

# 2010 Performance Appraisals

## Using WKU e-Signature Forms



***IMPORTANT!! When completing Performance Appraisals on more than one individual, always be sure to start a new appraisal for each individual rather than editing the original appraisal with different information. To do so will result in overwriting the original appraisal.***

Based on established procedures, Performance Appraisals for 2010 will again be accomplished through a web-based utility called "WKU e-Signature Forms". This utility provides a method by which data can be collected on a form and authorized with an electronic signature.

Through the use of WKU e-Signature Forms, the Appraisal form is

- completed online
- saved online
- edited online
- emailed between the employee and supervisor as well as anyone else with a WKU email address. The emailing activity is documented through an "audit trail".
- electronically validated and "signed", hence the name "e-Signature"

After the Performance Appraisal is finalized, the score is updated and stored in Banner. Through email, both the employee and supervisor are notified of the score which was updated to Banner.

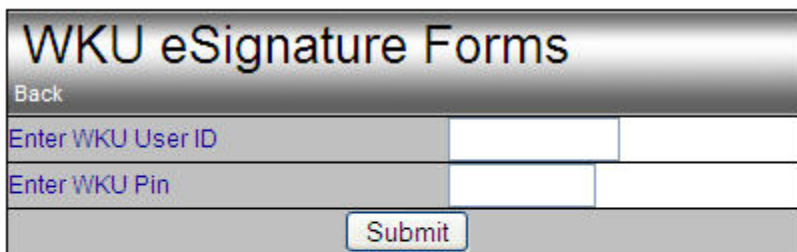
Following are step by step instructions for completing the Performance Appraisal through WKU E-Signature Forms. If you experience any difficulty in completing or submitting the form, or if you need clarification on the instructions below, call Amber Ford at 5-2072.

### Step 1: Completion of the Performance Appraisal by the Supervisor

The link below will take the supervisor to the login screen for WKU e-Signature Forms.

[https://asaweb.wku.edu/php/prod/wkuforms/source/WKUFormsCreateInst.php?form=APAF1\\_2010](https://asaweb.wku.edu/php/prod/wkuforms/source/WKUFormsCreateInst.php?form=APAF1_2010)

Choose Annual Appraisal Form from the menu on the left side of the screen. The login screen looks like this:



WKU eSignature Forms	
<a href="#">Back</a>	
Enter WKU User ID	<input type="text"/>
Enter WKU Pin	<input type="text"/>
<input type="button" value="Submit"/>	

**Enter your WKU ID and TopNet pin in the appropriate fields. Then click "Submit".**

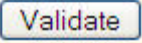
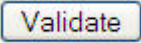
The Performance Appraisal form requires that the supervisor and employee be identified by WKU ID. If you do not know the WKU ID number for the employee for whom the Performance Appraisal is being completed, contact HR.

Once both WKU IDs have been entered, click the box that says  .

The names of both the employee and the supervisor have been populated in the appropriate fields. In addition, the employee's title, department and length of time in position appear as well. This information is automatically generated from the Banner system. If there is an error in the information, email [Human Resources](#) to report the error so that appropriate corrections can be made.

*PLEASE NOTE: Title information cannot be changed without an approved EPAF.*

Fields which are required to be completed prior to submission or saving of this form appear with a red background. Complete all questions with a score of 1-9 and provide comments or additional information where appropriate.

After completing all 16 questions, click the  button. This button populates the "Total Performance Points" field and assigns a rating to the Overall Evaluation of either "Unacceptable", "Satisfactory" or "Exceptional". Each time changes are made to the form, it is necessary to click the  button in order to update the changes.

## Step 2: Save the Performance Appraisal

After completing a Performance Appraisal, it is important to save it. You may also save a Performance Appraisal if you plan to come back later and make changes or additions. Remember, before you will be able to save the form, you must click the

button.

To save, scroll to the bottom of the form and you will see the WKU e-Signature Forms box.

<b>WKU eSignature Forms</b>	
Main   Saved Forms   Sent Forms   Sent Forms Archive   Received Forms   Received Forms Archive   Email List	
Send to email address	And
Comment	Patty Booth
Send Save	

In order to make it easy to distinguish one appraisal from another in your "Saved Forms" list, type the name of the employee for whom the appraisal was completed in the Comment box. Then click "Save".

### Step 3: Edit and/or Print the Performance Appraisal

Now your screen will look like this:



Once you have saved a Performance Appraisal, you can access the form to edit or print it by clicking here on "Saved Forms".

Now you can see a list of all of your saved forms as illustrated in the screenshot below:

The screenshot shows a table titled "Saved Forms for Your Name". The table has columns for "FORM NAME", "FORM INSTANCE", "VERSION", "DATE TIME", "DELETE?", and "COMMENT". There are four rows of data, each representing a saved performance appraisal form. Red arrows point from the "Comment" column to the "Form Name" column for each row.

FORM NAME	FORM INSTANCE	VERSION	DATE TIME	DELETE?	COMMENT
APAF1	31	11	01/02/2006 10:44:20	Delete	Big Red
APAF1	31	10	01/02/2006 10:44:01	Delete	John Doe
APAF1	31	9	01/02/2006 10:43:47	Delete	Sherry Nation
APAF1	43	2	01/02/2006 10:32:12	Delete	Patty Booth

From the "Saved Forms" list, find the Performance Appraisal you wish to access by looking in the "Comment" column. Then, click on the Form Name.

The Performance Appraisal now appears on your screen.

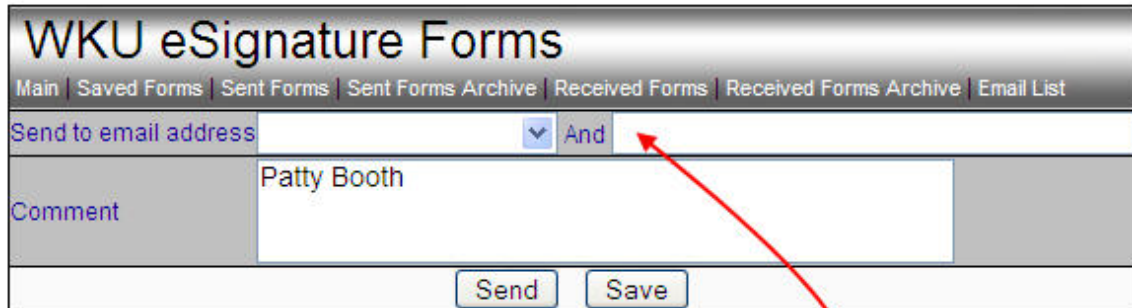
NOTE: You may edit the form but remember that if you make changes, you must click the  button and save the form again in order for your changes to be reflected on the form.

Print the Performance Appraisal to use during the actual Performance Appraisal Review meeting with the employee.

***NOTE:** If you experience problems when attempting to print the Performance Appraisal, try accessing WKU e-Signature forms through Internet Explorer rather than Mozilla or Thunderbird.*

### Step 4: Email the Performance Appraisal

Following the Performance Appraisal Review meeting, go back into "Saved Forms" and access the actual form. Once again, you may edit and revalidate the Performance Appraisal if necessary. Once you are satisfied that the appraisal is complete and accurate, email it to the employee by scrolling to the bottom of the form. Your screen will look like this:



The screenshot shows the WKU eSignature Forms interface. At the top, there is a navigation bar with links: Main, Saved Forms, Sent Forms, Sent Forms Archive, Received Forms, Received Forms Archive, and Email List. Below this is a form with two main sections. The first section is labeled 'Send to email address' and contains a text input field with a dropdown arrow and the word 'And' to its right. A red arrow points from the text below to this field. The second section is labeled 'Comment' and contains a text input field with the text 'Patty Booth'. At the bottom of the form are two buttons: 'Send' and 'Save'.

Type the employee's email address in this field. It is not necessary to include "@wku.edu" in the address line. If you need to send the appraisal to more than one address, just separate the addresses with a comma. (No spaces!)

The employee will receive an email in his/her inbox which contains a link that goes directly to the login screen for WKU e-Signature Forms. Once logged in, the employee will see a list of all Received Forms. The screen looks like this:



The screenshot shows the 'Received Forms for Your Name' interface. At the top, there is a navigation bar with links: Main, Saved Forms, Sent Forms, Sent Forms Archive, Received Forms, Received Forms Archive, Email List, and Log Off. Below this is a table with the following columns: FORM NAME, FORM INSTANCE, VERSION, SENDER, DATE TIME, ARCHIVE?, and COMMENT. The table contains one row with the following data: PAF1, 71, 2, Supervisor's Name, 01/02/2006 17:01:37, Archive, and Your Name. A red arrow points from the text below to the 'PAF1' link in the first column.

FORM NAME	FORM INSTANCE	VERSION	SENDER	DATE TIME	ARCHIVE?	COMMENT
<a href="#">PAF1</a>	71	2	Supervisor's Name	01/02/2006 17:01:37	Archive	Your Name

The Employee will click here to see the finalized version of their Performance Appraisal.

The employee can now view the Performance Appraisal in its final version as discussed with their supervisor. The employee authenticates the Performance Appraisal by emailing it back to their supervisor. To email, just scroll to the bottom of the screen to this box:

WKU eSignature Forms	
Main   Saved Forms   Sent Forms   Sent Forms Archive   Received Forms   Received Forms Archive   Email List	
Send to email address	<input type="text"/> And <input type="text"/>
Comment	<p style="color: red; text-align: center;">Enter the Supervisor's email address here.</p>
<input type="button" value="Send"/> <input type="button" value="Save"/>	

Then click Send. ↴

The supervisor will receive an email with a link directly to the login for WKU e-Signature Forms. Once logged in, the supervisor will see a list of all Received Forms.

### Step 5: Update the Performance Appraisal Score in Banner

Human Resources will update the Performance Appraisal Score in the Employee's Banner record. Once the employee has authenticated the Performance Appraisal (by emailing it back to the supervisor) the supervisor accesses the appraisal and finalizes it by scrolling to the bottom of the form and emailing it to Human Resources at [human.resources@wku.edu](mailto:human.resources@wku.edu).

Beneath the WKU e-Signature Forms box at the bottom of the appraisal, you will notice the "Audit Trail/Review Verification" table. The information provided in the table shows the different versions of the Performance Appraisal as it is developed, edited and finalized. The table below shows the resulting audit trail when Steps 1-5 above are followed in the order given.

The table is titled "Audit Trail/Review Verification for Form: APAF1 Form Instance: 71". It has four columns: "Version", "Authenticated By", "Sent To", and "Time".

Version	Authenticated By	Sent To	Time
1	Tony L. Glisson		01/02/2006 17:01:07
2	Tony L. Glisson	Patricia F. Booth	01/02/2006 17:01:37
3	Patricia F. Booth	Tony L. Glisson	01/03/2006 10:21:02
4	Tony L. Glisson	Human Resources	01/03/2006 10:53:33

Version 1-Tony Glisson began the PA, saved it but did not send it. (Red text, arrow points to row 1)

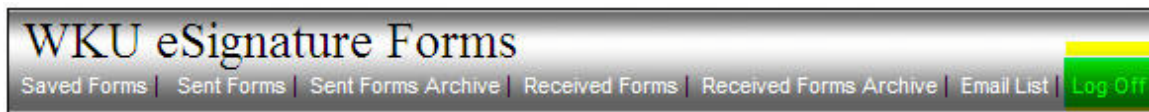
Version 2-Tony Glisson completed and saved the PA and sent it to Patty Booth. (Blue text, arrow points to row 2)

Version 3-Patty Booth reviewed the PA and sent it to Tony Glisson. (Green text, arrow points to row 3)

Version 4-Tony Glisson reviewed the completed Performance Appraisal and emailed it to Human Resources where the final score was updated in Patty Booth's Banner record. (Red text, arrow points to row 4)

Your "Audit Trail/Review Verification" table may have more or less versions than what is shown in the example above. The number of versions depends on how many times the Performance Appraisal is emailed, saved and sent and that, of course, will vary from form to form.

When you are finished working in WKU e-Signature Forms, be sure to return to the Main Menu and click on "Log Off".



After the Performance Appraisal is emailed to Human Resources, the Performance Appraisal process is complete. It is recommended that paper copies of the Performance

Appraisal be maintained at the departmental level; however, **do not** send paper copies to Human Resources.

Questions regarding this document should be directed to Amber Ford at 5-2072.

Revised 11/24/10