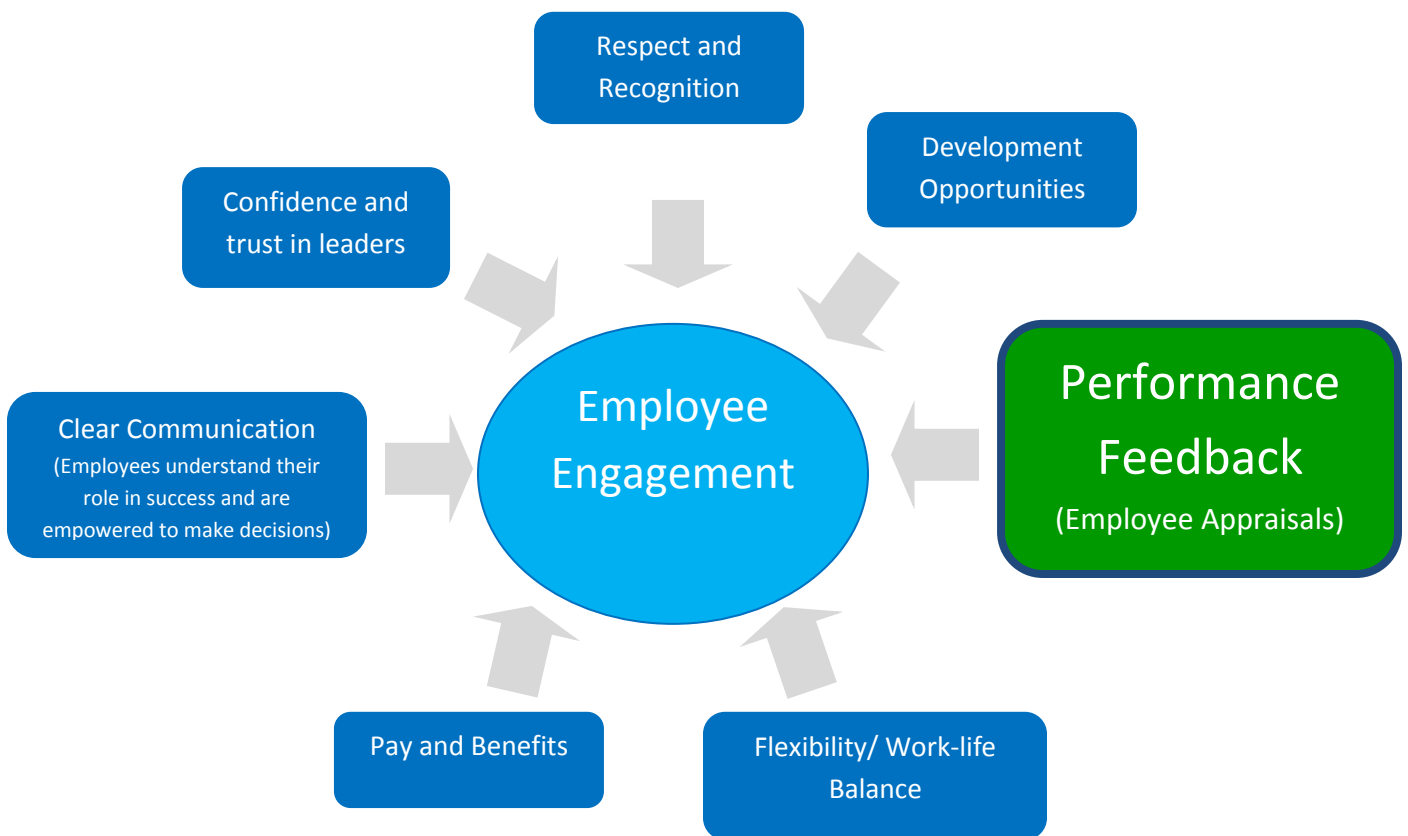


Bullseye Performance Management Appraisal Guide



*Diversity * Inclusion * Innovation * Learning*

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How to Log In

Use the log in information that has been sent to you.

Website: <https://my.bepms.com/login.aspx>

The company code is: TSU894

Once you log in for the first time, you will be asked to create a new password.

If you do not have your login information:

- Ask your manager to send it to you **OR**
- Enter in your username (first initial and last name) and select “forgot password” **OR**
- Email HRhelp@tsu.edu

How to Assign a Self-Review to Your Employee (3 steps)

The first step of the evaluation process is for you to assign a self-review to all of your staff employees who are eligible for an appraisal (those who have worked at TSU for at least 6 months since the start of the academic year (between September 1 – August 31)).

1. Click: Assign Appraisal
2. Click: Self Review
3. Click: Save

1) Click on "Assign Appraisal"

The screenshot displays the TSU HRIS system interface. At the top, the TSU logo and 'TEXAS SOUTHERN UNIVERSITY' are visible. The user is logged in as 'Edwards, Jessica' (HRIS Analyst) in the 'Human Resources' department. The main navigation bar includes links for Administration, Organization Chart, Appraisals, At a Glance, Goals, Training, PDP, SP, Reports, and Help. The 'Appraisals' section is active, showing 'Pending Appraisals (1)', 'Appraisal Status (0)', 'Pending Approval (0)', 'Rejected Appraisals (0)', and 'Drafts (0)'. The employee profile for 'Ortiz, Bernardo (Payroll Specialist)' is shown, with 'Emp ID: 9999' and '2014' as the appraisal year. The 'Assign Appraisal' button is highlighted with a blue arrow. Below the employee profile, there are tabs for 'Self Review (0)', '360 Review (0)', 'Peer Review (0)', and 'Team Review (0)'. A message states 'No record found.' for the current filters. The 'Top Performers' section is visible at the bottom, showing a performance rating scale from 1 to 5. A tip box indicates: 'TIP: If you have several employees, you might have a link on this screen to "view all employees".'

Welcome: Edwards, Jessica | Home | Log Out | Change Password | English

TSU
TEXAS SOUTHERN UNIVERSITY

Business & Financial Services (Br0007)

Administration | Organization Chart | Evaluations | At a Glance | Goals | Training | PDP | SP | Reports | Help

Assign Evaluation ⓘ

Home > Assign Evaluation

Save Cancel

Select Evaluation Options

☐ Standard Evaluation
 ☒ Self Review
 ☐ Peer Review
 ☐ 360° Review
 ☐ Team Review

Auto Assignment
OFF

Self Review (1)

ID: 9999
Ortiz, Bernardo (Payroll Specialist)
2013 (Annual)

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2) Click "Self Review"

3) Click "Save"

Welcome: Edwards, Jessica | Home | Log Out | Change Password | English

TSU
TEXAS SOUTHERN UNIVERSITY

Business & Financial Services (Br0007)

Administration | Organization Chart | Evaluations | At a Glance | Goals | Training | PDP | SP | Reports | Help

Assign Evaluation ⓘ

Home > Assign Evaluation

Update Cancel

Evaluation has been assigned successfully

OK

Select Evaluation Options

☒ Self Review
 ☐ Peer Review
 ☐ 360° Review
 ☐ Team Review

Auto Assignment
OFF

Self Review (1)

ID: 9999
Ortiz, Bernardo
Human Resources
2013 (Annual)

Let your employee know that he/she is now able to log in and complete his/her self-review.

Return to the home page by clicking "Home"

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Powered by Norton SECURED BullseyeEvaluation®

Click on Appraisal Status to check the status of your employee's self-review.

The screenshot shows a HRIS dashboard for Jessica Edwards (HRIS Analyst, Human Resources). The main content area displays appraisal status for employee Ortiz, Bernardo (Payroll Specialist, Emp ID: 9999, 2014). The 'Appraisal Status' tab is selected, showing 'Pending Appraisals (1)', 'Appraisal Status (1)', 'Pending Approval (0)', 'Rejected Appraisals (0)', and 'Drafts (0)'. Below this, there are buttons for 'Self Review (0)', '360 Review (0)', 'Peer Review (0)', and 'Team Review (0)'. A red box indicates 'SELF REVIEW PENDING' and 'MANAGER REVIEW PENDING'. A search bar shows 'From January 2014 To September 2014 Reporting Employee: All'. A 'Top Performers' chart is displayed with a 'No record found.' message. A yellow callout bubble points to the 'Appraisal Status' tab, and another yellow callout bubble points to the 'view all' link in the sidebar.

If you have several employees, you might have a link on this screen to "view all".

Once a self-review has been completed by your employee, this box will turn green and say "self-review complete".

Congratulations – You have assigned a self-evaluation to your employee!

How to Send Your Employees Their Passwords (3 steps)

STEP 1: Click “Administration”

STEP 2: Click “Employee Management”

Step 3: Select employees and click “Send Password”

The screenshot shows the Texas Southern University (TSU) HRIS interface. The top navigation bar includes 'Home', 'Jessica Train', 'Help', and 'English'. The main navigation menu on the left has 'Administration' and 'Employee Management' circled in red. The 'Employee Management' section is expanded, showing options like 'Employee Privileges' and 'Performance Wheel Management'. The main content area displays 'My Dashboard' with tabs for 'My Profile', 'Messages(21)', and 'My Job Description'. Below these are sections for 'Pending Appraisals (1)', 'Appraisal Status (0)', 'Pending Approval (0)', 'Rejected Appraisals (0)', and 'Drafts (0)'. A profile card for 'Rosa Test (Administrative Assistant)' is visible, along with a 'Send Password' button circled in red.

The screenshot shows the 'Employee Management' page in the TSU HRIS system. The top navigation bar includes 'Home', 'Jessica Train', 'Help', and 'English'. The main navigation menu on the left has 'Administration' and 'Employee Management' circled in red. The 'Employee Management' section is expanded, showing options like 'Employee Privileges' and 'Performance Wheel Management'. The main content area displays 'Employee Management' with buttons for 'Add Employee' and 'Terminated Employees'. Below these are sections for 'Search' and 'Advanced Search'. A table of employees is shown with columns for 'Emp ID', 'Name', 'Job Title', 'Department', 'Location', 'Workflow', 'Updated By', and 'Action'. The 'Send Password' button is circled in red.

Emp ID	Name	Job Title	Department	Location	Workflow	Updated By	Action
T7521	HR System Admin_Update	Systems Analyst	HR - Test Environment	Business & Financial Services	Sanya Sinclair (T00471206)	Administrator 07/31/2015 09:17 AM	Edit Notes
T1234574	Rosa Test	Administrative Assistant	HR - Test Environment	Business & Financial Services	Sanya Sinclair (T00471206)	N/A	Edit Notes

2 employees

For Employees

How to Complete Your Self Review

Step 1: Log In

Step 2: Select "View Request"

TSU TEXAS SOUTHERN UNIVERSITY

Business & Financial Services (Br0007)

Home | Ortiz, Bernardo | English

Appraisals | Goals | Training | PDP | SP | Help

My Dashboard | My Profile

Drafts (0)

No record found.

Self Review (1) | 360 Review (0) | Peer Review (0) | Team Review (0)

Ortiz, Bernardo (Payroll Specialist)
2014 Add to Outlook

View Request

Emp ID: 9999

Ortiz, Bernardo (Payroll Specialist)
Human Resources

My Appraisals (3)
2013 Approved

If the tab says "Self Review (0)" that means that your manager has not yet assigned a self-evaluation to you. You will not be able to complete your self-review UNTIL your manager assigns it to you.

Select "View Request".

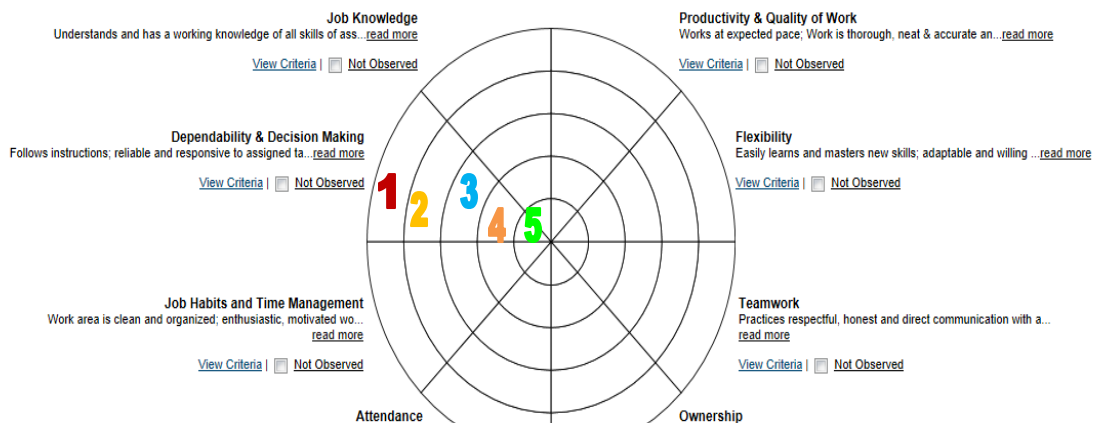
Self Review | Year 2014 - Friday, August 01, 2014

Emp ID: 9999
Ortiz, Bernardo (Payroll Specialist)
(Human Resources)

0% completed | 0.00 Average | 0/40 TOTAL

Administrative Staff

1= Unsatisfactory | 2= Marginal | 3= Satisfactory | 4= Good | 5= Exceptional



Step 3: Complete the Review

Your self-review gives you an opportunity to give clear and honest feedback about your performance. Please take your time as you are writing your comments and be sure to **include examples** of accomplishments that you have achieved this year.

Be sure to point out improvements that you have made over this past year. How have you raised the bar? How have you improved your processes? How have you been innovative? Be sure to highlight this in your review.

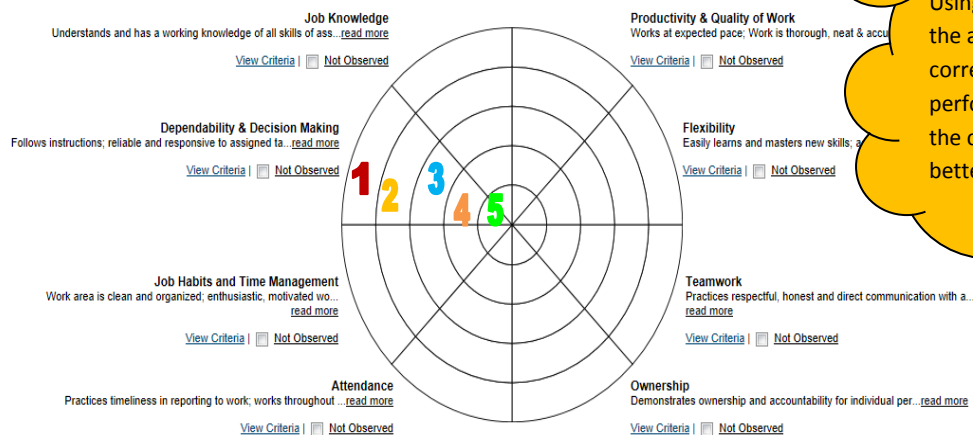
Also – **be honest**. If you didn't meet all of your goals or if you can recognize areas in your performance that you know you can improve on make a note of it. In order to grow you must first be willing to share your shortcomings.

Self Review | Year 2014 - Friday, August 01, 2014

Emp ID: 9999
Ortiz, Bernardo (Payroll Specialist)
(Human Resources)

0% completed 0.00 Average 0/40 TOTAL

Administrative Staff



Using the key above, select the area in the Bullseye that corresponds with your performance. The closer to the center of the Bullseye, the better the performance.

Comments | Forced Comments

[SAVE](#) [SUBMIT](#)

Self Review | Year 2014 - Friday, August 01, 2014

Emp ID: 9999
Ortiz, Bernardo (Payroll Specialist)
(Human Resources)

0% completed 0.00 Average 0/40 TOTAL

Administrative Staff

1= Unsatisfactory 2= Marginal 3= Satisfactory 4= Good 5= Exceptional

Job Knowledge
Understands and has a working knowledge of all skills of ass... [read more](#)
[View Criteria](#) | ☐ Not Observed

Productivity & Quality of Work
Works at expected pace; Work is thorough, neat & accurate an... [read more](#)
[View Criteria](#) | ☐ Not Observed

Flexibility
Easily learns and masters new skills, adaptable and willing... [read more](#)
[View Criteria](#) | ☐ Not Observed

Teamwork
Practices respectful, honest and direct communication with a... [read more](#)
[View Criteria](#) | ☐ Not Observed

Ownership
Demonstrates ownership and accountability for individual per... [read more](#)
[View Criteria](#) | ☐ Not Observed

Attendance
Practices timeliness in reporting to work; works throughout... [read more](#)
[View Criteria](#) | ☐ Not Observed

Job Habits and Time Management
Work area is clean and organized; enthusiastic, motivated wo... [read more](#)
[View Criteria](#) | ☐ Not Observed

Dependability & Decision Making
Follows instructions; reliable and responsive to assigned ta... [read more](#)
[View Criteria](#) | ☐ Not Observed

Forced Comments

[SAVE](#) [SUBMIT](#)

Complete notes for each section of the bullseye. Your notes should be specific, honest, and include examples.

If you are a manager, you'll notice a small blue arrow to the right of the Bullseye. This arrow will lead you to a second Bullseye that you will need to complete.

If you are unable to complete your self-review in one sitting, simply save it as you would a regular file. Just click **“SAVE”** at the bottom of the screen.

Employee ID: 9999
Ortiz, Bernardo (Payroll Specialist)
(Human Resources - Year 2013)

Self Review Cancel

Print Print Criteria

25% completed

Administrative Staff

Job Knowledge Understands and has a working knowledge of the job. Evaluation has been saved successfully. OK

Productivity & Quality of Work Work is thorough, neat & accurate. Easily learns and willing to take on new challenges. Teamwork Practices respectful, honest and direct communication with all. Ownership Demonstrates ownership and accountability for individual performance.

Dependability & Decision-making Follows instructions; reliable and responsive to assigned tasks; read more ☐ Not Observed

Job Habits and Time Management Work area is clean and organized; enthusiastic, motivated worker. read more ☐ Not Observed

Attendance Practices timeliness in reporting to work; works throughout scheduled read more ☐ Not Observed

Comments

AVERAGE TOTAL LEGEND

5- Exceptional 4- Good 3- Satisfactory

SAVE SUBMIT EVALUATION

When you are ready to complete the self-evaluation, log back in to Bullseye and click **“Open”**

Evaluations Goals Training PDP SP Help

My Dashboard My Profile Messages(1) My Job Description

Drafts (1)

Emp ID: 9999
Ortiz, Bernardo (Payroll Specialist)
2013 - Self Review

Progress 25%

Open

Self Review (1) 360° Review (0) Peer Review (0) Team Review (0)

ID : 9999
Ortiz, Bernardo (Payroll Specialist)
2013 Add to Outlook

View Request

My Evaluations (2) View All

2011 Approved

Step 4: Submit the Review.

Employee ID: 9999
Ortiz, Bernardo (Payroll Specialist)
 (Human Resources - Year 2013)

Self Review | Cancel

Print | Print Criteria

100% completed

Administrative

Job Knowledge
 Understands and has a working knowledge of all skills of the job.
 Evaluation has been submitted successfully
 OK

Productivity & Quality of Work
 Works at expected pace; Work is thorough, neat & accurate.
 Observed

Flexibility
 Easily learns and masters new skills; adaptable and willing to read more
☐ Not Observed

Teamwork
 Practices respectful, honest and direct communication with all read more
☐ Not Observed

Ownership
 Demonstrates ownership and accountability for individual performance; read more
☐ Not Observed

Job Habits and Time Management
 Work area is clean and organized; enthusiastic, motivated worker. read more
☐ Not Observed

Attendance
 Practices timeliness in reporting to work; works throughout scheduled read more
☐ Not Observed

Comments | View Forced Comments

SAVE SUBMIT EVALUATION

AVERAGE 3.63 TOTAL 88.18

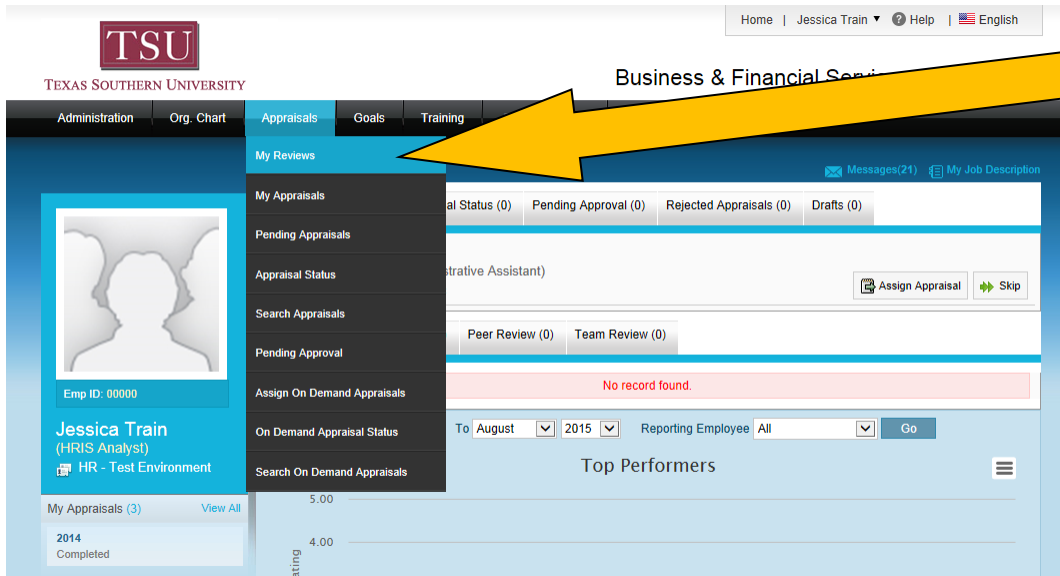
LEGEND
 5= Exceptional 4= Good 3= Satisfactory

Once you have completed the bullseye, click "Submit".

Congratulations – You have completed and submitted your self-review!

How to View Your Self Review After You Have Completed and Submitted it

On the home page Click on “Appraisals”, then “My Reviews”. Enter in the correct date range, click “Search” then select “View”.



TSU
TEXAS SOUTHERN UNIVERSITY

Home | Jessica Train | Help | English

Business & Financial Services

Administration | Org. Chart | **Appraisals** | Goals | Training

My Reviews

My Appraisals
Pending Appraisals
Appraisal Status
Search Appraisals
Pending Approval
Assign On Demand Appraisals
On Demand Appraisal Status
Search On Demand Appraisals

Emp ID: 00000

Jessica Train
(HRIS Analyst)
HR - Test Environment

My Appraisals (3) [View All](#)

2014
Completed

al Status (0) | Pending Approval (0) | Rejected Appraisals (0) | Drafts (0)

Administrative Assistant)

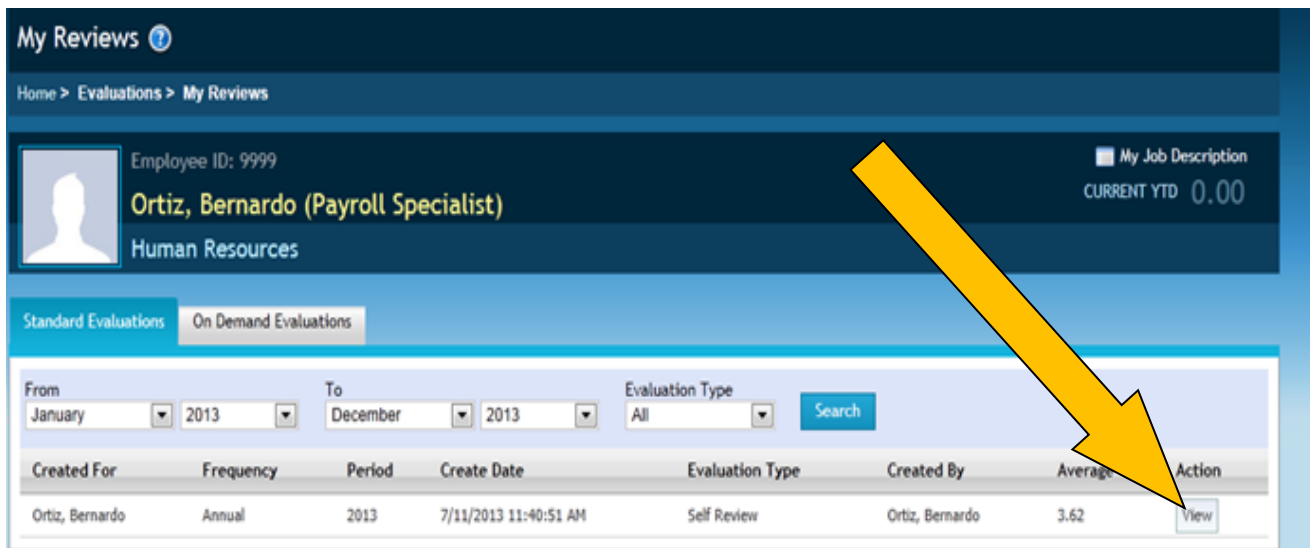
Assign Appraisal Skip

Peer Review (0) | Team Review (0)

No record found.

To August 2015 Reporting Employee All Go

Top Performers



My Reviews ?

Home > Evaluations > My Reviews

Employee ID: 9999

Ortiz, Bernardo (Payroll Specialist)
Human Resources

My Job Description
CURRENT YTD 0.00

Standard Evaluations | On Demand Evaluations

From January 2013 To December 2013 Evaluation Type All Search

Created For	Frequency	Period	Create Date	Evaluation Type	Created By	Average	Action
Ortiz, Bernardo	Annual	2013	7/11/2013 11:40:51 AM	Self Review	Ortiz, Bernardo	3.62	View

How to View, Save, and Print Your Employee's Self Review

Before you get started on writing a standard appraisal for your employee, you'll need to review their self-review. Employee self-reviews give managers a unique opportunity to see how employees view their own performance. In departments with clear communication, and with employees who are honest about their performance, a self-review will give the manager confirmation that their employee is knowledgeable of the department goals and initiatives.

Remember – employees do ***not*** write their own appraisals.

An employee self-review is just another tool that managers will use when they write the actual appraisal. The standard appraisal (which is written by the department manager) is the evaluation of record. Standard appraisals should be based on manager observations and notes during the year, along with considering the information provided in the employees' self-review.

Once your employee has completed their self-review you'll be able to log in to Bullseye and view a copy.

Step 1 – Click on the “Appraisal Status” tab

Step 2 – Click on “Self Review Complete”

The screenshot displays the Bullseye HR system interface. At the top, the TSU (Texas Southern University) logo is visible, along with the user's name, Edwards, Jessica, and the language setting (English). The main navigation bar includes tabs for Administration, Organization Chart, Appraisals, At a Glance, Goals, Training, PDP, SP, Reports, and Help. The Appraisals tab is selected, and the Appraisal Status (1) sub-tab is active. The interface shows a list of appraisals for the employee Ortiz, Bernardo (Payroll Specialist) for the year 2014. The status is 'SELF REVIEW COMPLETE' (green box) and 'MANAGER REVIEW PENDING' (red box). A yellow arrow labeled 'Step 1' points to the 'Appraisal Status (1)' tab. Another yellow arrow labeled 'Step 2' points to the 'SELF REVIEW COMPLETE' status box. The left sidebar shows the user's profile for Edwards, Jessica (HRIS Analyst) and a list of appraisals (2).

Step 3 – Click the print icon then follow the prompts



How to Complete a Standard Appraisal

Step 1 – Log In

Step 2 – Click on “Appraise”

TSU TEXAS SOUTHERN UNIVERSITY

Business & Financial Services (Br0007)

Administration Organization Chart Appraisals At a Glance Goals Training PDP SP Reports Help

My Dashboard My Profile Messages(13) My Job Description

Pending Appraisals (1) Appraisal Status (1) Pending Approval (0) Rejected Appraisals (0) Drafts (0)

Emp ID: 9999 Ortiz, Bernardo (Payroll Specialist) 2014 Add to Outlook Reassign Unassign Appraise

Self Review (0) 360 Review (0) Peer Review (0) Team Review (0)

No record found.

From January 2014 To September 2014 Reporting Employee All Go

Top Performers

Performance Rating

No record found.

Step 2

Step 3 – Complete the Appraisal

Manager Review Year 2014 - Friday, August 01, 2014

Emp ID: 9999 Ortiz, Bernardo (Payroll Specialist) (Human Resources)

0% completed 0.00 YTD 0.00 Average 0/40 TOTAL Administrative Staff

SELF REVIEW 3.88 GOALS TRAININGS

1= Unsatisfactory 2= Marginal 3= Satisfactory 4= Good 5= Exceptional

Job Knowledge Understands and has a working knowledge of all skills of ass... read more View Criteria Not Observed

Productivity & Quality of Work Works at expected pace; Work is thorough, neat, accurate an... read more View Criteria Not Observed

Dependability & Decision Making Follows instructions; reliable and responsive to assigned ta... read more View Criteria Not Observed

Flexibility Easily learns and masters new skills; adaptable an... read more View Criteria Not Observed

Job Habits and Time Management area is clean and organized; enthusiastic, motivated wo... read more View Criteria Not Observed

Teamwork Practices respectful, honest and direct communication with... read more View Criteria Not Observed

Attendance Practices timeliness in reporting to work; works throughout... read more View Criteria Not Observed

Ownership Demonstrates ownership and accountability for individual per... read more View Criteria Not Observed

Click “View Criteria” so see examples of each rating.

Using the key above, select the area in the Bullseye that corresponds with your performance. The closer to the center of the Bullseye, the better the performance.

Comments Forced Comments Review Feeds View Chart SAVE SUBMIT

100%

TSU
TEXAS SOUTHERN UNIVERSITY

Welcome: Edwards, Jessica | Home | Log Out | Change Password | English

Business & Financial Services (Br0007)

Administration | Organization Chart | Evaluations | At a Glance | Goals | Training | PDP | SP | Reports | Help

Employee ID: 9999
Ortiz, Bernardo (Payroll Specialist)
(Human Resources - Year 2013)

Standard | Cancel

View Job Description | View Notes | Print | Print Criteria

0% completed

Admin | Staff

Evaluation Forced Comments

Flexibility

OK Cancel

SAVE SUBMIT EVALUATION

AVERAGE TOTAL YTD LEGEND:

Complete notes for each section of the appraisal. Your notes should be specific, honest, and include examples.

If you are evaluating a manager, you'll notice a small blue arrow to the right of the Bullseye. This arrow will lead you to a second Bullseye that you will need to complete.

TSU
TEXAS SOUTHERN UNIVERSITY

Welcome: Edwards, Jessica | Home | Log Out | Change Password | English

Business & Financial Services (Br0007)

Administration | Organization Chart | Evaluations | At a Glance | Goals | Training | PDP | SP | Reports | Help

Employee ID: 9999
Ortiz, Bernardo (Payroll Specialist)
(Human Resources - Year 2013)

Standard | Cancel

View Job Description | View Notes | Print | Print Criteria

75% completed

Admin | Staff

Evaluation has been saved successfully

OK

Dependability & Decision Making
Follows instructions; reliable and responsive to assigned tasks; [read more](#)
☐ Not Observed

Job Habits and Time Management
Work area is clean and organized; enthusiastic, motivated worker. [read more](#)
☐ Not Observed

Attendance
Practices timeliness in reporting to work; works throughout scheduled [read more](#)
☐ Not Observed

Flexibility
Easily learns and masters new skills; adaptable and willing to [read more](#)
☐ Not Observed

Teamwork
Practices respectful, honest and direct communication with all [read more](#)
☐ Not Observed

Ownership
Demonstrates ownership and accountability for individual performance; [read more](#)
☐ Not Observed

SAVE SUBMIT EVALUATION

AVERAGE TOTAL YTD LEGEND:

Click on "SAVE" and then "OK" if you'd like to save your appraisal and complete it at a later time.

When you are ready to complete the appraisal, log back in to Bullseye, click on “Drafts” then click “Open”

The screenshot shows the Bullseye HR system interface. At the top, there is a navigation bar with links like 'Administration', 'Organization Chart', 'Evaluations', 'Goals', 'Training', 'PDP', 'Reports', and 'Help'. Below this, there is a 'My Dashboard' section with tabs for 'My Dashboard' and 'My Profile'. The 'My Dashboard' tab is active, showing a list of evaluation statuses: 'Pending Evaluations (1)', 'Evaluation Status (1)', 'Pending Approval (0)', 'Rejected Evaluations (0)', and 'Drafts (1)'. The 'Drafts (1)' tab is selected, showing a progress bar for 'Ortiz, Bernardo (Payroll Specialist)' at 75%. There is an 'Open' button next to the progress bar. A yellow callout bubble points to the 'Drafts' tab with the text 'Click "Drafts"'. Another yellow callout bubble points to the 'Open' button with the text 'Click "Open"'. The interface also shows a 'Top Performers' section at the bottom.

Step 4 – Submit the appraisal

Once you have completed the appraisal, click “SUBMIT”

The screenshot shows the Bullseye HR system interface during the submission step. It features a circular radar chart with five segments: 'Job Habits and Time Management', 'Attendance', 'Teamwork', 'Ownership', and 'Flexibility'. Each segment has a description and a 'View Criteria' link. Below the chart, there are checkboxes for 'Not Observed'. At the bottom right, there is a green 'SUBMIT' button. The interface also shows a 'Comments' section on the left and a 'Review Feeds' section on the right.

Your evaluation will then be sent to you approver for a final review.

The screenshot shows the Bullseye HR system interface after the appraisal has been submitted. A message box in the center says 'Evaluation has been sent for approval' with an 'OK' button. The background shows the same radar chart as the previous screenshot, but with a 'Standard' button at the top right. The interface also shows a 'View Job Description' link and a 'View Notes' link. The progress bar at the top right indicates '100% completed'.

Congratulations – You have completed and submitted your employee’s appraisal!

Review an appraisal you have already written

Step 1: Click on “Appraisals” then click “Search appraisals”

The screenshot shows the Texas Southern University (TSU) HRIS system interface. The user is logged in as Edwards, Jessica (HRIS Analyst). The 'Evaluations' menu is open, showing options like 'My Reviews', 'My Evaluations', 'Pending Evaluations', 'Evaluation Status', 'Self Review', 'Search Evaluations', and 'Pending Approval'. The 'Search Evaluations' option is selected. The search results show 'No record found' for the selected criteria. The criteria are: From January 2013 To December 2013, Reporting Employee N/A. The 'Top Performers' section shows 'No Data Series'.

Step 2: Click “View”

The screenshot shows the 'Search Evaluations' page in the TSU HRIS system. The search criteria are: First Name, Last Name, From January 2010 To December 2013, Frequency All, Evaluation Status All, Department All. The search results are displayed in a table with columns: Emp ID, Name, Department, Frequency, Create Date, Period, Evaluation Status, and Action. The table contains 9 rows of data, all for 'Human Resources' department, with 'Approved' or 'Approval Pending' status. The 'Action' column includes 'View' and 'View Evaluation Review' links.

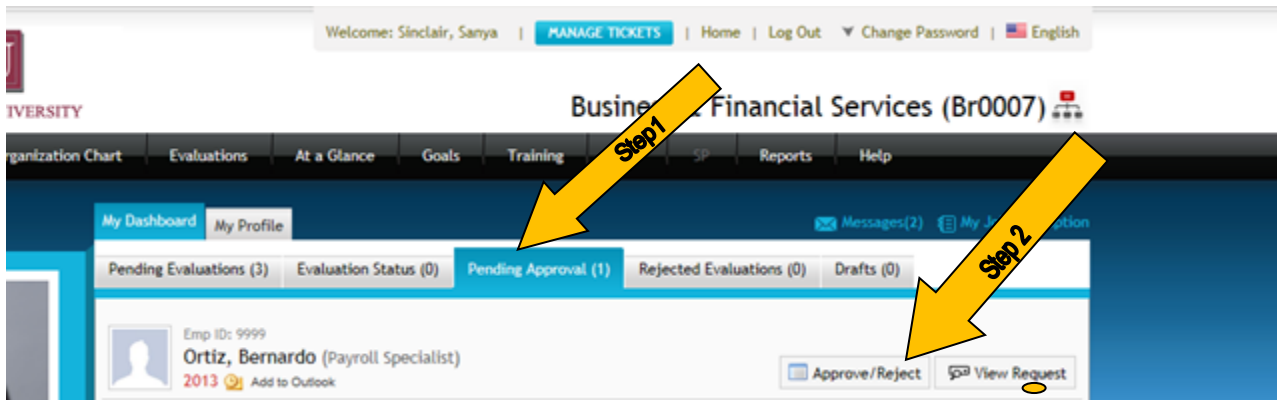
Emp ID	Name	Department	Frequency	Create Date	Period	Evaluation Status	Action
7777	Doe, Jane	Human Resources	Annual	10/7/2011	2010	Approved	View View Evaluation Review
7777	Doe, Jane	Human Resources	Annual	8/17/2012	2011	Approved	View View Evaluation Review
7777	Doe, Jane	Human Resources	Annual	9/11/2012	2012	Approved	View View Evaluation Review
2013	Grace, Olivia	Human Resources	Annual	8/1/2012	2012	Approved	View View Evaluation Review
999	Kent, Clark	Human Resources	Annual	4/30/2012	2011	Approved	View View Evaluation Review
9999	Ortiz, Bernardo	Human Resources	Annual	10/4/2011	2010	Approved	View View Evaluation Review
9999	Ortiz, Bernardo	Human Resources	Annual	10/4/2011	2011	Approved	View View Evaluation Review
9999	Ortiz, Bernardo	Human Resources	Annual	7/11/2013	2013	Approval Pending	View View Evaluation Review

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For Approvers

Approve or Reject an Appraisal

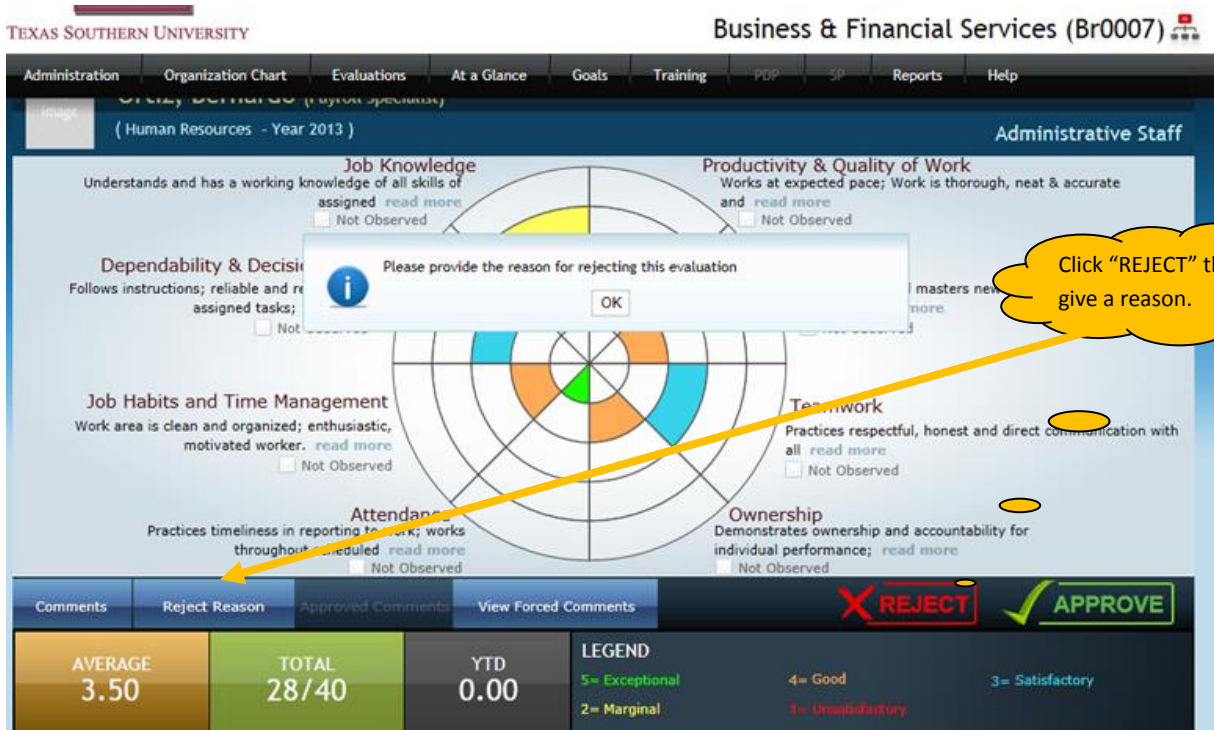
Step 1: Click on the “Pending Approval” tab



Step 2: Click “Approve/ Reject”

To view the employee's original self-review click on “view Request”.

To REJECT an evaluation



The Evaluation will then be sent back to the manager to review, edit, and resubmit for approval.

To APPROVE an evaluation

The screenshot shows the TSU Business & Financial Services (Br0007) evaluation interface. A modal dialog box titled "Approved Comments (Optional)" is open, allowing the user to enter comments. The dialog has an "OK" button and a "Cancel" button. A yellow callout bubble with arrows points to the "APPROVE" button and the "OK" button, with the text: "Click 'APPROVE'. You will also have the option to leave a comment. Click 'OK'".

At the bottom of the interface, there is a summary section with the following data:

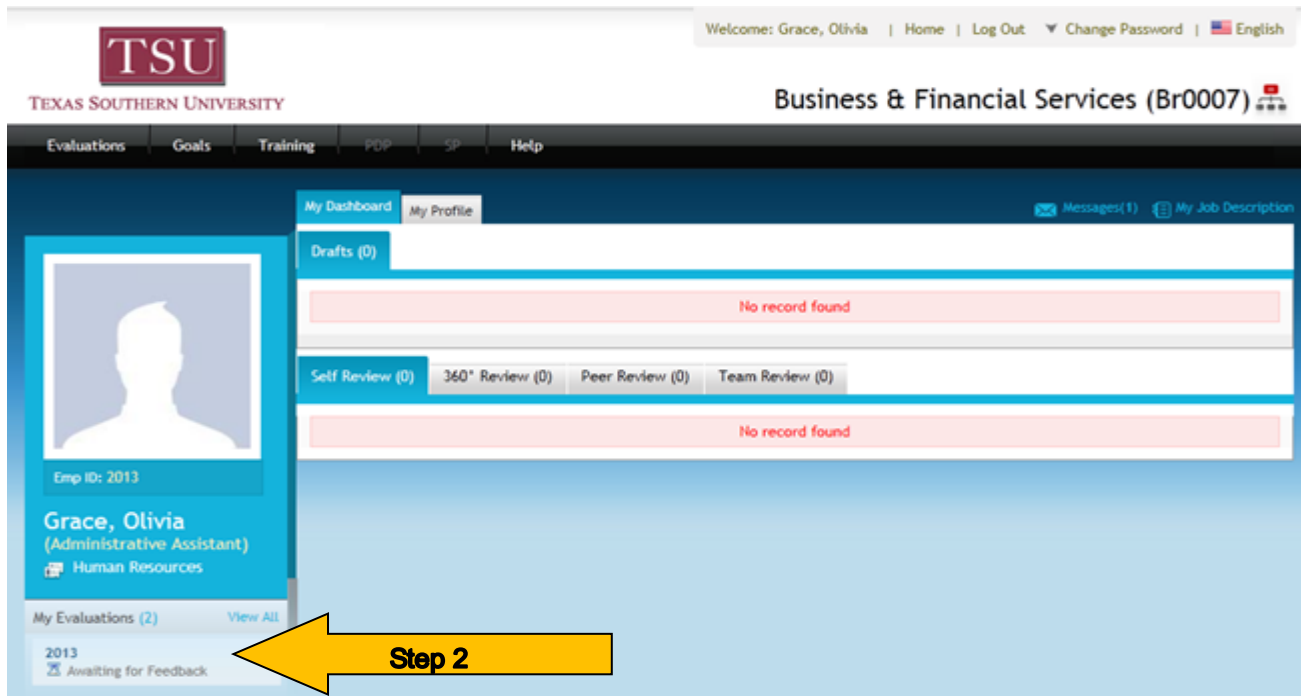
AVERAGE	TOTAL	YTD	LEGEND
3.50	28/40	0.00	5= Exceptional 4= Good 3= Satisfactory 2= Marginal 1= Unsatisfactory

Congratulations – You have completed the approval process.

How to review your appraisal and give feedback

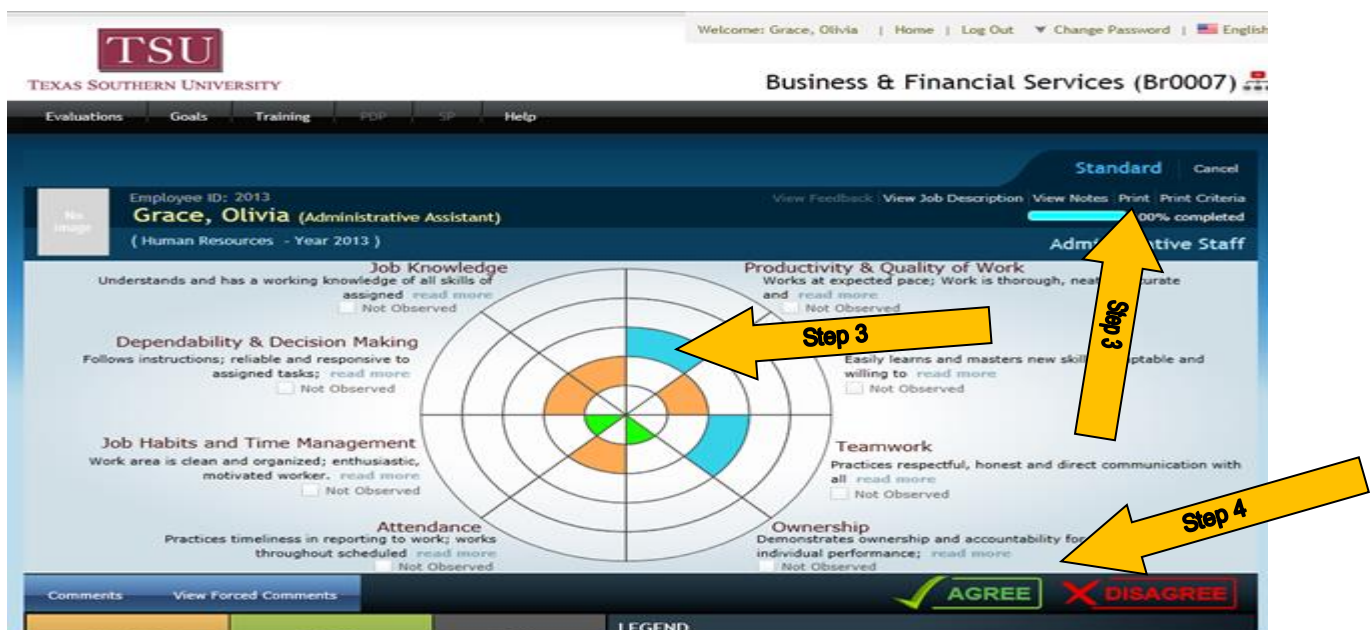
Step 1 – log in

Step 2 – Click on “Awaiting Feedback”



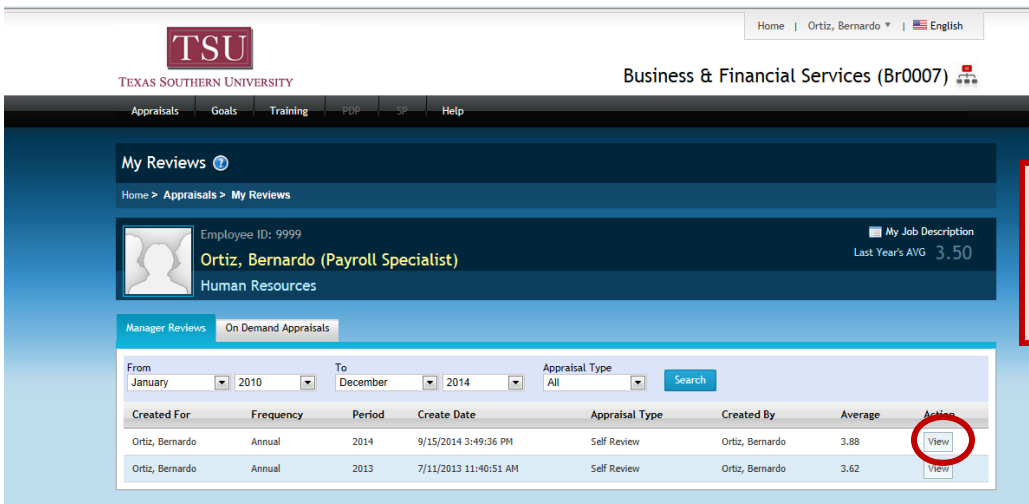
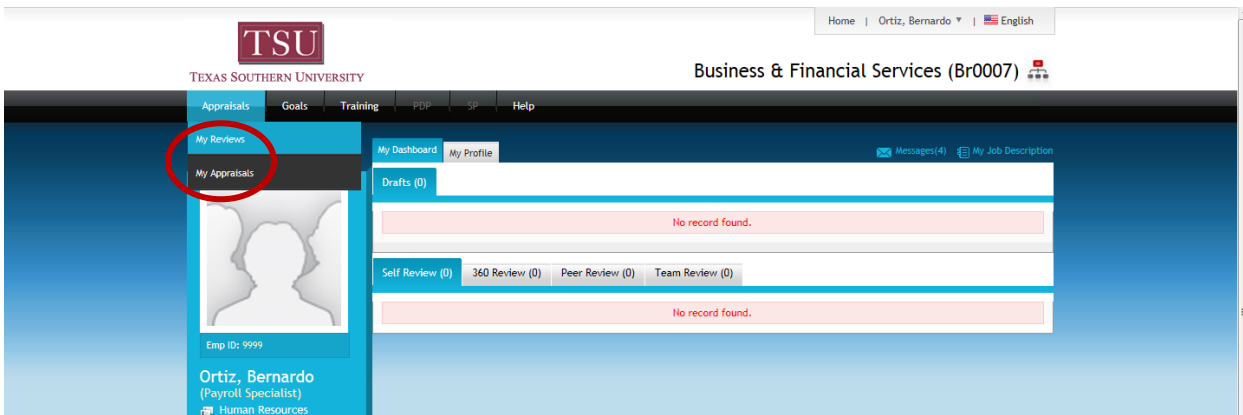
Step 3 – Review the appraisal. You can do this by clicking on each area of the appraisal to see your manager’s notes, or you can click on “print” to download the appraisal and review your manager’s notes.

Step 4 - Select either “Agree” or “Disagree” and add in your comments.



How to find an appraisal - FOR EMPLOYEES

- To review all of your past self-reviews:
 - Click “Appraise” then Click “My Reviews”
- To review all of your past appraisals
 - Click “Appraise” then Click “My Appraisals”



How to find an appraisal - FOR MANAGERS

Locating an appraisal you have written for one of your employees:

TSU TEXAS SOUTHERN UNIVERSITY

Business & Financial Services (Br0007)

Administration Organization Chart **Appraisals** At a Glance Goals Training PDP SP Reports Help

Search

First Name Last Name
Frequency All
From January 2010 To December 2014
Department All Feedback Status All Search

My Reviews
My Appraisals
Pending Appraisals
Appraisal Status
Search Appraisals

Emp ID	Name	Department	Period	Appraisal Status	Feedback Status	Action
7777	Doe, Jane	Human Resources	2010	Approved	Feedback time expired	View View Appraisal Review
7777	Doe, Jane	Human Resources	2011	Approved	Feedback time expired	View View Appraisal Review
7777	Doe, Jane	Human Resources	Annual 9/11/2012	2012 Approved	Feedback time expired	View View Appraisal Review
7777	Doe, Jane	Human Resources	Annual 7/23/2013	2013 Approved	Agreed	View View Appraisal Review
2013	Grace, Olivia	Human Resources	Annual 8/1/2012	2012 Approved	Feedback time expired	View View Appraisal Review
2013	Grace, Olivia	Human Resources	Annual 7/23/2013	2013 Approved	Disagreed	View View Appraisal Review
999	Kent, Clark	Human Resources	Annual 4/30/2012	2011 Approved	Feedback time expired	View View Appraisal Review
999	Kent, Clark	Human Resources	Annual 7/23/2013	2013 Approved	Disagreed	View View Appraisal Review
9999	Ortiz, Bernardo	Human Resources	Annual 10/4/2011	2010 Approved	Feedback time expired	View View Appraisal Review
9999	Ortiz, Bernardo	Human Resources	Annual 10/4/2011	2011 Approved	Feedback time expired	View View Appraisal Review
9999	Ortiz, Bernardo	Human Resources				View View Appraisal Review

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https://my.bullseyevaluation.com/SearchEvaluations.aspx

Click on "Appraisals"

Click on "Search Appraisals"

To view the evaluation written by the manager click "View"

Locating your employee's self-review.

The screenshot shows the TSU Bullseye Evaluation system interface. The 'Appraisals' menu is highlighted in the top navigation bar. A dropdown menu is open, showing options: 'My Reviews', 'My Appraisals', 'Pending Appraisals', 'Appraisal Status', and 'Search Appraisals'. The 'Search Appraisals' option is highlighted. Below the menu, a table lists appraisals for various employees. The table has columns: Emp ID, Name, Department, Period, Appraisal Status, Feedback Status, and Action. The 'Action' column contains 'View' and 'View Appraisal Review' links. A red arrow points from the 'View Appraisal Review' link to a callout box.

Click on "Appraisals"

Click on "Search Appraisals"

To view the self-review your employee wrote click "View Appraisal Review"

Emp ID	Name	Department	Period	Appraisal Status	Feedback Status	Action
7777	Doe, Jane	Human Resources	2010	Approved	Feedback time expired	View View Appraisal Review
7777	Doe, Jane	Human Resources	2011	Approved	Feedback time expired	View View Appraisal Review
7777	Doe, Jane	Human Resources	2012	Approved	Feedback time expired	View View Appraisal Review
7777	Doe, Jane	Human Resources	2013	Approved	Agreed	View View Appraisal Review
2013	Grace, Olivia	Human Resources	2012	Approved	Feedback time expired	View View Appraisal Review
2013	Grace, Olivia	Human Resources	2013	Approved	Disagreed	View View Appraisal Review
999	Kent, Clark	Human Resources	2011	Approved	Feedback time expired	View View Appraisal Review
999	Kent, Clark	Human Resources	2013	Approved	Disagreed	View View Appraisal Review
9999	Ortiz, Bernardo	Human Resources	2010	Approved	Feedback time expired	View View Appraisal Review
9999	Ortiz, Bernardo	Human Resources	2011	Approved	Feedback time expired	View View Appraisal Review
9999	Ortiz, Bernardo	Human Resources	2013	Approved	Feedback time expired	View View Appraisal Review

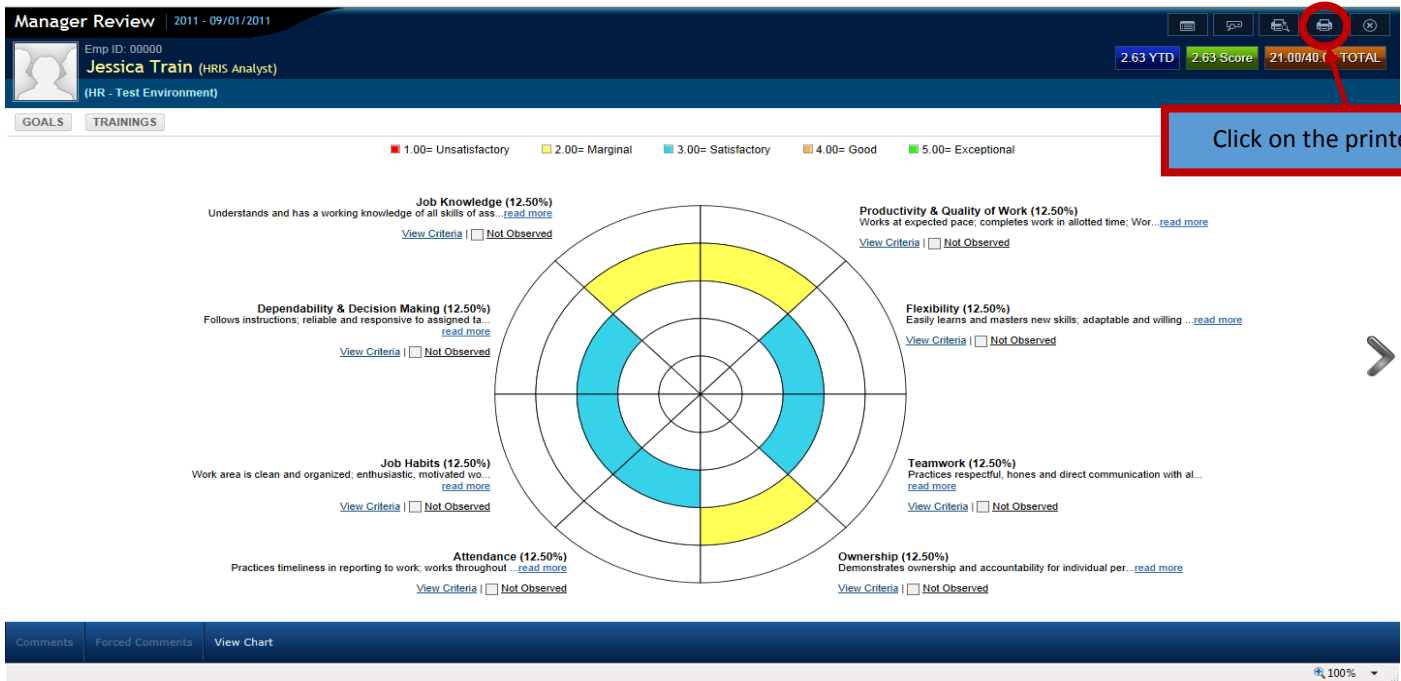
The screenshot shows the 'Employee Appraisal List' page. The page has a table with columns: Emp ID, Name, Job Title, Department, Manager Review, Self Review, Peer Review, 360 Review, and Team Review. The 'Manager Review' and 'Self Review' columns are highlighted in blue. A red arrow points from the 'Manager Review' column to a callout box.

Click to view the review written by the manager

Click to view the employee's self-review

Emp ID	Name	Job Title	Department	Manager Review	Self Review	Peer Review	360 Review	Team Review
7777	Doe, Jane	Office Administrator	Human Resources	Complete	Complete	Not Assigned	Not Assigned	Not Assigned

How to Print/Save



Click on the printer

Manager Review | 2011 - 09/01/2011

Emp ID: 00000
Jessica Train (HRIS Analyst)
(HR - Test Environment)

2.63 YTD | 2.63 Score | 21.00/40.00 TOTAL

GOALS | TRAININGS

Print | close x

Group By: Employee

Reviews

☒ Manager Review

☐ Hide Reviewer Name

☒ Show Comments

☒ Show Employee Feedback

☒ Show Approved Comments

Performance Rating: Hard Rating

Get Report

Select the appropriate boxes and click "Get Report"

Job Habits (12.50%)
Work area is clean and organized; enthusiastic, motivated wo... [read more](#)
[View Criteria](#) | ☐ Not Observed

Attendance (12.50%)
Practices timeliness in reporting to work; works throughout... [read more](#)
[View Criteria](#) | ☐ Not Observed

Teamwork (12.50%)
Practices respectful, hones and direct communication with al... [read more](#)
[View Criteria](#) | ☐ Not Observed

Ownership (12.50%)
Demonstrates ownership and accountability for individual per... [read more](#)
[View Criteria](#) | ☐ Not Observed

Comments | Forced Comments | **View Chart**

100%

The screenshot shows a web browser window displaying a 'Manager Review' page. At the top left is the TSU (Texas Southern University) logo. The page title is 'Manager Review'. Below this is a light blue box containing the name 'Jessica Train' and the ID '00000 (HRIS Analyst)'. In the top right corner, a dropdown menu is open, showing options for 'Excel', 'PDF', and 'Word'. A red circle highlights the 'PDF' option, with a red arrow pointing to a blue instruction box that says 'Click on the floppy disk and click PDF'. Another red arrow points from a blue instruction box that says 'Click "Open"' to the 'Open' button in a yellow dialog box at the bottom. The dialog box asks 'Do you want to open or save Report.pdf from my.bepms.com?' and has buttons for 'Open', 'Save', and 'Cancel'. The browser's address bar and toolbar are visible at the top.

TSU
TEXAS SOUTHERN UNIVERSITY

Manager Review

Jessica Train
00000
(HRIS Analyst)

Click on the floppy disk and click PDF

Click "Open"

Do you want to open or save Report.pdf from my.bepms.com?

Open Save Cancel

Handling the appraisal meeting – Tips for Managers

The Appraisal Meeting

1. Schedule the meeting in advance. Make sure that you have a quiet, private room with no disruptions (a conference room is a good choice). Be sure to schedule enough time for a discussion (1 – 1.5hrs)
2. Welcome the employee; put the employee at ease.
3. Let the employee start
 - a. Listen and take notes.
 - b. Maintain good eye contact and attentive posture.
 - c. Reflect back to the employee your understanding of what the employee said.
 - d. Don't interrupt, but ask questions only for clarification.
 - e. Apply the 90/10 Rule: the employee talks 90% of the time and you talk 10% of the time.
 - f. Be non-judgmental
4. Compare the actual specific performance results and behaviors to the standards. Stay away from an attitude or personality focus.
5. Keep the appraisal open to employee input.
6. Ask the employee for ideas about how to resolve problems.
7. Focus on the future, not on the past.
8. Emphasize strengths, as well as areas that need improvement.
9. Be honest and be prepared to discuss questionable items. Support the employee's effort to improve.
10. Set goals, expectations, and standards together for the next appraisal*.
11. Discuss development/training plans with the employee.
12. Summarize the session and end on a positive note.

*Goals should be SMART: Specific; Measurable; Attainable; Relevant; Timely.

Handling employee behaviors

- **If the employee becomes defensive or makes excuses:**

- Listen to what the employee has to say and paraphrase back. Remain neutral. Maintain eye-contact.
- Ask for specifics with open-ended questions.
- Try to determine the cause:

"Tell me more." "How did you reach that conclusion?"

Ask how the employee will resolve the problem.

- **If the employee becomes angry:**

- Stay calm and centered. Maintain eye-contact.
- Listen to what the employee has to say and paraphrase back.
- Let the employee "run down" for as long as s/he needs until the employee can listen to you.
- Avoid arguments.
- Bring discussion and focus back to performance and standards.
- Say the employee's name, and ask open-ended questions.

- **If the employee is unresponsive or withdraws:**

- Be patient and friendly.
- Show concern.
- Stay silent, and wait for the employee to say something.
- Ask open-ended questions.
- Note that the employee is unresponsive.
- Encourage the employee that you want to hear his or her input, and this input is important to you.

Handling the appraisal meeting – Tips for Employees

Tips for a successful meeting

1. Remember that the appraisal meeting is a discussion and a dialog between you and your supervisor.
2. Maintain good eye-contact, attentive posture, and a professional manner.
3. Listen and take notes.
4. Reflect back to your supervisor your understanding of what your supervisor said.
5. Compare the actual specific performance results and behaviors to the standards. Stay away from blaming others and making excuses.
6. Emphasize strengths, as well as areas that need improvement.
7. Be honest and take responsibility.
8. Provide your ideas on how to resolve problems.
9. If you don't agree with your supervisor, ask for specific examples.
10. Set goals*, expectations, and standards together for the next appraisal.
11. Discuss development and training needs.
12. Tell your supervisor what you need to do your job more efficiently

**Goals should be SMART: Specific; Measurable; Attainable; Relevant; Timely.*

Be willing to discuss:

- What are your major accomplishments?
- What could you have done better?
- Do you understand what is expected of you? Are performance standards and work rules clear?
- What training or professional development do you need?
- Would you like to see your responsibilities change? How? Why?
- What career goals do you have? What do you need to attain those goals?
- How are relationships going with your co-workers? What could they do to help you perform your job better?
- What could your supervisor do to help you perform your job better?

Effective Goal Setting:

The difference between a dream and a goal: Dreams are visions of what you want to achieve or who you want to be. Goals are clear, specific and measurable and they have a deadline.

A goal is a written statement that clearly describes certain specific actions or tasks with a measurable end result and a clear deadline.

To make a goal real and tangible, it must be **written**. This will serve as a reminder to you and others of what you intend to accomplish. It also serves as a point of reference for you to monitor and evaluate as you progress. Making goals public also increases your commitment to the goal.

Goals must be **specific**. By clearly defining your goal, you eliminate any possible misunderstanding as to what needs to be accomplished.

In order to improve or to track your progress, your goal must be **measurable**. This ensures that it will be clear once that goal has been accomplished. If you can't measure a goal, chances are it will not be met, or you won't even know when you've met it.

Every goal must have a clear **deadline**. This will encourage a sense of urgency and give more clarity to what needs to be accomplished.

Why are goals important?

- Goals motivate you to work towards something
- Goals make you accountable
- Goals challenge you to be your best
- Goals increases your pride and confidence when they have been completed
- Goals help improve and correct deficiencies in performance

What are SMART goals?

- S:** Specific
- M:** Manageable
- A:** Attainable
- R:** Relevant
- T:** Timely

A **specific** goal will usually answer the five "W" questions:

- What: What do I want to accomplish?
- Why: Specific reasons, purpose or benefits of accomplishing the goal.
- Who: Who is involved?
- Where: Identify a location.
- Which: Identify requirements and constraints.

Measurable

If a goal is not measurable, it is not possible to know whether a team is making progress toward successful completion. Measuring progress is supposed to help a team stay on track, reach its target dates, and experience the exhilaration of achievement that spurs it on to continued effort required to reach the ultimate goal.

A measurable goal will usually answer questions such as:

- How much?
- How many?
- How will I know when it is accomplished?

Attainable

Goals must be realistic and attainable. While an attainable goal may stretch a team in order to achieve it, the goal is not extreme. That is, the goals are neither out of reach nor below standard performance, as these may be considered meaningless. When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities and skills to reach them. The theory states that an attainable goal may cause goal-setters to identify previously overlooked opportunities to bring themselves closer to the achievement of their goals.

An attainable goal will usually answer the question:

- How: How can the goal be accomplished?

Relevant

A relevant goal must represent an objective that the goal-setter is willing and able to work towards. This does not mean the goal cannot be high. A goal is probably relevant if the goal-setter believes that it can be accomplished. If the goal-setter has accomplished anything similar in the past they may have identified a relevant goal.

A relevant goal will usually answer the question:

- Does this seem worthwhile?

Time-bound

It is important to set a timeframe for your goals, giving them a target date. A commitment to a deadline helps a team focus their efforts on the completion of the goal on or before the due date. This part of the S.M.A.R.T. goal criteria is intended to prevent goals from being overtaken by the day-to-day crises that invariably arise in an organization. A time-bound goal is intended to establish a sense of urgency.

A time-bound goal will usually answer the question:

- When?
- What can I do 6 months from now?
- What can I do 6 weeks from now?
- What can I do today?