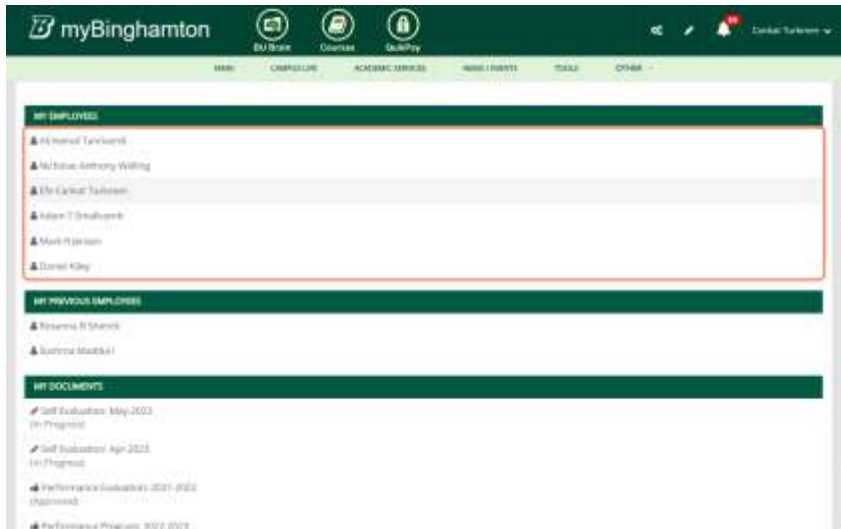


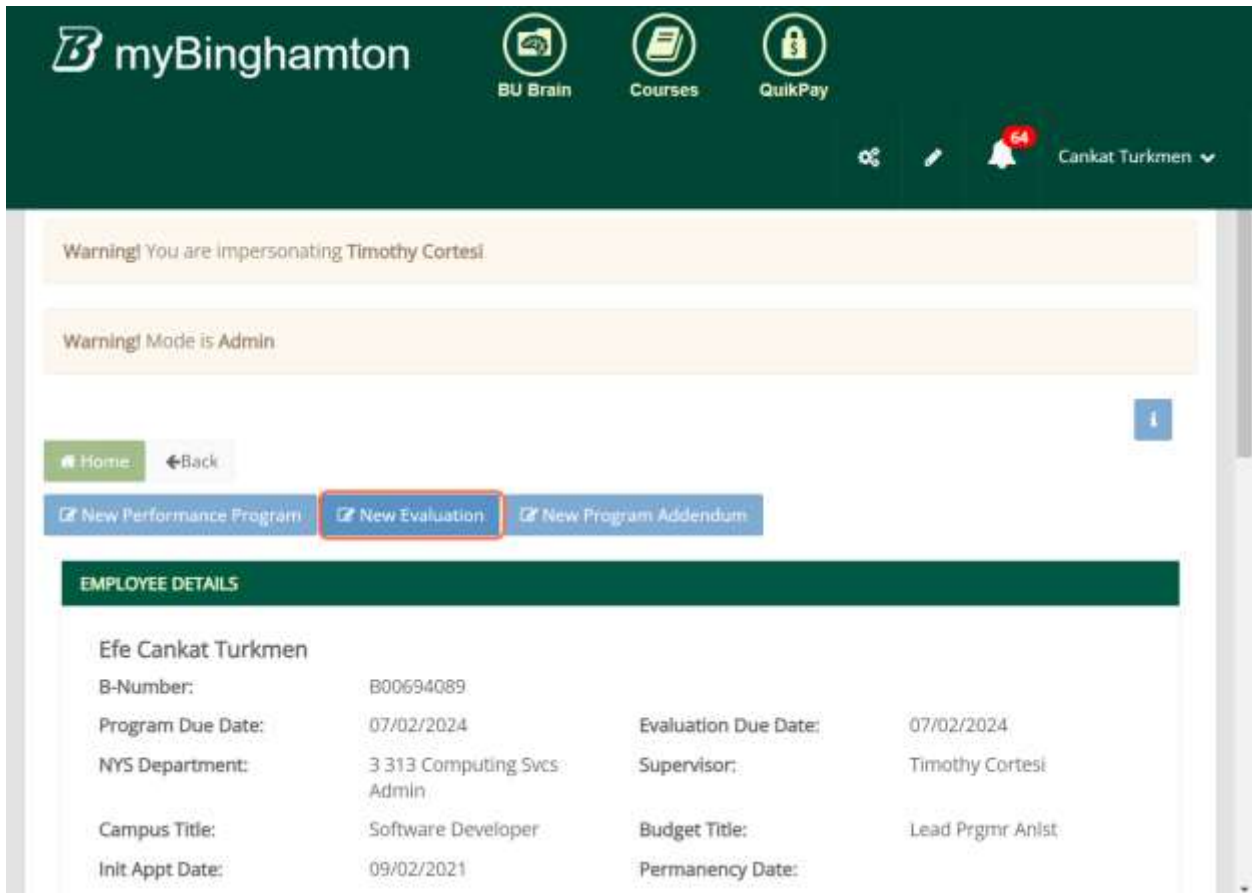
Performance Evaluation

Step 1

Choose an employee, and click the name



Press “New Evaluation” to create a new document



- **Select Month**

The screenshot shows a 'Create Form' dialog box with a close button (X) in the top right corner. The text inside reads: 'Are you sure you want to continue? You are about to create a New Program Evaluation for Efe Cankat Turkmen for the period starting on'. Below this, there are two dropdown menus: 'Month' and 'Year'. The 'Month' dropdown is highlighted with a red box and shows 'August' selected. The 'Year' dropdown shows '2022' selected. Below the dropdowns, there is a question: 'Do you wish to copy the previous version of this document?' with a 'No' radio button selected and a 'Yes' radio button. At the bottom, there are two buttons: 'OK' (blue) and 'Cancel' (red).

-**Select Year**

The screenshot shows the same 'Create Form' dialog box. In this view, the 'Year' dropdown menu is highlighted with a red box and shows '2021' selected. The 'Month' dropdown still shows 'August' selected. The 'Do you wish to copy the previous version of this document?' question remains with the 'No' radio button selected. The 'OK' and 'Cancel' buttons are at the bottom.

- **If you want to copy data from the previous evaluation switch to “YES” otherwise leave it as it is, and press “OK”**

- *After this action, the status of the document will be “In Progress”.*

The screenshot shows the 'Create Form' dialog box with the 'Month' dropdown set to 'August' and the 'Year' dropdown set to '2021'. The 'Do you wish to copy the previous version of this document?' question has the 'Yes' radio button selected. The 'OK' button at the bottom is highlighted with a red box.

Step 2

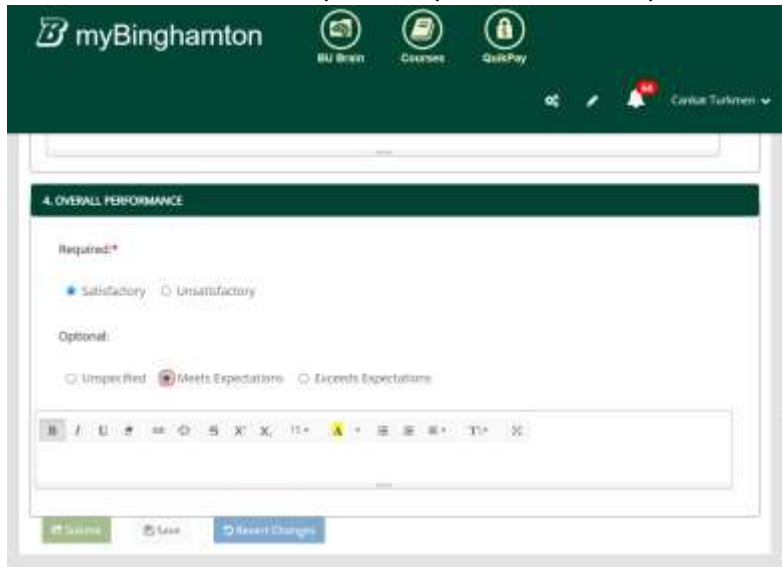
Fill the sections

The screenshot shows the 'myBinghamton' web interface. At the top, there are navigation icons for 'BU Email', 'Courses', and 'QuickPay'. Below these, the user's name 'Cankat Turkmen' is visible. The main content area contains instructions and a section titled '1. PERFORMANCE OF DUTIES AND RESPONSIBILITIES'. This section includes a text editor with a red border and a list of criteria: 'Effectiveness in Performance', 'Mastery of Specialization', and 'Professional Ability'. A green 'Success' notification box at the bottom right of the form reads 'Successfully Processed'.

- Besides other documents, in the evaluation type documents, there is an “Overall performance” section. If the supervisor selects the “Unsatisfactory” option, the supervisor should consult with HR.

This screenshot shows the '4. OVERALL PERFORMANCE' section of the form. It features a 'Regard?' label and two radio button options: 'Satisfactory' and 'Unsatisfactory'. The 'Unsatisfactory' option is selected. A white 'Attention' dialog box is overlaid on the form, containing the text: 'You must consult with Human Resources when selecting an unsatisfactory evaluation prior to submitting.' The dialog has 'Cancel' and 'Continue' buttons. At the bottom of the form, there are 'Save' and 'Submit' buttons.

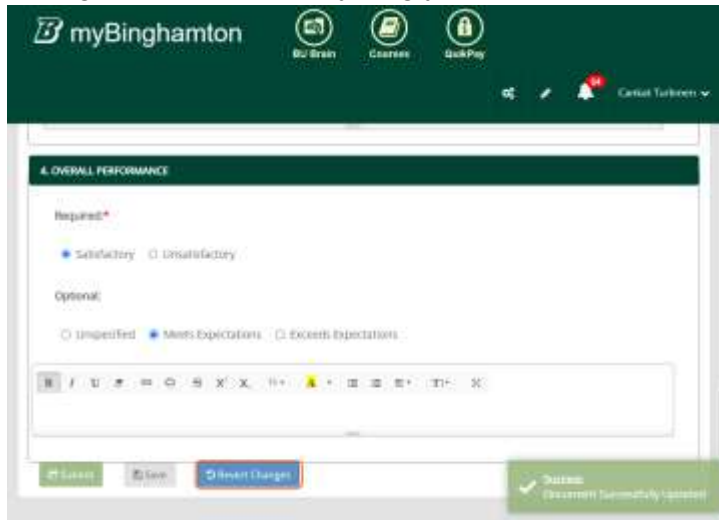
Otherwise, the second optional option will show up



The screenshot shows the 'myBinghamton' interface with a dark green header. The main content area is titled '4. OVERALL PERFORMANCE'. Under the 'Required*' section, 'Satisfactory' is selected. Under the 'Optional' section, 'Meets Expectations' is selected. At the bottom, there are buttons for 'Submit', 'Save', and 'Revert Changes'.

(Optional)

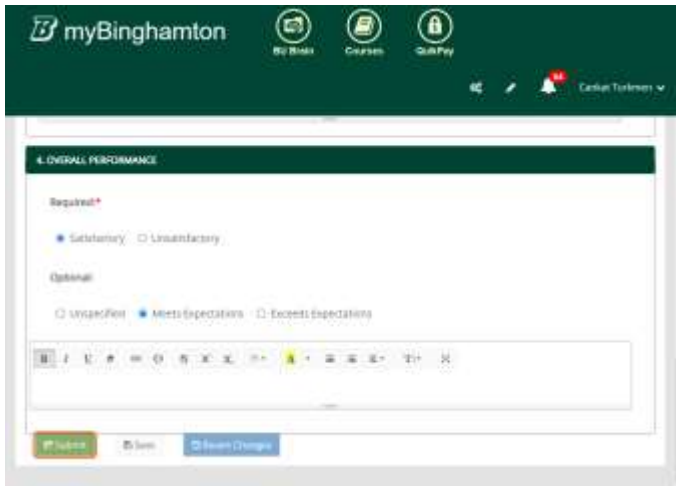
If you want to undo everything you have done in the session, you can press “Revert Changes” to remove everything you have done.



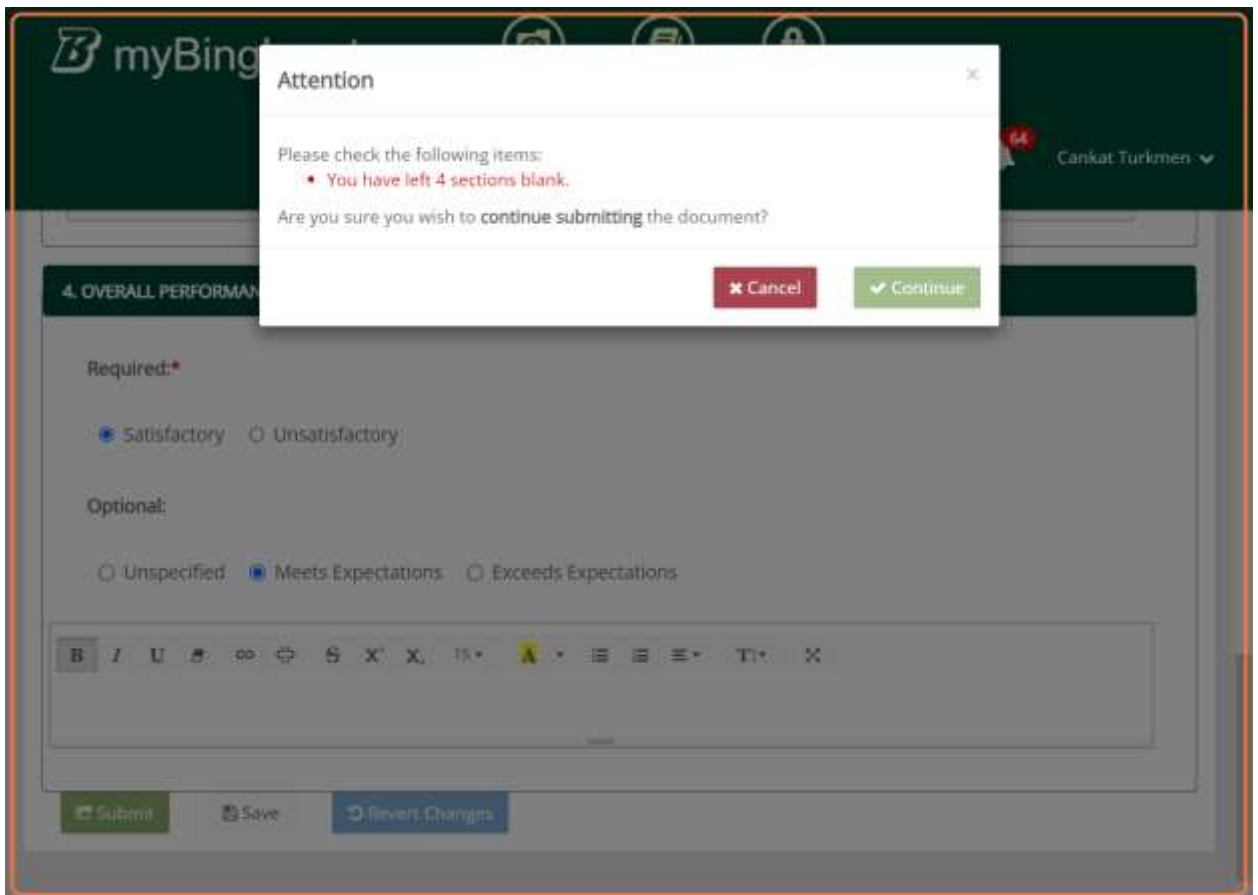
This screenshot is identical to the one above, but the 'Revert Changes' button at the bottom is highlighted with a red box. Additionally, a green notification box in the bottom right corner reads 'Success: Document Successfully Updated'.

Step 3

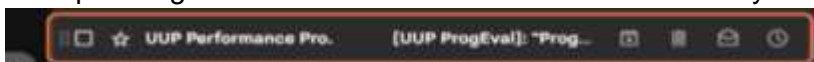
Otherwise, press “Submit” to send this document to the employee.

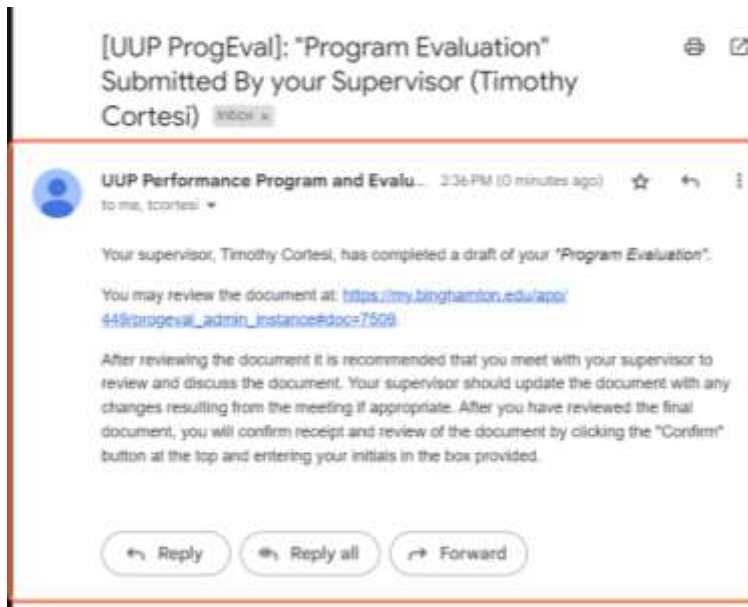


If you forget or don't fill in any section, the app will warn you about it, but you will still be able to submit the document.



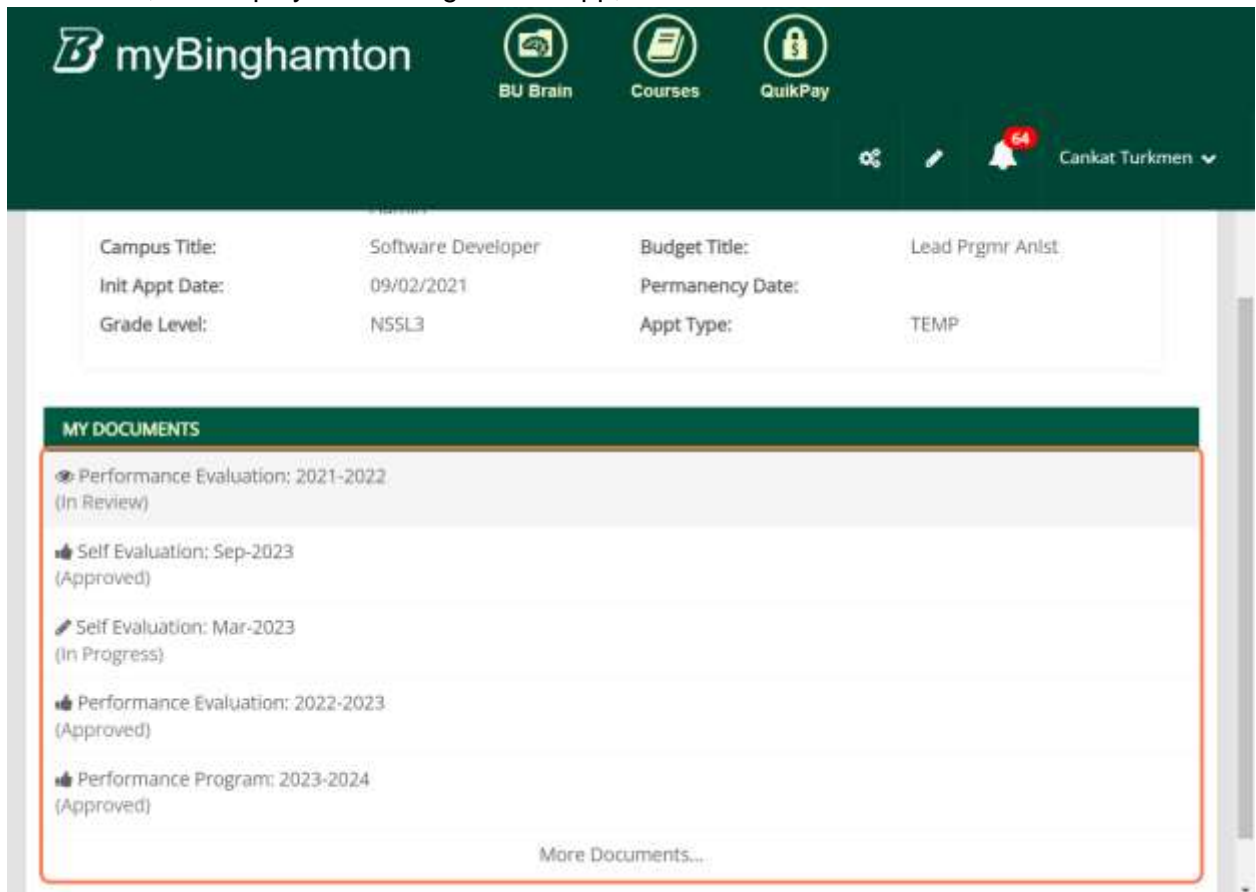
After pressing "Continue" e-mails will be sent automatically.





Step 4

Afterwards, the employee should go to the app, and choose the document.



After, reviewing it with the supervisor, if the employee agrees with the document, should press "Confirm"

3. SUMMARY STATEMENT FROM SECONDARY SOURCES

4. OVERALL PERFORMANCE

5. SATISFACTION

Satisfactory

6. EXPECTATION

Meets Expectations

Confirm

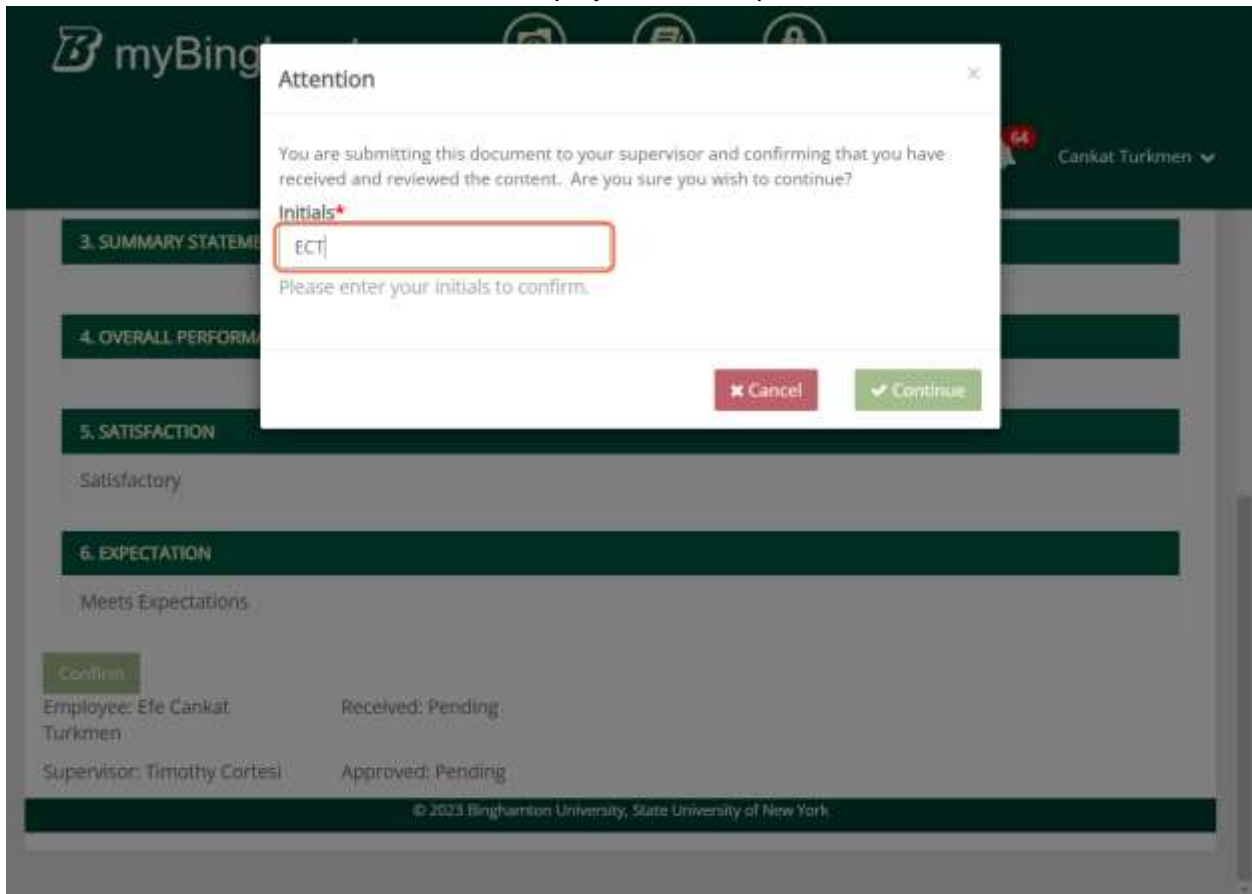
Employee: Efe Cankat
Turkmen

Received: Pending

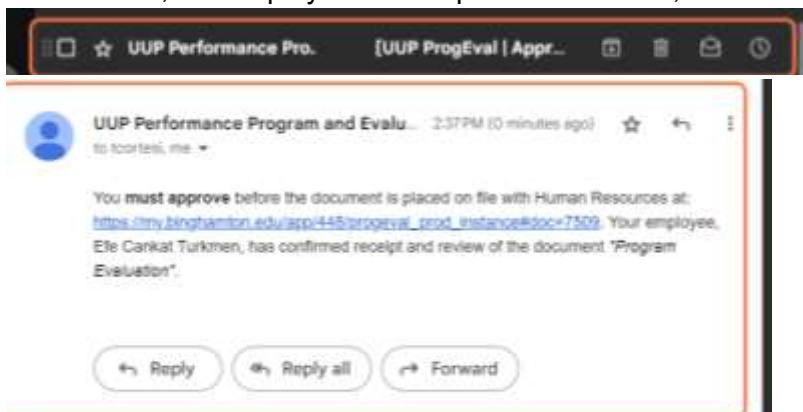
Supervisor: Timothy Cortesi

Approved: Pending

Pressing “Confirm” will pop up a window to warn the employee that before confirming the document should be reviewed with the employee & the supervisor.

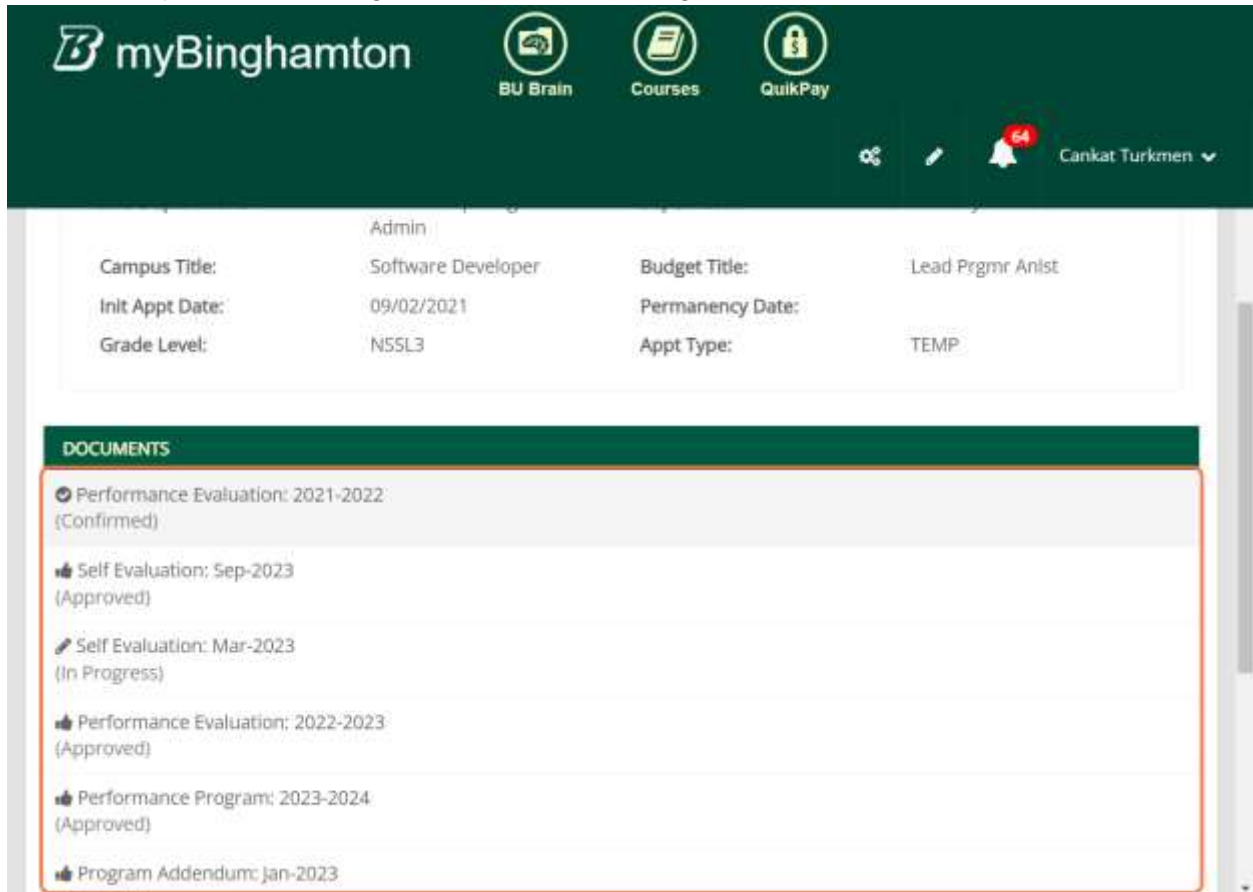


The confirm, the employee should press “Continue”, and then e-mails will be sent automatically.



Step 5

Then the supervisor should go over the document again.



The screenshot displays the myBinghamton HR system interface. The top navigation bar is dark green with the myBinghamton logo and icons for BU Brain, Courses, and QuikPay. The user's name, Cankat Turkmen, is visible in the top right corner. Below the navigation bar, the employee's details are shown in a grid format:

Campus Title:	Admin	Budget Title:	Lead Prgmr Anlst
Init Appt Date:	Software Developer	Permanency Date:	
Grade Level:	09/02/2021	Appt Type:	TEMP
	N55L3		

Below the employee details, there is a section titled "DOCUMENTS" with a list of documents:

- Performance Evaluation: 2021-2022 (Confirmed)
- Self Evaluation: Sep-2023 (Approved)
- Self Evaluation: Mar-2023 (In Progress)
- Performance Evaluation: 2022-2023 (Approved)
- Performance Program: 2023-2024 (Approved)
- Program Addendum: Jan-2023

And sign the document.

The screenshot shows the myBinghamton portal interface. At the top, there are navigation icons for BU Brain, Courses, and QuikPay. The user's name, Cankat Turkmen, is displayed in the top right corner. The main content area displays a performance evaluation summary with the following sections:

- 3. SUMMARY STATEMENT FROM SECONDARY SOURCES**
- 4. OVERALL PERFORMANCE**
- 5. SATISFACTION**
Satisfactory
- 6. EXPECTATION**
Meets Expectations

Below the summary, there is a "Sign" button highlighted with a red box. The employee information is as follows:

- Employee: Efe Cankat Turkmen
- Received: 09/28/2023
- Supervisor: Timothy Cortesi
- Approved: Pending

At the bottom, there is a copyright notice: © 2023 Binghamton University, State University of New York.

This action also will send automatic e-mails.

The screenshot shows an email notification from the UUP Performance Program. The subject line is "[UUP ProgEval]: 'Program Evaluation' Signed By your Supervisor (Timothy Cortesi)". The email content states:

Your supervisor, Timothy Cortesi, has completed and submitted your "Program Evaluation" to HR. You may view the document at: https://my.binghamton.edu/app/449/progeval_admin_instance#doc=7509

At the bottom of the email, there are three buttons: Reply, Reply all, and Forward.