1. Open your Performance Review from your NSU Careers Employee Dashboard, by clicking on the name of the review.

	👚 About me 🖌 My community 🗸
	Welcome Test HR, you are logged in
lick here to open	d My Parformance Daviews
	FY21 Baudhuin Performance Review- ESE Teacher Aide-NSU Annual Performance- ESE Teacher Aide Current step: Employee Completes Self- Assessment
	A My Development _
	My Mandatory Activities ~
	No data to display
	My Development Activities ×
	No data to display Learning Management
	Recruitment
	Administration

2. Your review will open on the **Start** section. This **Start** section is the landing page for each step of the review. You will see this information change as you move along to the different sections of the review.

Start Gess Performance Competencies MSU Core Values Self Reflection Next steps Anticident Competencies MSU Core Values Self Reflection Next steps Anticident Competencies MSU Core Values Self Reflection Next steps Anticident Competencies MSU Core Values Self Reflection Next steps Anticident Competencies MSU Core Values Self Reflection Next steps Anticident Competencies Teacher Aldes in annual performance Review: ESF Teacher Aldes in an ongoing, two-way dialogue between teacher aides and supervisors to help facilitate understanding on the performance Review Self-Reserver button at the bottom right and the performance Review Self-Reserver button at the bottom right and the competencies and supervisor ratings in sections Goals and Performance Competencies using ratio and the comments. Supervisors will add comments and supporting documentation to add to the rating when needed. A colss- Teacher Aldes will review competencies associated with how well job duties are carried out. supervisors will rate each competencies reacher aldes comments accordingly. If you winh to suggest a different value or values for curve, functional teacher Aldes will review comments. A colss- Teacher Aldes will review competencies or values do ad memory. A colss- Seate ther Aldes will review comments. A colss- Seate ther Aldes will review comments. A cols Reseler Aldes will review comments and significantly exceee			
A constraint of the standard service of the standard by calculation of supervisor ratings in sections Goals and Performance Competencies using and projects and	Start Goals Performan	ce Competencies NSU Core Values Self Reflection Next steps	
the Baudhuin Performance Review: ESE Teacher Aide is part of an ongoing, two-way dialogue between teacher aides and supervisors to help facilitate understanding of appetitions, outcomes, and opportunities. teacher in the screen or by clicking the menu items at the top. exclose are not self-rated, overall review score is automatically generated by calculation of supervisor ratings in sections Goals and Performance Competencies using rate also way. All other sections will not be rated. exclose are not self-rated, overall review score is automatically generated by calculation of supervisor ratings in sections Goals and Performance Competencies using rate also body. All other sections will not be rated. Coals- Teacher Aides will recount accompliablements of goals and projects and make comments. Supervisors will add comments and supporting documentation to add to their rating when needed. Performance Competencies- Teacher Aides will conversation. NSU Core Values- Teacher Aides will reducting at east two (2) which of the NSU core values that are most meaningful to them in their current position and explain why. pervisors are to real teacher aides will reducting at east two (2) which of the NSU core values that are most meaningful to them in their ournent position and explain why. set Referction-Teacher Aides will reducting at east two (2) which of the NSU core values to comments. All provinces are the real teacher aides inter if types and submit comments. Astrone Competencies - Teacher Aides will reflect on the tasks of their jobs and submit comments. All provinces are to asset and alignificantly exceeds position requirements. (All the requirements teacher aides and position requirements. (All the requirements the some burb not alignificantly exceeds position requirements. (All the requention is the some burb not position requirements: (All the requention is the some burb not position requirements: (All the requention is the some burb not position requirements: (All there the reading the res		Last saved: 20 Feb 2021, 12:50pm Act	tions •
he <i>Baubuln Performance Review: ESF Teacher Alde</i> is part of an ongoing, two-way dialogue between teacher aides and supervisors to help facilitate understanding of presentations, outcomes, and opportunities. The Performance Review: Sef. Assessment contains 4 sections, you will be able to navigate to the different sections by using the "Next" button at the bottom right hand some of the screen or by clicking the menu lems at the top. Comparison of the screen or by clicking the menu lems at the top. Comparison of the screen or by clicking the menu lems at the top. Comparison of the screen or by clicking the menu lems at the top. Comparison of the screen or by clicking the menu lems at the top. Comparison of the screen or by clicking the menu lems at the top. Comparison of the screen or by clicking the menu lems at the top. Comparison of the screen or by clicking the menu lems at the top. Comparison of the screen or by clicking the menu lems at the top. Comparison of the screen or by clicking the menu lease of the screen or by clicking the menu lease of the screen or by clicking the screen or by clicking the menu lease of the screen or by clicking the screen or the screen or by clicking the screen or th	troduction		
he Performance Review Self-Assessment contains 4 sections, you will be able to navigate to the different sections by using the "Next" button at the bottom right hand oriented the section of by clicking the menu lemms at the top. actions actions actions are not self-Assessment contains 4 sections, you will be able to navigate to the different sections by using the "Next" button at the bottom right hand oriented by a clicking the menu lemms at the top. actions actions actions actions actions actions actions actions actions be act	he Baudhuin Performance Re xpectations, outcomes, and o	view-ESE Teacher Aide is part of an ongoing, two-way dialogue between teacher aides and supervisors to help facilitate understanding of pportunities.	
ections Ections Ections Ections Ections Ections Ections Ections Ections Ections Ections Ections Ections Ections Ections Ections Ection	ne Performance Review Self- A orner of the screen or by click	Assessment contains 4 sections, you will be able to navigate to the different sections by using the "Next" button at the bottom right hand ing the menu items at the top.	
etetors are not self-rated, overall review score is automatically generated by calculation of supervisor ratings in sections Goals and Performance Competencies using rat Cale below. All other sections will not be rated. Goals -Teacher Aldes will recount accompliablements of goals and projects and make comments. Supervisors will add comments and supporting documentation to add to heir rating when needed. Performance Competencies Teacher Aldes will review competencies associated with how well job duties are carried out, supervisors will rate each competency and will issues as part of the annual performance review conversation. NSU Core Values -Teacher Aldes will review competencies associated with how well job duties are carried out, supervisors will rate each competency and will issues as part of the annual performance review conversation. SNU Core Values -Teacher Aldes will reflect on the toolee of values, add comments accordingly. If you wish to suggest a different value or values for current of thus focus, please enter a comment beneasti the corresponding value(s). Self Reflection -Teacher Aldes will reflect on the tasks of their jobs and submit comments. ating Scale ating Scale ating Scale binest Teacher Parties in the annual ignificantly exceeds position requirements. instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory instatistatory	ections		
Loosis Tascher Aldes will recourt accomplishments of goals and projects and make comments. Supervisors will add comments and supporting documentation to add to her rating when needed. Leformance Competencies- Teacher Aldes will review competencies associated with how well job duties are carried out, supervisors will rate each competency and will bacuss as part of the annual performance review conversation. NOV Core Values Teacher Aldes will review competencies associated with how well job duties are carried out, supervisors will rate each competency and will bacuss as part of the annual performance review conversation. NOV Core Values Teacher Aldes will review tompetencies associated with how well job duties are carried out, supervisors will rate each competency and will bacuss as part of the annual performance review conversation. NOV Core Values Teacher Aldes will review tompetencies associated with how well job duties are carried out, supervisors will rate each competency and will bacuss as part of the annual performance review conversation. Nov Core Values Teacher Aldes will reflect on the tasks of their jobs and submit comments. Rating Scale Receptional* Consistently superior and significantly exceeds position requirements. Nov Or Nov Applicable Consistently meets position requirements. Nov Or Nov Applicable Consistently fails to meet ninimum position requirements: employee lacks required skills or fails to properly utilize skills. No Nov or Not Applicable Consistently fails to meet ninimum position requirements: employee lacks required skills or fails to properly utilize skills. No Nov or Not Applicable Consistently fails to meet ninimum position requirements: Naturg of Exceptional or Unsatisfactory requires a brief explanation to support the rating. Note of the consistent for the start of a support the rating. Note of the consistent for the start of the support the rating. Note of Nova adu/hr/hr/si/index.html	ections are not self-rated, ove cale below. All other sections :	rall review score is automatically generated by calculation of supervisor ratings in sections Goals and Performance Competencies using re will not be rated.	ating
Performance Competencies- Teacher Aldes will reflect on the tasks of their jobs and submit comments are most meaningful to them in their current position and explain why. Instance Teacher Aldes will reflect on the tasks of their jobs and submit comments accordingly. If you wish to suggest a different value or values for current rule or values for current rule or values for current rule or values for current to the state of the st	. Goals- Teacher Aides will rec heir rating when needed.	ount accomplishments of goals and projects and make comments. Supervisors will add comments and supporting documentation to add t	0
NSU Care Values-Teacher Aides will identify at least two (2) which of the NSU care values that are most meaning/life to them in their current position and explain why upervisors are to read teacher aides intrins. If you argue with the choice of values, add comments accordingly. If you wish to suggest a different value or values for current future focus, please enter a comment beneath the corresponding value(3). staff. Reflection-Teacher Aides will reflect on the tasks of their jobs and submit comments. ating Scale xceptional* Consistently superior and significantly exceeds position requirements. liph) Effective Frequently exceeds position requirements. torolistently meets position requirements. Implacements. torolistently fight to meet monitoring of days. Reflective in the start of days of days. Rating of Exceptional or Unsatisfectory to consistently fights to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills. Valive or Unsatisfectory requires a biref explanation to support the rating: difficient Training Information ttps://www.nova.edu/hr/hr/is/Index.html	. Performance Competencie iscuss as part of the annual p	s-Teacher Aides will review competencies associated with how well job duties are carried out, supervisors will rate each competency and w erformance review conversation.	//11
	NSU Core Values- Teacher A upervisors are to read teacher r future focus, please enter a	ides will identify at least two (2) which of the NSU core values that are most meaningful to them in their current position and explain why. a idee entries. If you agree with the choice of values, add comments accordingly. If you wish to suggest a different value or values for curr comment beneath the corresponding value(s).	ent
Autops Scale xxeptional* Consistently superior and significantly exceeds position requirements. (ight) Effective Frequently exceeds position requirements. (ight) Effective Frequently exceeds position requirements. nonsistent Meets some but not all position requirements. instatisfectory* Consistently fields to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills. /A New or Not Applicable Employee in position less than 90 days. Rating of Exceptional or Unsatisfectory requires a biref explanation to support the rating. udditional Training Information	. Self- Reflection- Teacher Aid	les will reflect on the tasks of their jobs and submit comments.	
Exceptional* Consistently superior and significantly exceeds position requirements. Highly Effective Frequently exceeds position requirements. Oralization Consistently meets position requirements. nonsistently meets position requirements. Consistently meets position requirements. Jinastisfactory* Consistently fields to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills. VA New or Not Applicable Employee in position less than 90 days. Resting of Exceptional or Unsatisfactory requires a binef explanation to support the rating. Kettional Training Information	Rating Scale		
lighty Effective Frequently exceeds position requirements. vonticent Consistently made position requirements. consistent Meets some but not all position requirements. instatisfactory* Consistently fails to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills. // Alk New or Not Applicable Employee in position less than 90 days. Rating of Exceptional or Unsatisfactory requires a brief explanation to support the rating. dditional Training Information ttps://www.neva.edu/hr/hris/Index.html	xceptional*	Consistently superior and significantly exceeds position requirements.	
Violicient Consistently meets position requirements. Consistent Meets some but not all position requirements. Instatisfactory* Consistently fails to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills. LA New or Not Applicable Employee in position ites than 90 days. Range of Exceptional or Unsatisfactory requires a binef explanation to support the rating. dditional Training Information ttps://www.nova.edu/hr/hrlis/Index.html	lighly Effective	Frequently exceeds position requirements.	
insatisfactory Meets some but not all position requirements. insatisfactory Consistently fails to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills. A New or Not Applicable Employee in position less than 90 days. Rating of Exceptional or Unsatisfactory requires a brief explanation to support the rating. dditional Training Information ttps://www.nova.edu/hrr/hris/Index.html	roficient	Consistently meets position requirements.	
Institute(transmitter)* Consistently fails to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills. (A New or N4 Applicable Employee in position less than 90 days. Rating of Exceptional or Unsatisfactory requires a brief explanation to support the rating. dditional Training Information ttps://www.nova.edu/hr/hris/Index.html	nconsistent	Meets some but not all position requirements.	
//A New or Not Applicable Employee in position less than 90 days. Rating of Exceptional or Unsatisfactory requires a brief explanation to support the rating. dditional Training Information ttps://www.nova.edu/hr/hris/Index.html	Insatisfactory*	Consistently fails to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills.	
Rating of Exceptional or Umsatisfactory requires a brief explanation to support the rating. ddlitional Training Information ttps://www.neva.edu/hr/hris/Index.html	I/A New or Not Applicable	Employee in position less than 90 days.	
dditional Training Information ttps://www.nova.edu/hr/hrls/Index.html	Rating of Exceptional or Unsa	tisfactory requires a brief explanation to support the rating.	
ittps://www.nova.edu/hr/hris/index.html	dditional Training Informat	ion	
	ttps://www.nova.edu/hr/hr	is/index.html	

3. The Last section of the review is the **Next Steps** section. The **Next Steps** section summarizes any changes completed in the review thus far and will change as you move along to the different steps. **Next Steps** is also

where you will go to move the review to the next step, unless prompted that system will automatically progress to the next step.

About me Y My community Y	O journal entry 🖉 Test HR 🗸 🚯
st HR HR Test - FY21 Baudhuin Performance Review- ESE Teacher Aide	
tart Goals Performance Competencies NSU Core Values Self Reflection Next steps	
	Saved Last saved: 20 Feb 2021, 12:50pm Actions -
Cannot progress review to next step, this will automatically occur on the 10 Mar 2021	
eview will automatically progress to the next next step "Manager Review of Employee Self Assessment" on Review all comments and ensure all are published, otherwise comments will not be visible to supervisor. At least two NSU Core Values are selected.	Jue date, ensure the below are completed:
ummary	I Your next step: Manager Review of Employee Self Assessment
ummary Summary * Goals	Your next step: Manager Review of Employee Self Assessment
	Your next step: Manager Review of Employee Self Assessment O O Cannot progress review to next step, this will automatically occur on the 10 Mar 2021
Summary Cool Summa	I Your next step: Manager Review of Employee Self Assessment O annot progress review to next step, this will automatically occur on the 10 Mar 2021 View entire process
	Your next step: Manager Review of Employee Self Assessment O O O O O O O O O O O O O O O O O O O
	Your next step: Manager Review of Employee Self Assessment Cannot progress review to next step, this will automatically occur on the 10 Mar 2021 View entire process
	Your next step: Manager Review of Employee Self Assessment Cannot progress review to next step, this will automatically occur on the 10 Mar 2021 View entire process

4. There are 2 ways to navigate the review: 1. click on the tabs across the top of the review, or 2. to click the button labeled Next on the bottom right of the page

Introduction Descent 20 Met 2021, 12:30gr Introduction The Baudhuin Performance Review. ESE Teacher Aide is part of an ongoing, two-way dialogue between teacher aides and supervisors to help facilitate understanding of sepectation, outcomes, and opportunities. The Performance Review. ESE Teacher Aide is part of an ongoing, two-way dialogue between teacher aides and supervisors to help facilitate understanding of conner of the screen or by clicking the menu items at the top. Sections Sections for supervisor and opportunities. Bections are not self-rated, overall review score is automatically generated by calculation of supervisor ratings in sections Goals and Performance Competencies using ratic scie below. All other sections will not be rated. 1. Goals. Teacher Aides will review competencies associated with how well job duties are carried out, supervisors will rate each competency and will discuss as part of the annual performance review conversation. 3. SUG Core Values. Teacher Aides will review competencies associated with how well job duties are carried out, supervisors will rate each competency and will discuss as part of the annual performance review conversation. 3. SUG Core Values. Teacher Aides will review competencies associated with how well job duties are carried out, supervisors will rate each competencies of values, ado comments. Burgerstors are to read teacher aidees interes. If you agree with the choice of values, ado comments. If you wish to suggest a different value or values for curren or huse focus, piezae enter a comment beneath the corresponding value(s). 4. Stelf- Reflection- Teache	Start Goals Perfo	rmance Competencies > NSU Core Values > Self Reflection > Next steps	
Introduction The Baudhun Performance Review. ESE Teacher Aide is part of an ongoing, two-way dialogue between teacher aides and supervisors to help facilitate understanding of xpectations, outcomes, and opportunities. The Performance Review. Self-Assessment contains 4 sections, you will be able to navigate to the different sections by using the "Next" button at the bottom right hand oner of the screen or by clickling the menu items at the top. include Exections Sections S		Last saved: 20 Feb 2021, 12:50pm	Actions -
Introduction be Buildhuin Performance Review SEF Teacher Alde is part of an ongoing, two-way dialogue between teacher aides and supervisors to help facilitate understanding of prectations, outcomes, and opportunities. he Performance Review SEF. Assessment contains 4 sections, you will be able to navigate to the different sections by using the "Next" button at the bottom right hand oner of the screen or by cilcular the menu items at the top. extions extions extions extions for additions of additions of supervisor ratings in sections Goals and Performance Competencies using ratic table bow, all other sections will not be rated. -Goals. Teacher Aldes will recount accomplishments of goals and projects and make comments. Supervisors will add comments and supporting documentation to add to the reader sections will make competencies associated with how well job duites are carried out: supervisors will rate each competency and will issues as part of the annual performance review convertation. -NSU Core Values. Teacher Aldes will review competencies associated with how well job duites are carried out: supervisors will rate each competency and will issues as part of the annual performance review convertation. -NSU Core Values. Teacher Aldes will review to competencies associated with how well job duites are carried out: supervisors will add comments accordingly. If you wish to suggest a different value or values for current future focus, please enter a comment beneath the corresponding value(s). -SUF Reflection- Teacher Aldes will reflect on the tasks of their jobs and submit comments. -Supply facticity Frequenct paste position requirements.			
he Bauthuin Performance Review: EST Racher Aide is part of an ongoing, two-way dialogue between teacher aides and supervisors to help facilitate understanding of spreatations, outcomes, and opportunities. He Performance Review Self. Assessment contains 4 sections, you will be able to navigate to the different sections by using the "Next" button at the bottom right hand ormer of the screen or by clicking the menu items at the top. Ections Detections are not self-rated, overall review score is automatically generated by calculation of supervisor ratings in sections Goals and Performance Competencies using ratir cale below. All other sections will not be rated. Costs: Tacher Aides will recount accompliablements of goals and projects and make comments. Supervisors will add comments and supporting documentation to add to their rating when needed. Performance Competencies- Teacher Aides will review competencies associated with how well job duties are carried out. supervisors will rate each competency and will scoses a part of the annual performance review competencies associated with how well job duties are carried out. supervisors will rate each competency and will scoses a part of the annual performance review competencies of values, add comments accordingly. If you wish to suggest a different value or values for current r future focus, please enter a comment beneatin the corresponding value(s). Set Reflection- Teacher Aides will reflect on the tasks of their jobs and submit comments. Hang Scale Exceptional* Consistently superior and significantly exceeds position requirements. Now or Not Applicable Employee in position requirements. All there some but not all position requirements: employee lacks required skills or fails to propeny utilize skills. All there or Nor Applicable Employee in position requirements: employee lacks required skills or fails to propeny utilize skills. All there or Nor Applicable Employee in position less than 90 days. All there weat Nor Applicable Employee in positio	ntroduction		
he Performance Review Self-Assessment contains 4 sections, you will be able to navigate to the different sections by using the "Next" button at the bottom right hand one of the screen or by clicking the menu terms at the top. Licking are not self-reted, overall review score is automatically generated by calculation of supervisor ratings in sections Goals and Performance Competencles using ratic cale below. All other sections will not be rated. Licking the end of the screen of the screen of the screen of the score is automatically generated by calculation of supervisor ratings in sections Goals and Performance Competencles using ratic cale below. All other sections will not be rated. Licking vehen needed. Le Sords Teacher Aldes will review competencies associated with how well job duties are carried out, supervisors will rate each competency and will lickup as part of the annual performance review conversation. Lik SU Core Values- Teacher Aldes will review competencies associated with how well job duties are carried out, supervisors will rate each competency and will lickup as part of the annual performance review conversation. Lik SU Core Values- Teacher Aldes will reliev to the teats to of their jobs and submit comments. Lik SU Core Values- Teacher Aldes will reflect on the tasks of their jobs and submit comments. Like Steff Reflection-Teacher Aldes will reflect on the tasks of their jobs and submit comments. Like Steff Reflection-Teacher Aldes will reflect on the tasks of their jobs and submit comments. Like Steff Reflection is the specific regulary exceeds position requirements. Proflecter Consistently meets position requirements. NAN New or Not Applicable Employee in position requirements. How to Kot Applicable Employee in position less than 90 days. Variantistactory is consistently fails to properly utilize skills. Varianting Like Irrendee Irrendee Irrendee Irrendee Irrendee Irrendee. Head Stand Irrendee Irrendee Irrendee Irrendee Irrendee Irrendee. Head Stand Irrendee Irrendee Irrende	The Baudhuin Performan expectations, outcomes, a	ce Review- ESE Teacher Aide is part of an ongoing, two-way dialogue between teacher aides and supervisors to help facilitate understanding and opportunities.	of
icetions icetions are not self-rated, overall review score is automatically generated by calculation of supervisor ratings in sections Goals and Performance Competencies using ratic calce below. All other sections will net exection. i. Goals. Teacher Aldes will recount accomplishments of goals and projects and make comments. Supervisors will add comments and supporting documentation to add to their rating when needed. i. Souls. Teacher Aldes will review competencies associated with how well job duties are carried out, supervisors will rate each competency and will liscuss as part of the annual performance review conversation. i. NSU Core Values- Teacher Aldes will review competencies associated with how well job duties are carried out, supervisors will rate each competency and will liscuss as part of the annual performance review conversation. i. NSU Core Values- Teacher Aldes will review to (2) which of the NSU core values that are most meaningful to them in their current position and explain why. If you wish to suggest a different value or values for current in future focus, please enter a comment beneath the corresponding value(3). i. Self- Reflection- Teacher Aldes will reflect on the tasks of their jobs and submit comments. its phy Effective Frequencity exceeds position requirements. its phy Effective Frequencity exceeds position requirements. its phy Effective Frequencity exceeds position requirements. its phy Effective Meets some but not all position requirements. its phy Effective Meets some but not all position requirements.	he Performance Review corner of the screen or by	Self- Assessment contains 4 sections, you will be able to navigate to the different sections by using the "Next" button at the bottom right ha r clicking the menu items at the top.	nd
ections are not self-rated, overall review score is automatically generated by calculation of supervisor ratings in sections Goals and Performance Competencies using rating the scale balance. All other sections will not be rated. Cables Teacher Aldes will recount accomplishments of goals and projects and make comments. Supervisors will add comments and supporting documentation to add to their rating when needed. Performance Competencies- Teacher Aldes will review competencies associated with how well job duties are carried out, supervisors will rate each competency and will issues as part of the annual performance review competencies associated with how well job duties are carried out, supervisors will rate each competency and will insues associated with how well job duties are carried out, supervisors will rate each competency and will insues so associated with how well job duties are carried out, supervisors and comments accordingly. If you wish to suggest a different value or values for current future focus, please enter a comment beneath the corresponding value(s). Instructions Set Fedfection- Teacher Aldes will reflect on the tasks of their jobs and submit comments. Instructions Frequency exceeds position requirements. righty Effective Frequency exceeds position requirements. robitions Consistently superior and significantly exceeds position requirements. righty Effective Frequency exceeds position requirements. righty Effective Frequency exceeds position requirements: righty Effective Frequency exceeds position requirements: righty Effect	ections		
	Sections are not self-rated scale below. All other sect	d. overall review score is automatically generated by calculation of supervisor ratings in sections Goals and Performance Competencies usi ions will not be rated.	ng rating
	I. Goals- Teacher Aides w heir rating when needed	ill recount accomplishments of goals and projects and make comments. Supervisors will add comments and supporting documentation to a	idd to
	2. Performance Compet discuss as part of the ann	encles-Teacher Aldes will review competencies associated with how well job duties are carried out, supervisors will rate each competency a ual performance review conversation.	nd will
Rating State Exceptional* Consistently superior and significantly exceeds position requirements. tighty Effective Frequently exceeds position requirements. tronsistent Consistently meets position requirements. nonsistent Consistently meets position requirements. unconsistent Meets some but not all position requirements. Jinsatisfactory* Consistently fails to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills. V/A New or Not Applicable Employee in position less than 90 days. "Rating of Exceptional or Unsatisfactory requires a brief explanation to support the rating. kdditional Training Information	Supervisors are to read te or future focus, please en	her Aides will identify at least two (2) which of the NSU core values that are most meaningful to them in their current position and explain w acther aides' entries. If you agree with the choice of values, add comments accordingly. If you wish to suggest a different value or values for ter a comment beneath the corresponding value(s).	hy. current
Exceptional* Consistently superior and significantly exceeds position requirements. Highly Effective Frequently exceeds position requirements. Inconsistent Consistently meets position requirements. Inconsistent Consistently fails to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills. N/A New or Not Applicable Employee in position less than 90 days. Additional Training Information https://www.nova.edu/hr/hris/index.html	 NSU Core Values- Teal Supervisors are to read to or future focus, please en Self- Reflection- Teach 	ther Aides will identify at least two (2) which of the NSU core values that are most meaningful to them in their current position and explain w acher aider 'entries. If you agree with the choice of values, add comments accordingly. If you wish to suggest a different value or values for ter a comment beneath the corresponding value(s). er Aides will reflect on the tasks of their jobs and submit comments.	hy. current
Highly Effective Frequently exceeds position requirements. Proficient Consistently meets position requirements. consistent Meets some but not all position requirements. uncastistactory* Consistently fails to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills. VIA New or Not Applicable Employee in position ites than 50 days. <i>Rearge or Not Streeptonal of Unsatistactory requires a brief explanation to support the rating.</i> Additional Training Information tttps://www.nova.edu/hr/hr/sindex.html	 Nou Core Values: Teak Supervisors are to read to or future focus, please en I. Self: Reflection: Teach Rating Scale 	ther Aldes will identify at least two (2) which of the NSU core values that are most meaningful to them in their current position and explain w acher lades 'entries. If you agree with the choice of values, and comments accordingly. If you wish to suggest a different value or values for ter a comment beneath the corresponding value(s). er Aldes will reflect on the tasks of their jobs and submit comments.	hy. current
Proficient Consistently meets position requirements. Inconsistent Meets some but not all position requirements. Insatisfactory Consistently fails to but not all position requirements: Insatisfactory Consistently fails to meet minimum position requirements: employee lacks required skills or fails to properly utilize skills. I/A New or Not Applicable Employee in position less than 90 days. Reating of Exceptional or Unsatisfactory requires a brief explanation to support the rating: kdditional Training Information https://www.nova.edu/hr/hr/si/index.html	. nso core Values- Tear upervisors are to read to r future focus, please en . Self- Reflection- Teach Rating Scale Exceptional*	ther Aldes will identify at least two (2) which of the NSU core values that are most meaningful to them in their current position and explain w acher alder entries. If you agree with the choice of values, add comments accordingly. If you wish to suggest a different value or values for ter a comment beneath the corresponding value(s). er Aldes will reflect on the tasks of their jobs and submit comments. Consistently superior and significantly exceeds position requirements.	hy. current
nconsistent Meets some but not all position requirements. Unsatisfactory* Consistently fails to meet minimum position requirements: employee lacks required skills or fails to properly utilize skills. VA.New or Not Applicable Encloyee in position less than 90 days. Hating of Exceptional or Unsatisfactory requires a brief explanation to support the rating. Additional Training Information https://www.nova.edu/hr/hris/index.html	5. NSU Core Values- Teal Supervisors are to read to or future focus, please en a. Self- Reflection- Teach Rating Scale Exceptional* Highly Effective	ther Aides will identify at least two (2) which of the NSU core values that are most meaningful to them in their current position and explain w acher aider is ensuing the choice of values, add comments accordingly. If you wish to suggest a different value or values for ter a comment beneath the corresponding value(s). er Aides will reflect on the tasks of their jobs and submit comments. Consistently superior and significantly exceeds position requirements. Frequently exceeds position requirements.	hy. current
Jnsatisfactory* Consistently fails to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills. I/A New or Not Applicable Employee in position less than 50 days. Raking of Exceptional or Unasisfactory requires a brief explanation to support the rating. kidlitional Training Information ttps://www.nova.edu/hr/hris/index.html	NSU Core Values - Teal upervisors are to read to r future focus, please en . Self- Reflection- Teach tating Scale Exceptional* Highly Effective Proficient	ther Aldes will identify at least two (2) which of the NSU core values that are most meaningful to them in their current position and explain w acher aldes errors. If you agree with the choice of values, and comments accordingly. If you wish to suggest a different value or values for ter a comment beneath the corresponding value(s). er Aldes will reflect on the tasks of their jobs and submit comments. Consistently superior and significantly exceeds position requirements. Frequently exceeds position requirements. Consistently meets position requirements.	hy. current
VA New or Not Applicable Employee in position less than 90 days. Reating of Exceptional or Unsatisfactory requires a brief explanation to support the rating.	INSU COTE Values-Teal uppervisors are to read to r future focus, please en , self- Reflection- Teach tating Scale (xceptional* lighty Effective Proficient nonsistent	ther Aldes will identify at least two (2) which of the NSU core values that are most meaningful to them in their current position and explain w acher aider enters. If you agree with the choice of values, and comments accordingly. If you wish to suggest a different value or values for ter a comment beneath the corresponding value(s). er Aldes will reflect on the tasks of their jobs and submit comments. Consistently superior and significantly exceeds position requirements. Frequently exceeds position requirements. Consistently be position requirements. Meets some but not all position requirements.	hy. current
Rating of Exceptional or Unsatisfactory requires a brief explanation to support the rating. Additional Training Information https://www.nova.edu/hr/hris/index.html	i. Nou Core Values-Teal uppervisors are to read to to r future focus, please en a. self- Reflection- Teach Rating Scale Exceptional* righly Effective Proficient nconsistent Jurastisfactory*	ther Aldes will identify at least two (2) which of the NSU core values that are most meaningful to them in their current position and explain w acher adde arenes. If you agree with the choice of values, add comments accordingly. If you wish to suggest a different value or values for ter a comment beneath the corresponding value(s), er Aldes will reflect on the tasks of their jobs and submit comments. Consistently superior and significantly exceeds position requirements. Frequently exceeds position requirements. Consistently meets position requirements. Meets some but not all position requirements. Consistently fails to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills.	hy. current
Additional Training Information https://www.nova.edu/hr/hrls/index.html	show Core Values- Teal gupervisors are to read to r future focus, please en s. Self- Reflection- Teach Rating Scale Exceptional* righly Effective Proficient inconsistent Jrassificatory* V/A New or Not Applicabl	ther Aldes will identify at least two (2) which of the NSU core values that are most meaningful to them in their current position and explain w acher aldes' entity. If you are with the choice of values, and comments accordingly. If you wish to suggest a different value or values for ter a comment beneath the corresponding value(s). er Aides will reflect on the tasks of their jobs and submit comments. Consistently superior and significantly exceeds position requirements. Frequently exceeds position requirements. Consistently meets position requirements. Meets some but not all position requirements. Consistently fails to meet minimum position requirements.	hy. current
https://www.nova.edu/hr/hris/index.html	a. Rob Core Values- Teal gupervisors are to read to r future focus, please en a. Self- Reflection- Teach Rating Scale Exceptional* Highly Effective Proficient Inconsistent Unsatisfactory* Unsatisfactory* NA New or Not Applicabl *Rating of Exceptional or	ther Aldes will identify at least two (2) which of the NSU core values that are most meaningful to them in their current position and explain w acher aldes' entity. If you are with the choice of values, and comments accordingly. If you wish to suggest a different value or values for ter a comment beneath the corresponding value(s). er Aides will reflect on the tasks of their jobs and submit comments. Consistently superior and significantly exceeds position requirements. Frequently exceeds position requirements. Consistently meets position requirements. Meets some but not all position requirements. Consistently fails to meet thinimum position requirements. Econsistently fails to meet thinimum position requirements. Consistently fails to meet thinimum position requirements. Meets some but not all position requirements. Consistently fails to meet thinimum position requirements. Consistently fails to meet thinimum position requirements. Unsatisfactory requires a brief explanation to support the rating.	hy. current
2	Ansu Core Values- Teal gupervisors are to read to r future focus, please en 4. Self- Reflection- Teach Rating Scale Exceptional* Highly Effective Proficient Inconsistent Unsatisfactory* IVA New or NotApplicabl #Rating of Exceptional or Additional Training Info	ther Aldes will identify at least two (2) which of the NSU core values that are most meaningful to them in their current position and explain w acher aldes' entity. If you are with the choice of values, and comments accordingly. If you wish to suggest a different value or values for ter a comment beneath the corresponding value(s). er Aides will reflect on the tasks of their jobs and submit comments. Consistently superior and significantly exceeds position requirements. Frequently exceeds position requirements. Consistently meets position requirements. Meets some but not all position requirements. Consistently fails to meet minimum position requirements. Exceeding the meet position requirements. Consistently fails to meet minimum position requirements. Unsatisfactory requires a brief explanation to support the rating. reation	hy. current
	sour Core Values: real gupervisors are to read to truure focus, please en 4, self- Reflection- Teach Rating Scale Exceptional* Highly Effective Proficient Inconsistent Unsatisfactory* N/A New or Not Applicab Yating of Exceptional or stating Information and Information Stating Information Stating Information Stating Information	ther Aldes will identify at least two (2) which of the NSU core values that are most meaningful to them in their current position and explain w acher adde are inter. If you agree with the choice of values, and comments accordingly. If you wish to suggest a different value or values for ter a comment beneath the corresponding value(s). er Aides will reflect on the tasks of their jobs and submit comments. Consistently superior and significantly exceeds position requirements. Frequently exceeds position requirements. Consistently meets position requirements. Consistently meets position requirements. Consistently full to meet minimum position requirements: Consistently fails to meet minimum position requirements: Consistently fails to meet minimum position requirements: Unsatisfactory requires a brief explanation to support the rating. Trantion hr/hris/Index.html	hy. current

Section 2: Performance Review Sections

Performance Reviews are made up of 6 sections:

- 1. **Goals (07/01/2020 to 06/30/2021)**: make any comments necessary. Notice the "view history" icon to review item edit history. This section is rated using the rating scale below.
- 2. **Performance Competencies**: familiarize yourself with the competencies associated with how well job duties are carried out. This section is rated using the rating scale below.
- 3. **NSU Core Values**: select at least 2 values that are most essential to your success in your current position, or have been successfully demonstrated this past year. This section is not rated.
- 4. Next Year's Goals (07/01/2021 to 06/30/2022): to plan goals or activities for the next review period. Define at least ONE goal for next year. This section is not rated.
- 5. **Self Reflection:** comment on any or all questions as intended to help stimulate discussion between employee and manager. This section is not rated.
- 6. **Next Step:** when self assessment is complete you will select the "Next Step" button in this tab to send the review to the *Manager Review of Employee Self Assessment step*. If in addition to the system generated email you would like to send a custom email to your supervisor, use the *Send Email* option at the bottom of the *Next Step* tab.

Exceptional*	Consistently superior and significantly exceeds position requirements.
Highly Effective	Frequently exceeds position requirements.
Proficient	Consistently meets position requirements.
Inconsistent	Meets some but not all position requirements.
Unsatisfactory*	Consistently fails to meet minimum position requirements; employee lacks
	required skills or fails to properly utilize skills.
N/A New or Not Applicable	Employee in position less than 90 days.

Rating Scale:

*Rating of Exceptional or Unsatisfactory requires a brief explanation to support the rating.