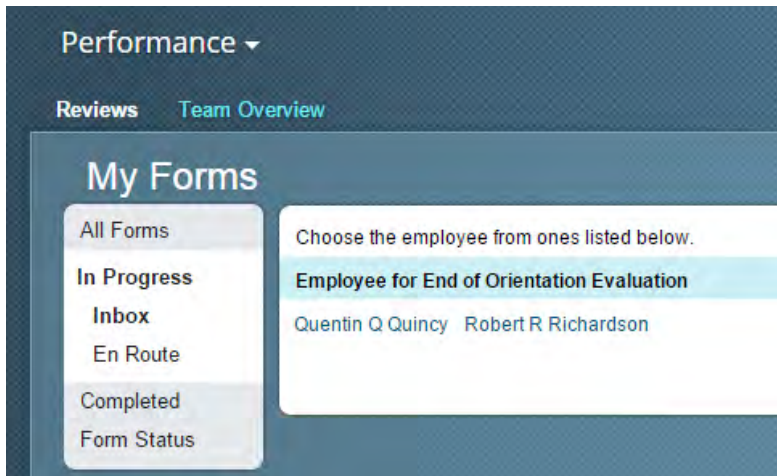
1. The **My Forms** screen appears. Click **Create New Form**.



2. Select **End of Orientation Evaluation**.



3. Click the name of the employee whose orientation period is complete.



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4. Select the dates for which orientation review started, ended, and the evaluation due date.

Performance ▾

Reviews Team Overview

My Forms

- All Forms
- In Progress
- Inbox
- En Route
- Completed
- Form Status

Please provide review periods and due date in the fields below.

Review period and due date of End of Orientation Evaluation for M:

Review Start: 01/28/20

Review End: 02/27/20

Review Due: 04/30/20

5. Click **Create and Open**.

Back Create and Open Cancel

Complete End of Orientation Evaluation

1. In the **Employee Information** section, choose an **Orientation period ending** date.

Employee Information

First Name Quentin

Last Name Quincy

Employee ID 1017

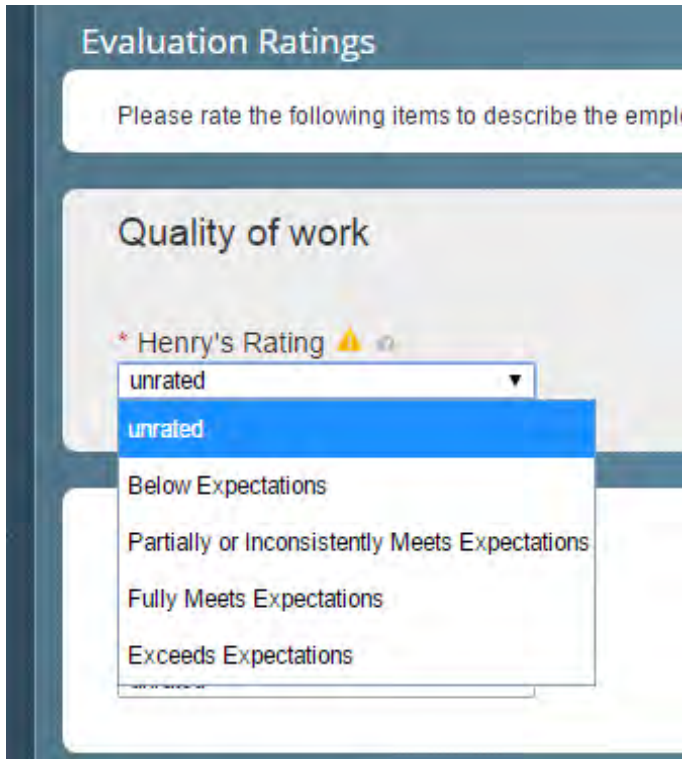
* Orientation period ending

Home Department Marketing

- i** The duration of the orientation period is 3 months for hourly employees and 6 months for exempt employees.

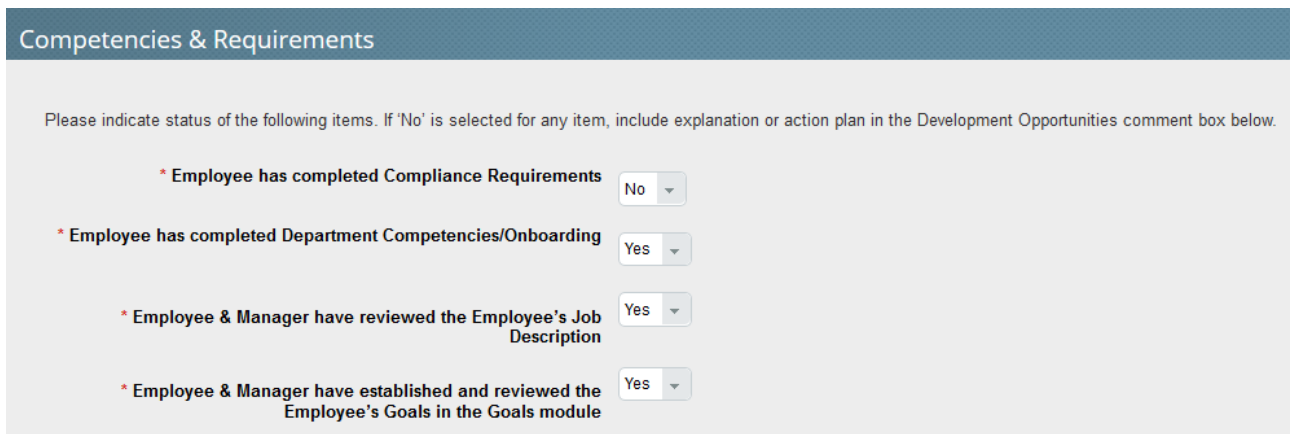
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2. Complete **Evaluation Ratings** for each section: Quality of Work, Quantity of Work, Credo, Ability to Learn, Initiative, and Availability.



- i** For each section, you will choose from the same rating scale: Below Expectations, Partially or Inconsistently Meets Expectations, Fully Meets Expectations, or Exceeds Expectations.

3. Complete **Competencies & Requirements** section by selecting **Yes** or **No** for each item.



- i** All items are required for evaluation completion.

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4. Complete **Strengths & Development Opportunities** section. Click **Comments** to open a comment box and type any comments about strengths or development opportunities.

The screenshot shows a form titled "Strengths & Development Opportunities". At the top, there is a blue header with the title. Below the header is a light blue box with the instruction: "Please describe areas in which you believe this individual has the greatest strengths or could develop further." The form is divided into two main sections: "Strengths" and "Development Opportunities". Under "Strengths", there is a text area labeled "Pamela's Comment" containing the text: "Ability to jump right in and perform effectively." Under "Development Opportunities", there is a text area labeled "Pamela's Comment" containing the text: "Completion of one competency still remaining." Above this text area is a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, text color, font size, and a yellow pushpin icon.

5. Complete **Overall Summary** by choosing an overall rating.

The screenshot shows a form titled "Overall Summary". It features a dropdown menu labeled "* Henry's Manual Rating" with a yellow warning triangle icon and a refresh icon. The dropdown menu is currently set to "unrated".

6. Click **Save and Finish Later**.

The screenshot shows two buttons side-by-side. The left button is labeled "Save and Finish Later" and the right button is labeled "Send to Employee Signature". Both buttons are light blue with rounded corners.

- i** After you have the opportunity to discuss the End of Orientation Evaluation with your employee, return to the form and click **Send to Employee Signature**.
- i** During the orientation period, you will be sharing your department's initiatives and goals with your new employee. When you complete their End of Orientation Evaluation, you can establish appropriate goals for the employee based on their role and the amount of time left

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before their annual evaluation. These goals can be set in the **Goals Module** of their Performance Evaluation and can either be cascaded by you or created by the employee with your guidance. Please see “Cascading and Creating Goals in Performance Central – Job Aid” in the [Learning Exchange](#) if you need assistance with this process.