

Accessing Performance Appraisals

1. Navigate to <http://spa.ucsd.edu> in your favorite web browser.
2. Login with your AD username and password.
3. Once authenticated, the Performance Appraisal home page appears.
4. Access an employee's appraisal by clicking the PROCESS link next to the appraisal year.

| Employees Supervised | |
|------------------------|--|
| Name | SPAs |
| LondonHalpert Jim | <ul style="list-style-type: none"> 2018/19 PROCESS 2019/20 PROCESS  |
| LondonFleenderson Toby | <ul style="list-style-type: none"> 2018/19 PROCESS |

Performance Appraisal Layout

Supervisor Next Actions – The Supervisor Next Actions section provides information regarding the next step until you have completed the process.

Supervisor Next Actions

Move to HR REVIEW

Move to Home department HR Review

Employee – The Employee section provides information regarding the employee, including the time supervised.

| | | | |
|-----------------------------|---------------------------------|------------------------------|--|
| EMPLOYEE: LondonBeesly, Pam | | 2018/19 7/1/2018 - 6/30/2019 | |
| Employee # 1204 | Supervisor LondonScott, Michael | Department QA | |
| Title BLANKAST 3 | Supervisor Title supervisor | Unit Weights and Measures | |

Appraisal Status - During the appraisal process, the form's status will change depending upon where the supervisor and employee are in the process. Click the Status Help link to view information regarding each status.

Appraisal Status: SUP DRAFT  [Status Help](#)

SUP DRAFT
HR REVIEW
COMPLETE

Note: The current status of the appraisal will always be *highlighted* in the Appraisal Status section of the form. In the Supervisor Next Actions area at the top of the form - supervisors will see a button indicating their next required action.

Appraisal Process

Once your department's HR Contact releases appraisal forms, you can begin drafting the appraisal. Employees also have access to the form and can write their self appraisal comments, but cannot see the supervisor's entries in the form. Supervisors should alert their employees when the appraisal form is available.

Supervisor Draft

1. Employee's full job card information is available to view
2. Sections I, II, and III are required to be completed. Rating definitions change based on the function you are rating.
3. Click the blue edit icon to open a section. 
4. Once all sections are completed, click the **Move to HR Review** button to move the appraisal to the next status. In HR review, neither the Supervisor nor the Employee may make edits to the form. Once HR Review is complete, the HR Contact moves the form to **Post Review** status.

Note: If you need to make a change to the ratings and/or comments after submitting the performance appraisal to HR Review, you can request to have it moved back to **Supervisor Draft** status by emailing your HR Contact.

Post Review & Discussion

1. Supervisors receive an email notification when the appraisal is in **Post Review** status. This provides the supervisor with a final opportunity to verify the information before moving the appraisal to **Discussion** status.
2. The employee receives an email notification when the appraisal is moved to **Discussion** status. **Discussion** status reveals the supervisor's ratings and comments to the employee for the first time in this process.

Note: When the discussion is complete and the employee's comments have been finalized, move the performance appraisal to the **Prep For Signature** status.

Signing & Completion

1. While in the **Prep for Signatures** status, your HR contact will prepare the performance appraisal for electronic signatures.
2. The HR contact will move the performance appraisal to the **Signing** status. This will notify designated signers.
3. Once all signatures have been acquired, the performance appraisal changes to the **Complete** status.