

SUPERVISORS - 2024 Ahoy!

Performance Review Module – *Tips & FAQ's Answered*

(Interview Exchange) <https://www.interviewexchange.com/login.jsp>

SUPERVISORS – The Process - In the Performance Review module

- Click START REVIEW and copy and paste the job title next to the Employee name into the form.
- For REVIEW PERIOD always use the "Year 202X" option.
- Click CREATE FORM
- Scroll to the bottom of the page and click SEND FOR SELF-REVIEW
- Repeat this process for all of your Employees
- Click MY TEAM REVIEWS to see reviews you have created.

SUPERVISORS – Tips to Remember

- **Do NOT Create two forms for one person.** The Self-Evaluation and Supervisor review are done simultaneously on the same form. If you create a duplicate, go to Edit, and Delete the duplicate.
- If your employee isn't in the system CALL HR.
- You can work on your part while the Self-Evaluation is In-Process.
- All sections in the Supervisor review require a response. Use **N/A** when needed.
- IN THE SYSTEM - The complete review goes to your Supervisor (if you choose to route it to them), the Employee (for the meeting), then HR.
- The Return to Supervisor button is for making scoring changes to a complete form only.
 - This will re-open the review as an editable Form and send it back to you.
 - When finished, click on Complete Form and then Send for Routing.
 - Do NOT change the original routing.
 - Previous General Comments will be overwritten.
- **The process outlined here is how the system works. Your process for Performance Reviews may be different and that's alright. This is how to complete a review in the system only.**

SUPERVISORS – FAQ’s Answered

- **Employees in the 6 to 12-month range**, can have a full review through the system, or an informal review in-person with an email or memo as a follow up. Follow the Manager’s Hiring Guide: https://www.rwu.edu/sites/default/files/downloads/hr/Hiring_Guide.pdf
- **Part-Time Employees**, are not usually reviewed but a supervisor is welcome to perform either an informal review or the complete review through the system, should they choose. If they are not in the system, please contact HR.
- **Did I send the Self-Evaluation**, can be answered by looking at My Team Reviews under the column furthest to the right. If it says “Not Sent” then you did not send it and need to go into the review, scroll to the bottom and click “Send for Self-Review”.
 - If it has been sent it will say “In-Progress” or “Completed”.
 - If you did not create the review the Employee will not appear on your dashboard
- **Where is the review**, can be answered by looking at My Team Reviews.
 - Under Status;
 - Form – In Progress is with you as an editable form.
 - Routing – In Progress is in the Acknowledgment Routing, check Approver
- **If an Employee changes positions in the year, or, “really reports to two people”**, only one Supervisor can create and see a review. The two Supervisors should collaborate, with the current Supervisor, or Colleague assigned Supervisor, being the Supervisor to create the form and be the one to set the Future goals. A General Comment can be left to; outline the periods the Employee was in each position and/or, that the review was authored by two Supervisors.
- **A General Comment during the Acknowledgment Route**, as is a way to make a note on the review. Some examples are:
 - Next Level Supervisors leaving a note for the Employee.
 - Two Supervisors can make a note about who reviewed the Employee, for what position(s), and in what time frame(s).
- **If an Employee is on a leave**, you should still create the review for the period of time they were in for the year. They can complete the Self-Evaluation when they return from leave.
- **AM I DONE?** can be answered by looking at the Completed field in your dashboard. If there is a date showing, the review is complete. If the Approver is HR, the review is also complete.