

## Log In Instructions for Year End Performance Reviews

The year-end performance review is an opportunity for employees and supervisors to discuss goals, accomplishments, professional development plans, and discuss performance.

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The year-end performance review process includes these steps:

1. Employees complete their self-review by answering questions, rating themselves on each performance factor, and answering three development plan questions.
  2. Supervisors complete their review of the employee by responding to the answers of the questions, rating the employee on each performance factor, and responding to each of the answers to the development plan questions.
  3. Employees and supervisors meet to discuss the review and make any edits to the review.
  4. Employees and supervisors sign the review to indicate they have completed all the steps of the year-end review process.
  5. The year-end review is completed.
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There are two options for logging into your performance review.

### Option 1

1. Open an internet browser such as Chrome, IE, Firefox, or Safari.



Chrome



Internet  
Explorer

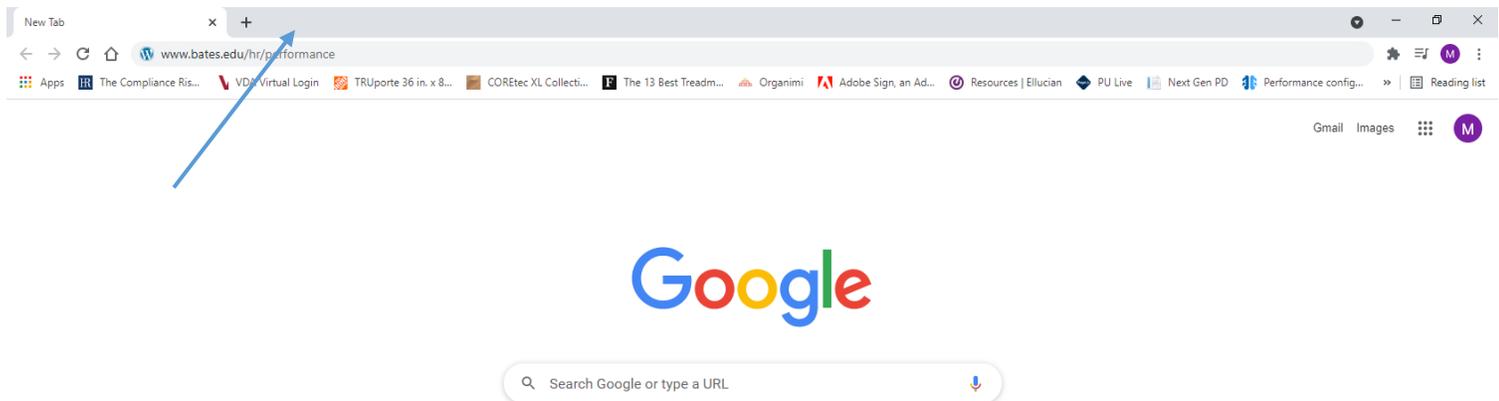


Firefox



Safari

2. Type in [www.bates.edu/hr/performance](http://www.bates.edu/hr/performance) in the address bar.



3. Click on **Log In** to PageUp to access your year-end review.

Performance Development | Hum: x +

bates.edu/hr/performance-development/

MENU Bates

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Administrative Offices > Human Resources > Performance Development

## Performance Development

Log in to PageUp



4. Enter your Bates username and password. *Note: If you have Duo dual authentication you will then get the Duo dual authentication screen. Complete the authentication.*

Web Login Service x +

shibidp.bates.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s1

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Bates Federated Authentication Service

Enter your Bates username and password

Username

Password  [Show password](#)

Login

## Option 2

1. Open an internet browser such as Chrome, IE, Firefox or Safari.



Chrome



Internet Explorer

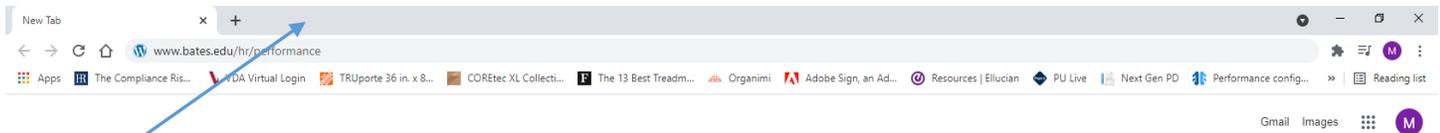


Firefox



Safari

2. Type in [quad.bates.edu](http://quad.bates.edu) in the address bar.



Search Google or type a URL

3. Log in to Garnet Gateway.



4. Click on Training/Development.

The screenshot shows the Garnet Gateway home page for user Melani G. McGuire. The page is divided into several sections: a left sidebar with navigation links (Home, Employees, Events, Shadowing, Logout), a 'To-do' section with three items (COVID-19 Testing Appointments, W2's are now available!, Get your W2 faster), a 'Now open!' section with 'Bates community' (COVID-19 Antigen Screening), an 'Action' section with 'Time' (Time Sheet, Leave Balances) and 'Data management' (Access Control), and an 'Employees' section with 'Compensation & Benefits', 'Pay', 'Policy', 'Taxes', 'Training/Development', and 'Account & Access'. A blue arrow points to the 'Training/Development' menu item in the Employees section.

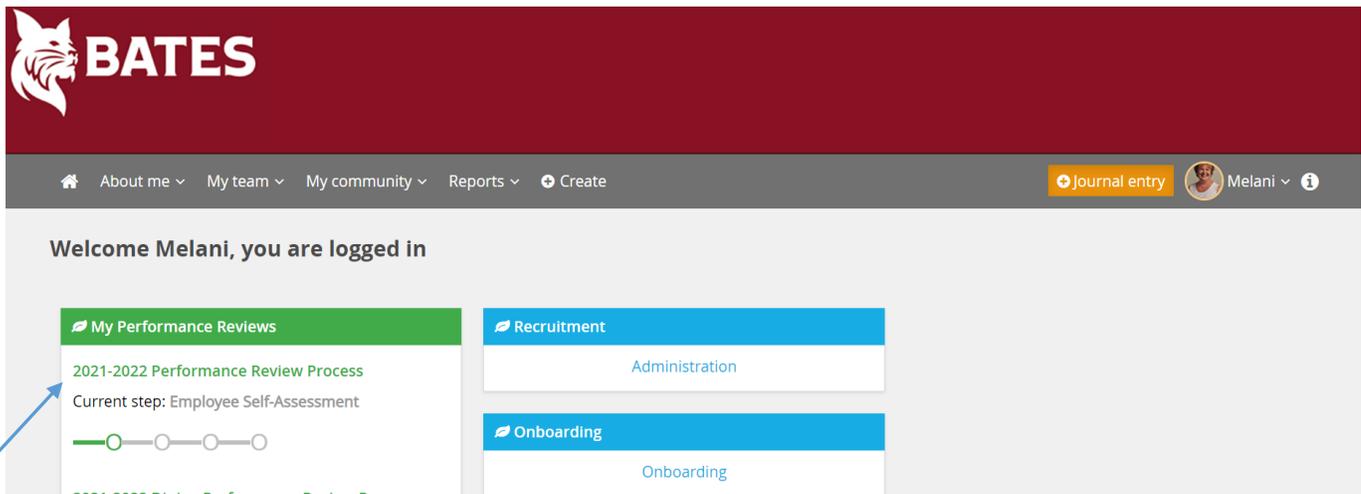
5. Click on Performance Development.

The screenshot shows the Garnet Gateway home page for user Melani G. McGuire. The layout is identical to the previous screenshot, but the 'Performance Development' menu item under the 'Training/Development' section in the Employees menu is highlighted with a blue arrow.

You should now be logged into the Performance Development system.

## To begin your Performance Review process:

1. Click on '2021-2022 Review Process' in the 'My Performance Reviews' box.



The screenshot shows the Bates HR system dashboard. At the top is a dark red header with the Bates logo (a white cat head) and the word "BATES" in white. Below the header is a navigation bar with a home icon, "About me", "My team", "My community", "Reports", and "Create". On the right side of the navigation bar is a "Journal entry" button, a user profile for "Melani", and an information icon. The main content area starts with a welcome message: "Welcome Melani, you are logged in". Below this, there are two columns of cards. The left column has a green header "My Performance Reviews" and contains a card for "2021-2022 Performance Review Process" with the text "Current step: Employee Self-Assessment" and a progress indicator showing the first of four steps completed. A blue arrow points to this card. Below it is a partially visible card for "2021-2022 Dining Performance Review Process". The right column has a blue header "Recruitment" with a sub-card for "Administration", and another blue header "Onboarding" with a sub-card for "Onboarding".

2. Read the instructions carefully. Note: you will see the review steps across the top of the page.

Home About me My team My community Reports Create Journal entry Melani

### Melani McGuire - 2021-2022 Performance Review Process

Start > Job Responsibilities Review > Goals and Contributions > Performance Factor Rating > Development Plan > Next steps

Actions

Dear Melani,

Welcome to your Performance Review for the period of 2021-2022. The objective of the performance review is to facilitate open and honest communication between you and your manager.

The steps in the Performance Review process are listed below *(Please read through all steps below and then select the 'NEXT' button at the bottom of the page to proceed through the self-review):*

1. Read the section instructions and complete each section.
2. Your manager will complete each section.
3. Meet one-on-one with your manager to discuss your Performance Review.
4. Submit any additional comments after the one-on-one meeting with your manager.
5. Confirm the completion of your Performance Review.
6. Your Performance Review is complete, and is available to access via the 'About Me' tab.

You have until **28 Apr 2022** to complete your self-review.

The entire 2021-2022 Performance Review process must be completed by **17 Jul 2022**.

Click the 'Next' button, at the bottom right of this page, in order to navigate throughout the review process.

Next →

3. Click 'Next' on the bottom right of the page.
4. Read the instructions carefully for each section.
5. Make sure you click 'Save & Share' or 'Save as Private' after each comment, before clicking 'Next' or you will lose any entered comments.
6. At the end of each section click 'Next' at the bottom right of the page.
7. Complete the self-review.

## Notes to supervisors

1. You will receive an email that your employee has completed their self-review.
2. On your home page, you will see a section titled "Team Performance Reviews".
3. Click on '**2021-2022 Review Process**' of the person that you would like to review.
4. Read the instructions and complete each section by responding to the employees answers to questions and rating them on the performance factors.
5. Once you have completed your portion of the review, **DO NOT** click on '**Go to next step**'.
6. Schedule a one-on-one meeting with your employee to discuss results of review.
7. Make any adjustments to comments or ratings by clicking '**Back**' in the lower left until you reach the section you wish to adjust. Make sure to save after changing a comment.
8. When the review is finalized, click on '**Go to next step**' in the lower right corner.
9. The employee should add any final comments first and sign the review.
10. After the employee signs the review, the supervisor signs the review and it is complete.

Please remember when you finished working on your review to log out by clicking on the down arrow next to your name and click on Logout.