Non-Faculty Performance Appraisal FAQ

This document provides some answers to frequently asked questions. Please reach out to HRtraining@occc.edu if you need more support.

Q: Does supervising students designate a position as a "supervisor"?

A: Yes, unless the employee's position is classified as "non-exempt." Non-exempt positions may supervise students, but they do not need to be evaluated on supervisor competencies.

Q: How do I find an employee's job description?

A: Access to an employee's job description can be found in the OCCC employee portal underneath the "PeopleAdmin" application.

Q: I don't have access to PeopleAdmin, how do I access an employee's job description?

A: Please reach out to Human Resources at HRrep@occc.edu, and we can get you the job description.

Q: How do we complete the signatures portion in the initial plan?

A: If a supervisor feels comfortable allowing an employee to use their mouse, employees can sign that way. If not, supervisors may sign their initials for them. If a meeting between supervisor and employee is conducted remotely, supervisors may sign their initials for them. This will be taken as confirmation that a supervisor and an employee have met, and that employees understand the core competencies and their goals.

Q: What happens if I lose my submission link?

A: E-mail HR at HRTraining@occc.edu and we can re-send the link.

Q: I can't make the deadline for submission, what do I do?

A: Reach out to HRtraining@occc.edu and let us know, and then, submit as close to the deadline as you possibly can.

Q: I am trying to make a submission, but OnBase is giving me an error code, what do I do?

A: Make sure that each category in OnBase with a red star is either clicked or filled out. Then try to submit again. If you are still having issues after that, please reach out to HRtraining@occc.edu and let us know.

Q: Where does my employee find their ID number?

A: An employee may find their ID number on the back of their OCCC ID, or in the employee portal on one of their paystubs.