

## Welcome to the Grow and Perform at Stanford performance program!

The purpose of this annual summary job aid for managers is to assist you through the annual summary process step-by-step. All steps for you to complete will be **purple**, and all notes will be highlighted in **teal**.

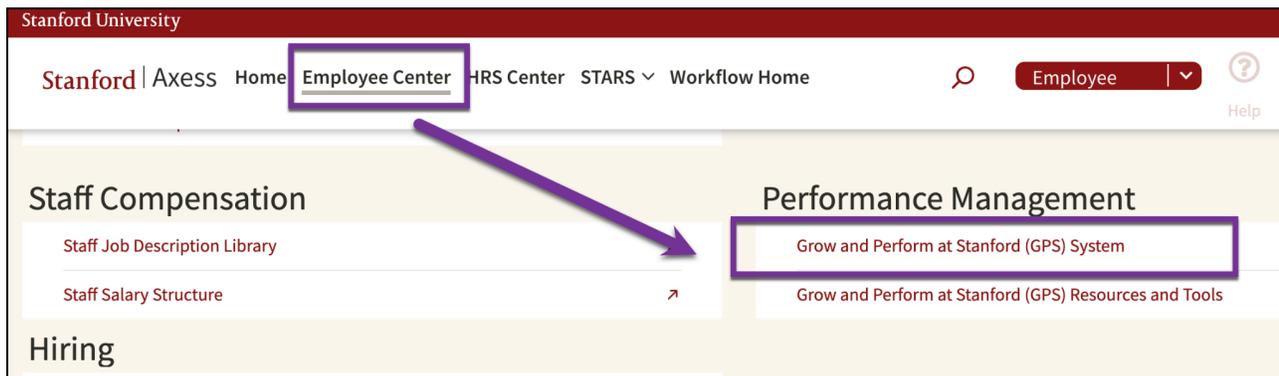
## This job aid will cover how to:

1. Locate performance document for your direct reports in GPS
2. Complete the employee evaluation
3. Indicate the date you met with the employee(s)

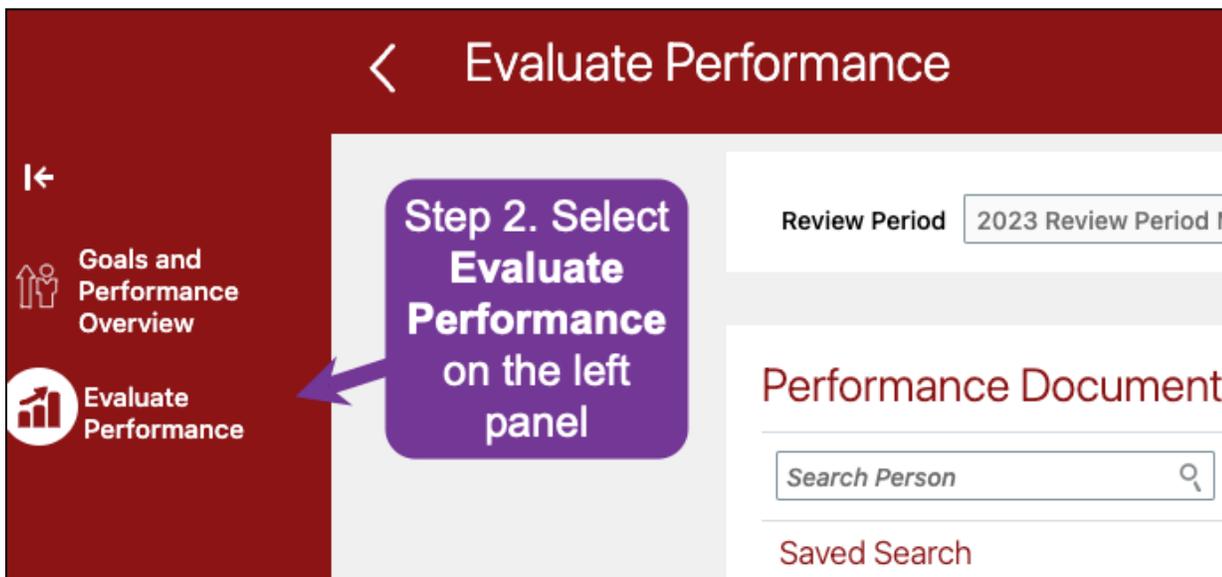
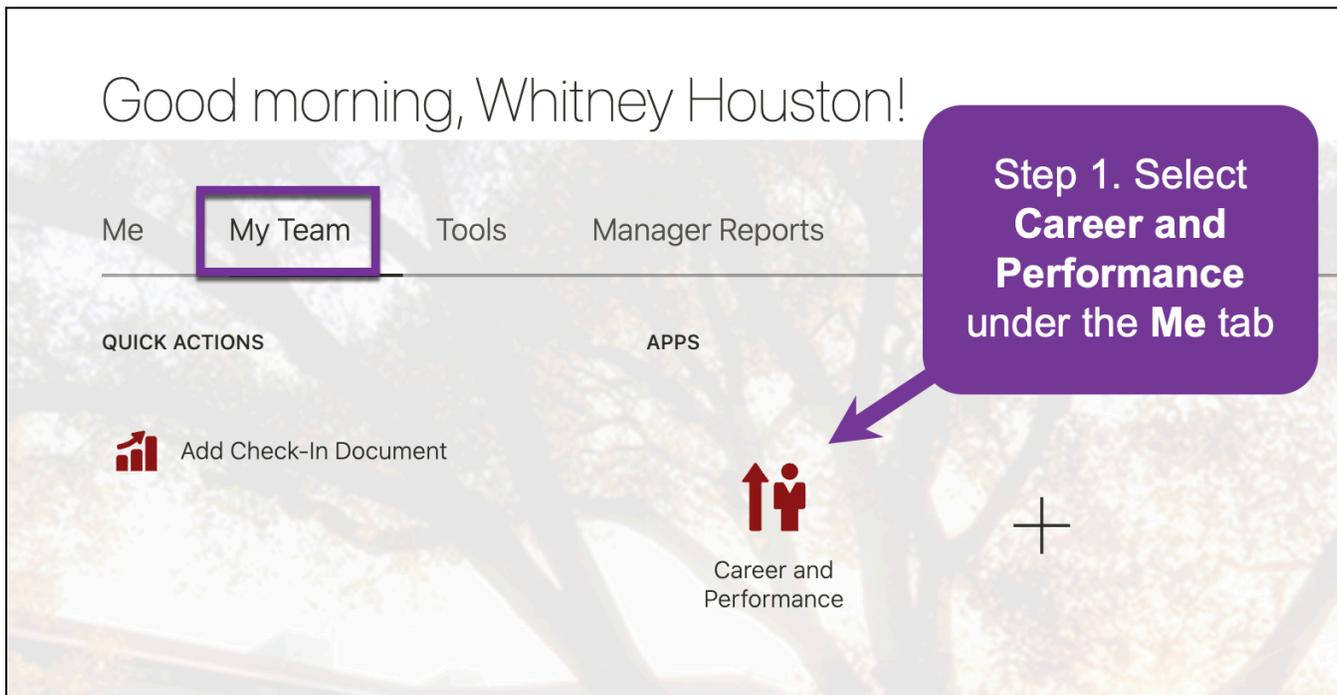
## Helpful Tips:

- Allow pop-ups in your browser while using GPS to enable viewing notifications
- Save comments prior to the employee completing their self evaluation

## Accessing the GPS system:



## Locate the performance documents for your direct reports



Hide Filters

Actions ▾ Sort By End

JH **2023 Annual Performance Review** Jennifer Hudson 1 of 1 participants responded

Accountant 1

**Current Task**  
Manager Confirm Review Meeting Held

**All Tasks**

- ✓ Worker Self-Evaluation
- ✓ Manager Evaluation of Workers
- Manager Confirm Review Meeting Held
- Employee Provide Final Feedback

Task Completion

**Step 1. Select the employees Annual Performance Review document**

### Accessing the Employee’s Performance Document via notifications:

Note: Enable pop-ups in your browser for GPS

Manager Reports

APPS

Goals

Journeys

**Step 1. Select the hyperlink in the notification to access the employee's evaluation**

Assigned to Me: 10

Created by Me: 0

seconds ago

Self-Evaluation for Jennifer Hudson in 2023 Annual Performance Review...

Jennifer Hudson

Dismiss

ation for Jennifer Hudson in 2023 Annual Performance Review (May-April, D1) Was Compl..

Task Employee Self-Evaluation Completed

**Jennifer Hudson completed Employee Self-Evaluation task in the performance document 2023 Annual Performance Review (May-April, D1)**

Jennifer Hudson completed Employee Self-Evaluation task in the Annual Performance Review (May-April, D1) .

Review Period	2023 Review Pe
Performance Document Start Date	05/01/2022
Performance Document End Date	04/30/2023

Step 2. Select the Go to performance document link

Go to performance document: 2023 Annual Performance Review (May-April, D1)

## Complete the employee evaluation

### Evaluation Topics

- Colleague Feedback
- Annual Summary (Achievements and Growth Opportunities)**
- Manager Comments  
adding comments as a supervisor
- Employee Comments  
Enter summary comments.

Step 1. Select Evaluate next to Annual Summary Achievements and Growth Opportunities

Evaluate

Evaluate

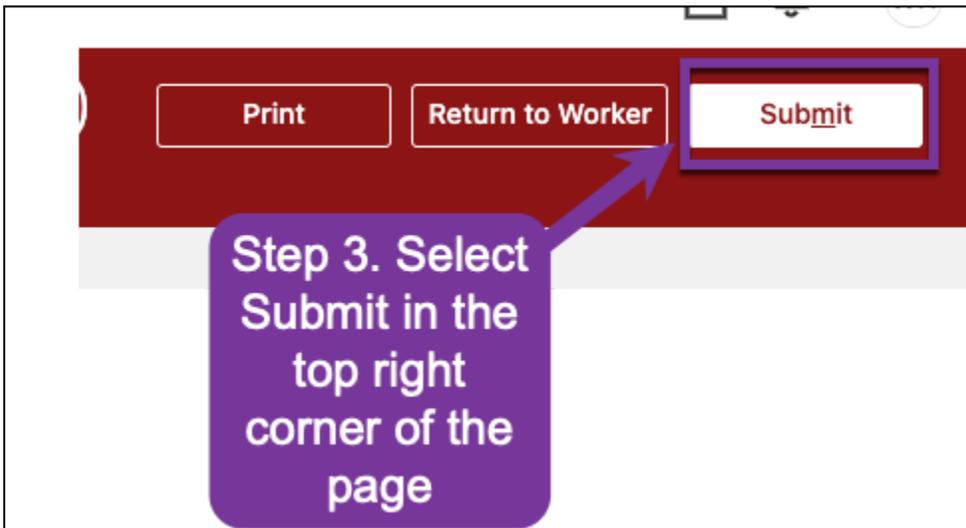
### Summary

Manager Comments

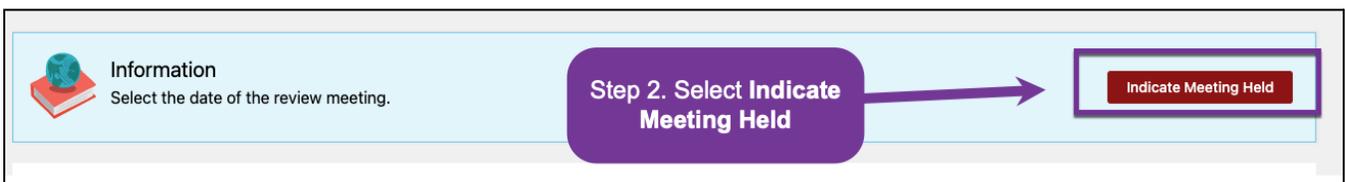
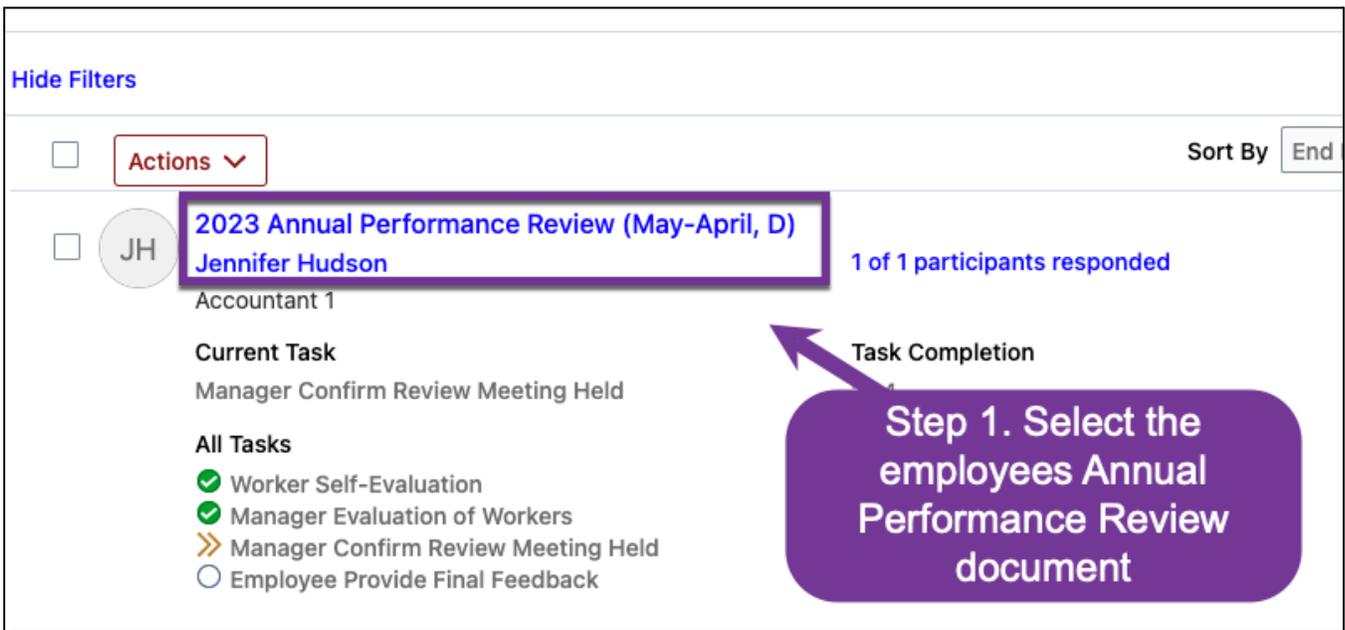
adding comments as a supervisor

Paragraphs: 1, Words: 5, Characters (with HTML): 37

Step 2. Enter comments in the summary box



## Indicate the date you met with the employee(s)



The screenshot shows a web form titled "Manager Confirm Review Meeting Held" for Jennifer Hudson. The form includes a "Details" section with a "Meeting Held Date" field set to 01/19/2023 and a "Comments" section with a rich text editor. A calendar pop-up is open over the date field, with a callout box pointing to it that says "Step 3. Enter the date you held the performance discussion". Another callout box points to the "Submit" button, saying "Step 4. Select Submit". A note in the comments section states "Note: Comments are optional in this screen". The top right corner has "Submit" and "Cancel" buttons.

The last step in the process will be for the **employee** to provide final feedback.

## Bypass Self-Evaluation Function

The screenshot shows a web form titled "Manager Evaluation of Workers: 2023 Annual Performance R...". The top right corner has "Print" and "Bypass Self-Evaluation" buttons, with the latter highlighted by a red box. A note in the main content area says "Note: You will only see the **Bypass Self-Evaluation** if your direct report has not yet submitted their **Self-Evaluation**". The form includes a "Document Details" section and an information icon with the text "Review and evaluate the contents of each section of the evaluation. Click submit when you're done."

Primarily used for Bargaining Unit employees.

## Return to Worker Function and Submit Button

The screenshot shows a web form titled "Manager Evaluation of Workers: 2023 Annual Perform...". The top right corner has "Print", "Return to Worker", and "Submit" buttons, with "Return to Worker" and "Submit" highlighted by red boxes. A note in the main content area says "Note: When you select **Return to Worker** the performance document will be returned to your employee for edits. The employee will need to resubmit when the document is ready." Another note says "Note: When you select **Submit**, the document will advance to the 3rd step in the Annual Review Process, which is **Manager Confirms Meeting Was Held.**". The form includes a "Document Details" section and an information icon with the text "Review and evaluate the contents of each section of the evaluation. Click submit when you're done."

