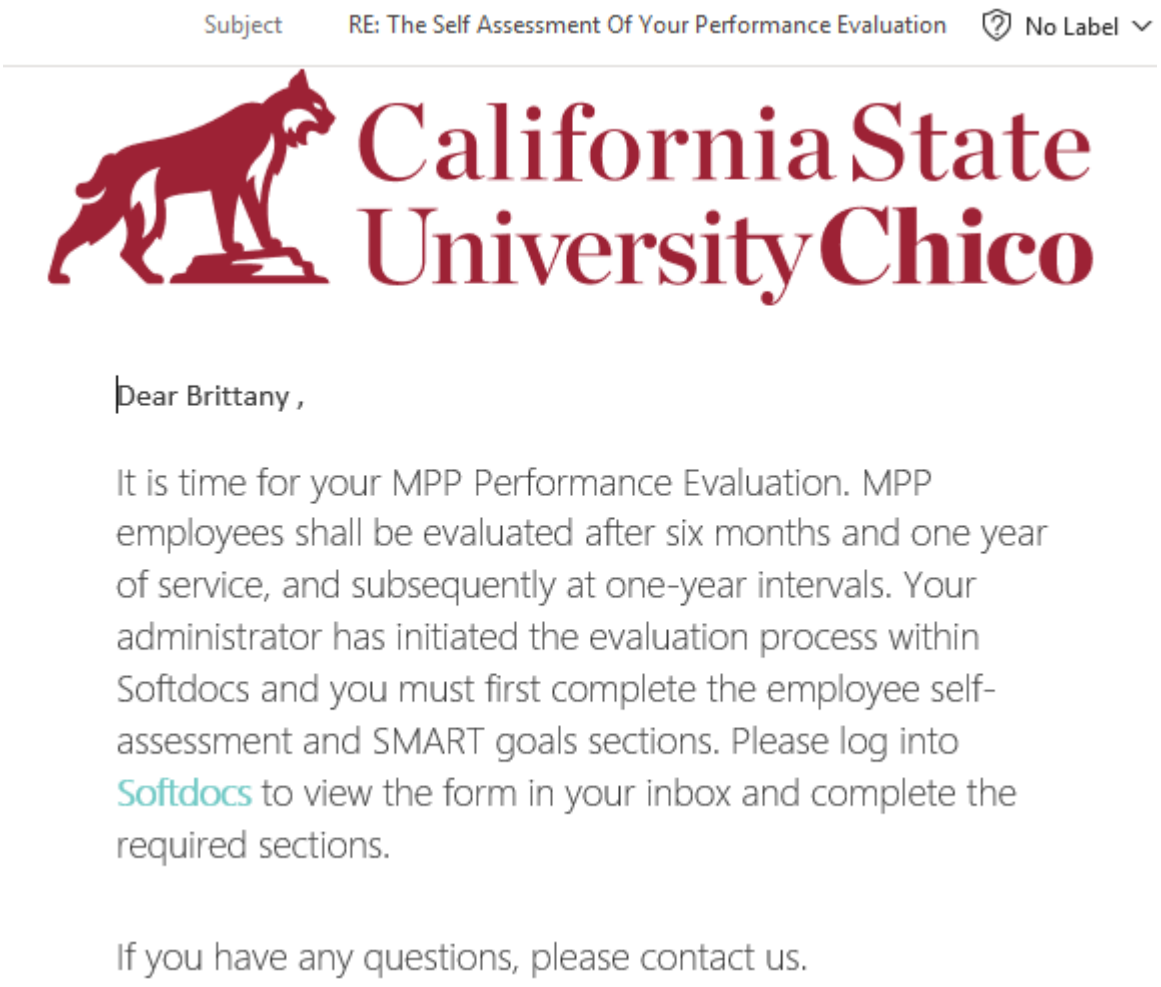
MPP Performance Evaluation Instructions – Employee

1. The performance evaluation is initiated by your administrator and is routed to you to complete your self-assessment and potentially create SMART goals. You will receive the email below from **ChicoState-Softdocs-no-reply.**



Subject RE: The Self Assessment Of Your Performance Evaluation No Label

California State University Chico

Dear Brittany ,

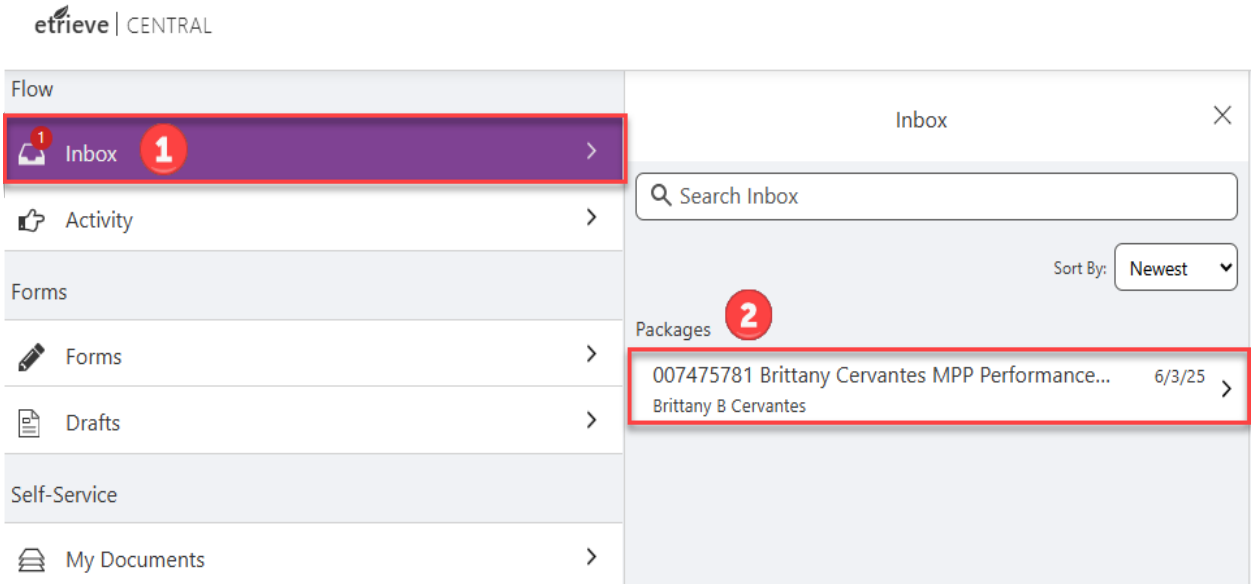
It is time for your MPP Performance Evaluation. MPP employees shall be evaluated after six months and one year of service, and subsequently at one-year intervals. Your administrator has initiated the evaluation process within Softdocs and you must first complete the employee self-assessment and SMART goals sections. Please log into Softdocs to view the form in your inbox and complete the required sections.

If you have any questions, please contact us.

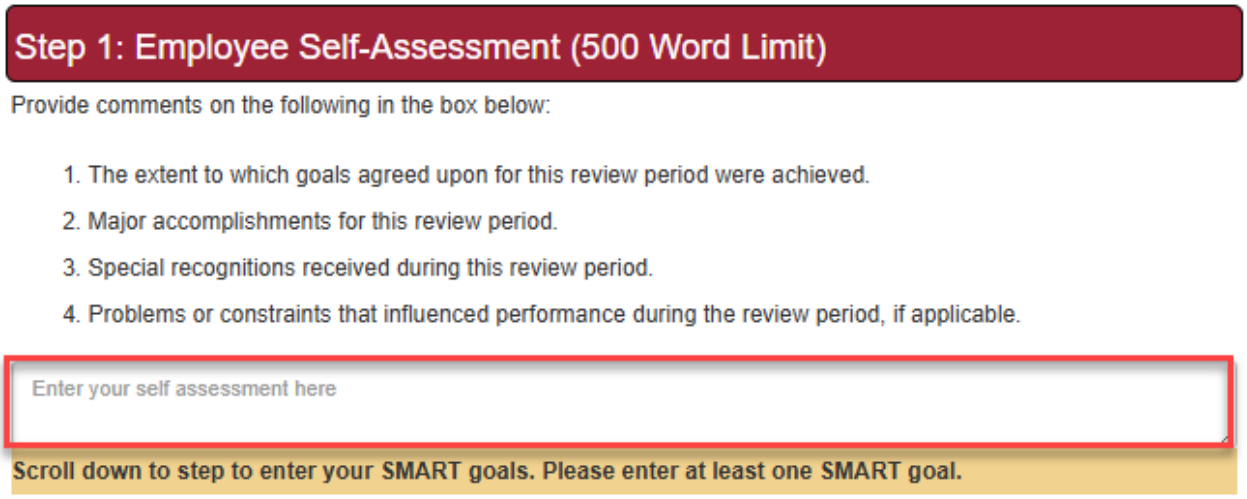
2. Next, log in to Softdocs to complete your self-assessment. You will use your Chico State credentials and authenticate with DUO.

3. Once you are logged in and viewing the homepage, follow these steps to locate the performance evaluation in your inbox.

1. Click the “Inbox” tab on the left side of the screen.
2. Select the performance evaluation form in the center tab. The performance evaluation packages in Softdocs follow this naming convention: Chico State ID #, First Name Last Name, MPP Performance Evaluation.

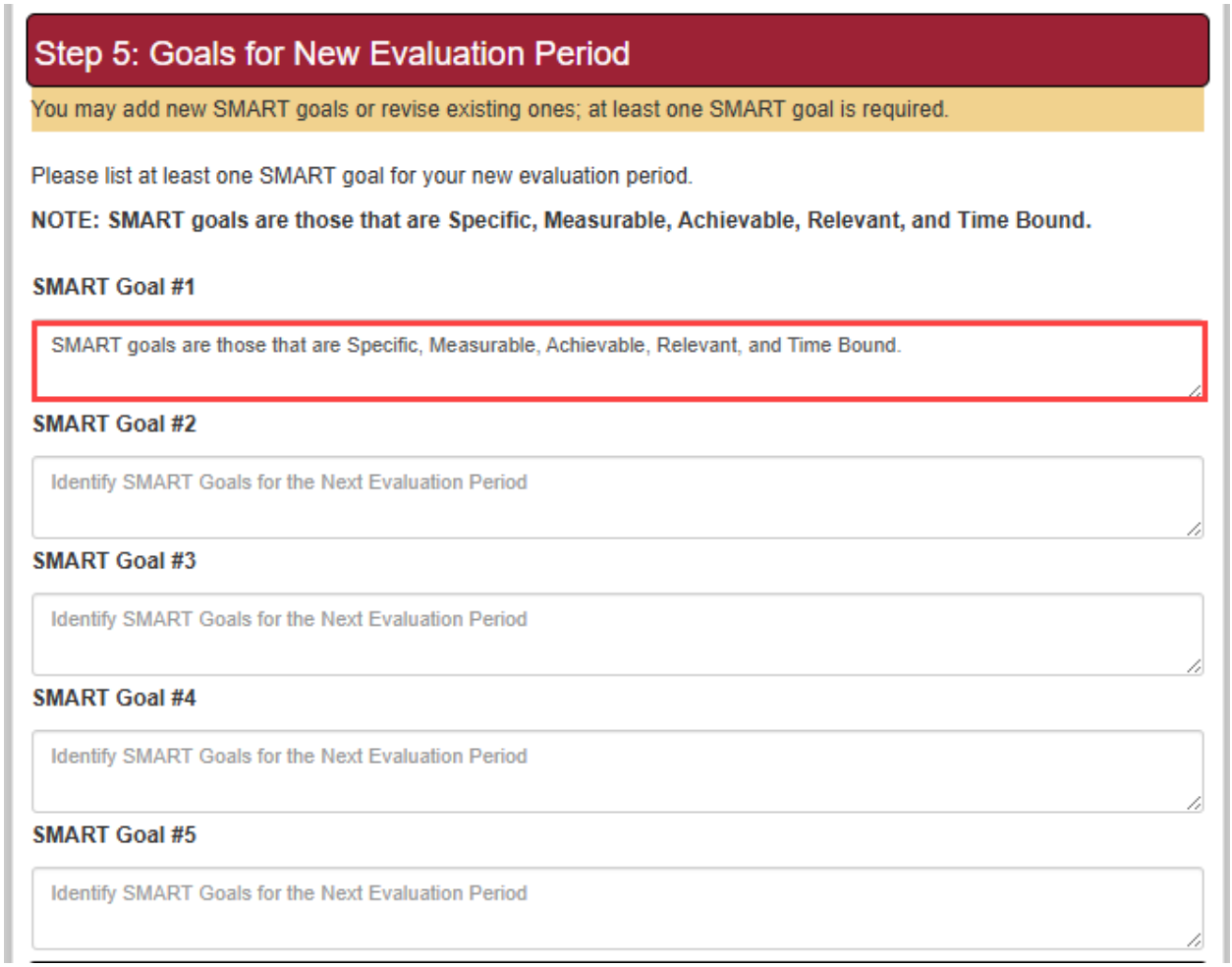


4. Next, you will complete the self-assessment section in **Step 1**. Click inside the text box to enter your self-assessment.

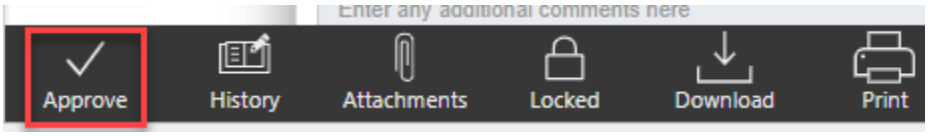


5. After completing your self-assessment, scroll down to **Step 5** in the performance evaluation to enter a SMART goal. You must enter at least one SMART goal to move your performance evaluation forward. You may enter up to five SMART goals. There are

opportunities to enter additional SMART goals or edit existing goals later in the workflow.



6. After entering at least one SMART goal, click the “Approve” button in the menu bar at the bottom of the window.



7. Next, the performance evaluation is routed to your administrator to complete a full assessment of your performance and enter comments regarding your performance in the past evaluation period.

8. After your administrator has completed a full assessment of your performance, you will receive the email below. You now have an opportunity to view your administrator's assessment before meeting with them.

Subject: Your Performance Evaluation is Ready for Review

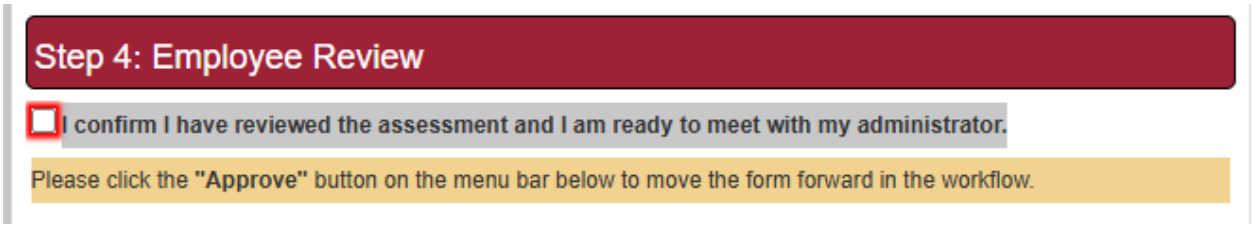
Dear Brittany ,

Your performance assessment is now available for your review. Please log in to Softdocs to review the form in your inbox. After your review, you'll meet with your administrator to discuss your evaluation and finalize any additional SMART goals.

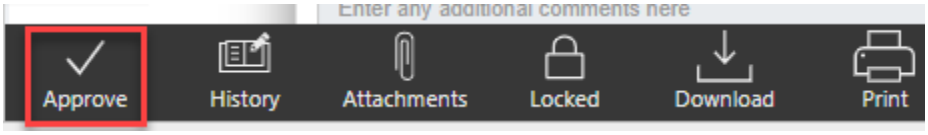
If you have any questions, please contact us

9. Navigate back to your inbox in Softdocs to view the updated performance evaluation. Please review the ratings and comments in **Step 2 and 3.**

10. Once you have reviewed the performance evaluation, you will select the checkbox in **Step 4** stating "**I confirm I have reviewed the assessment, and I am ready to meet with my administrator."**



11. After selecting the checkbox, click the “Approve” button in the menu bar at the bottom of the window.



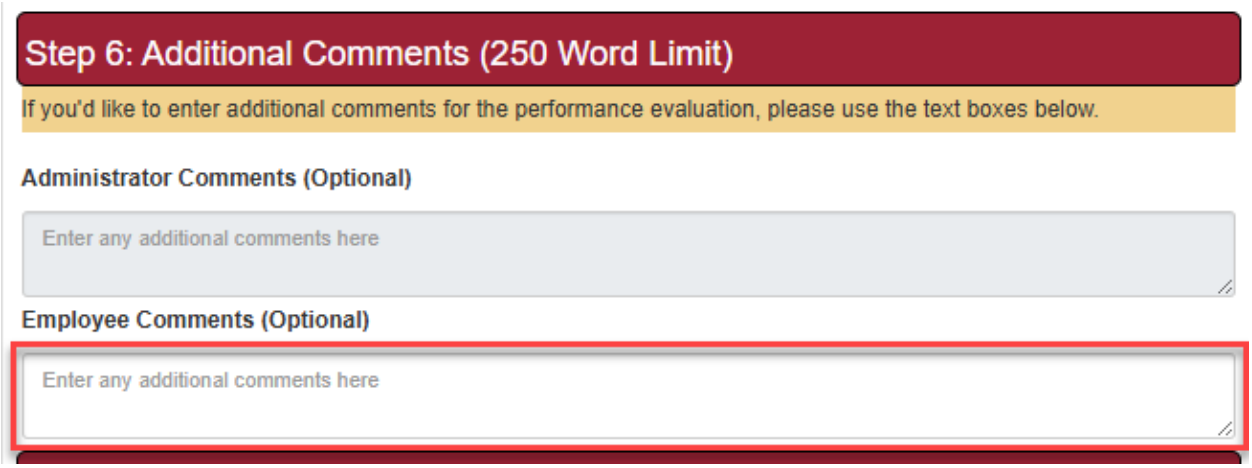
12. Next, your administrator will schedule a meeting with you to discuss the peformance evaluation together. You do not need to do anything at this step, and the form wil be in your adminsitators inbox. However, your adminsitator may update ratings and comments in Steps 2 and 3, SMART goals in Step 5, and add additional comments.

13. After your administrator has met with you, they will sign and date the performance evaluation. The form will appear back in your inbox for a final review and signature. You will receive the email below.

Dear Brittany ,

Your performance evaluation is ready for your final signature.

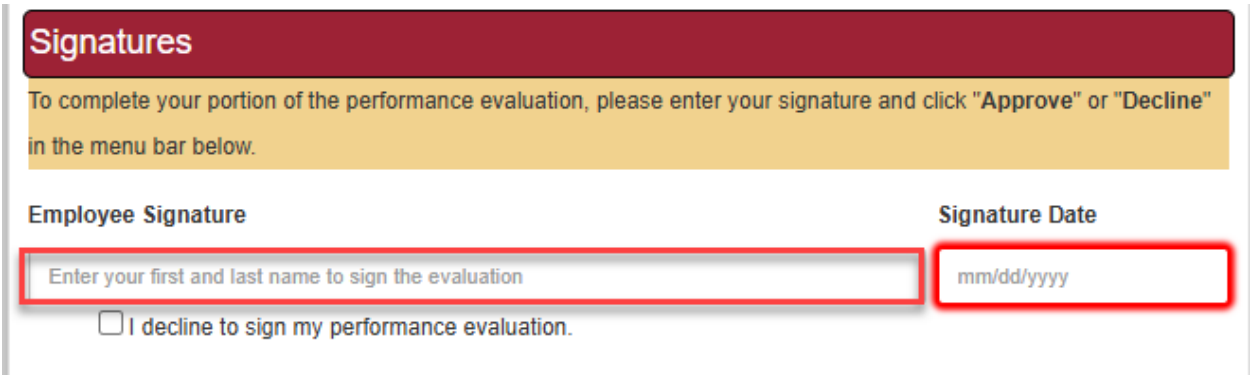
14. Navigate back to your inbox to view the performance evaluation a final time. You have the option to enter additional comments in **Step 6,** but it is not required.



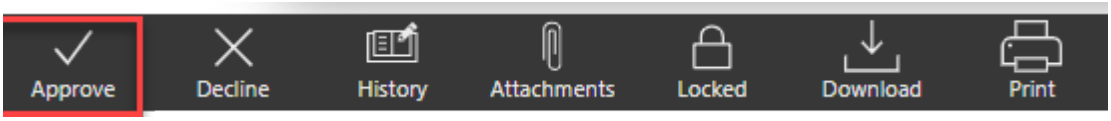
15. After reviewing the form and entering any additional comments, you can complete the Signatures section of the form. At this point, you may sign or decline to sign the performance evaluation.

    To sign the performance evaluation

    1. **E**nter your first and last name in the Employee Signature field. Enter a date in the Signature Date field.

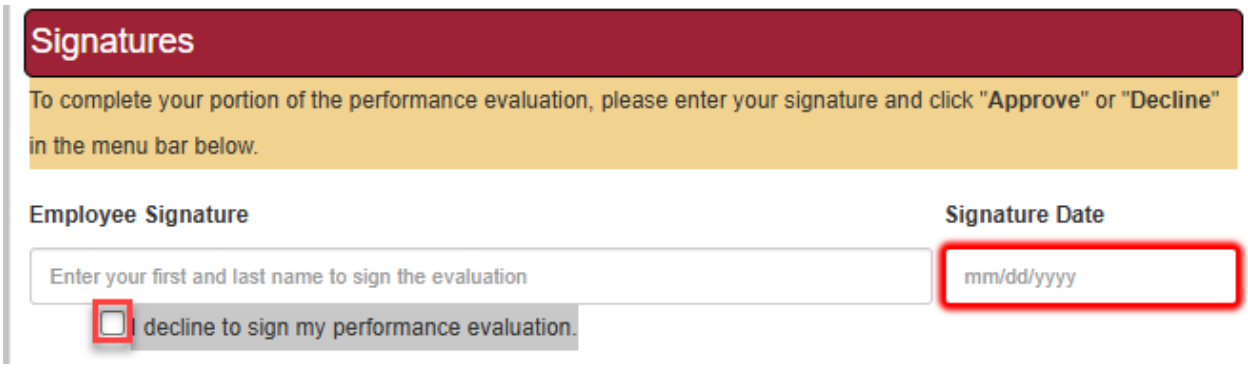
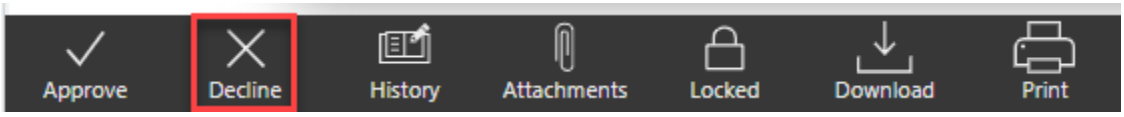


    2. Next, click the "Approve" button in the menu bar.



To decline to sign the performance evaluation

1. Select the “I decline to sign my performance evaluation” checkbox. Enter a date in the Signature Date field.



2. Click the “Decline” button in the menu bar.