Roger Williams University
Department of Human Resources

2025 EDITION!

The Online Performance Review Module at Roger Williams University & School of Law

Instructions for Employees

Roger Williams University
Department of Human Resources

Performance Review Module Instructions for Employees

When the Performance Review period opens you will receive an email from the Hirezon system informing you that the Self-Evaluation has been sent. There is a link in the email that will take you right to the site.

Below is what the email from the system looks like. By clicking on the CLICKING HERE hyperlink, you will be directed to the review.

Dear [NAME],

The Performance Evaluation process at Roger Williams University has begun for the year. As part of the process, please complete your self-evaluation by **CLICKING HERE**.

- **While completing the evaluation is voluntary, you must log into the Interview Exchange system and acknowledge receipt of the form.**

Please note that the self-evaluation is an opportunity to inform your Supervisor of your accomplishments and trainings throughout the year, and for you to express the career path you would like to explore. This process is your opportunity to partner with your supervisor and ensure you are being recognized for your work and given the tools you need to grow and succeed.

If you have any questions, or would like to discuss writing your self-evaluation, please contact the Compensation team in Human Resources.

The Department of Human Resources

Roger Williams University

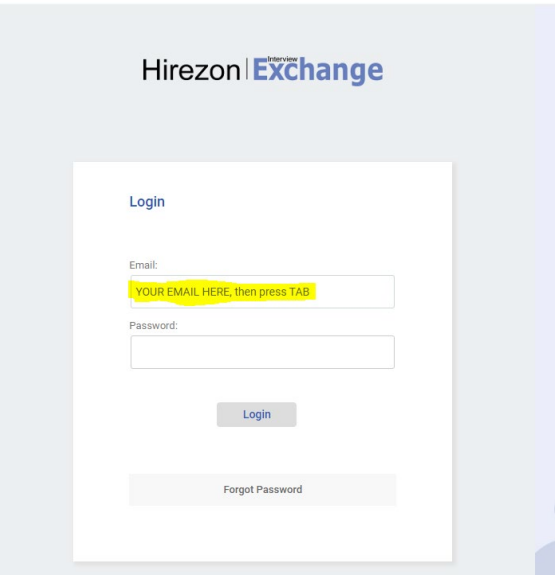
If the link does not work, you may access the Hirezon site at:

- **https://www.interviewexchange.com/login.jsp**

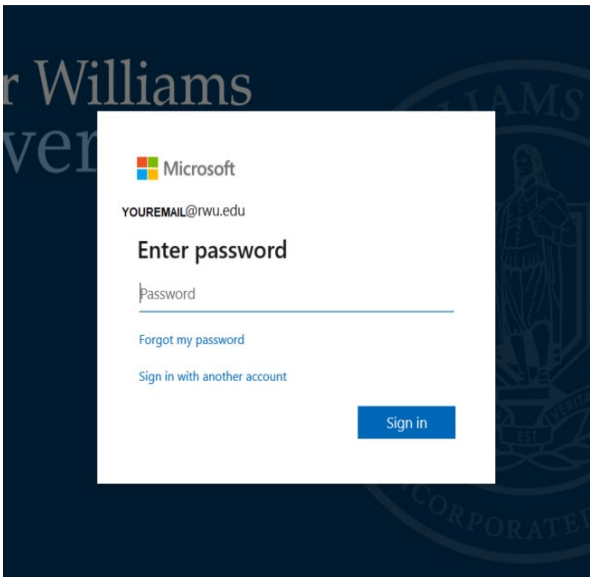
LOGGING IN

1. **On the Hirezon/Interview Exchange login page, enter your email address and then TAB into the password line.**
2. **This will re-direct you to the RWU single sign on page.**
    - **Use the same login as Office365**
        - Not necessarily your network password.
        - Make sure you are logging into your account.
            - ➢ Not the Department's account.
3. **You will get a Duo Push for 2-step verification**

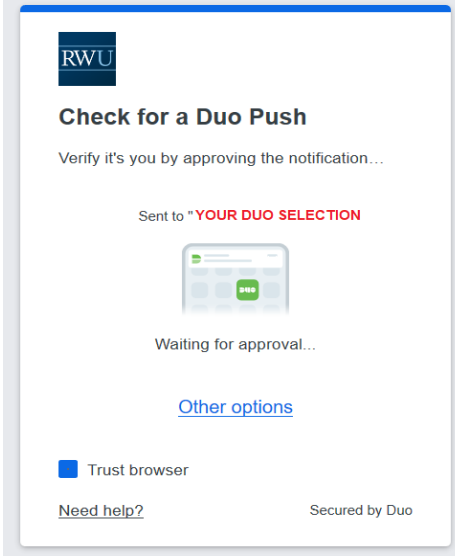
1.



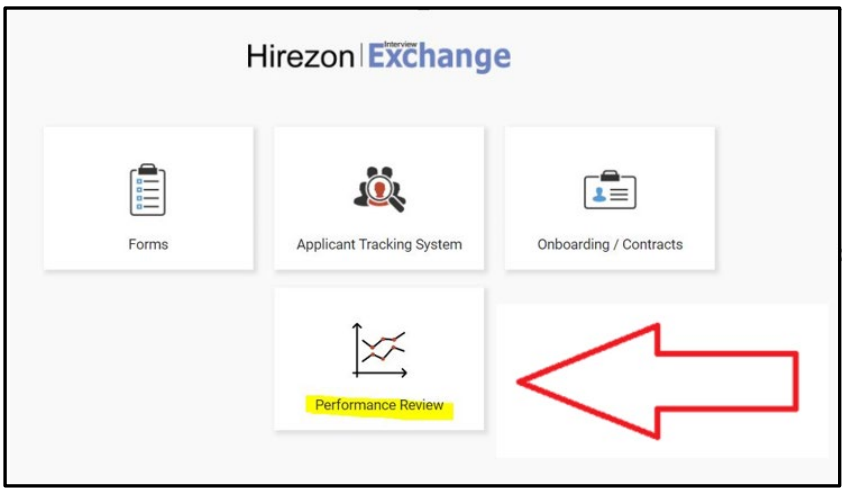
2.



3.



Once you are logged in, if you are not directed to the Performance Review Module, select it:



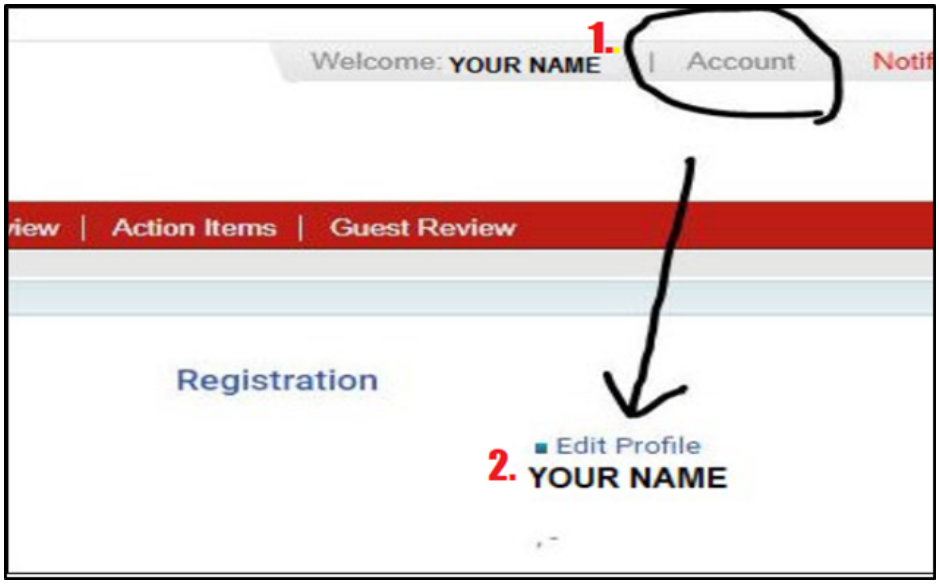
HOW TO CHECK YOUR JOB TITLE & UPDATE

*****Please always use your official job title according to the RWU Directory https://www.rwu.edu/directory *****

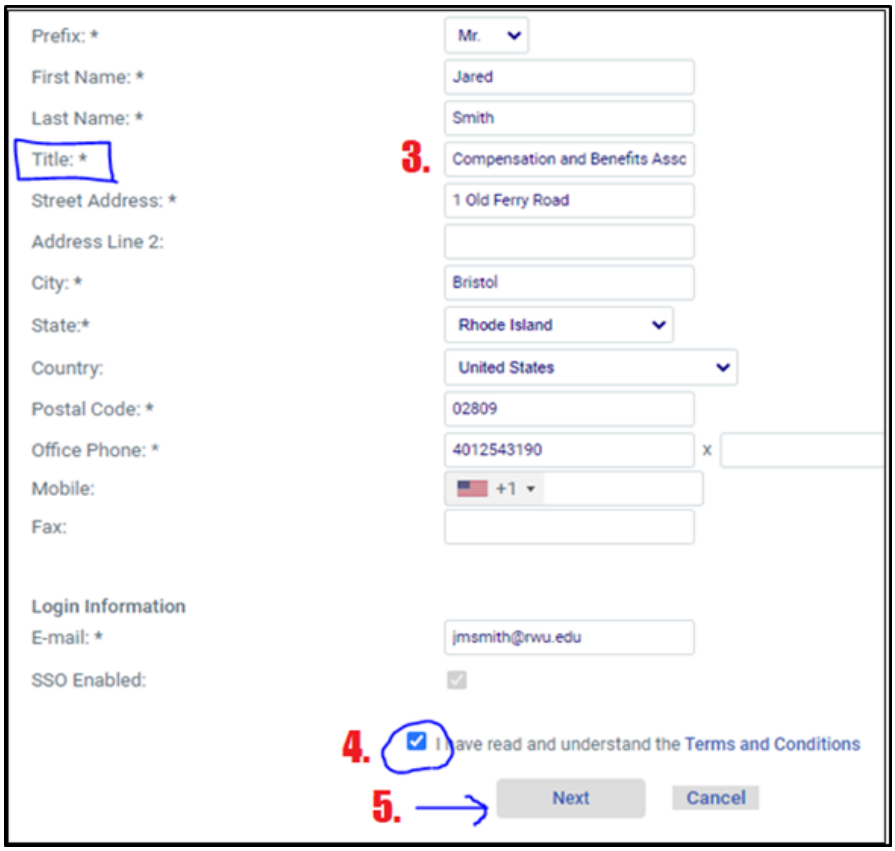
The 5 Easy Steps to Editing your profile in Interview Exchange

In the Performance Review Module:

1. Click on Account.
2. Click on Edit Profile above your Name.

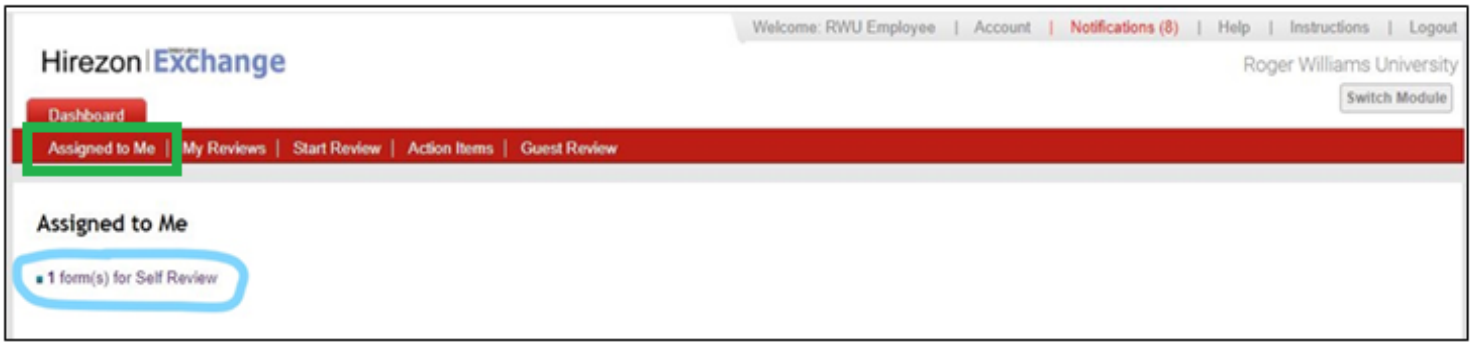


3. Verify and/or update your Job Title, as it appears in the Directory.
4. Check off the Terms & Conditions box.
5. Click on Next.

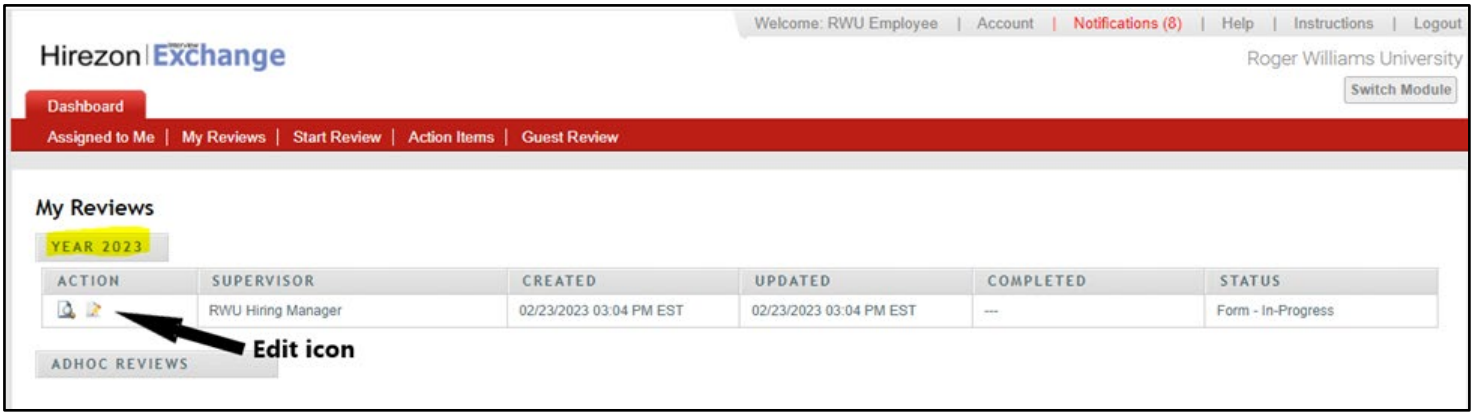


THE PERFORMANCE REVIEW DASHBOARD

The direct link should take you to your **Assigned to Me** tab, where you can click on the **Form**.

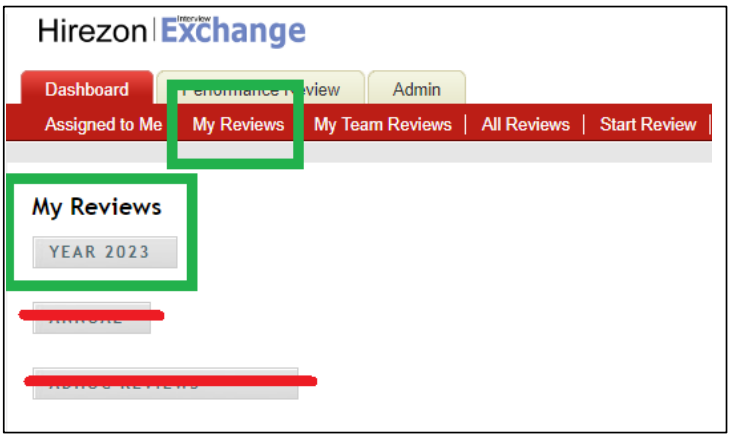


Click on the **Edit** icon to begin.



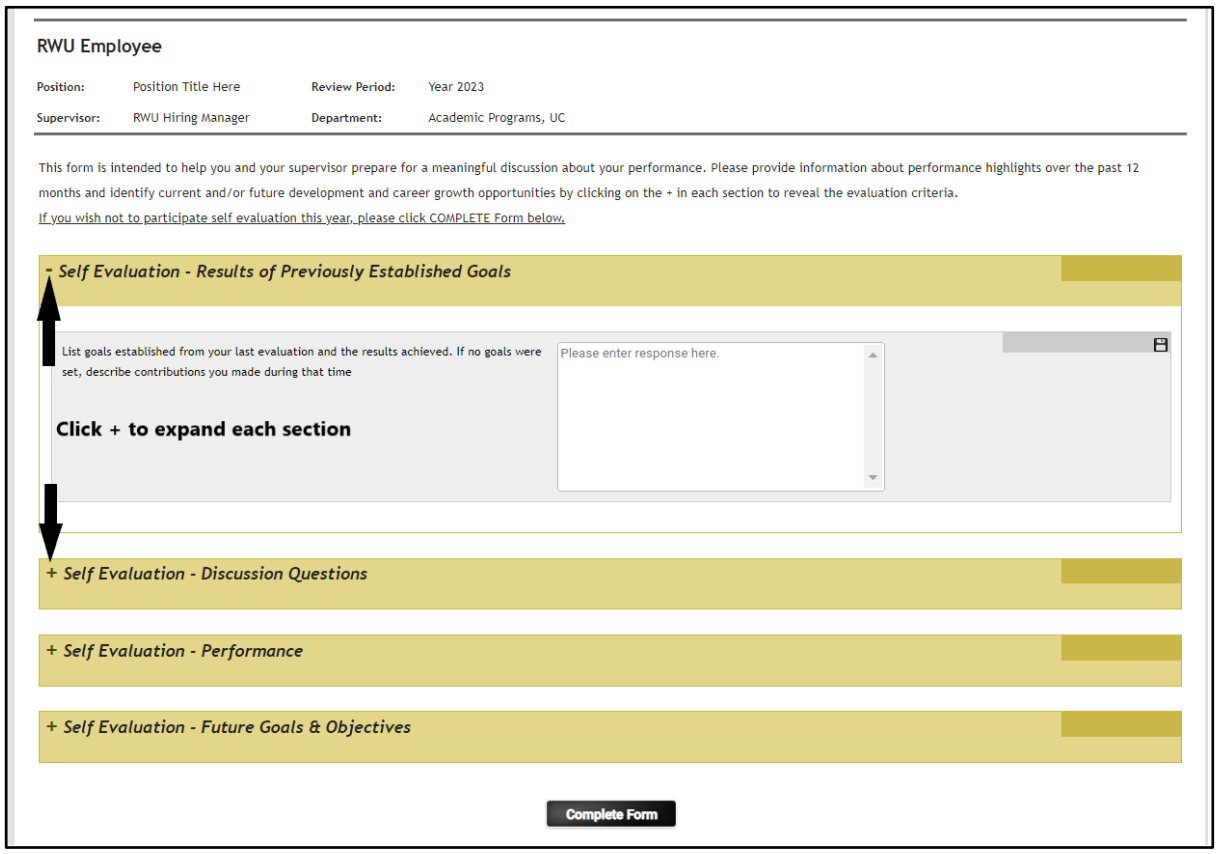
How to see Current and Previous Year Reviews

To see your Reviews at any time, click on the My Reviews tab, and the year you want to see *(left)*. For previous years, click on the icon of the person to see the complete review *(right)*.



THE SELF-EVALUATION

Once in the Self-Evaluation, use the "**+**" sign to expand each section and complete the content. The form will automatically save your responses as you work through it. You are able to complete as much or as little as you like and you can edit the form as many times as you need. This is your opportunity to ensure your supervisor knows all you've done and learned over the course of the year, as well as your future goals.



Once you have completed the Self-Evaluation, click on;

This will send the Self-Evaluation to your supervisor.

An Important Note about the Self-Evaluation

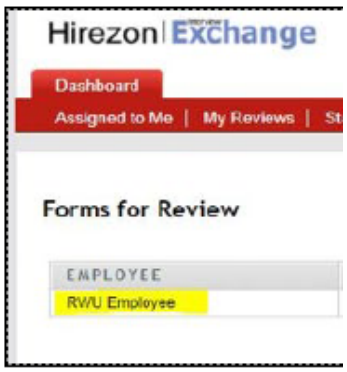
The Self-Evaluation is voluntary. However, everyone must acknowledge the form by clicking Complete Form once you are done. This informs your supervisor the self-evaluation is closed and that the review process can continue.

If you choose not to participate you still need to click that button so your supervisor receives notification that it's completed and they can proceed with the review process.

Once you click on the Complete Form button, the system will automatically send the form to your Supervisor, and you will no longer be able to make edits.

After your Supervisor Completes the Review

You will receive an email indicating the completed review is waiting for you in the system. Follow the link in the email to go back to your dashboard and the "Assigned to Me" tab and click on the Form that shows in there. Then click on your name to open the form.



Roger Williams University

PERFORMANCE PLANNING and EVALUATION — Roger Williams University

Employee:	RWU Employee	Review Period:	Year 2022
Position:	HR & Systems Mgmt	Department:	Human Resources
Supervisor:	RWU Hiring Manager		
Created:	02/22/2023 08:54 AM EST	Completed:	---

Supervisor Review - Behavioral Summary

Question	Response
* Integrity - Gains the trust and confidence of others by interacting in a fair and honest manner.	Outstanding Performance
* Excellence - Produces high-quality work consistently, over time.	Strong Performance
* Respect - Demonstrates flexibility and open mindedness to others while exhibiting courtesy, caring, tact and positive regard.	Meets Expectations
* Initiative - Demonstrates drive, resourcefulness, independent thinking, and accepts responsibility for actions.	Not Meeting Expectations
* Team Work - Works effectively and supportively with others to achieve a common goal.	Outstanding Performance
* Innovation - Develops and applies new and innovative ideas and practices. Takes risks and looks for other right answers rather than sticking to the way it has always been done.	Outstanding Performance

The completed review will show your supervisor's ratings and comments in the "Response" area in each section (green box).

The In-Person Meeting & Finalizing Your Review

After the meeting, if no further action is needed, click on “Acknowledge Receipt” to finalize your portion of the review. If your Supervisor has agreed to change a part of the review you will utilize the “Return to Supervisor” button to send it back.

Once you click "Acknowledge Receipt" then you know your review is complete.

DO YOUR BEST.
IF YOU HAVE QUESTIONS PLEASE CALL HR.

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Performance Rating Descriptions

O = Outstanding Performance. Reserved for individuals who regularly, consistently and substantially exceed overall expectations. These individuals work with little or no supervision and produce work that is exceptionally high in quality with an outstanding additional contribution that deserves special recognition.

E = Exceeds Expectations. Results achieved occasionally exceed performance expectations regarding this goal, project or behavior. Demonstrates high level of effectiveness and judgement. Contributes to the overall objectives of the department.

M = Meets Expectations. Results demonstrate effective performance. Performance is reflective of a fully qualified and experienced individual in this position. Viewed as someone who gets the job done and effectively prioritizes work.

N = Not Meeting Expectations. Regularly has difficulty meeting expected quality, quantity, customer service goals, behaviors and/or timeliness standards.