ACCESS THE ONLINE STAFF EVALUATION SYSTEM (ABBREVIATED)

Log on to the OnePurdue (SAP) portal with your Career Account information.
https://erp-portal-prd.itap.purdue.edu/
Click Employee Self-Service (for your evaluation) or Manager Self-Service (for your direct report’s evaluation). Click Performance Management tab.

Under the Appraisal Document Name, click on the appropriate evaluation form.
Note: If the form does not open, ensure your popup blocker is turned off.

THE GOALS AND UPDATES EVALUATION PHASE

Work with your supervisor to enter performance goals as appropriate. Use the Note Progress boxes to summarize key accomplishments.

Work with your supervisor to document potential professional development activities in 2.1, and accomplishments in 2.2. The bottom two questions allow you to indicate your professional development hours and training investment during the appraisal period.
The Notes tab provides you and your supervisor with the ability to record any notes throughout the appraisal period which were not captured elsewhere. For example: special projects, committees, challenges, awards, acknowledgements, and other comments.

Summarize your annual performance by entering major accomplishments and performance barriers (if applicable) into the Summary Comments tab.

After completing the above actions, click the Initiate Evaluation button followed by the Continue button. After doing this, your information will be frozen in the system, and your supervisor will receive an email that you are ready to be evaluated.