User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click Create User Account.

To search open job postings, please visit the applicant site.

User Name: 
Password: 

LOGIN

You are about to log in to a secure system. When you are finished, please click Logout to ensure that others with access to your computer cannot view the information in the system.
User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click Create User Account.

To search open job postings, please visit the applicant site.

Enter your assigned User Name and Password. If you do not have one, please contact Anthony Guinan @ 651-7356 or anthony.guinan@csn.edu.
User Login

Please log in to the system using your User Name and Password. If you do not have a User Name and Password assigned, click Create User Account.

To search open job postings, please visit the applicant site.

User Name: lugron
Password: *********

Hit the LOGIN button. If it is your first time using the system, you will be prompted to change your password.

You are about to log in to a secure system. When you are finished, please click Logout to ensure that others with access to your computer cannot view the information in the system.
Welcome Anthony Guinan. You are logged in as John Mueller.
Your Current Group: Direct Supervisor.

Hiring Approval System

Make sure your Current Group is listed as "Direct Supervisor". If it is not, please select "Change User Type" on the left-side menu.

Active

2 Records

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Requisition Number</th>
<th>Apps In Process</th>
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<th>Position Close Date</th>
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</tr>
</tbody>
</table>

Done
Welcome Anthony Guinan. You are logged in as John Mueller.
Your Current Group: Direct Supervisor.

Wednesday, January 13, 2013

Hiring Approval Site

Hiring Process Guide

View | Cancelled

To view the position details, click on the arrow button on the position title column.

Select "Active Evaluations" on the left-side menu.

<table>
<thead>
<tr>
<th>Position Title</th>
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</tr>
</tbody>
</table>
Welcome Anthony Guinan. You are logged in as John Mueller. 
Your Current Group: Direct Supervisor. 

Wednesday, January 13, 2013

View Active Evaluations

Active Evaluations

1 Record

<table>
<thead>
<tr>
<th>Analyst</th>
<th>Classification Title</th>
<th>Employee First Name</th>
<th>Employee Last Name</th>
<th>Evaluation Position Title</th>
<th>Last Action Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>view</td>
<td>Anthony</td>
<td>Guinan</td>
<td>Specialist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select View Summary if you'd like to open a pop-up window of your employee's responses. This may be helpful to keep open during your review.
View Active Evaluations

Active Evaluations

1 Record

<table>
<thead>
<tr>
<th>Analyst</th>
<th>Employment</th>
<th>Employee Last Name</th>
<th>Evaluation Title</th>
<th>Evaluation Position Title</th>
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<td>Guinan</td>
<td>Specialist</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select "View" to start the rating process.

Note: If you supervise multiple employees, this page will show a list of all evaluations and their current status.
Welcome Anthony Guinan. You are logged in as John Mueller.
Your Current Group: Direct Supervisor.

Wednesday, January 13, 2010

View Academic Evaluation of Teaching Faculty Summary - Specialist

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the evaluation, click the **Edit** link. To exit the evaluation without making any changes, click the **Cancel** button.

**Evaluation Status**

- [ ] Save
- [ ] Send to Employee
- [ ] Send to Employee to Review

**CANCEL**  **CONTINUE**

Select "Edit" to begin your review process. You can also scroll down or hit "Printer Friendly Version" to see a summary of what your employee has entered if you haven't already.
Review each of the first 5 tabs for your employee’s responses. These are all contained on the summary you may have opened previously.
Welcome Anthony Gunman. You are logged in as John Mueller.
Your Current Group: Direct Supervisor.

Wednesday, January 13, 2010

View/Edit Academic Evaluation of Teaching Faculty - Specialist

Evaluation Details
Evaluation of Teaching Faculty
Professional Development
Service to the College or Community
Employee Growth Plan
Supervisor Evaluation of Faculty
Supplemental Documentation
Notes/History

If your rating exceeds what the employee marked for their self-evaluation, you must attach a "Reason for raised rating" document in the Supplemental Documentation tab.

Overall Rating cannot be greater than Primary Job Responsibilities Rating.

Any rating of Unsatisfactory shall result in an Overall Rating of Unsatisfactory

Note: Clicking "Continue to Next Page" does not save your data. Please use the Save Button below.

*Required information is denoted with an asterisk.

Satisfactory Primary Job Responsibilities for Teaching Faculty

The Faculty member's supervisor will determine whether the Primary Job Responsibilities have been completed satisfactorily.

Comply with all sections of the NSHE code and policies concerning Professional Conduct applicable to Faculty.

☐ No Response  ☐ Yes  ☐ No

Please take note of the ratings guidelines provided. For a comprehensive list of ratings guidelines for supervisor, please consult the Evaluation Policy.
Satisfactory Primary Job Responsibilities for Teaching Faculty

The Faculty member’s supervisor will determine whether the Primary Job Responsibilities have been completed satisfactorily.

| Comply with all sections of the NSHE code and policies concerning Professional Conduct applicable to faculty. | No Response | Yes | No |
| In designated years, faculty must earn at least a satisfactory classroom/lab observation appropriate for instruction, as conducted by the appropriate supervisor or designee. | No Response | Yes | No | N/A |
| Conduct assessment of own class materials and student evaluations of teaching, and implement appropriate and corresponding changes to improve content, assessment of student learning, and delivery, as necessary. | No Response | Yes | No |
| Submit, in designated years, a Growth Plan in a timely manner, or as requested by the administration. | No Response | Yes | No | N/A |
| Maintain progress as identified in Growth Plan, or submit revised Growth Plan, if necessary. | No Response | Yes | No |
| Responsibilities in the Teaching Faculty Job Description (Amendments) | No Response | Yes | No |

Complete the Satisfactory Primary Job Responsibilities Section. Note: Select N/A for the job responsibilities that may not be applicable to your employee.

You must complete all fields marked with an asterisk before being allowed to continue.

If you select No or N/A to any of the items, there is a text box below for an explanation.
Complete the ratings for your employee. If you are giving your employee a higher rating than they indicated on their evaluation, you must provide a "Reason for Raised Rating" on the following tab.
If you would like to see documentation for any activities your employee indicated they completed, list them here.

Select an Overall Rating for your employee.

NOTE: Any rating of Unsatisfactory results in an automatic Overall Rating of Unsatisfactory.

NOTE: Overall Rating CANNOT exceed Primary Job Responsibilities Rating.

*Required information is denoted with an asterisk.

CONTINUE TO NEXT PAGE >>

SAVE

<< RETURN TO PREVIOUS

CANCEL

VIEW EVALUATION SUMMARY >>
<table>
<thead>
<tr>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max character length = 3900</td>
</tr>
</tbody>
</table>

(Optional) I request to see supporting documentation for the following activities:

Max character length = 3900

<table>
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<tr>
<th>Overall Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ No Response</td>
</tr>
<tr>
<td>☑ Excellent</td>
</tr>
<tr>
<td>☐ Commandable</td>
</tr>
<tr>
<td>☐ Satisfactory</td>
</tr>
<tr>
<td>☐ Unsatisfactory</td>
</tr>
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</table>

Above/Disagree:

*Required information is denoted with an asterisk.

- << RETURN TO PREVIOUS
- CONTINUE TO NEXT PAGE >>
- SAVE
- CANCEL
- VIEW EVALUATION SUMMARY >>

Hit the Save Button if you would like to save your data, and hit Continue to Next Page when you are done.
**View/Edit Academic Evaluation of Teaching Faculty - Specialist**

<table>
<thead>
<tr>
<th>History</th>
<th>Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-13-2010 10:29 AM</td>
<td>Anthony Guinan</td>
</tr>
</tbody>
</table>

Sent to Direct Supervisor to Rate Employee

View Summary

Select Continue to Next Page to finalize your ratings.

Wednesday, January 13, 2010

View Academic Evaluation of Teaching Faculty Summary - Specialist

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the Continue button. To edit the evaluation, click the Edit link. To exit the evaluation without making any changes, click the Cancel button.

If there is anything you noticed that your employee did not correctly complete, you can send it BACK to the employee for editing by selecting “Send to Employee” and hitting “Continue.”

Select "Printer Friendly Version" or scroll down to see a summary of what you entered.

View Academic Evaluation of Teaching Faculty Summary - Specialist

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the Continue button. To edit the evaluation, click the Edit link. To exit the evaluation without making any changes, click the Cancel button.

Edit [Printer-Friendly Version]

If there are no changes to be made and your evaluation is complete, select "Send to Employee to Review" and hit "Continue"
View Active Evaluations

Welcome Anthony Guinea. You are logged in as John Mueller.
Your Current Group: Direct Supervisor.

Wednesday, January 13, 2010

✓ The status of Evaluation Specialist has successfully been changed to Sent to Employee to Review.

You will receive a confirmation that the evaluation has been sent back to your employee for their final review. An e-mail should be sent to your employee notifying them of this.
SUPERVISOR TO REVIEW

Once your employee has reviewed your ratings for him/her, they will submit it back to you for you to review. The main item you will look for is whether or not they agree or disagree with your ratings. That can be found at the bottom of the “Supervisor Evaluation” tab. If everything looks okay, you can forward it to the Recommending Authority (typically the Dean) or the Vice President, if applicable.
Log into the system and select "Active Evaluations"

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Your Current Group: Direct Supervisor.

Wednesday, January 13, 2010

View Active Evaluations

Active Evaluations

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Select "View" to begin your final process
Welcome Anthony Guinan. You are logged in as John Mueller.
Your Current Group: Direct Supervisor.
Wednesday, January 13, 2010

View Academic Evaluation of Teaching Faculty Summary - Specialist

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the Continue button. To edit the evaluation, click the Edit link. To exit the evaluation without making any changes, click the Cancel button.

Evaluation Status
- Save
- Send to Recommending Authority
- Send to Vice President/Approving Authority
- Send to Employee to Review

Evaluation Details
- Employee First Name: Anthony
- Employee Last Name: Guinan
- Evaluation Position Title: Specialist
- Academic Year (i.e. '2009-2010'): 2009-2010 (Test)
- Employee ID Number:
- Department: Human Resources

NOTE: Pay special attention to the "Agree/Disagree" field.

If you'd like to print a copy, select "Printer-Friendly Version" or scroll down to review the complete evaluation.
Welcome Anthony Guinan. You are logged in as John Mueller.
Your Current Group: Direct Supervisor. Wednesday, January 13, 2010

View Academic Evaluation of Teaching Faculty Summary - Specialist

Please review the details of the evaluation carefully before continuing.

To take the action you have specified, click the Continue button. To edit the evaluation, click the Edit link. To exit the evaluation without making any changes, click the Cancel button.

If your employee did not select Agree/Disagree, send it back to them using the "Send to Employee to Review" option. If everything is complete, select the appropriate level of authority to send it to and hit "Continue."

Note: Deans are typically Recommending Authorities, while Vice Presidents are typically Approving Authorities.