CAS/CAES FSAS Evaluation Guide for Administrative Professional and State Classified Staff

Supervisors - See additional instructions starting on slide 13
FSAS Evaluation

- This CAS/CAES FSAS Evaluation guide is for our Administrative Professional (AP) and State Classified (SC) staff and their supervisors.

- State Classified staff and their supervisors will need to continue to complete forms mandated by the SC Performance Management Plan. See more information at CSU HR http://www.hrs.colostate.edu/employee-relations/sc-performance-management.html. Note: For SC employees receiving the highest rating “3”, a “Supervisor Narrative” is requested.

- FSAS/Digital Measures has been adopted by the university and will continue to house data that is particularly relevant to faculty evaluation.

- In the near future, CSU will offer an evaluation module in PeopleAdmin/Talent Management System or “TMS” that our college will use for AP & SC Staff Evaluations. Historic FSAS data for AP & SC staff will be archived.
FSAS Evaluation

- At the bottom of the College web page, click on “FSAS”
FSAS Evaluation

• Click Login

Faculty/Staff Activity System (FSAS)

*FSAS will be utilized for the Calendar Year 2016 annual review cycle. Thus, it is important for faculty to ensure, at a minimum, that their CY 2016 activity data are entered into the system to facilitate the performance review process beginning January 15, 2017.*

Colleagues:

We are excited to announce that CSU is embarking on the next phase of a campus-wide implementation of the Digital Measures Faculty and Staff Activity System (FSAS). This tool has been in use in several colleges and will replace the Faculty Activities System (FAS) and various other electronic and paper systems used across the institution to collect achievements for annual performance reviews. The FSAS tool is used by many other major universities to reduce the burden around the collection, maintenance and reporting of faculty
FSAS Evaluation

- Login to Digital Measures, using your eName and Password
FSAS Evaluation

• Click “Manage Activities”, then click “Performance Evaluation – Administrative Professional/State Classified”
FSAS Evaluation

• Click “+Add New Item”
FSAS Evaluation

- Complete evaluation date span, fields “A”, “B”, “C”, and “D”, click “Save”. The field at the very bottom of this screen is for Supervisor Narrative (not in picture).
FSAS Evaluation

• OPTIONAL: You are welcome to complete other sections available under “Manage Activities” screen if applicable, such as “Teaching/Advising”. Please alert your supervisor if you have input additional information in the system for his/her consideration.

• Alert your supervisor your evaluation report is ready to review and discuss.

• If you want to check your input, see next few slides.

  Other Questions/Problems? Please contact Joanna.Holliday@colostate.edu

Technical Problems? Please contact Ed Peyronnin at aghelp@colostate.edu
FSAS Evaluation

• To review your input, click on “Run Reports”, scroll menu, click “Performance Evaluation AP/SC”
• If you filled out *any optional fields*, click on “CAS – Faculty Annual Accomplishments” reports. Also, alert your supervisor you have provided additional information under this report.
FSAS Evaluation

- Select applicable evaluation date span, click “run report”, review.

<table>
<thead>
<tr>
<th>Run Reports</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Report</strong></td>
<td>Performance Evaluation AP/SC</td>
</tr>
<tr>
<td><strong>Download report’s template</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2. Date Range</strong></td>
<td>Start Date: Apr 01 2016, End Date: Mar 31 2017</td>
</tr>
<tr>
<td><strong>3. Whom to Include</strong></td>
<td>Users Selected by: All, Change Selection, Include These Accounts: Enabled Only</td>
</tr>
<tr>
<td><strong>4. File Format</strong></td>
<td>File Format: Microsoft Word (.doc), Changes made to the Microsoft Word document will not be reflected in the system. Page Size: Letter</td>
</tr>
</tbody>
</table>
FSAS Evaluation - Supervisor

- Click on “Manage Data”, click on your employee(s) name(s), then click “Continue”
FSAS Evaluation – Supervisor

- From “Manage Activities”, then click “Performance Evaluation – Administrative Professional/State Classified”
FSAS Evaluation - Supervisor

- Select current evaluation date span

You are currently managing data for Joanna Holliday.
FSAS Evaluation - Supervisor

• Review content, add as needed, then complete “Narrative Statement by Supervisor” field

**NOTE:** For *State Classified Employees* receiving the highest level rating, please address how the performance merits this score. Your supervisor statement will be printed for the College Reviewer/Dean’s consideration.
FSAS Evaluation - Supervisor

• Only complete this section if improvement is needed:

A. Job Knowledge/Potential

- **Command of Job**
  - [ ] Displays innovation—accepts problems as challenges to be overcome
  - [ ] Exhibits sufficient skills and knowledge to perform all parts of the job effectively and efficiently
  - [ ] Provides technical assistance to others and is consulted on technical matters
  - [ ] Pursues professional development—takes initiative to improve work skills, learn new technology or improve communication skills
  - [ ] Understands responsibilities

- **Planning, Scheduling and Implementation**
  - [ ] Develops applicable plans/methods
  - [ ] Establishes feasible schedules and coordinates with others, when required
  - [ ] Implements and follows through on plans and schedules
  - [ ] Plans within realities of resource availability and effectively and economically utilizes personnel and other resources

B. Communication/Verbal and Written

- [ ] Uses appropriate language and terminology
- [ ] Communicates in a manner that is understood, courteous and effective
- [ ] Demonstrates effective listening skills
- [ ] Seeks and considers ideas from others for planning and problem resolution
- [ ] Keeps supervisor, co-workers, and internal units informed
- [ ] Is considerate of communication styles of others
- [ ] Prepares written communications/documents that are complete, clear, and understandable

C. Interpersonal Relations

- [ ] Maintains productive working relations, support, and respect for others
- [ ] Is approachable and responsive; considers input from others
- [ ] Supports and appreciates the diversity of co-workers, students, faculty, clientele, and visitors
- [ ] Shares information, credit and opportunities

D. Customer Service

- [ ] Considers and recommends alternatives to customers when needed
- [ ] Follows up with customers to ensure satisfaction
- [ ] Helps identify customer needs through courteous questioning and demonstrates sincere desire to be
FSAS Evaluation – Supervisor

- To review your employees report(s), click on “Run Reports”, scroll menu, click “Performance Evaluation AP/SC”
FSAS Evaluation

- Select applicable evaluation date span from the menu.
Under “Whom to Include” at Individual View

- Check box(s) next to employee name(s)
- Click “Save”, close, then
- Choose file format, then
- Click “Run Report”
FSAS Evaluation - Supervisor

• Open the report, then review with your employee.
• You also are welcome to print the form and sign with your employee, and route a copy to ABC HR, attn: Personnel Records, 1101 Campus Delivery. Otherwise, these records are maintained electronically.

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