

MPP Performance Evaluation Form

[How to Access Forms](#)

Once the Self-Evaluation has been completed, you can access it through:

1. The link in the email (shown below)
2. The forms portal



Evaluation Pending Review

Dear Maria Hill,

You have a performance evaluation for Clint Barton pending your review.

Once you have made a decision to approve or send back, the form will continue through the workflow process.

How to Approve or Send Back the evaluation

- Click here to [View AEM Evaluation Form](#)
- Click on the record under MY TASKS to open the form
- Click on the **Approve** to move the form through the workflow process to the employee, click **Back to Manager** if you have any changes or input.
- For more instructions on how to approve or deny the request, please review the ***MPP Evaluation handbook***

Should you have any questions about this process in terms of procedures, please contact Labor and employee relations at HRDevaluations@fullerton.edu.

Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.

This is an automatically generated email. Please do not reply to this email.

Filling Out the MPP Performance Evaluation Form

Step 1:

Indicate if you would like to copy values from a previous year by clicking the **Yes** or **No** radial dial

Management Personnel Plan
Employee Performance Evaluation

To know about MPP Performance Evaluation : [Click Here](#)

Employee Information	Do you want to copy values from previous year? <input type="radio"/> Yes <input type="radio"/> No			
Employee Self Evaluation	Personal Information			
Performance Factors/Ratings	* Employee ID	Employee Last Name	Employee First Name	
Supporting Statement for Ratings	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Supporting Documents	Employment Details			
	Employee RCD	CBID	Classification	Range
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Department ID	Department Name	Evaluator Name	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	* Evaluation Type	* Review Period From	* Review Period To	Athletics Employee
	<input type="text"/>	05/16/2020	05/15/2021	<input type="radio"/> NO

Reset Save Submit



Copying values from a previous year:

- will bring over ratings (Performance Factors / Ratings)
- will not populate any supporting documents (Supporting Statement for Ratings tab)
- will not populate information if the manager differs from the previous evaluation that you're trying to copy
- will not populate information if the employee is in a new position


Step 2:

Based on your answer to 'Do you want to copy values from previous year?'

- If you answered **Yes**, continue to Step 3
- If you answered **No**, skip to Step 11


Step 3:

Enter the Employee ID for the person you are creating a evaluation for

Employee Information	Do you want to copy values from previous year? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Employee Self Evaluation	Employee ID		
Performance Factors/Ratings	<input type="text"/>		
Supporting Statement for Ratings	<button>Copy values from previous year</button>		
Supporting Documents	Personal Information * Employee ID Employee Last Name Employee First Name <input type="text"/> <input type="text"/> <input type="text"/>		
	Employment Details		

Step 4:

Click the **Copy values from previous year** button to see value options

Employee Information	Do you want to copy values from previous year? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Employee Self Evaluation	Employee ID		
Performance Factors/Ratings	<input type="text" value="800123456"/>		
Supporting Statement for Ratings	<button>Copy values from previous year</button>		
Supporting Documents	Personal Information * Employee ID Employee Last Name Employee First Name <input type="text"/> <input type="text"/> <input type="text"/>		
	Employment Details		

Step 5:

Click the radial dial for the appropriate option

Employee Information

Do you want to copy values from previous year?
☒ Yes ☐ No

Please select the correct entry

	Emp ID	Dept Id	Dept Name	Review Period From	Review Period To	Evaluation Type
<input type="radio"/>		10001	A&R Info Technology	05-16-2019	05-15-2020	Annual
<input type="radio"/>		10001	A&R Info Technology	05-16-2019	05-15-2020	First six months from appointment
<input type="radio"/>		10001	A&R Info Technology	05-16-2019	05-15-2020	Annual
<input type="radio"/>		10001	A&R Info Technology	05-16-2019	05-15-2020	Third month of service, if applies
<input type="radio"/>		10001	A&R Info Technology	02-01-2020	05-15-2020	First six months from appointment

OK

Step 6:

Click the **Ok** button

Employee Information

Do you want to copy values from previous year?
☒ Yes ☐ No

Please select the correct entry

	Emp ID	Dept Id	Dept Name	Review Period From	Review Period To	Evaluation Type
<input checked="" type="radio"/>		10001	A&R Info Technology	05-16-2019	05-15-2020	Annual
<input type="radio"/>		10001	A&R Info Technology	05-16-2019	05-15-2020	First six months from appointment
<input type="radio"/>		10001	A&R Info Technology	05-16-2019	05-15-2020	Annual
<input type="radio"/>		10001	A&R Info Technology	05-16-2019	05-15-2020	Third month of service, if applies
<input type="radio"/>		10001	A&R Info Technology	02-01-2020	05-15-2020	First six months from appointment

OK

Step 7:


The screen will refresh to show the populated data based on your selection


Employee Information	Do you want to copy values from previous year? <input checked="" type="radio"/> Yes <input type="radio"/> No																											
Employee Self Evaluation	Employee ID 800123456 Copy values from previous year																											
Performance Factors/Ratings																												
Supporting Statement for Ratings																												
Supporting Documents																												
Personal Information <table> <tr> <td>* Employee ID</td> <td>Employee Last Name</td> <td colspan="2">Employee First Name</td> </tr> <tr> <td>800123456</td> <td>Hill</td> <td colspan="2">Maria</td> </tr> </table>					* Employee ID	Employee Last Name	Employee First Name		800123456	Hill	Maria																	
* Employee ID	Employee Last Name	Employee First Name																										
800123456	Hill	Maria																										
Employment Details <table> <tr> <td>Employee RCD</td> <td>CBID</td> <td>Classification</td> <td>Range</td> </tr> <tr> <td>0</td> <td>M80</td> <td>Administrator II</td> <td>1</td> </tr> <tr> <td>Department ID</td> <td>Department Name</td> <td colspan="2">Evaluator Name</td> </tr> <tr> <td>12345</td> <td>Administration</td> <td colspan="2">Nick Fury</td> </tr> <tr> <td>* Evaluation Type</td> <td>* Review Period From</td> <td>* Review Period To</td> <td>Athletics Employee</td> </tr> <tr> <td>Annual</td> <td>05 / 16 / 2020</td> <td>05 / 15 / 2021</td> <td><input type="radio"/> NO</td> </tr> </table>					Employee RCD	CBID	Classification	Range	0	M80	Administrator II	1	Department ID	Department Name	Evaluator Name		12345	Administration	Nick Fury		* Evaluation Type	* Review Period From	* Review Period To	Athletics Employee	Annual	05 / 16 / 2020	05 / 15 / 2021	<input type="radio"/> NO
Employee RCD	CBID	Classification	Range																									
0	M80	Administrator II	1																									
Department ID	Department Name	Evaluator Name																										
12345	Administration	Nick Fury																										
* Evaluation Type	* Review Period From	* Review Period To	Athletics Employee																									
Annual	05 / 16 / 2020	05 / 15 / 2021	<input type="radio"/> NO																									

[Generate PDF](#)
[Reset](#)
[Save](#)
[Submit](#)

Step 8:

Click through each tab to review data, make changes or add information.



 Management Personnel Plan Employee Performance Evaluation																												
To know about MPP Performance Evaluation : Click Here																												
Employee Information	Do you want to copy values from previous year? <input checked="" type="radio"/> Yes <input type="radio"/> No																											
Employee Self Evaluation	Employee ID 892254350 Copy values from previous year																											
Performance Factors/Ratings																												
Supporting Statement for Ratings																												
Supporting Documents																												
Personal Information <table> <tr> <td>* Employee ID</td> <td>Employee Last Name</td> <td colspan="2">Employee First Name</td> </tr> <tr> <td>800123456</td> <td>Hill</td> <td colspan="2">Maria</td> </tr> </table>					* Employee ID	Employee Last Name	Employee First Name		800123456	Hill	Maria																	
* Employee ID	Employee Last Name	Employee First Name																										
800123456	Hill	Maria																										
Employment Details <table> <tr> <td>Employee RCD</td> <td>CBID</td> <td>Classification</td> <td>Range</td> </tr> <tr> <td>0</td> <td>M80</td> <td>Administrator II</td> <td>1</td> </tr> <tr> <td>Department ID</td> <td>Department Name</td> <td colspan="2">Evaluator Name</td> </tr> <tr> <td>12345</td> <td>Administration</td> <td colspan="2">Nick Fury</td> </tr> <tr> <td>* Evaluation Type</td> <td>* Review Period From</td> <td>* Review Period To</td> <td>Athletics Employee</td> </tr> <tr> <td>Annual</td> <td>05 / 16 / 2020</td> <td>05 / 15 / 2021</td> <td><input type="radio"/> NO</td> </tr> </table>					Employee RCD	CBID	Classification	Range	0	M80	Administrator II	1	Department ID	Department Name	Evaluator Name		12345	Administration	Nick Fury		* Evaluation Type	* Review Period From	* Review Period To	Athletics Employee	Annual	05 / 16 / 2020	05 / 15 / 2021	<input type="radio"/> NO
Employee RCD	CBID	Classification	Range																									
0	M80	Administrator II	1																									
Department ID	Department Name	Evaluator Name																										
12345	Administration	Nick Fury																										
* Evaluation Type	* Review Period From	* Review Period To	Athletics Employee																									
Annual	05 / 16 / 2020	05 / 15 / 2021	<input type="radio"/> NO																									

[Generate PDF](#)
[Reset](#)
[Save](#)
[Submit](#)

Step 9:

Click on the **Supporting Documents** tab

Click the **Attach** button to add any supporting documentation that is appropriate



Reminder: Supporting documents are not brought over when copying values from a previous year

Management Personnel Plan
Employee Performance Evaluation


To know about MPP Performance Evaluation : [Click Here](#)

Employee Information	Employee provided self-evaluation supporting documentation
Employee Self Evaluation	Goal Progress Documentation.pdf
Performance Factors/Ratings	Please Note: <ul style="list-style-type: none"> Attachment does not support following special characters / \ : * ? & { } ; [] Only PDF files are allowed!
Supporting Statement for Ratings	Supporting Document 1 <div>Attach</div>
Supporting Documents	Supporting Document 2 <div>Attach</div>
	Supporting Document 3 <div>Attach</div>
	Supporting Document 4 <div>Attach</div>

Generate PDF
Reset
Save
Submit

Step 10:

Click on the **Submit** button to submit the form


**Management Personnel Plan
Employee Performance Evaluation**


To know about MPP Performance Evaluation : [Click Here](#)

Employee Information	Employee provided self-evaluation supporting documentation
Employee Self Evaluation	Goal Progress Documentation.pdf
Performance Factors/Ratings	Please Note: <ul style="list-style-type: none"> Attachment does not support following special characters / \ : * ? & { } ; [] Only PDF files are allowed!
Supporting Statement for Ratings	Supporting Document 1 <input type="button" value="Attach"/>
Supporting Documents	Supporting Document 2 <input type="button" value="Attach"/>
	Supporting Document 3 <input type="button" value="Attach"/>
	Supporting Document 4 <input type="button" value="Attach"/>

←

Submission:

Upon successful completion you will receive a confirmation message



MPP Performance Evaluation

Thank you for submitting the evaluation form.

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An email notification is sent to the:

- Employee
- Manager

notifying that the evaluation is sent to employee for review

Evaluation Pending Review

Dear Clint Barton,

You have a performance evaluation pending for your review and acknowledgment.

How to Review and Acknowledge the evaluation

- Click here to [View AEM Evaluation Form](#)
- Click on the record under MY TASKS to open the form
- Review the form and add Comment (optional) under **Signature and Acknowledgement** section. Click Agree or Disagree (at the right-hand top of the page) to move the form through the workflow.
- For more instructions on how to review your evaluation, please review the [MPP Evaluation handbook](#)

Should you have any questions about this process in terms of procedures, please contact Labor and employee relations at HRDevaluations@fullerton.edu.


Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.

This is an automatically generated email. Please do not reply to this email.

Step 11: Employee Information

Enter Employee CWID

Hit the tab key to populate information


**Management Personnel Plan
Employee Performance Evaluation**

To know about MPP Performance Evaluation : [Click Here](#)

Employee Information	Do you want to copy values from previous year? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Employee Self Evaluation	Personal Information			
Performance Factors/Ratings	* Employee ID <div style="border: 1px solid red; padding: 2px;">800123456</div>	Employee Last Name Hill	Employee First Name Maria	
Supporting Statement for Ratings	Employment Details			
Supporting Documents	Employee RCD 0	CBID M80	Classification Administrator II	Range 1
	Department ID 12345	Department Name Administration	Evaluator Name Nick Fury	
	* Evaluation Type ▼	* Review Period From 05 / 16 / 2020	* Review Period To 05 / 15 / 2021	Athletics Employee <input type="checkbox"/> NO

Generate PDF
Reset
Save
Submit

Step 12:

Select Evaluation Type

**Management Personnel Plan
Employee Performance Evaluation**

To know about MPP Performance Evaluation : [Click Here](#)

Employee Information	Do you want to copy values from previous year? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Employee Self Evaluation	Personal Information			
Performance Factors/Ratings	* Employee ID 800123456	Employee Last Name Hill	Employee First Name Maria	
Supporting Statement for Ratings	Employment Details			
Supporting Documents	Employee RCD 0	CBID M80	Classification Administrator II	Range 1
	Department ID 12345	Department Name Administration	Evaluator Name Nick Fury	
	* Evaluation Type ▼	* Review Period From 05 / 16 / 2020	* Review Period To 05 / 15 / 2021	Athletics Employee <input type="checkbox"/> NO

Generate PDF Reset Save Submit

Step 13:

Verify the date range is reflective of the **Evaluation Type**

**Management Personnel Plan
Employee Performance Evaluation**

To know about MPP Performance Evaluation : [Click Here](#)

Employee Information	Do you want to copy values from previous year? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Employee Self Evaluation	Personal Information			
Performance Factors/Ratings	* Employee ID 800123456	Employee Last Name Hill	Employee First Name Maria	
Supporting Statement for Ratings	Employment Details			
Supporting Documents	Employee RCD 0	CBID M80	Classification Administrator II	Range 1
	Department ID 12345	Department Name Administration	Evaluator Name Nick Fury	
	* Evaluation Type Annual ▼	* Review Period From 05 / 16 / 2020	* Review Period To 05 / 15 / 2021	Athletics Employee <input type="checkbox"/> NO


Generate PDF Reset Save Submit

To edit, click in the date field

Department Name		Evaluator Name	
Administration		Nick Fury	
* Review Period From		* Review Period To	
05/16/2020	05/15/2021	Athletics I	
		NO	

Step 14: Employee Self Evaluation

Review the information provided



Management Personnel Plan
Employee Performance Evaluation

To know about MPP Performance Evaluation : [Click Here](#)

Employee Information	Describe your progress on the goals listed on your last performance evaluation (as well as those articulated in discussions with your supervisor during this review period) and describe any additional achievements and accomplishments during this review period.
Employee Self Evaluation	Progress towards goals have been met and detailed notes have been provided.
Performance Factors/Ratings	Identify performance goals or objectives which you believe could be included in your performance evaluation for the next review period. Include any professional development activities in which you would like to participate.
Supporting Statement for Ratings	Additional goals that have been discussed for the next evaluation period have been included in documentation.
Supporting Documents	If areas requiring improvement were cited on your last evaluation, describe specific steps you took to make improvements in your performance.
	N/A
	Additional comments (if desired)

Generate PDF
Reset
Save
Submit

Step 15: Performance Factors / Ratings


Select the appropriate ratings for the required fields:

A: **Conceptual Skills**

B: **Interpersonal Skills**

C: Technical Skills

D: Overall Rating


**Management Personnel Plan
Employee Performance Evaluation**

To know about MPP Performance Evaluation : [Click Here](#)

Employee Information	<div style="display: flex; justify-content: space-between;"> <div> A * Conceptual Skill <input type="text"/> </div> <div> B * Interpersonal Skills <input type="text"/> </div> <div> C * Technical Skills <input type="text"/> </div> </div>
Employee Self Evaluation	Other (Please specify) <input type="text"/>
Performance Factors/Ratings	<div style="display: flex; justify-content: space-between;"> <div> D Rating Suggestion <input type="text"/> </div> <div> * Overall Rating <input type="text"/> </div> </div>
Supporting Statement for Ratings	Meets and Frequently Exceeds Expectations <input type="text"/>
Supporting Documents	Summary statement or comments about employee's overall performance <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>

Generate PDF

Reset

Save

Submit

Step 16: Performance Factors / Ratings

Enter supporting statements for each prompt.

Upon selecting the ratings, the **Rating Suggestion** field will populate



Management Personnel Plan Employee Performance Evaluation

To know about MPP Performance Evaluation : [Click Here](#)

Employee Information	* Conceptual Skill Meets and Frequently Exceeds Expectations ▼	* Interpersonal Skills Meets Expectations ▼	* Technical Skills Meets and Frequently Exceeds Expectations ▼
Employee Self Evaluation	Other (Please specify) <input type="text"/>		Other Skills <input type="text"/>
Performance Factors/Ratings	Rating Suggestion Meets and Frequently Exceeds Expectations	* Overall Rating Meets and Frequently Exceeds Expectations ▼	
Supporting Statement for Ratings	Summary statement or comments about employee's overall performance <input type="text"/>		
Supporting Documents	<input type="text"/>		

Generate PDF

Reset

Save

Submit

Step 17:

You can edit the **Overall Rating** to your preference

Click the drop-down list and select your preference



Management Personnel Plan Employee Performance Evaluation

To know about MPP Performance Evaluation : [Click Here](#)

Employee Information	* Conceptual Skill Meets and Frequently Exceeds Expectations ▼	* Interpersonal Skills Meets Expectations ▼	* Technical Skills Meets and Frequently Exceeds Expectations ▼
Employee Self Evaluation	Other (Please specify) <input type="text"/>		Other Skills <input type="text"/>
Performance Factors/Ratings	Rating Suggestion Meets and Frequently Exceeds Expectations	* Overall Rating Meets and Frequently Exceeds Expectations ▼	
Supporting Statement for Ratings	Summary statement or comments about employee's overall performance <input type="text"/>		
Supporting Documents	<input type="text"/>		

Generate PDF


Reset

Save

Submit



Step 18: Supporting Statement for Ratings

Provide your statements supporting your ratings selections

 Management Personnel Plan Employee Performance Evaluation	
To know about MPP Performance Evaluation : Click Here	
Employee Information	* Assessment of employee's overall performance and progress toward goals and objectives established in the last evaluation and any that may have been discussed with the employee during the current review period.
Employee Self Evaluation	<div></div>
Performance Factors/Ratings	* Performance goals and objectives for the next review period.
Supporting Statement for Ratings	<div></div>
Supporting Documents	* Professional developmental activities to be accomplished during the next review period. <div></div>
	* Developmental activities required to improve performance not meeting expectations (this area should be completed only if performance requires improvement). <div></div>
<div> <div>Generate PDF</div> <div>Reset</div> <div>Save</div> <div>Submit</div> </div>	



Step 19: Supporting Documents

Review any documentation provided

 Management Personnel Plan Employee Performance Evaluation	
To know about MPP Performance Evaluation : Click Here	
Employee Information	Employee provided self-evaluation supporting documentation
Employee Self Evaluation	Goal Progress Documentation.pdf 
Performance Factors/Ratings	Please Note: <ul style="list-style-type: none"> Attachment does not support following special characters / \ : * ? & { } ; [] Only PDF files are allowed!
Supporting Statement for Ratings	Supporting Document 1
Supporting Documents	<input type="button" value="Attach"/>
	Supporting Document 2
	<input type="button" value="Attach"/>
	Supporting Document 3
	<input type="button" value="Attach"/>
	Supporting Document 4
	<input type="button" value="Attach"/>
<input type="button" value="Generate PDF"/> <input type="button" value="Reset"/> <input type="button" value="Save"/> <input type="button" value="Submit"/>	


Step 20:

Attach any supporting documentation

 Management Personnel Plan Employee Performance Evaluation	
To know about MPP Performance Evaluation : Click Here	
Employee Information	Employee provided self-evaluation supporting documentation
Employee Self Evaluation	Goal Progress Documentation.pdf
Performance Factors/Ratings	Please Note: <ul style="list-style-type: none"> Attachment does not support following special characters / \ : * ? & { } ; [] Only PDF files are allowed!
Supporting Statement for Ratings	Supporting Document 1
Supporting Documents	<input type="button" value="Attach"/> 
	Supporting Document 2
	<input type="button" value="Attach"/>
	Supporting Document 3
	<input type="button" value="Attach"/>
	Supporting Document 4
	<input type="button" value="Attach"/>
<input type="button" value="Generate PDF"/> <input type="button" value="Reset"/> <input type="button" value="Save"/> <input type="button" value="Submit"/>	

Step 21:

Click the **Submit** button



Management Personnel Plan
Employee Performance Evaluation

To know about MPP Performance Evaluation : [Click Here](#)

Employee Information	Employee provided self-evaluation supporting documentation
Employee Self Evaluation	Goal Progress Documentation.pdf
Performance Factors/Ratings	Please Note: <ul style="list-style-type: none"> Attachment does not support following special characters / \ : * ? & { } ; [] Only PDF files are allowed!
Supporting Statement for Ratings	Supporting Document 1 <input type="button" value="Attach"/>
Supporting Documents	Supporting Document 2 <input type="button" value="Attach"/>
	Supporting Document 3 <input type="button" value="Attach"/>
	Supporting Document 4 <input type="button" value="Attach"/>

Submission:

Upon successful completion you will receive a confirmation message



Management Personnel Plan
Employee Performance Evaluation

Thanks for submitting evaluation form.

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An email notification regarding the evaluation is sent to the:

- Employee
- Manager

Evaluation Pending Review

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- Review the form and add Comment (optional) under **Signature and Acknowledgement** section. Click Agree or Disagree (at the right-hand top of the page) to move the form through the workflow.
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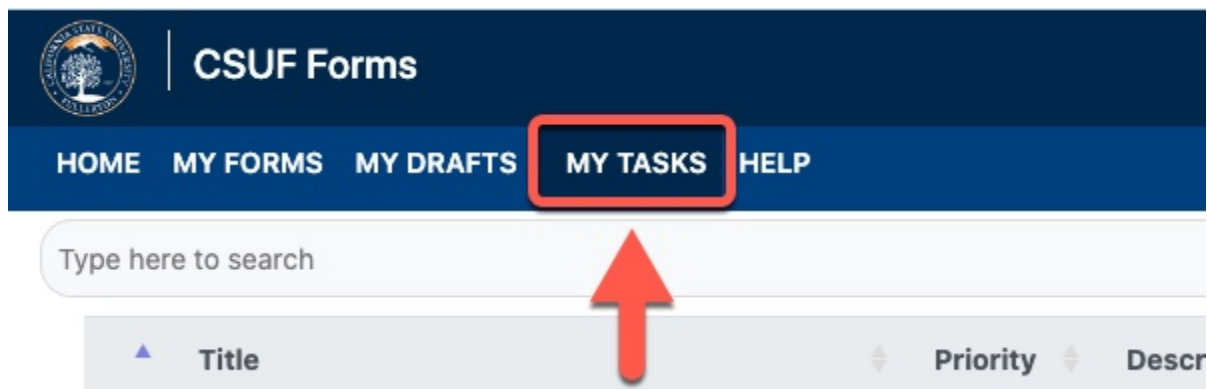
This is an automatically generated email. Please do not reply to this email.

Employee Review

[AEM Inbox](#)

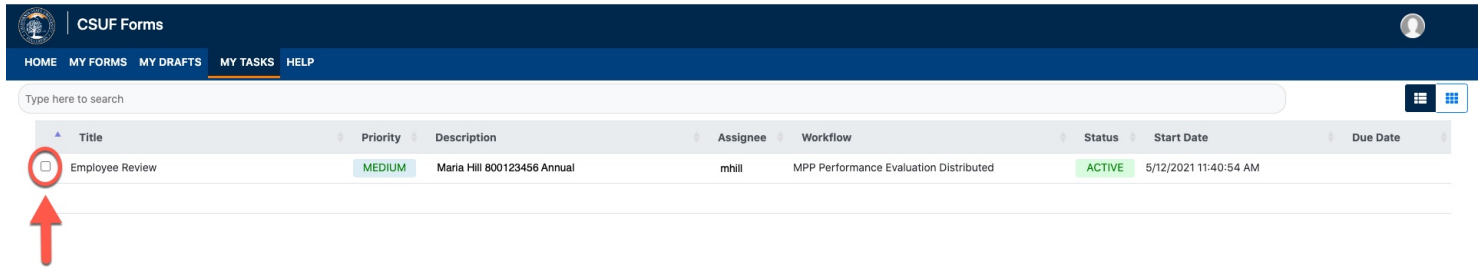
Step 1:

Click on the **My Tasks** tab



Step 2:

Click the check box for the document you want to open



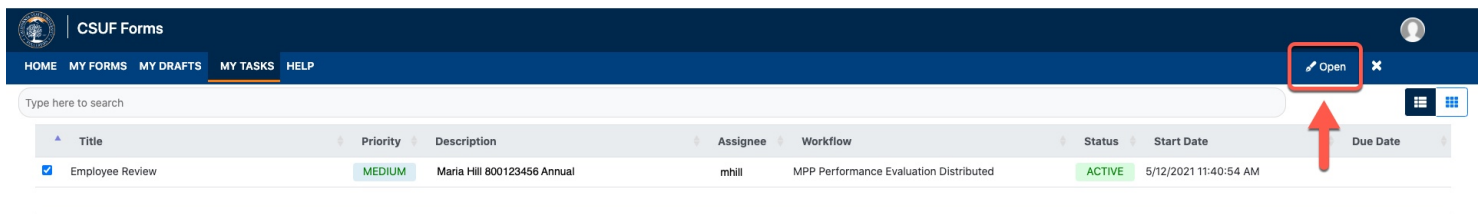
CSUF Forms

HOME MY FORMS MY DRAFTS MY TASKS HELP

Type here to search

Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
<input type="checkbox"/> Employee Review	MEDIUM	Maria Hill 800123456 Annual	mhill	MPP Performance Evaluation Distributed	ACTIVE	5/12/2021 11:40:54 AM	

Step 3:
Click **Open**



CSUF Forms

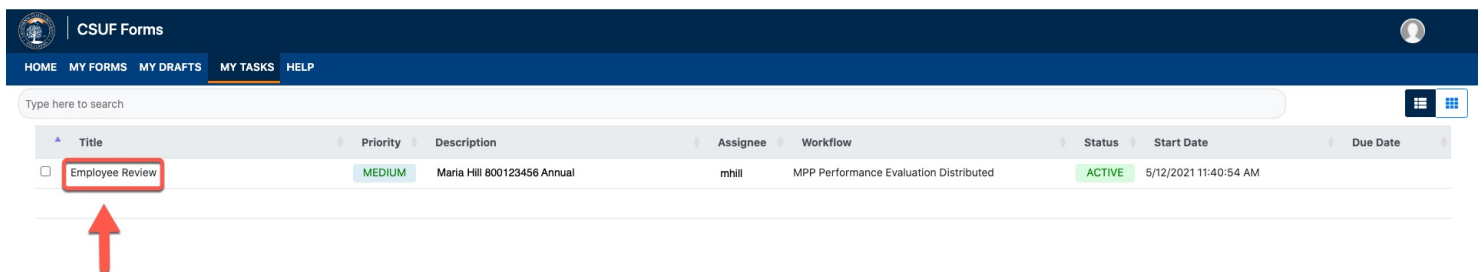
HOME MY FORMS MY DRAFTS MY TASKS HELP

Type here to search

Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
<input checked="" type="checkbox"/> Employee Review	MEDIUM	Maria Hill 800123456 Annual	mhill	MPP Performance Evaluation Distributed	ACTIVE	5/12/2021 11:40:54 AM	

Open

OR
Click on the document name link



CSUF Forms

HOME MY FORMS MY DRAFTS MY TASKS HELP

Type here to search

Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
<input type="checkbox"/> Employee Review	MEDIUM	Maria Hill 800123456 Annual	mhill	MPP Performance Evaluation Distributed	ACTIVE	5/12/2021 11:40:54 AM	

Step 4:
Review the form (tabs)

Have Input No Input Save Delegate

Employee Review

Form Workflow Details

Management Personnel Plan
Employee Performance Evaluation

To know about MPP Performance Evaluation : [Click Here](#)

Note : This input will not be a part of the evaluation unless this input is included by the manager when the evaluation is still in draft form.

Generate PDF

Employee Information

Employee Self Evaluation

Performance Factors/Ratings

Supporting Statement for Ratings

Signature & Acknowledgement

Personal Information

* Employee ID Employee Last Name Employee First Name

80012345614 Hill Maria

Employment Details

Employee RCD CBID Classification Range

0 M80 Administrator II 1

Department ID Department Name Evaluator Name

10123 Administration Nick Fury

* Evaluation Type * Review Period From * Review Period To Athletics Employee

Annual 05 / 16 / 2022 05 / 15 / 2023 NO

Step 5:

Designate if you have input or not

Have Input No Input Save Delegate

Employee Review

Form Workflow Details

Management Personnel Plan
Employee Performance Evaluation

To know about MPP Performance Evaluation : [Click Here](#)

Note : This input will not be a part of the evaluation unless this input is included by the manager when the evaluation is still in draft form.

Generate PDF

Employee Information

Employee Self Evaluation

Performance Factors/Ratings

Supporting Statement for Ratings

Signature & Acknowledgement

Employee Signature

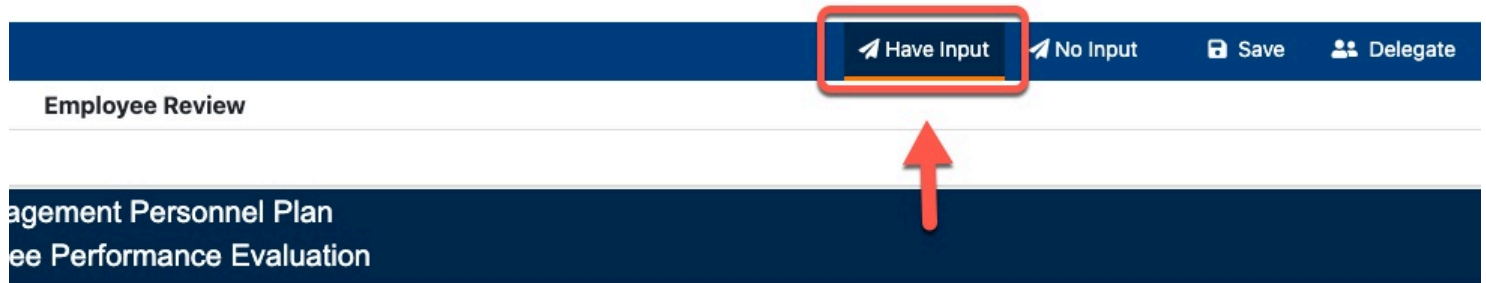
☐ I do not have input ☐ I have input

Comment (optional)

- i** If you have input proceed to **Step 6**
If you do not have input proceed to **Step 10**

Step 6:

Click on the **Have Input** button



The screenshot shows a dark blue header bar with the text "Employee Review" on the left. On the right side of the header bar, there are four buttons: "Have Input" (highlighted with a red box and a red arrow pointing to it), "No Input", "Save", and "Delegate". Below the header bar, there is a dark blue section with the text "Management Personnel Plan" and "Employee Performance Evaluation".

IPP Performance Evaluation : [Click Here](#)

; this input is included by the manager when the evaluation is still in draft form.

Step 7:

A **Confirm** window will pop-up


Enter any additional comments in the **Comment (Optional)** field

CONFIRM

You are going to perform the following action:

Have Input

Comments(Optional)



CANCEL

CONFIRM

Step 8:


Click on the **Confirm** button

CONFIRM

You are going to perform the following action:

Have Input

Comments(Optional)

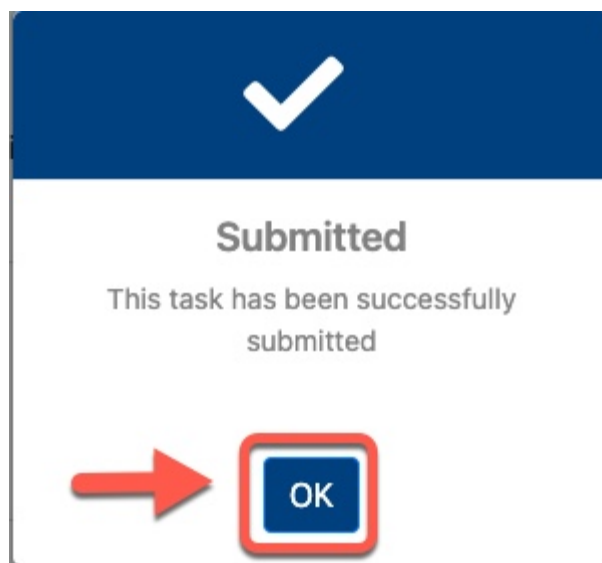


CANCEL

CONFIRM

Step 9:

Click on the **OK** button



Submission

The Supervisor will receive an email notification that they have a performance evaluation pending their review



Evaluation Pending Acknowledgement

Dear Phil Coulson, FINAL EVALUATION

The performance evaluation for Clint Barton has been acknowledged by the employee and is ready for your acknowledgment. Once you have acknowledged, the form will route to the Employee for final acknowledgement.

How to Acknowledge the evaluation

- Click here to [View AEM Evaluation Form](#)
- Click on the record under MY TASKS to open the form
- Review the form and add Signature under **Signature and Acknowledgement** section. Click Submit (at the right-hand top of the page) to move the form through the workflow.
- For more instructions on how to acknowledge the evaluation, please review the [MPP Evaluation handbook](#)

Should you have any questions about this process in terms of procedures, please contact Labor and employee relations at HRDIEvaluations@fullerton.edu.

Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.

This is an automatically generated email. Please do not reply to this email.

! Step 10 on - only if you selected No Input

Step 10:

Click the **No Input** button



The screenshot shows a top navigation bar with buttons: 'Have Input', 'No Input' (highlighted with a red box and an arrow), 'Save', and 'Delegate'. Below the bar, the text 'Employee Review' is visible. A dark blue banner contains the text 'Management Personnel Plan' and 'Employee Performance Evaluation'.

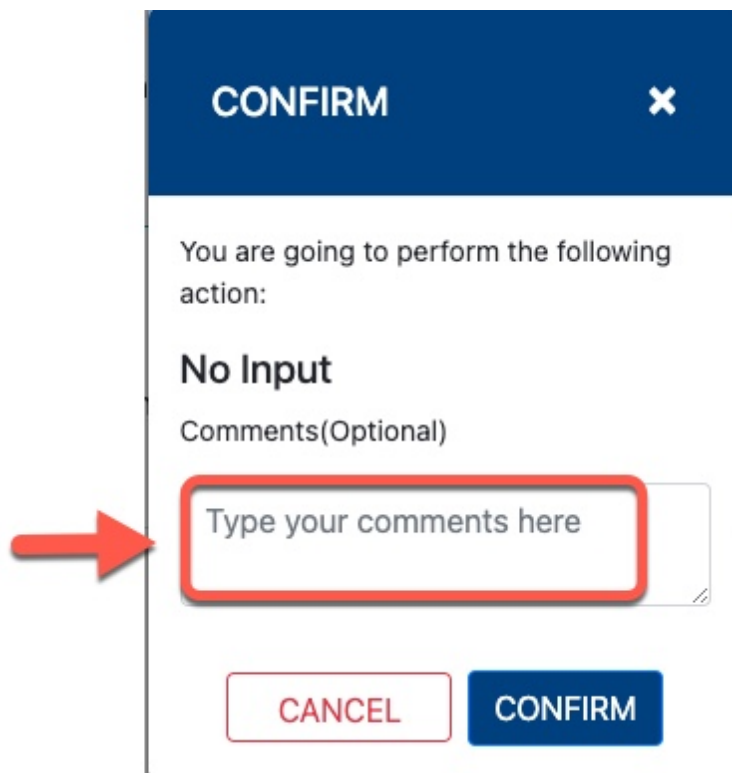
know about MPP Performance Evaluation : [Click Here](#)

uation unless this input is included by the manager when the evaluation is still in draft form.

Step 11:

A **Confirm** window will pop-up

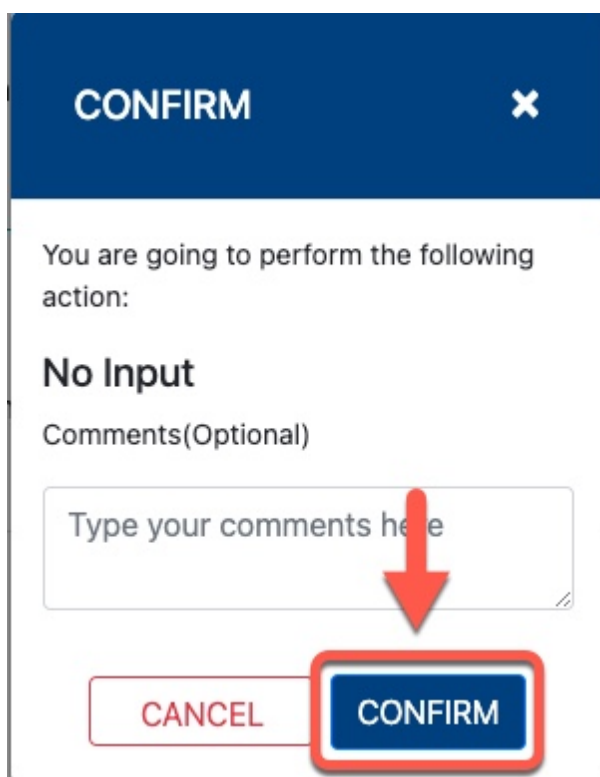
Enter any additional comments in the **Comment (Optional)** field



The screenshot shows a 'CONFIRM' dialog box with a close button (X). The text inside reads: 'You are going to perform the following action: No Input'. Below this, it says 'Comments(Optional)' and provides a text input field with the placeholder 'Type your comments here'. A red arrow points to this input field. At the bottom, there are two buttons: 'CANCEL' and 'CONFIRM'.

Step 12:

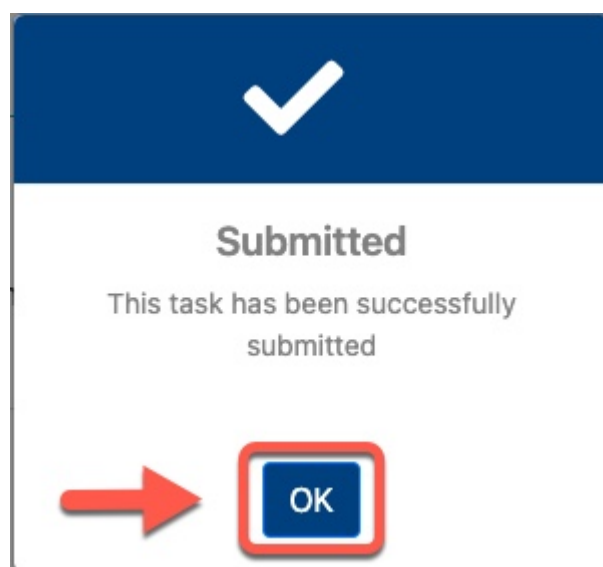
Click on the **Confirm** button



A confirmation dialog box with a dark blue header containing the word "CONFIRM" and a close button (X). The main content area is white and contains the text "You are going to perform the following action:" followed by "No Input" and "Comments(Optional)". Below this is a text input field with the placeholder "Type your comments here". A red arrow points down from the input field to a "CONFIRM" button, which is highlighted with a red border. To the left of the "CONFIRM" button is a "CANCEL" button.

Step 13:

Click on the **OK** button



A success message dialog box with a dark blue header containing a white checkmark. The main content area is white and contains the text "Submitted" followed by "This task has been successfully submitted". At the bottom, there is an "OK" button highlighted with a red border, and a red arrow points to it from the left.

Submission:

The Supervisor will receive an email notification that they have a performance evaluation pending their review



Evaluation Pending Acknowledgement

Dear Phil Coulson, FINAL EVALUATION

The performance evaluation for Clint Barton has been acknowledged by the employee and is ready for your acknowledgment. Once you have acknowledged, the form will route to the Employee for final acknowledgement.

How to Acknowledge the evaluation

- Click here to [View AEM Evaluation Form](#)
- Click on the record under MY TASKS to open the form
- Review the form and add Signature under **Signature and Acknowledgement** section. Click Submit (at the right-hand top of the page) to move the form through the workflow.
- For more instructions on how to acknowledge the evaluation, please review the [MPP Evaluation handbook](#)

Should you have any questions about this process in terms of procedures, please contact Labor and employee relations at HRDlevaluations@fullerton.edu.

Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.

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Evaluation - Final Review

Step 1:

Click on the My Tasks tab

The screenshot shows the CSUF Forms application interface. The top navigation bar includes 'HOME', 'MY FORMS', 'MY DRAFTS', 'MY TASKS' (highlighted with a red box and an arrow), 'HELP', and 'MY REPORTS'. Below the navigation bar is a search bar with the text 'ramesh'. A table of tasks is displayed with columns: Title, Priority, Description, Assignee, Workflow, Status, Start Date, and Due Date. The first row shows 'Evaluation Final - Manager' with a 'MEDIUM' priority, description 'Clint Barton 800123456 Annual', assignee 'pcoulson', workflow 'MPP Performance Evaluation Distributed', status 'ACTIVE', and start date '5/13/2021 2:01:36 PM'.

Step 2:

Click on the Title name to open the document

This screenshot is similar to the previous one, showing the CSUF Forms interface. The 'MY TASKS' tab is still highlighted. In this view, the 'Evaluation Final - Manager' title in the first row of the task table is highlighted with a red box, and a red arrow points to it, indicating the next step in the process.

Step 3:

Click on the **Signature & Acknowledgment** section

Submit Save Delegate

Evaluation Final - Manager

Form Workflow Details

**Management Personnel Plan
Employee Performance Evaluation**

To know about MPP Performance Evaluation : [Click Here](#)

Generate PDF

Employee Information	Personal Information			
Employee Self Evaluation	* Employee ID 800123456	Employee Last Name Barton	Employee First Name Clint	
Performance Factors/Ratings	Employment Details			
Supporting Statement for Ratings	Employee RCD 0	CBID M80	Classification Administrator III	Range 1
Signature & Acknowledgement	Department ID 12345	Department Name Administration	Evaluator Name Phil Coulson	
	* Evaluation Type Annual	* Review Period From 05 / 16 / 2020	* Review Period To 05 / 15 / 2021	Athletics Employee <input type="checkbox"/> NO

Step 4:

Check the affirmation statement checkbox


**Management Personnel Plan
Employee Performance Evaluation**

To know about MPP Performance Evaluation : [Click Here](#)

Generate PDF


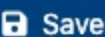



Employee Information	Evaluator Signature		
Employee Self Evaluation	<input type="checkbox"/> I affirm that this performance evaluation was reviewed with the employee		
Performance Factors/Ratings	* Evaluator Name	* Signature	* Date mm / dd / yyyy
Supporting Statement for Ratings	HR Coordinator Signature		
Signature & Acknowledgement	<input checked="" type="checkbox"/> Please indicate that you have completed the review		
	* HR Coordinator Name Maria Hill	* Signature Maria Hill	* Date 05 / 13 / 2021
	Comment (optional)		

After checking the box, the **Evaluator Name** and **Signature** will populate

 Management Personnel Plan Employee Performance Evaluation							
To know about MPP Performance Evaluation : Click Here							
Generate PDF							
Employee Information	Evaluator Signature <input checked="" type="checkbox"/> I affirm that this performance evaluation was reviewed with the employee 5/13/2021 <table> <tr> <td>* Evaluator Name</td> <td>* Signature</td> <td>* Date</td> </tr> <tr> <td>Phil Coulson</td> <td>Phil Coulson</td> <td>05 / 13 / 2021</td> </tr> </table>	* Evaluator Name	* Signature	* Date	Phil Coulson	Phil Coulson	05 / 13 / 2021
* Evaluator Name	* Signature	* Date					
Phil Coulson	Phil Coulson	05 / 13 / 2021					
Employee Self Evaluation							
Performance Factors/Ratings							
Supporting Statement for Ratings	HR Coordinator Signature <input checked="" type="checkbox"/> Please indicate that you have completed the review <table> <tr> <td>* HR Coordinator Name</td> <td>* Signature</td> <td>* Date</td> </tr> <tr> <td>Maria Hill</td> <td>Maria Hill</td> <td>05 / 13 / 2021</td> </tr> </table>	* HR Coordinator Name	* Signature	* Date	Maria Hill	Maria Hill	05 / 13 / 2021
* HR Coordinator Name	* Signature	* Date					
Maria Hill	Maria Hill	05 / 13 / 2021					
Signature & Acknowledgement	Comment (optional) <div></div>						

Step 5:

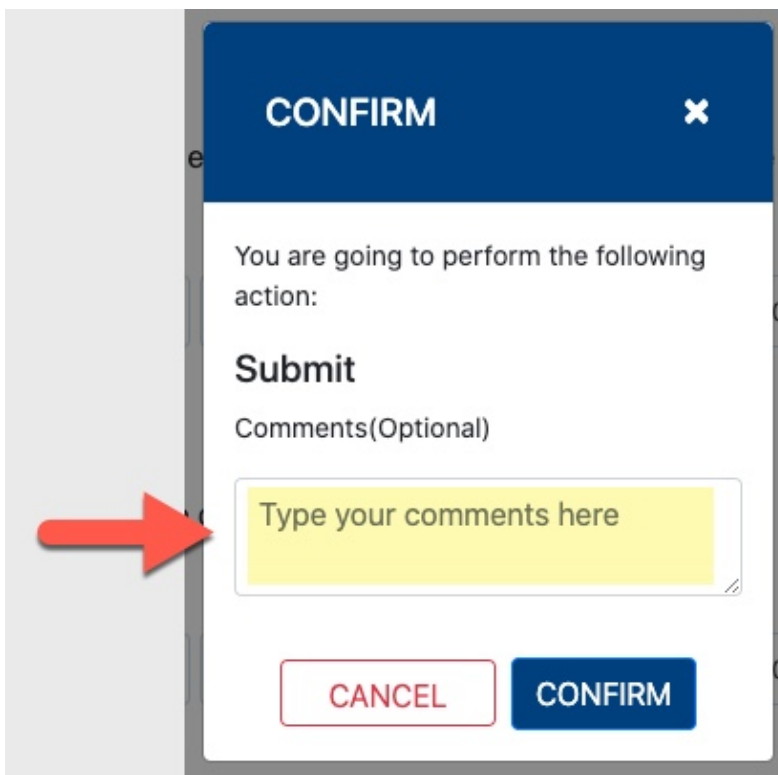
Click the **Submit** button

 Submit	 Save	 Delegate	
			

Step 6:

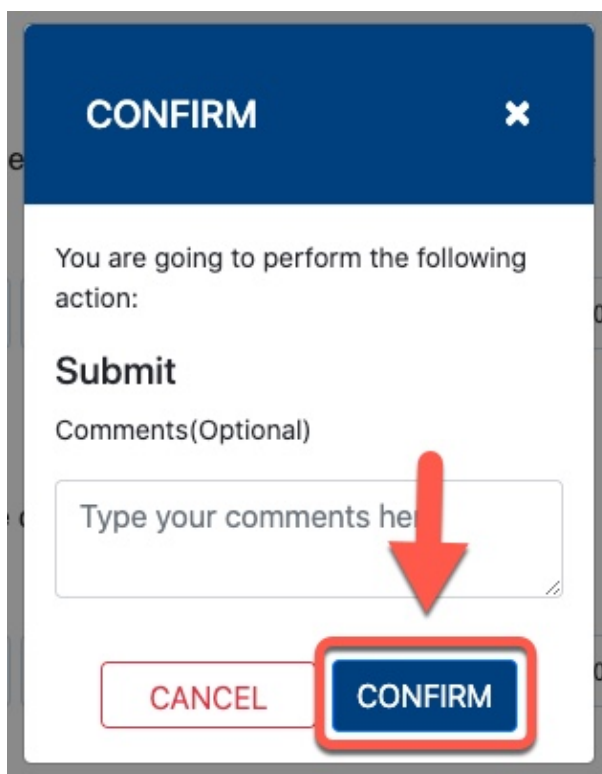
A Confirm window will pop-up

Enter any comments in the **Comment (optional)** field



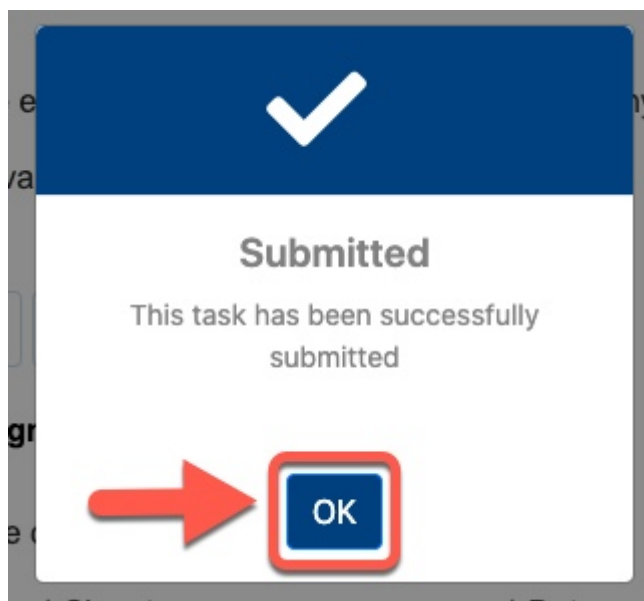
Step 7:

Click the **Confirm** button



Step 8:

Click the OK button



Submission:

An email notification will be sent indicating that there is a performance evaluation pending review



Evaluation Pending Review

Dear Clint Barton,

You have a performance evaluation pending for your review and acknowledgment.

How to Review and Acknowledge the evaluation

- Click here to [View AEM Evaluation Form](#)
- Click on the record under MY TASKS to open the form
- Review the form and add Signature under **Signature and Acknowledgement** section. Click Submit (at the left-hand top of the page) to move the form through the workflow.
- For more instructions on how to review your evaluation, please review the [MPP Evaluation handbook](#)

Should you have any questions about this process in terms of procedures, please contact Labor and employee relations at HRDIEvaluations@fullerton.edu.

Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.

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Employee Acknowledgement

Step 1:

Click on the **My Tasks** tab

CSUF Forms

HOME MY FORMS MY DRAFTS **MY TASKS** HELP

Type here to search

Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
<input type="checkbox"/> Employee Acknowledgement	MEDIUM	Clint Barton 800123456 Annual	cbarton	MPP Performance Evaluation Distributed	ACTIVE	5/13/2021 2:06:06 PM	

Step 2:

Check the box of the document to select it

CSUF Forms

HOME MY FORMS MY DRAFTS **MY TASKS** HELP

Type here to search

Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
<input type="checkbox"/> Employee Acknowledgement	MEDIUM	Clint Barton 800123456 Annual	cbarton	MPP Performance Evaluation Distributed	ACTIVE	5/14/2021 10:31:37 AM	

Click the **Open** button

CSUF Forms

HOME MY FORMS MY DRAFTS **MY TASKS** HELP

Type here to search

Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
<input checked="" type="checkbox"/> Employee Acknowledgement	MEDIUM	Clint Barton 800123456 Annual	cbarton	MPP Performance Evaluation Distributed	ACTIVE	5/14/2021 10:31:37 AM	

Open

OR

Click on the title name link to open the document

CSUF Forms

HOME MY FORMS MY DRAFTS **MY TASKS** HELP

Type here to search

Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
<input type="checkbox"/> Employee Acknowledgement	MEDIUM	Clint Barton 800123456 Annual	cbarton	MPP Performance Evaluation Distributed	ACTIVE	5/13/2021 2:06:06 PM	

Step 3:

Review the information provided in the **Supporting Documents** section

[Submit](#) [Save](#) [Delegate](#)

Employee Acknowledgement

LAST ACTION TAKEN

Submit

Description

Clint Barton 80012345 Annual

Status

ACTIVE

Start Date

5/13/2021 2:06:06 PM

Workflow

MPP Performance Evaluation Distributed

Supporting Documents

File Name	Actions
Goals_Documentation.pdf	🔗

**Management Personnel Plan
Employee Performance Evaluation**

To know about MPP Performance Evaluation : [Click Here](#)

Generate PDF

Employee Information

Employee Self Evaluation

Performance Factors/Ratings

Supporting Statement for Ratings

Signature & Acknowledgement

Personal Information

* Employee ID

Employee Last Name

Employee First Name

800123456

Barton

Clint

Employment Details

Employee RCD

CBID

Classification

Range

0

M80

Administrator III

1

Department ID

Department Name

Evaluator Name

12345

Administration

Phil Coulson

* Evaluation Type

* Review Period From

* Review Period To

Athletics Employee

Annual

05 / 16 / 2020

05 / 15 / 2021

☐ NO

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Step 4:

Review the information provided in the tabs

[Submit](#) [Save](#) [Delegate](#)

Employee Acknowledgement

LAST ACTION TAKEN

Submit

Description

Clint Barton 80012345 Annual

Status

ACTIVE

Start Date

5/13/2021 2:06:06 PM

Workflow

MPP Performance Evaluation Distributed

**Management Personnel Plan
Employee Performance Evaluation**

To know about MPP Performance Evaluation : [Click Here](#)

Generate PDF

Employee Information

Employee Self Evaluation

Performance Factors/Ratings

Supporting Statement for Ratings

Signature & Acknowledgement

Personal Information

Employee ID

Employee Last Name

Employee First Name

800123456

Barton

Clint

Employment Details

Employee RCD

CBID

Classification

Range

M80

Administrator III

1

Department ID

Department Name

Evaluator Name

12345

Administration

Phil Coulson

* Evaluation Type

* Review Period From

* Review Period To

Athletics Employee

Annual

05 / 16 / 2020

05 / 15 / 2021

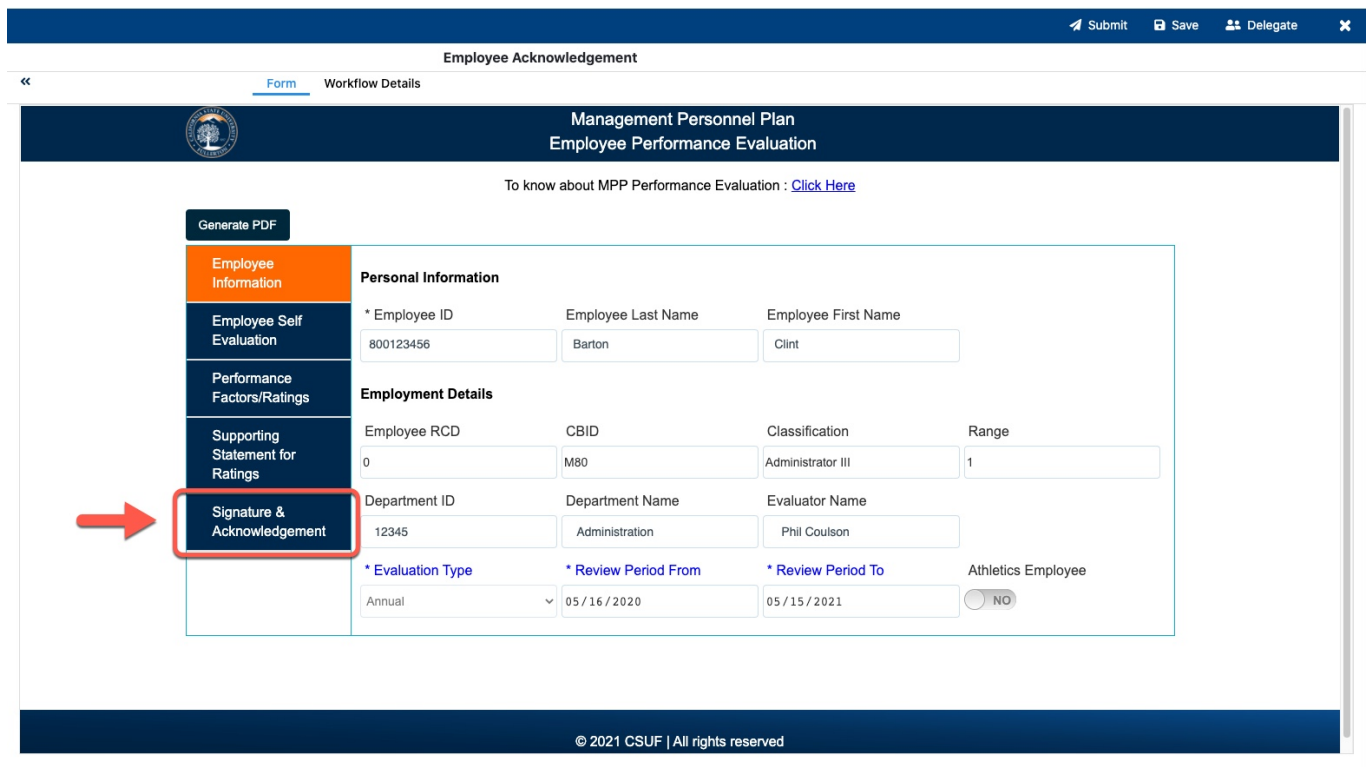
☐ NO

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Step 5:

To complete the form and send to Appropriate Administrator

Click on the **Signature & Acknowledgement** section



Employee Acknowledgement

Form Workflow Details

Management Personnel Plan
Employee Performance Evaluation

To know about MPP Performance Evaluation : [Click Here](#)

Generate PDF

Employee Information

Employee Self Evaluation

Performance Factors/Ratings

Supporting Statement for Ratings

Signature & Acknowledgement

Personal Information

* Employee ID 800123456 Employee Last Name Barton Employee First Name Clint

Employment Details

Employee RCD 0 CBID M80 Classification Administrator III Range 1

Department ID 12345 Department Name Administration Evaluator Name Phil Coulson

* Evaluation Type Annual * Review Period From 05 / 16 / 2020 * Review Period To 05 / 15 / 2021 Athletics Employee ☐ NO

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Step 6:

Click on the "I affirm" statement



Management Personnel Plan Employee Performance Evaluation

To know about MPP Performance Evaluation : [Click Here](#)

Generate PDF							
Employee Information	Evaluator Signature						
Employee Self Evaluation	<input checked="" type="checkbox"/> I affirm that this performance evaluation was reviewed with the employee 05/13/2021						
Performance Factors/Ratings	<table border="0"> <tr> <td>* Evaluator Name</td> <td>* Signature</td> <td>* Date</td> </tr> <tr> <td><input type="text" value="Phil Coulson"/></td> <td><input type="text" value="Phil Coulson"/></td> <td><input type="text" value="05 / 13 / 2021"/></td> </tr> </table>	* Evaluator Name	* Signature	* Date	<input type="text" value="Phil Coulson"/>	<input type="text" value="Phil Coulson"/>	<input type="text" value="05 / 13 / 2021"/>
* Evaluator Name	* Signature	* Date					
<input type="text" value="Phil Coulson"/>	<input type="text" value="Phil Coulson"/>	<input type="text" value="05 / 13 / 2021"/>					
Supporting Statement for Ratings	Employee Signature						
Signature & Acknowledgement	<input type="checkbox"/> I affirm that this performance evaluation has been reviewed with me by my supervisor. Checking this box does not necessarily indicate that I agree with this evaluation						
	<table border="0"> <tr> <td>Signature</td> <td>Date</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="mm / dd / yyyy"/></td> </tr> </table>	Signature	Date	<input type="text"/>	<input type="text" value="mm / dd / yyyy"/>		
Signature	Date						
<input type="text"/>	<input type="text" value="mm / dd / yyyy"/>						

Your signature will populate upon checking the box



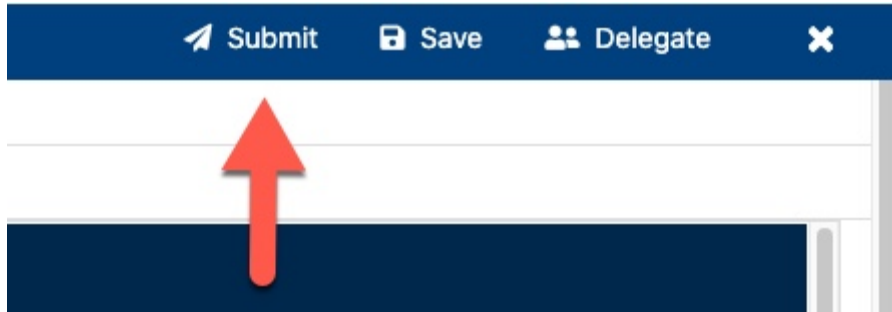
Management Personnel Plan Employee Performance Evaluation

To know about MPP Performance Evaluation : [Click Here](#)

Generate PDF							
Employee Information	Evaluator Signature						
Employee Self Evaluation	<input checked="" type="checkbox"/> I affirm that this performance evaluation was reviewed with the employee 05/13/2021						
Performance Factors/Ratings	<table border="0"> <tr> <td>* Evaluator Name</td> <td>* Signature</td> <td>* Date</td> </tr> <tr> <td><input type="text" value="Phil Coulson"/></td> <td><input type="text" value="Phil Coulson"/></td> <td><input type="text" value="05 / 13 / 2021"/></td> </tr> </table>	* Evaluator Name	* Signature	* Date	<input type="text" value="Phil Coulson"/>	<input type="text" value="Phil Coulson"/>	<input type="text" value="05 / 13 / 2021"/>
* Evaluator Name	* Signature	* Date					
<input type="text" value="Phil Coulson"/>	<input type="text" value="Phil Coulson"/>	<input type="text" value="05 / 13 / 2021"/>					
Supporting Statement for Ratings	Employee Signature						
Signature & Acknowledgement	<input checked="" type="checkbox"/> I affirm that this performance evaluation has been reviewed with me by my supervisor. Checking this box does not necessarily indicate that I agree with this evaluation						
	<table border="0"> <tr> <td>Signature</td> <td>Date</td> </tr> <tr> <td><input type="text" value="Clint Barton"/></td> <td><input type="text" value="05 / 13 / 2021"/></td> </tr> </table>	Signature	Date	<input type="text" value="Clint Barton"/>	<input type="text" value="05 / 13 / 2021"/>		
Signature	Date						
<input type="text" value="Clint Barton"/>	<input type="text" value="05 / 13 / 2021"/>						

Step 7:

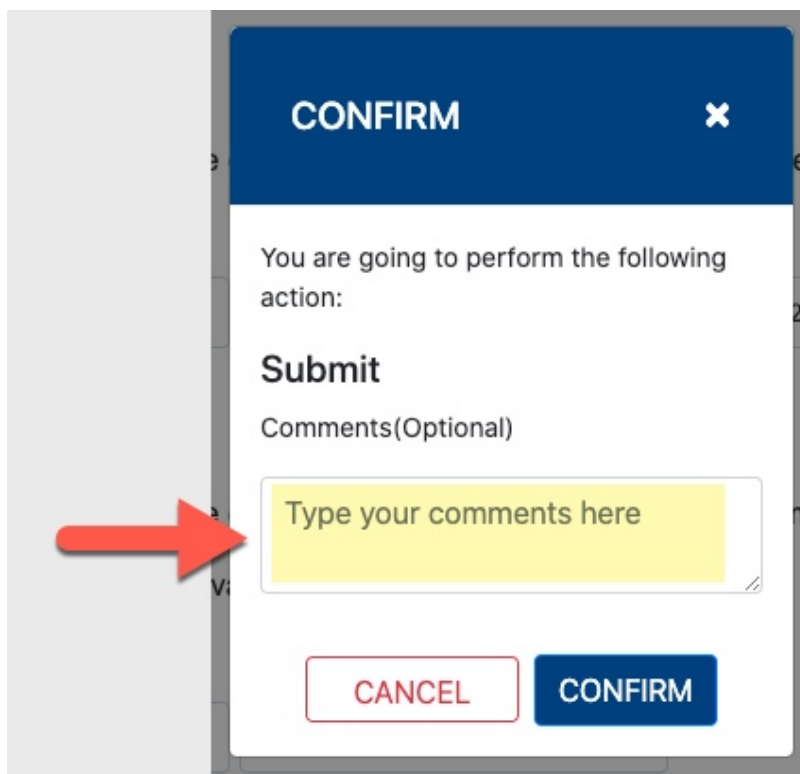
Click the **Submit** button



Step 8:

A Confirm window will pop-up

Add any comments in the **Comment (Optional)** field



Step 9:

Click the **Confirm** button

CONFIRM ×

You are going to perform the following action:

Submit

Comments(Optional)

Type your comments here

CANCEL **CONFIRM**

Step 7:

Click the **OK** button

✓

Submitted

This task has been successfully submitted

OK

Submission

A email notification will be sent to the appropriate administrator



Evaluation Pending Acknowledgement

Dear Nick Fury,

The evaluation for Clint Barton has been routed for your acknowledgment.

How to Acknowledge the evaluation

- Click here to [View AEM Evaluation Form](#)
- Click on the record under MY TASKS to open the form
- Review the form and add Signature under **Signature and Acknowledgement** section. Click Send to HRDI (at the right-hand top of the page) to move the form through the workflow.
- For more instructions on how to acknowledge an evaluation, please review the [MPP Evaluation handbook](#)

Should you have any questions about this process in terms of procedures, please contact Labor and employee relations at HRDIevaluations@fullerton.edu.

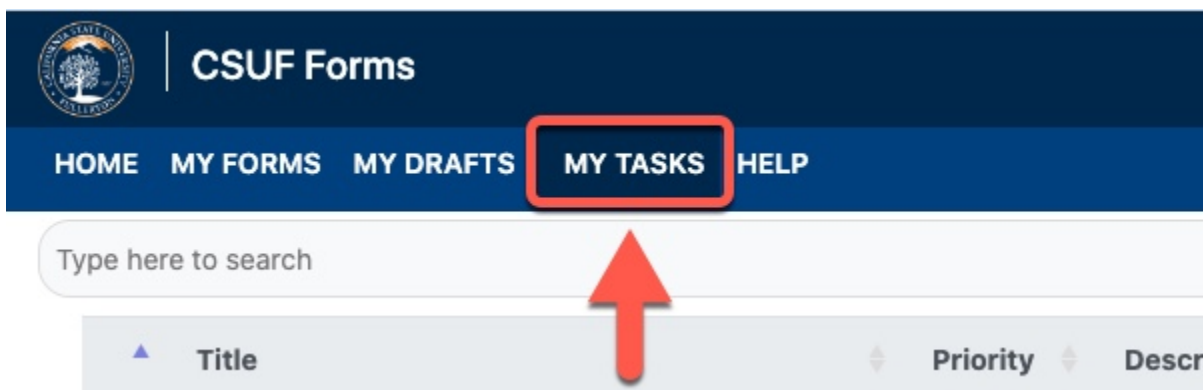
Please contact the IT Help Desk if you have any technical issue at 657-278-7777 or helpdesk@fullerton.edu.

This is an automatically generated email. Please do not reply to this email.

Administrator Review

Step 1:

Click on the **My Tasks** tab



Step 2:

Click on the checkbox for the document you would like to open

	Title	Priority	Description	Assignee	Workflow	Status	Start Date
<input checked="" type="checkbox"/>	Appropriate Administrator Review	MEDIUM	Clint Barton 800123456 Annual	nfury	MPP Performance Evaluation Distributed	ACTIVE	5/14/2021 10:34:13 AM

Step 3:

Click the **Open** button

CSUF Forms

cook

Title	Priority	Description	Assignee	Workflow	Status	Start Date	Due Date
<input checked="" type="checkbox"/> Appropriate Administrator Review	MEDIUM	Clint Barton 800123456 Annual	nfury	MPP Performance Evaluation Distributed	ACTIVE	5/14/2021 10:34:13 AM	

Show 10 entries Showing 1 to 1 of 1 entries (filtered from 21 total entries)

Open

Step 4:

Click on the **Signature & Acknowledgement** section

Send To HRDI Save Delegate

Appropriate Administrator Review

Form Workflow Details

Management Personnel Plan
Employee Performance Evaluation

To know about MPP Performance Evaluation : [Click Here](#)

Generate PDF

Employee Information	Personal Information
Employee Self Evaluation	* Employee ID 800123456
Performance Factors/Ratings	Employee Last Name Barton
Supporting Statement for Ratings	Employee First Name Clint
Supporting Documents	Employment Details
	Employee RCD 0
	CBID M80
	Classification Administrator II
	Range 1
	Department ID 12345
	Department Name Administration
	Evaluator Name Phil Coulson
	* Evaluation Type Annual
	* Review Period From 05 / 16 / 2020
	* Review Period To 05 / 15 / 2021
	Athletics Employee <input type="radio"/> NO

Signature & Acknowledgement

Step 3:

Check the box under **Appropriate Administrator Section** to indicate you have completed the review

Send To HRDI

Save

Delegate

Appropriate Administrator Review

Form

Workflow Details

Management Personnel Plan
Employee Performance Evaluation

To know about MPP Performance Evaluation : [Click Here](#)

Generate PDF

Employee Information

Employee Self Evaluation

Performance Factors/Ratings

Supporting Statement for Ratings

Supporting Documents

Signature & Acknowledgement

Evaluator Signature

The employee has acknowledged and accepted the evaluation ratings.

☐ I affirm that this performance evaluation was reviewed with the employee 05/14/2021

* Evaluator Name

* Signature

* Date

Phil Coulson

Phil Coulson

05 / 14 / 2021

Employee Signature

☐ I affirm that this performance evaluation has been reviewed with me by my supervisor. Checking this box does not necessarily indicate that I agree with this evaluation

Signature

Date

Clint Barton

05 / 14 / 2021

Appropriate Administrator Signature

☐ Please indicate that you have completed the review

* Administrator Name

* Signature

* Date

mm / dd / yyyy

Your signature will populate when you check the box

Appropriate Administrator Signature

☒ Please indicate that you have completed the review

* Administrator Name

* Signature

* Date

Nick Fury

Nick Fury

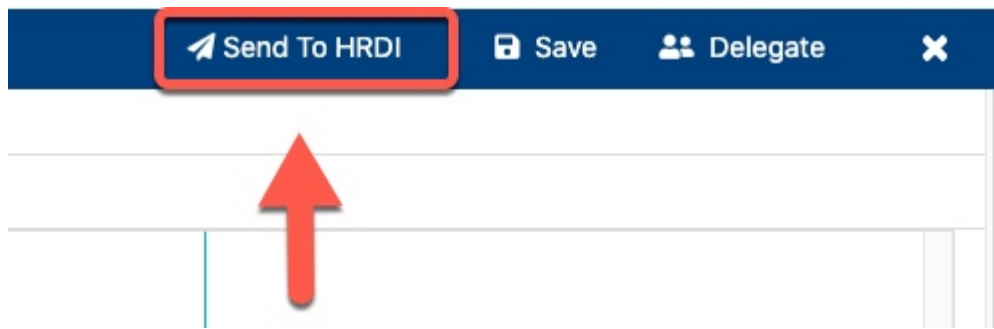
05 / 14 / 2021

Step 4:

Click **Send to HRDI**

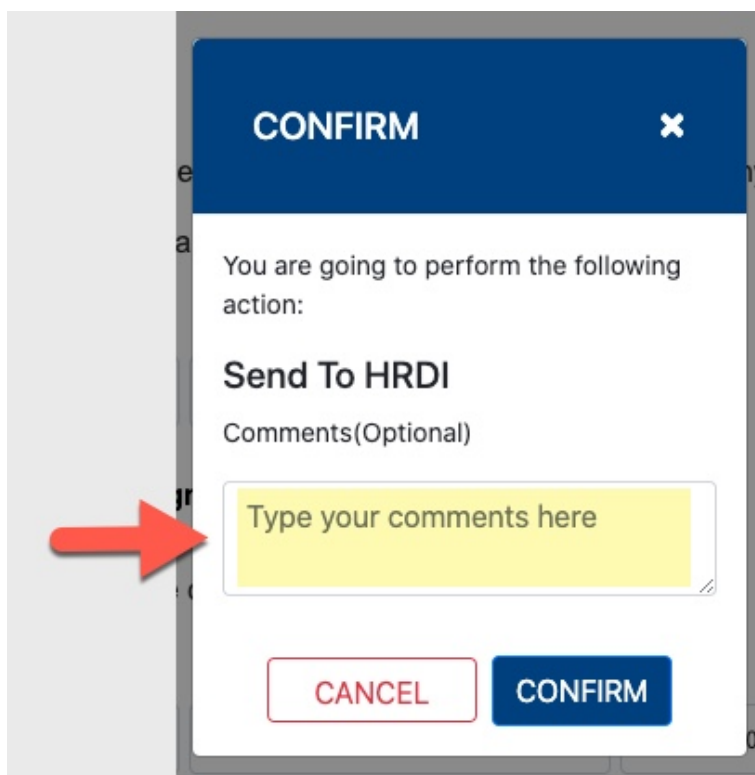
MPP Performance Evaluation Form // Downloaded: 02-27-2024 // Disclaimer: This document is only valid as of the day/time when it is downloaded. Please view the original web document for the current version.

Page 37



Step 5:

Add any comments in the **Comment (Optional)** field



Step 6:

Click the **Confirm** button

CONFIRM ✕

You are going to perform the following action:

Send To HRDI

Comments(Optional)

Type your comments here

CANCEL CONFIRM

Step 7:

Click the **OK** button to exit

✓

Submitted

This task has been successfully submitted

OK

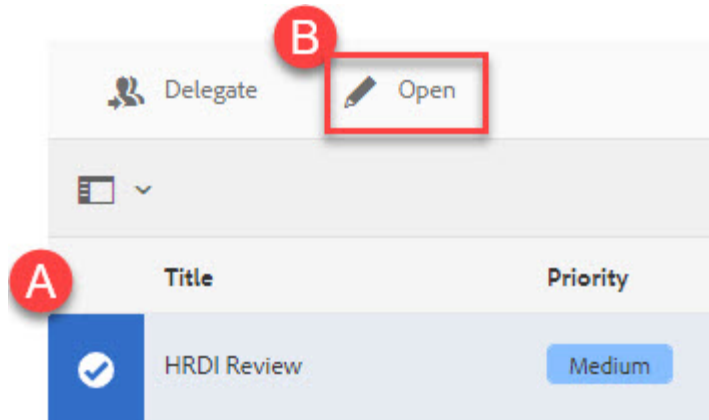
Submission

An email is sent to the HRDI team

HRDI Review

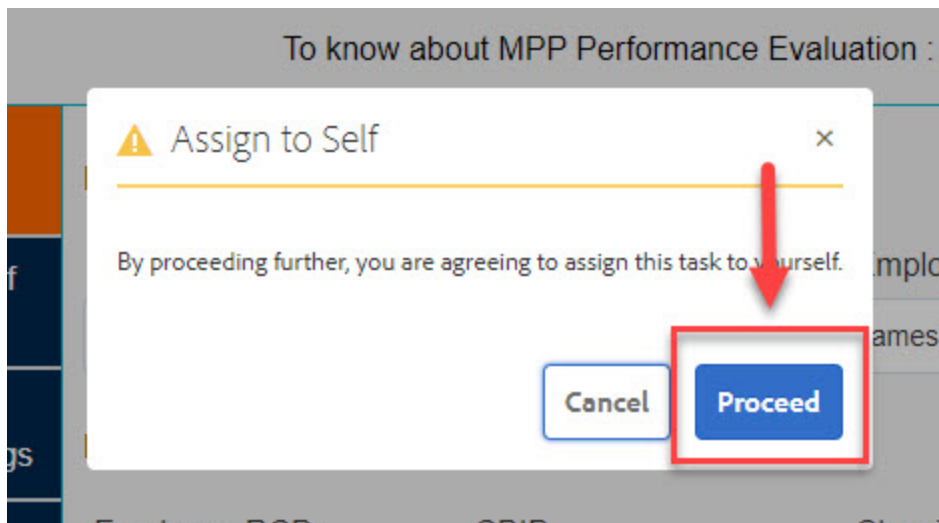
Step 1:

Select the document and click **Open**



Step 2:

Click the **Proceed** button



Step 3:

Review the document

Check the box under the **HRDI Signature section** to indicate that you have completed the review

HRDI Signature

☐ Please indicate that you have completed the review



* Initials

* Date

Comment (optional)

Step 4:

Click the **Complete** button

Send To Manager **Complete**  Save  Delegate

>> Task Details

Need More Help?

For questions or assistance, please contact HRDI at:

hrdievaluations@fullerton.edu