

ePerformance

Employee Training Materials

Part Time Faculty Evaluations



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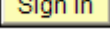
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I. Employee Account Activation

Both **Employee Self Evaluations** and **Performance Notes** can be accessed through the **Compensation Launch Pad** on the *Inside MATC* portal. From the MATC website Home Page, select *Inside MATC*.

The screenshot shows the MATC website home page. In the left-hand navigation menu, the 'Inside MATC' link is circled in red. The main content area includes a large advertisement for a contest: 'Five minutes of fame. Career benefits that last a lifetime. Applications due Nov. 17'. Below this is a 'Your Ticket to a Free Ride!' section. On the right, there are sections for 'Ask MATC', 'News and Events', and '2008 MATC Turkey Trot'. At the bottom, there is contact information and the MATC logo with the tagline 'Real world smart.'

Enter your User ID and Password and click the  button. If you do not have a User ID and Password, select the [Employee Account Activation](#) link on this page for instructions.

The screenshot shows the 'Inside MATC' portal. The 'Sign On' form is circled in red. It includes fields for 'User ID: (i.e. JDSmith)' and 'Password:', and a 'Sign In' button. Below the form, there are links for 'Student Initial Login', 'Employee Account Activation', and 'View system requirements'. A red arrow points to the 'Employee Account Activation' link. The page also features sections for 'Ask MATC', 'Fall Registration', and 'Registration Tutorials'.

The **Compensation Launch Pad** hyperlink allows you to access Oracle Performance Management which includes:

- My Performance Documents – the MATC employee performance self-evaluation tool.
- Performance Notes – where you can record performance notes

Note: The *Inside MATC* portal will “time out” in approximately 20 minutes if there is no activity. Be sure to save your work frequently to avoid “time out” data loss.



The screenshot shows the 'Inside MATC' portal interface. At the top, it displays the date 'Tue, Oct 21, 08' and a welcome message. Navigation links include 'Inside MATC Home', 'MATC Home', 'A-Z Index', and 'Contact Us'. A 'My Links' dropdown menu is set to 'Select One:'. A security notice states: 'To ensure security of district data, please remember to SIGN OUT | Content | Layout'.

The main content area is divided into several sections:

- Campus Systems:** Includes links for Blackboard, Campus Calendar, MATC Employee Email, My Home Directory (H Drive), and **Compensation Launch Pad** (circled in red). The Compensation Launch Pad description is: 'Time reporting and review, leave balances, view pay advice.'
- Calendar of Events:** Features a 'Calendar of Events - Staff & Faculty' section with a 'MATC 2008' icon and a description of workshops and seminars.
- Systems Integration Councils:** A section for integrating college systems and processes.
- College Council:** Includes a link to 'View College Council Meeting Minutes'.
- Give Us Your Feedback:** A section for submitting comments about the portal.
- MATC Cafeteria Options:** A section for dining options at MATC.
- MATC Libraries:** A section for library services, including a 'Regional Libraries Survey' and a list of links like 'Ask a Librarian', 'Find Books and AV Materials', 'Renew My Checkouts', 'Library Reserves', 'Book VHS & DVD (staff only)', and 'MATC Libraries News'.
- Ask MATC:** A section for asking questions, featuring an 'ask? MATC' logo and a search box.
- Employee Resources:** Includes links for Directories, Human Resources Website, Job Openings, and Professional Development - CETL. It also features a 'PSRP Info' section with a link to 'PSRP Classification Information'.
- Technology Resources:** Includes links for Document Services, Help Desk, Telephone Service, Web Services, and Work Efforts.
- Find People at MATC:** A section for searching directories for students or employees.
- Search Google:** A section with the Google logo and a search box.


At the bottom left, there is a 'MATC Matters' section with a 'MATC matters' logo and a list of 'Today's top stories' including various messages and bulletins from 2008.

II. Employee Self Evaluation


Employees use the **Self Evaluation** page to enter and maintain employee self-evaluation data. This document serves as the employee’s self-evaluation. Documents are divided into sections.

Note: The competency fields that employees can use to assess their own performance on the self-evaluation form are also fields that managers complete on the manager’s review form.



Step	Action
1.	Begin by navigating to the Compensation Launch Pad on the <i>Inside MATC</i> Portal. Click the Self Service link. 
2.	Click the Performance Management link.



Step	Action
3.	Under ' My Performance Documents ', Click the Current Documents link. 
4.	The Current Performance Documents page displays the employee documents that are available to you. Note: When the status of an employee document is In Progress , managers can only view the performance criteria; they cannot view the evaluation fields until the employee document is Complete . Once the employee document is complete, the employee cannot update it further.

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Menu

Search:

- Self Service
 - Time Reporting
 - Performance Management
 - My Performance Documents
 - Current Documents**
 - Historical Documents
 - Performance Notes
 - Workforce Development
 - Reporting Tools

Current Performance Documents

Michael Alex

Listed below are your current performance documents.

Performance Documents	Begin Date	End Date	Job Title	Status	Manager
MATC Part-time Faculty Review	08/25/2008	09/01/2008	Instructor-PT-Certified	In Progress	Gwen Torkelson

Step	Action
5.	<p>On the Document Details page, click the Start hyperlink or the Edit hyperlink, whichever appears, for the Complete Self Evaluation step.</p> <p>Note: The Start hyperlink will appear when a user first logs into the document. Thereafter the Edit hyperlink will show.</p>

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Current Performance Documents




Document Details

Michael Alex, Instructor-PT-Certified
 MATC Part-time Faculty Review: 08/25/2008 - 09/01/2008

Performance Document Details	
Employee: Michael Alex	Job Title: Instructor-PT-Certified
Document Type: MATC Part-time Faculty Review	Period: 08/25/2008 - 09/01/2008
Template: MATC PROB PT FACULTY REVIEW	Document ID: 1583
Manager: Gwen Torkelson	Status: In Progress

Document Progress		
Step	Status	Due Date
Complete Self Evaluation	<input type="radio"/> Not Started	09/01/2008 Start
Review Manager Evaluation	<input type="radio"/> Not Started	09/01/2008

[Return to Select Documents](#)

Step	Action
6.	<p>A detailed description of the rating for each competency can be accessed by clicking the  symbol next to each competency rating box.</p> <p>Click the Rating list drop down menu and click on the rating that best determines the employee's evaluation against this competency.</p>  <p>Available ratings include: Unsatisfactory; Developing; Satisfactory; Exemplary.</p>
7.	Click the vertical scrollbar to move through the evaluation document to continue to rate each competency.
8.	Click in the Optional Comments field to enter any comments for the evaluation.
9.	Use the Spell Check icon  to the right of the Comments fields to run a spell check against that field.



Performance Document - MATC PT Faculty Evaluation

Self-Evaluation

Jim Grenzow, Instructor-PT-Certified
 MATC PT Faculty Evaluation: 09/01/2008 - 10/30/2008

Author: Jim Grenzow **Role:** Employee
Status: In Progress **Due Date:** 10/30/2008

Enter ratings and comments for each section where applicable. To save changes made to the evaluation select the Save button. When finished updating the evaluation, select the Complete button to make the document available to your manager.



  [Return to Document Detail](#)



Mission Statement



Mission
Description: As part of MATC's commitment to supporting faculty with professional development opportunities and improving the quality of teaching, all part-time faculty members teaching courses of eight weeks or longer are evaluated on a regular basis. The evaluation process is collegial and collaborative, and input from the faculty member under review is encouraged.



Competencies



Please enter ratings for each competency listed below.

Competency 1: EXPERTISE
Description:
 EXPERTISE - MATC PART-TIME FACULTY REVIEW: Displays understanding of the knowledge, methods, systems and technology pertaining to the teaching assignment. Has the technical competence necessary to demonstrate skills to students. Has the ability to respond correctly and confidently to questions. Effectively links the subject matter to other courses and/or program area content.
Rating:  

Competency 2: TEACHING
Description: TEACHING - MATC PART-TIME FACULTY REVIEW: Creates a classroom atmosphere that demonstrates respect for students and is conducive to learning. Uses methods to engage different learning styles. Has a statement of clear, specific lesson objectives as related to course materials. Summarizes learning objectives that were taught for each class session and indicates what is to be covered in the next session. Makes a clear, concise presentation of material. Pace is appropriate. Uses efficient and effective written and verbal communication skills.
Rating:  

Competency 3: MANAGEMENT
Description: MANAGEMENT - MATC PART-TIME FACULTY REVIEW: Starts and ends class on time, limits class time to assigned activities, provides authorized breaks, has materials, books and supplies ready for class. Provides a syllabus to students that informs them how to contact the teacher outside of class. Returns classroom to the appropriate condition upon class completion. Students feel safe in the classroom.
Rating:  

Competency 4: LEARNING OUTCOMES
Description: LEARNING OUTCOMES - MATC PART-TIME FACULTY REVIEW: Uses formative and summative assessment methods to determine the level of student learning. Adjusts teaching methods or techniques to address gaps in learning. Assesses core abilities and program outcomes assigned to the class and reports results. Completes and submits grades in a timely manner.
Rating:  



Competency 5: COLLABORATION
Description:
 COLLABORATION - MATC PART-TIME FACULTY: Establishes rapport with supervisor (s), staff, students and others. Ability to listen and empathize with others. Ability to accept and implement constructive criticism. Courtesy and cooperation demonstrated in working with others. Displays discretion, tact and sensitivity to the feelings of others. Adheres to program guidelines, safety procedures, board policies, administrative rules, and state and federal laws.
Rating:  




PT Faculty Self Evaluation

Completion of this section is voluntary. Consider the following questions while completing the self-assessment of your teaching.

1. What are your teaching strengths?
2. In what areas of your teaching are there opportunities for improvement?
3. What are your professional development goals and how do they relate to teaching at MATC?
4. How can the college help support you to meet your professional development and teaching goals?
5. Additional comments

PT Faculty Self Evaluation Summary
Comments:

  [Return to Document Detail](#)

Step	Action
10.	The Save button enables you to save your work and return to it later but will not allow the manager to review the document. Click the Save button. 
11.	Completing the document will allow the manager to review the employee self evaluation when you are sure that the document is complete and no further changes are needed. Click the Complete button to change the status of the employee document from In Progress to Complete . 
12.	Click the OK button. 

Performance Document - MATC Part-time Faculty Review

Complete Evaluation Confirmation

Your evaluation is finalized and marked as "Complete".



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Current Performance Documents

Document Details

Michael Alex, Instructor-PT-Certified
MATC Part-time Faculty Review: 08/25/2008 - 09/01/2008

You have successfully completed your evaluation.

Employee	Job Title
Michael Alex	Instructor-PT-Certified
Document Type: MATC Part-time Faculty Review	Period: 08/25/2008 - 09/01/2008
Template: MATC PROB PT FACLT REVIEW	Document ID: 1583
Manager: Gwen Torkelson	Status: In Progress

Document Progress			
Step	Status	Due Date	
Complete Self Evaluation	✓ Completed	09/01/2008	View
Review Manager Evaluation	○ Not Started	09/01/2008	

[Return to Select Documents](#)

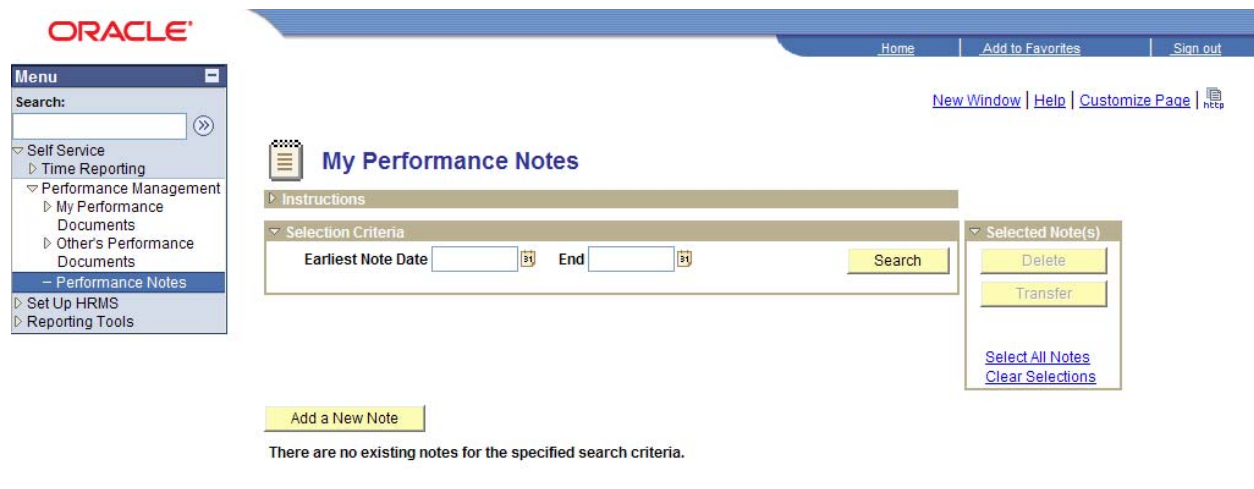
Step	Action
13.	Notice that the Status column on the Document Details page now displays a value of Completed . Click the Return to Select Documents link.
14.	You have successfully completed an employee self-evaluation.


III. Recording Performance Notes

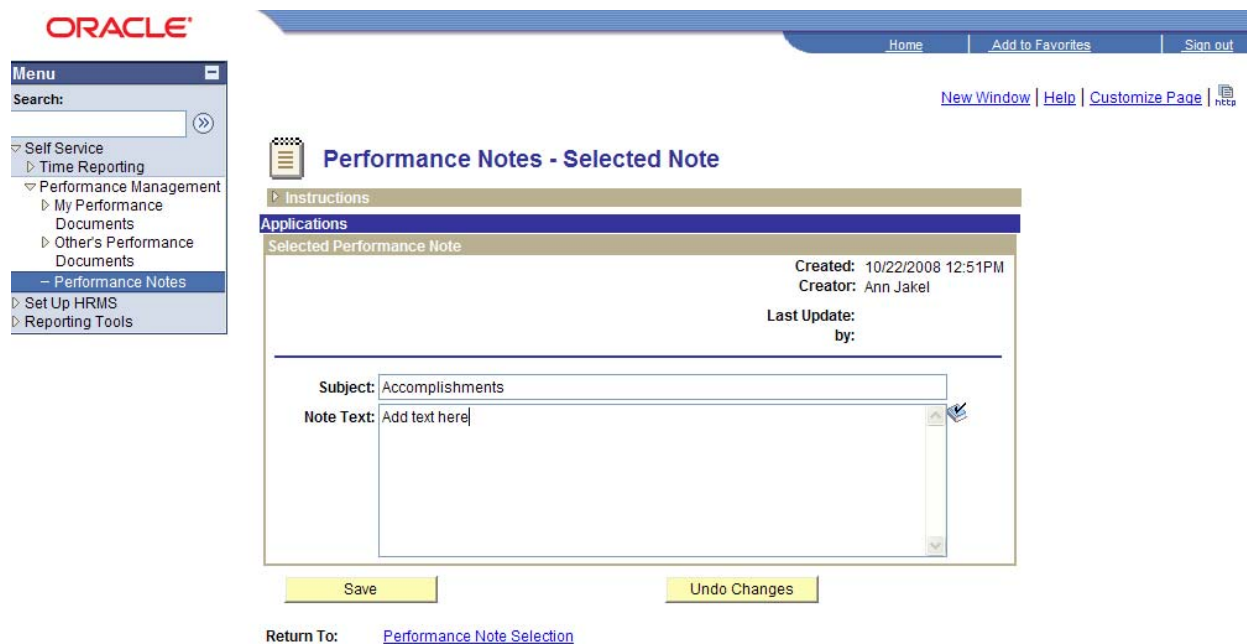
ePerformance enables both employees and managers to record or update performance notes on the **Performance Notes** pages at any time during the performance cycle. Employees can create a record of events, activities, and accomplishments that they can later use to complete their performance document. Similarly, managers can record details of an employee's performance that they may find useful to have on hand when they are completing the employee's evaluation. Performance notes cannot be seen by anyone other than the author of the notes.

Consider this scenario: You are an employee and you want to enter a performance note to keep track of your weekly accomplishments.

Step	Action
1.	Begin by navigating to the Compensation Launch Pad on the <i>Inside MATC</i> Portal. Click the Self Service link.
2.	Click the Performance Management link.
3.	Use the My Performance Notes page to view or update existing performance notes, or add new notes.



Step	Action
4.	Click inside the Earliest Note Date field to refresh and activate the page.
5.	Click the Add a New Note button. 



Step	Action
6.	Click in the Subject field.
7.	Enter the desired information into the Subject field. For example, enter " Accomplishments ".
8.	Click in the Note Text field and enter your note.
9.	Click the Save button.
10.	To return to the previous page. Click the Return to Performance Note Selection hyperlink.
11.	To view or edit an existing note, click the Subject hyperlink for the desired note.
12.	After viewing or editing an existing note, click the Return to: Performance Note Selection hyperlink to return to the My Performance Notes page.

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 - My Performance Documents
 - Other's Performance Documents
 - Performance Notes**
 - Set Up HRMS
 - Reporting Tools

My Performance Notes

Instructions

Selection Criteria

Earliest Note Date: 10/21/2008 | End: | Search

Selected Note(s)

Delete | Transfer

Select All Notes | Clear Selections

Add a New Note

Created	Subject	Select
10/22/2008 2:50PM	Test Note 3	<input type="checkbox"/>
10/22/2008 2:50PM	Test Note 2	<input type="checkbox"/>
10/22/2008 2:50PM	Test Note 1	<input type="checkbox"/>

Step	Action
13.	To delete or transfer notes select the desired note and click the Delete or Transfer button at the top of the page. Click the Select option box.
14.	Notice that when you click the Select option box, the Delete and Transfer buttons are now active.

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My Performance Notes

Instructions

Selection Criteria

Earliest Note Date: 10/22/2008 | End: | Search



Selected Note(s)

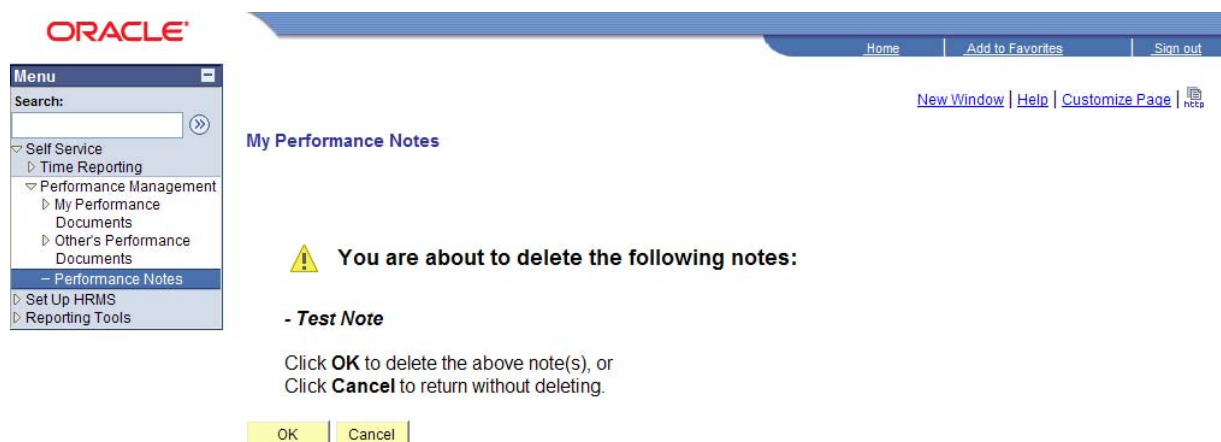
Delete | Transfer


Select All Notes | Clear Selections

Add a New Note

Created	Subject	Select
10/22/2008 12:51PM	Accomplishments	<input checked="" type="checkbox"/>

Step	Action
15.	<p>If you select the Delete option, a warning screen with a yellow caution symbol  will appear:</p> <ul style="list-style-type: none"> • If you want to continue with the deletion, select the OK button. • If you want to cancel the deletion, select the Cancel button <p>Caution  : <u>Deleting a note is irreversible.</u> Once a note is deleted, it will no longer appear on the list of My Performance Notes and will no longer be available to view or edit.</p>



Step	Action
16.	<p> Caution: <u>Transferring a note is irreversible.</u> Once a note is transferred, it will no longer appear on the list of My Performance Notes and will no longer be available to view or edit.</p> <p>If you select the Transfer option, a Person Search – Simple look up screen allows you to search for and select the person the note will be transferred to. Enter available information and click the search button. Select a name from the Search Results and click the OK or Cancel button.</p>

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Person Search - Simple

Search Criteria and Results

Instructions

Last Name: Search

First Name:

ACName:

Employees
 Contingent Workers
 Other
 Active Inactive

Search Results

- Charlene Kelley [i](#)
- Kelsey Kelley [i](#)
- Lori Kelley [i](#)
- Sharon Kelley [i](#)

OK Cancel

Step	Action
17.	<p>A warning screen with a yellow caution symbol will appear.</p> <ul style="list-style-type: none"> If you want to continue with the transfer, select the OK button. If you want to cancel the transfer, select the Cancel button <p> Caution: <u>Transferring a note is irreversible.</u></p>

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My Performance Notes

You are about to transfer the following note(s) to Sharon Kelley

- Accomplishments

Click **OK** to confirm the transfer, or **Cancel** to cancel the transfer.

OK Cancel

Step	Action
18.	You have successfully entered and managed performance notes.