

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

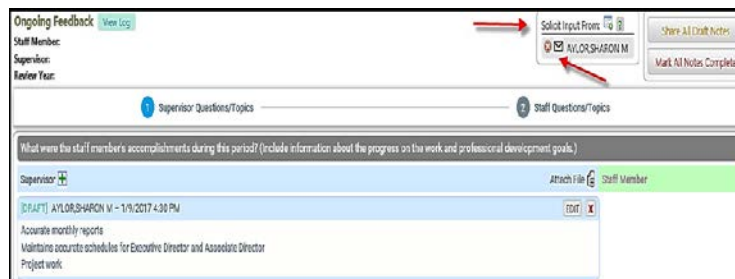
Ongoing feedback and dialogue between you and your staff throughout the year is important in enhancing staff productivity, professional development and engagement. You can use the ongoing feedback module in the Online Performance Appraisal System to document the feedback you give your staff on their work and professional development accomplishments, work challenges, and areas for further development. 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 Staff: Annual and Mid-Year Appraisals | Ongoing Feedback section and click on Details (under the Action column) by the staff member's name



- Go to Staff Member's Ongoing Feedback and click on View/Edit Feedback
- Answer questions by clicking on **Supervisor** , then click Save and Close
- Click on Edit to modify the feedback you entered, as needed
- Click on to permanently delete a note that you have not shared with your staff
- 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**
- If you want to solicit feedback about the staff member's performance from others in the Penn community, you should click on Solicit Input From and identify the person you want to give feedback on the staff member's performance. Once the person's name has been loaded click on the icon.

You can solicit feedback from persons in the Penn community outside of the staff member's supervisory chain of command. You will be able to modify the feedback from the other person before incorporating it into your feedback to the staff member. You can also delete the feedback from the other person if you decide not to use it. The staff member will not be alerted by the system when you solicit feedback from others in the Penn community. All of the feedback you incorporate from others will be shared with the staff member under your name only.



- To share your feedback with the staff member in draft form select [Share All Draft Notes](#)
- To share your feedback with the staff as completed (no further edits possible), select [Mark All Notes Complete](#)
- Your staff can use the system to share their feedback on their work and professional development accomplishments, work challenges, and resources/support needs. This feedback will appear in the green shaded Staff Member section. The staff member can also upload a custom document in lieu of answering the questions individually. You will be able to view the document in the system.
- Questions? Call your school or center Human Resources professional or Human Resources Staff and Labor Relations at 215-898-6093.