

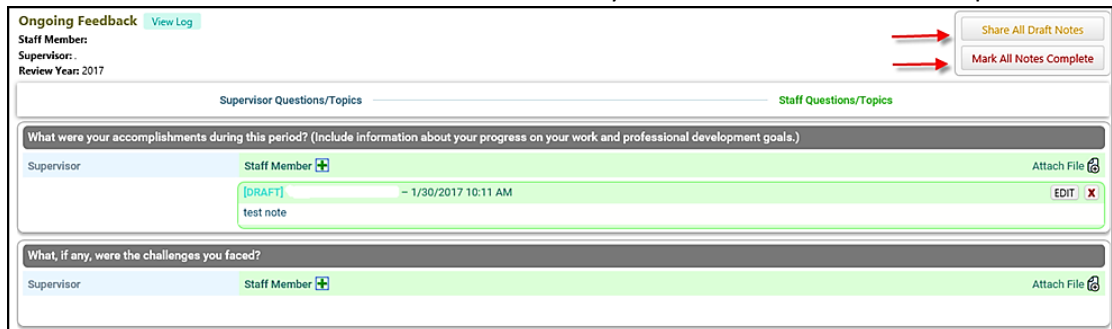
Ongoing Feedback Module (Instructions for Staff) Online Performance Appraisal System

Ongoing feedback and dialogue between you and your supervisor throughout the year is important and enhances your productivity, professional development and engagement. You should keep your supervisor abreast of your progress throughout the year especially before your one-on-one meetings with your supervisor. You can use the ongoing feedback module in the Online Performance Appraisal System to update your supervisor on your work and professional development accomplishments, work challenges, and resources/support needs. This module is easy to use by following the instructions below.

- Sign into the Online Performance Appraisal System using your Pennkey and password at <https://portal.hr.upenn.edu/>
 - Go to the My Ongoing Feedback Section and click on View/Edit Feedback



- Answer questions by clicking on **Staff Member** , then click Save and Close
- You can answer each question individually as outlined above or attach a custom document (Word document prepared and stored on your computer), by clicking on **Attach File**
- Click on **EDIT** to modify the feedback you entered, as needed
- Click on **X** to permanently delete a note that you have not shared with your supervisor
- To share your feedback with your supervisor in draft form click **Share All Draft Notes** at the top of the page.
- To share your feedback with your supervisor as completed click **Mark All Notes Complete** at the top of the page. No further edits can be made to the notes once you select Mark All Notes Complete.



- Feedback from your supervisor will appear in the blue shaded Supervisor section of the Ongoing Feedback module.
- Questions? Call your school or center Human Resources professional or Human Resources Staff and Labor Relations at 215-898-6093.