

Stage 3: Year-End Assessment

Initial Goal
Planning

Mid-Year
Progress
Review

Year-End
Assessment

Stage 3: Year-End Assessment

Emma Employee - Performance Review 2024 - 2025

Start > Goal Planning > Mid Year > Year End Assessment > Next steps

Last saved: Oct 25, 2024, 6:45pm Actions ▾

You are in the **Year End Assessment - Employee Stage**

Employee's Responsibilities: In this section, reflect on your performance over the entire year, focusing on the goals and objectives you set. These responses should highlight the progress you've made, your contributions to the team and department, and the ways in which you've expanded your skills and capabilities. Once completed, submit your assessment to your manager for review and a year-end performance discussion. As part of your review, please provide thoughtful answers to the following questions.

Tip: Use this opportunity to take pride in your accomplishments and identify areas for continued growth as you prepare for the upcoming year.

The **Year End Assessment** also begins with the employee, who will reflect on their progress toward the SMARTER goals. Afterward, the employee will pass it on to their manager for their final feedback.

Goal Planning tab as the Employee

Emma Employee - Performance Review 2024 - 2025

Start **Goal Planning** Mid Year Year End Assessment Next steps

Goal Planning ✓ Saved Last saved: Oct 24, 2024, 2:00pm Actions ▾

In this section, collaborate to outline key goals for the year. Ensure that your goals are SMARTER—Specific, Measurable, Achievable, Relevant, Time-bound, Evaluated, and Recalibrated—so they align with personal development and the goals of your team and department. These goals should guide your growth throughout the year and offer opportunities to contribute meaningfully to both your role and the College.

Employee's Responsibilities: Use this section to capture 3 - 5 SMARTER Goals for the current performance year. Once completed, you can submit

▼ Deliver Systems Enhancements, Maintenance and Projects Current

- both planned and ad hoc request

📅 Target date

This button will save your comments and share them with your manager

This button will save your comments as a draft

Save & Share Save as Private Cancel

There are no comments for this item.

During the **Year End Assessment**, you have one last opportunity to provide any self reflection on each goal

Mid Year tab as the Employee

No action is needed by the employee on this tab during the Year End Assessment.

Instead, you may review the feedback from your manager

The screenshot shows a user interface for a performance review. At the top, there is a navigation bar with 'About me', 'My team', and 'My community' dropdowns, and a user profile for 'Emma'. Below this, the title is 'Emma Employee - Performance Review 2024 - 2025'. A progress bar shows 'Start', 'Goal Planning', 'Mid Year' (active), 'Year End Assessment', and 'Next steps'. A 'Saved' indicator shows the last save time as Oct 21, 2024, 2:56pm. The 'Mid Year' section contains instructions for 'Employee's Responsibilities' and 'Manager's Responsibilities'. Below this, a question asks 'Is your employee on track to achieve their performance goals?'. A card for 'Hannah Masbad' shows a 'Yes' response with two stars. At the bottom, there are two comment entries: one from 'Hannah Masbad' (Manager writing a comment) and one from 'Emma Employee' (Emma writing if she's on track or not).

Year End Assessment tab as the Employee

▼ What were your key achievements this year, and how did you accomplish them?

[Save & Share](#) [Save as Private](#) [Cancel](#)

[View history](#) There are no comments for this item.

▼ How have you grown and developed in your role over the past year?

[Add comment](#)

[View history](#) There are no comments for this item.

Summary: Year End Assessment

Hannah Masbad

★★★★★

Not rated

[View history](#)

Self reflect and respond to each listed question.

Afterwards, you will pass the review to your manager for year-end feedback.

Next steps tab as the Employee

- A score will now populate in the manager Overall Rating section. Please disregard as it is intended to compile all ratings accumulated over the course of the entire process. You may see all of your manager's feedback at the end of the process
- Click the “Go to next step” button to pass the year end assessment to your manager

Start > Goal Planning > Mid Year > Year End Assessment > **Next steps**

Supervisor Overall Rating

2 / 5

Met some but not all expectations: Sometimes meets expectations, or Partially completed the objective - Inconsistent Performance. Does not perform the job satisfactorily; Does not produce the quantity, quality, and timelines of work expected;

Item summary

Item summary Hannah Masbad

▼ Goal Planning

1. Add your goal(s) here

► Mid Year

► Year End Assessment ★★★★★

Your next step: Year-End Assessment - Manager

Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step

Go to next step

Goal Planning tab as the Manager

Emma Employee - Performance Review 2024 - 2025

Start **Goal Planning** Mid Year Year End Assessment Next steps

Goal Planning

✓ Saved Last saved: Oct 24, 2024, 2:00pm Actions ▾

In this section, collaborate to outline key goals for the year. Ensure that your goals are SMARTER—Specific, Measurable, Achievable, Relevant, Time-bound, Evaluated, and Recalibrated—so they align with personal development and the goals of your team and department. These goals should guide your growth throughout the year and offer opportunities to contribute meaningfully to both your role and the College.

Employee's Responsibilities: Use this section to capture 3 - 5 SMARTER Goals for the current performance year. Once completed, you can submit

▼ Deliver Systems Enhancements, Maintenance and Projects Current

- both planned and ad hoc request



Target date

This button will save your comments and share them with your manager

Text input area for comments

Save & Share

Save as Private

Cancel

This button will save your comments as a draft

There are no comments for this item.

During the **Year-End Assessment**, please review each listed goal and your employee's comments. Then, you can add any final comments on your employee's goals.

Mid Year tab as the Manager

During the **Year-End Assessment**, you can bypass the Mid Year tab. You have already completed this tab

The screenshot shows a performance review interface for Emma Employee, 2024-2025. The top navigation bar includes 'About me', 'My team', and 'My community'. The main header is 'Emma Employee - Performance Review 2024 - 2025'. Below this is a progress bar with five steps: 'Start', 'Goal Planning', 'Mid Year', 'Year End Assessment', and 'Next steps'. The 'Mid Year' step is currently active. A 'Saved' status is shown with the last saved time as 'Oct 21, 2024, 2:56pm'. The 'Mid Year' section contains instructions for 'Employee's Responsibilities' and 'Manager's Responsibilities'. Below this is a question: 'Is your employee on track to achieve their performance goals?'. A response from 'Hannah Masbad' is shown with two stars and the text 'Yes'. There are two comments at the bottom: one from 'Hannah Masbad' (Manager) and one from 'Emma Employee'.

Journal entry Emma

Emma Employee - Performance Review 2024 - 2025

Start > Goal Planning > **Mid Year** > Year End Assessment > Next steps

Mid Year ✓ Saved Last saved: Oct 21, 2024, 2:56pm Actions

Employee's Responsibilities: In this section, reflect on your progress towards the SMARTER Goals you set at the beginning of the performance year. Evaluate the actions you've taken, the milestones achieved, and any challenges encountered. Once completed, submit your mid-year review to your manager for discussion and feedback.

Manager's Responsibilities: Allow your employee time to reflect on their progress and submit their feedback. Once they have completed this step, you will receive the review for your input. You can then assess their progress, provide feedback on their strengths, and identify areas for improvement to help enhance their performance.

The mid-year review is an opportunity to assess progress toward the goals set at the beginning of the year. Reflect on key achievements, actions taken, and any obstacles encountered. This stage is also a chance to engage in a constructive dialogue to receive feedback, recalibrate goals if necessary, and ensure alignment with evolving team and organizational priorities.

Is your employee on track to achieve their performance goals?

Hannah Masbad
Yes

Add comment

Comment Hannah Masbad
Manager writing a comment
Today at 2:54 PM

Comment Emma Employee
Emma writing if she's on track or not.
Today at 2:50 PM

Year End Assessment tab as the Manager

What were your key achievements this year, and how did you accomplish them?

manager comment at year end assessment

Provide feedback by adding a comment

Save & Share Save as Private Cancel

Comment Emma Employee
year end comment from emma Today at 3:10 PM

View history

How have you grown and developed in your role over the past year?

Add comment

Comment Emma Employee
year end comment from emma Today at 3:10 PM

View history

Summary: Year End Assessment

Hannah Masbad

★★★★★ Exceeded Expectations

View history

Exceeded Expectations

Select a performance review category by selecting a star. Use the chart in the help text section for guidance

- Review your employee's response to the year end questions
- Provide feedback by using the "Add comment" button
- In the Summary box, use the stars to select your employee's performance category

Next steps tab as the Manager

- The ACE Performance Review is now complete.
- You will see the complete “manager Overall Rating” now listed.
- Click the “Go to the next step” button to share your final feedback with your employee

The screenshot displays the 'Emma Employee - Performance Review 2024 - 2025 v2' interface. At the top, there is a navigation bar with options like 'About me', 'My team', 'My community', 'Reports', and 'Create'. Below this, the review title and a progress indicator show 'Start', 'Goal Planning', 'Mid Year', 'Year End Assessment', and 'Next steps' (the current active tab). A 'Saved' status and 'Last saved: Oct 15, 2024, 12:14pm' are visible. The main content area shows a 'Supervisor Overall Rating' of 5/5 with a description: 'Exceeded expectation(s) - Exceeds position requirements even on the most difficult and complex aspects of his/her job; Takes on additional assignments without negatively affecting other work;'. Below this is an 'Item summary' section with a dropdown menu showing 'Goal Planning', 'Mid Year', and 'Year End Assessment'. The 'Year End Assessment' is currently selected and shows a 5-star rating. At the bottom, a progress bar indicates the current step is 'Employee Acknowledgement'. A yellow warning box states: 'Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step'. A blue button labeled 'Go to next step' is located at the bottom right of the warning box.

