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.


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.

5. Click **Create and Open**.

Complete End of Orientation Evaluation

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

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.

   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.

   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.

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

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

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**.

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.