



WORKforUM Faculty Evaluations User Guide for Deans

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What is WORKforUM?

WORKforUM is the University's evaluation review software used by Faculty, Chairs, Directors, and Deans.

Purpose

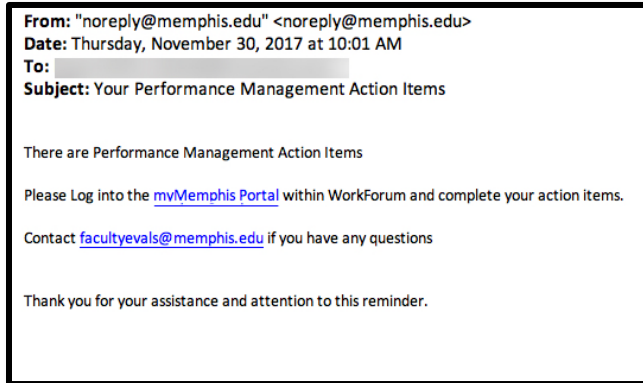
This training material highlights how to manage and use the WORKforUM review faculty evaluation software.

Audience

This training material is designed for University Deans who use WORKforUM to review faculty, Chairs/Directors, and themselves.

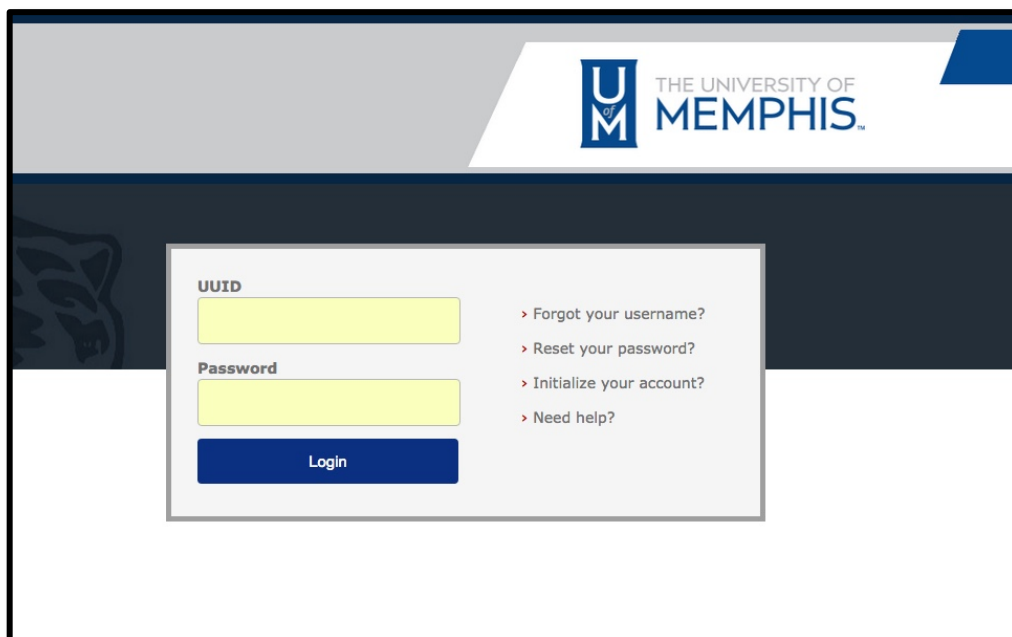
Section 1 - Faculty Evaluations

1. Annually, you will receive an email from the system when evaluations are available. This is the first step to completing faculty evaluations.

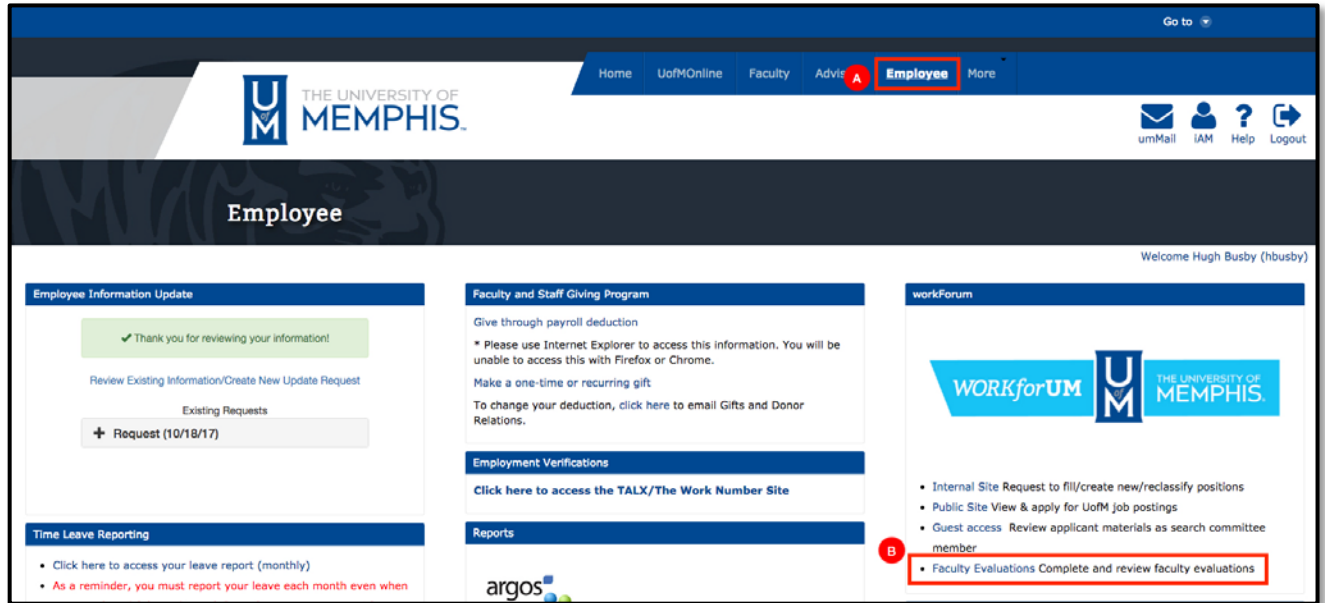


2. Log into the myMemphis Portal. Remember, use your University of Memphis Universal User Identification (UUID) and password.

Note: The myMemphis Portal has a time-out of one hour. After one hour of inactivity, the myMemphis Portal will log you out. This is a security feature.



3. A) Click **Employee Page** and go to the **WORKforUM** portlet. B) Click **Faculty Evaluations** to access the evaluations.

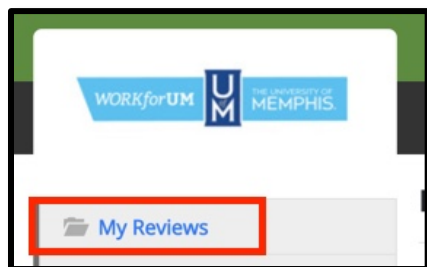


4. If you are logging in from the link on the email and not logging in from within myMemphis, you will need to enter your UUID and credentials.

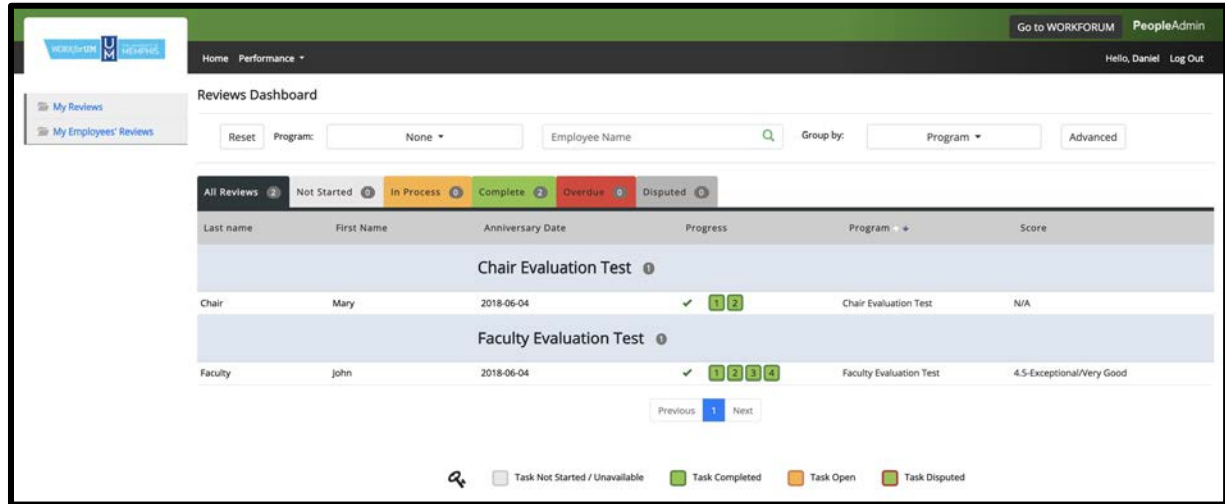
The login form includes the following elements:

- UUID input field with the example 'j.smith'
- Password input field
- Login button
- Links: 'Forgot your username?', 'Reset your password?', 'Initialize your account?', and 'Need help?'
- Footer text: 'By using this service, you acknowledge that you have read and agree to the terms and conditions of the Acceptable Use of Information Technology Resources Policy (UM1535)'

5. Once in the Internal Workforum site, click **My Reviews**.



6. Select the person you would like to evaluate from the list and click the Dean Approval link.



The screenshot shows the 'Reviews Dashboard' in PeopleAdmin. At the top, there are navigation links for 'Go to WORKFORUM' and 'PeopleAdmin', and a user greeting 'Hello, Daniel Log Out'. Below the navigation is a search bar with 'Employee Name' and a 'Group by: Program' dropdown. A filter bar shows 'All Reviews' (2), 'Not Started' (1), 'In Process' (3), 'Complete' (2), 'Overdue' (1), and 'Disputed' (1). The main table lists reviews with columns for Last name, First Name, Anniversary Date, Progress, Program, and Score.

Last name	First Name	Anniversary Date	Progress	Program	Score
Chair Evaluation Test					
Chair	Mary	2018-06-04	✓ 1 2	Chair Evaluation Test	N/A
Faculty Evaluation Test					
Faculty	John	2018-06-04	✓ 1 2 3 4	Faculty Evaluation Test	4.5-Exceptional/Very Good

At the bottom, there are navigation buttons for 'Previous' and 'Next', and a legend for task statuses: Task Not Started / Unavailable, Task Completed, Task Open, and Task Disputed.

7. You will be taken to review for **Acknowledgement**. It is located at the bottom of review. After you have read the comments and ratings entered by the Chair/Director, you can add comments if you wish and select **Acknowledge**.



The screenshot shows a form for 'Comment' with a text input area and a 'Check spelling' link. At the bottom right, there is a blue 'Acknowledge' button.

Note: The text boxes are expandable. This allows you to see more of your data.



The screenshot shows the 'Comment' form with the text input area expanded. A red box highlights the expandable corner icon in the bottom right corner of the text box.

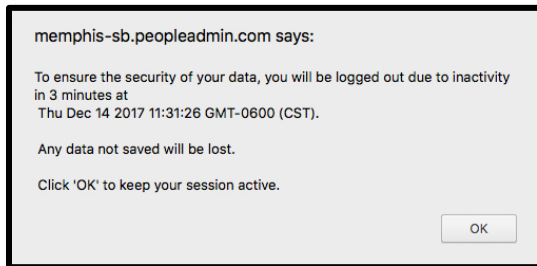
8. Once you have finished filling out all areas of the evaluation, select **Save Draft** if you would like to come back to the evaluation at a later time.



9. Select the Home link to return to the dashboard and evaluate another faculty member

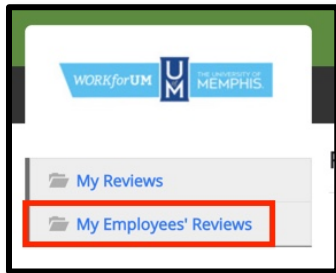


Note: WORKforUM has a time-out of one hour. After one hour of inactivity, the WORKforUM will log you out. This is a security feature. When you are nearing this, you will receive an onscreen message. Click OK to continue your session.

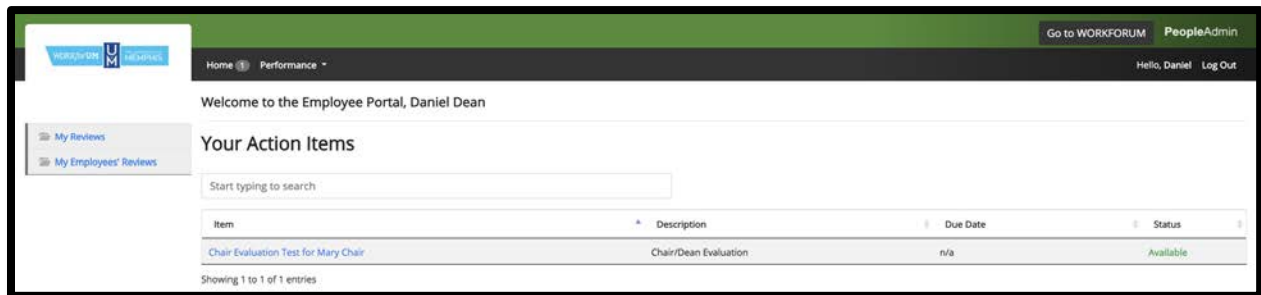


Section 2 - Chair/Director Evaluations

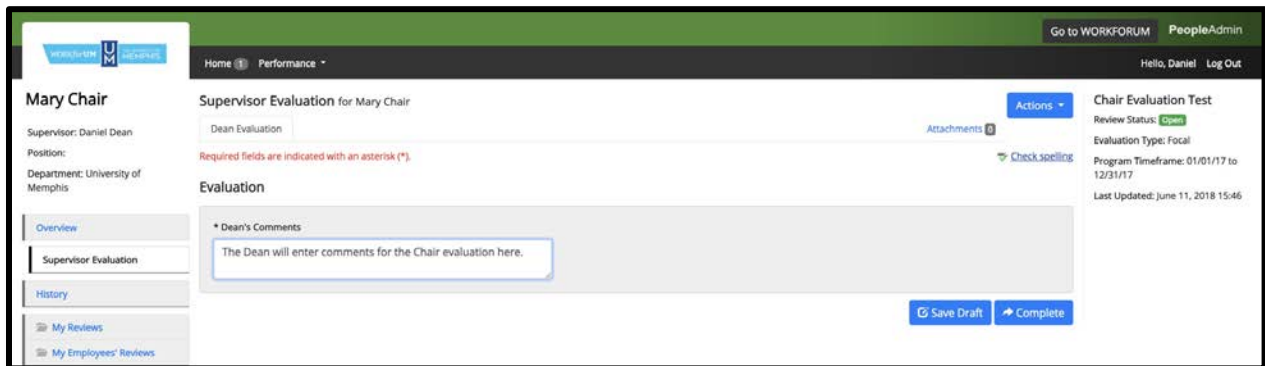
1. You will receive an email when evaluations are available. Click on the link on your email to access the WORKforUM site. Once in the Internal Workforum site, click **My Employees' Reviews**.



2. Select the person you would like to evaluate from the list and click the **Dean Evaluates** link.



3. Enter your comments in the textbox.



Note: The text boxes are expandable. This allows you to see more of your data.



* Dean's Comments

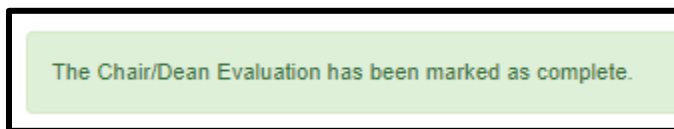
A large, empty text input field with a small icon in the bottom right corner, highlighted by a red square, indicating it is expandable.

4. Once you have completed the evaluation, select **Complete**.

*Note: If you're not ready to complete select **Save Draft**.*



5. When you select **Complete**, you will see the message that the Chair/Dean Evaluation has been marked as complete. The chair/director will then receive an email that they can acknowledge your evaluation.

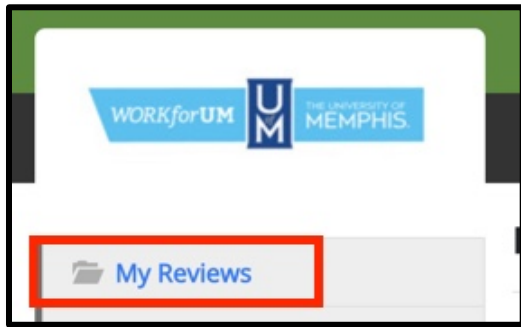


Note: You may need to click on the Home link at the top to see menu of all reviews. Select the Home link to return to the dashboard and evaluate another chair/director.

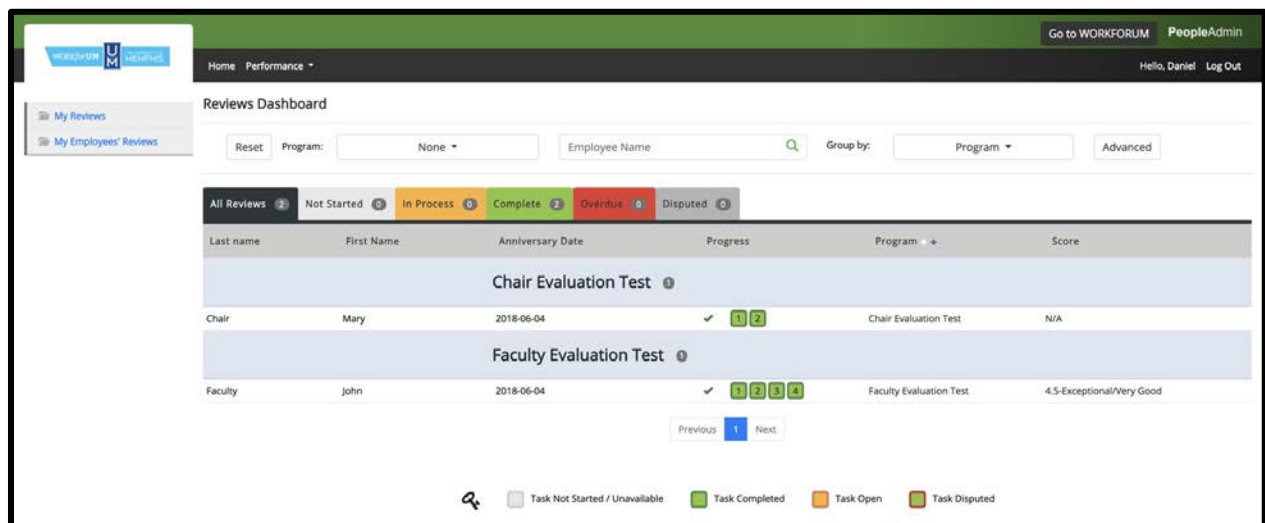


Section 3 - Reports

1. Once in the Internal Workforum site, click **My Reviews**.



2. You will see a screen similar to the one below. This will give you an overview of the completion of evaluations for your reviewers. You can hover over the bars on the graph to get more information.



Steps 1-4 will change color depending on what stage they are in the evaluation process.

