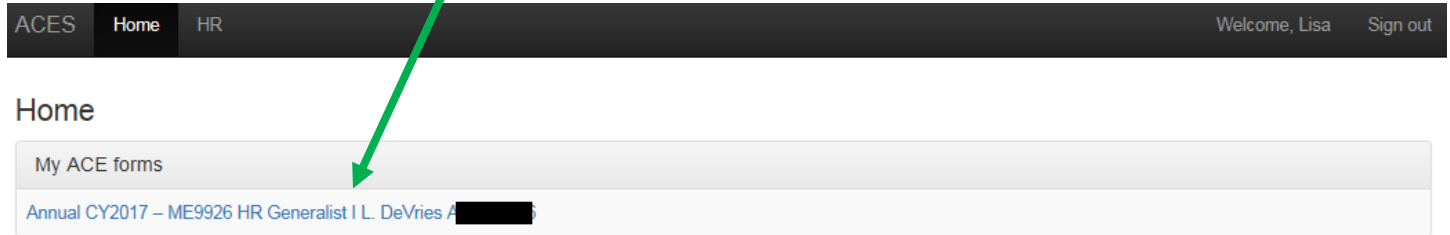


ACES Online Employee Guide

Go to <https://aces.sdbor.edu/>. Use your SD Mines network username and password.

Entering Comments and Ratings to ACE Form:

To enter comments and ratings, click on the hyperlink to open your ACE Form.



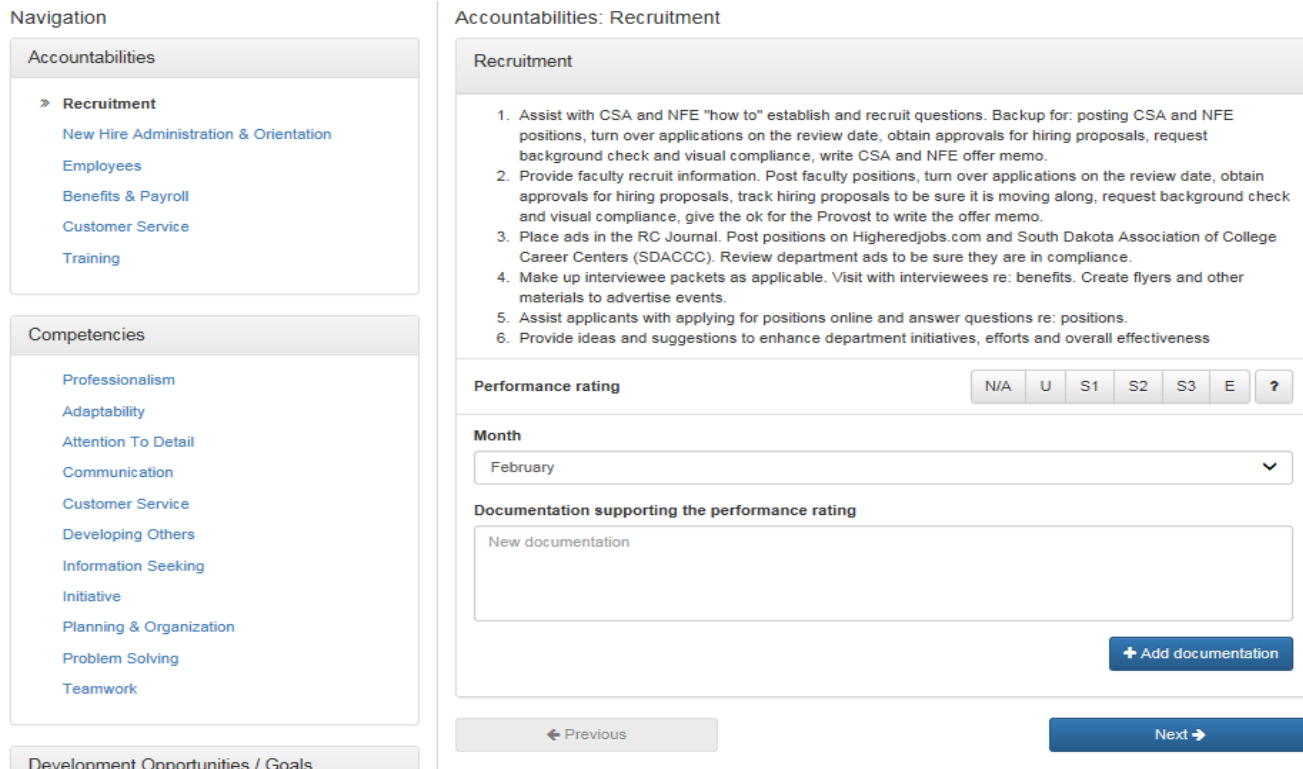
For each Accountability and Competency, select the month from the dropdown box. The dropdown-month box will always default to the current calendar month.

Enter comments for the selected month. You do not need to add comments for each month, but there should be sufficient overall comments to support the annual rating.

Click Add Documentation.

At the end of the year, select the annual performance rating for each Accountability and Competency. The rating is for the Accountability or Competency for the entire year. Comments and ratings can be edited throughout the year; ratings do not need to be selected until year end.

To move to another Accountability or Competency, either click on the link in the left column or “Previous” and “Next” buttons at the bottom of the page.



Entering Goals and Viewing ACE Form:

The screenshot displays the ACE Form interface. On the left is a navigation menu with sections: Accountabilities (Recruitment, New Hire Administration & Orientation, Employees, Benefits & Payroll, Customer Service, Training), Competencies (Professionalism, Adaptability, Attention To Detail, Communication, Customer Service, Developing Others, Information Seeking, Initiative, Planning & Organization, Problem Solving, Teamwork), and Development Opportunities / Goals (Current evaluation period, Next evaluation period). The 'Development Opportunities / Goals' section is circled in green. Below it are 'Review' options: Review and Submit, and Printable View. The main content area is titled 'Accountabilities: Recruitment' and shows a list of 6 tasks. Below the tasks is a 'Performance rating' section with buttons for N/A, U, S1, S2 (selected), S3, E, and ?. A 'Month' dropdown is set to 'February'. Below that is a 'Documentation supporting the performance rating' section with a text area for 'New documentation' and an '+ Add documentation' button. There are two 'Test' entries, one for 'Month: February' and one for 'Month: January', each with edit and delete icons. At the bottom are 'Previous' and 'Next' navigation buttons.

To enter Goals, click on Current or Next Evaluation Period and add comments.

Click Add Comment.

This screenshot shows the 'Development Opportunities / Goals' section for the 'Current evaluation period'. The main heading is 'Development opportunity or goals for the current evaluation period.' Below this is a text area for 'Report significant accomplishments for each development opportunity or goal for the current evaluation period.' Underneath is a 'Comments' section with a text area for 'New comment' and an '+ Add comment' button. At the bottom are 'Previous' and 'Next' navigation buttons.

Click on Review and Submit to review all your ratings and comments.

The Printable View function allows you print the ACE Form.

Reviewing and Submitting the ACE Form:

The [Review and Submit](#) link will provide a summary of all ratings and number of comments entered.

To edit the ACE Form, click the link to the left of the rating or use the “Go Back” button.

Navigation

Accountabilities

- Recruitment
- New Hire Administration & Orientation
- Employees
- Benefits & Payroll
- Customer Service
- Training

Competencies

- Professionalism
- Adaptability
- Attention To Detail
- Communication
- Customer Service
- Developing Others
- Information Seeking
- Initiative
- Planning & Organization
- Problem Solving
- Teamwork

Development Opportunities / Goals

- Current evaluation period
- Next evaluation period

Review

- » [Review and Submit](#)
- [Printable View](#)

Review and Submit

Accountabilities	Rating	Comments
Recruitment	S2	1
New Hire Administration & Orientation	S2	1
Employees	E	1
Benefits & Payroll	S3	0
Customer Service	S2	1
Training	S2	3

Competencies	Rating	Comments
Professionalism	S2	1
Adaptability		0
Attention To Detail		0
Communication	S2	1
Customer Service		0
Developing Others	S3	1
Information Seeking		0
Initiative		0
Planning & Organization		0
Problem Solving		0
Teamwork		0

Development Opportunities / Goals	Rating	Comments
Current evaluation period		1
Next evaluation period		1

← Previous

✓ Submit

At year end, Submit the completed ACE Form to your supervisor for review/approval. **THE EMPLOYEE MUST SUBMIT THEIR SELF-ASSESSMENT TO THE SUPERVISOR BEFORE THE SUPERVISOR CAN SUBMIT THEIR ACE FORM TO NEXT-LEVEL SUPERVISOR.**

Confirm that you want to submit your ACE Form.

Submit ACE form

After submitting your ACE form, your supervisor will be able to view your responses and you will be unable to make any further changes.

Are you sure you want to submit your ACE form?

✕ Cancel ✓ Submit

Once submitted, you will be returned to the Homepage. Status will show that your ACE Form has been submitted to supervisor.

To review, click on the hyperlink.

ACES Home HR Welcome, Lisa Sign out

Home

My ACE forms

Annual CY2017 – ME9926 HR Generalist I L. DeVries A [REDACTED] (Submitted to supervisor)

To view your comments and rating, click the link to the left of the rating. No edits can be made once submitted to supervisor.

Navigation

Accountabilities

- Recruitment
- New Hire Administration & Orientation
- Employees
- Benefits & Payroll
- Customer Service
- Training

Competencies

- Professionalism
- Adaptability
- Attention To Detail
- Communication
- Customer Service
- Developing Others
- Information Seeking
- Initiative
- Planning & Organization
- Problem Solving
- Teamwork

Development Opportunities / Goals

- Current evaluation period
- Next evaluation period

Review

- » Review
- Printable View

Review

Accountabilities	Rating	Comments
Recruitment	S2	1
New Hire Administration & Orientation	S2	1
Employees	E	1
Benefits & Payroll	S3	0
Customer Service	S2	1
Training	S2	3

Competencies	Rating	Comments
Professionalism	S2	1
Adaptability		0
Attention To Detail		0
Communication	S2	1
Customer Service		0
Developing Others	S3	1
Information Seeking		0
Initiative		0
Planning & Organization		0
Problem Solving		0
Teamwork		0

Development Opportunities / Goals	Rating	Comments
Current evaluation period		1
Next evaluation period		1

Employee submitted: Submitted on 2/10/2017.

← Previous

A timestamp will appear after the ACE Form has been submitted.

Supervisor and Employee Submission Notes:

Late November/Early December: Employees and Supervisors should both have comments and ratings in their ACE Forms.

- Employees submit self-assessment to their Supervisors prior to Supervisors completing annual review.
- Supervisors submit the initial ratings and supporting comments to the Next-Level Supervisor for review and comment.

Form Submission and Routing Process:

- Supervisor submits the ACE Form to the Next-Level Supervisor.
- Next-Level Supervisor reviews both the Supervisor and Employee ratings and comments, and may:
 - Return the ACE Form to Supervisor with comments or suggested edits.
 - Approve the ACE Form. (submit to HR for review)
- Once Approved by Next-Level Supervisor, HR reviews all ratings and comments, and may:
 - Return the ACE Form to Supervisor with comments or suggested edits.
 - Approve and release the ACE Form back to the Supervisor.
 - The Supervisor will receive notification email to Release the ACE Form to Employee for final review.
 - The Supervisor will schedule and complete the Annual Review Meeting.

Review Comments and Ratings Prior to Annual Review:

Once the ACE Form has been reviewed and released by Supervisors and HR, the Employee will go to the ACES Homepage.

Click the ACE Form title to review all comments and ratings prior to your Annual Review Meeting.

Home

My ACE forms

[Annual CY2017 – ME9926 HR Generalist I L. DeVries A01 \[REDACTED\] \(Waiting on your signature\)](#)

Click the [Accountability or Competency links](#) to review Supervisor and Employee comments and ratings.

Click [Review](#) to see a summary of all ratings.

Click [Printable View](#) to print Form.

Navigation

Accountabilities

- Recruitment
- New Hire Administration & Orientation
- Employees
- Benefits & Payroll
- Customer Service
- Training

Competencies

- Professionalism
- Adaptability
- Attention To Detail
- Communication
- Customer Service
- Developing Others
- Information Seeking
- Initiative
- Planning & Organization
- Problem Solving
- Teamwork

Development Opportunities / Goals

- Current evaluation period
- Next evaluation period

Review

- Review
- Additional comments
- Printable View

Review

Accountabilities	Supervisor Rating	Employee Rating
Recruitment	S2	S2
New Hire Administration & Orientation	—	S2
Employees	S2	E
Benefits & Payroll	—	S3
Customer Service	S2	S2
Training	S2	S2

Competencies	Supervisor Rating	Employee Rating
Professionalism	—	S2
Adaptability	S2	—
Attention To Detail	—	—
Communication	—	S2
Customer Service	—	—
Developing Others	—	S3
Information Seeking	—	—
Initiative	S3	—
Planning & Organization	—	—
Problem Solving	S3	—
Teamwork	S2	—

Development Opportunities / Goals	Supervisor Rating	Employee Rating
Current evaluation period		
Next evaluation period		

Employee submitted: Submitted on 2/22/2017 by DeVries, Lisa M..

Supervisor submitted: Submitted on 2/22/2017 by VanDaalen, Crystal L..

Administrator reviewed: Reviewed on 2/22/2017 by Shuman, Kelli R..

← Previous

Comments and signature →

Click [Additional Comments](#) or [Comments and signature](#) to view Supervisor comments and add Employee comments, if desired.

Additional comments can be added before and/or after the Supervisor and Employee meet to discuss the annual review.

View of individual Accountability or Competency with Supervisor and Employee Comments and Ratings:

Navigation

Accountabilities

- » **Recruitment**
- New Hire Administration & Orientation
- Employees
- Benefits & Payroll
- Customer Service
- Training

Competencies

- Professionalism
- Adaptability
- Attention To Detail
- Communication
- Customer Service
- Developing Others
- Information Seeking
- Initiative
- Planning & Organization
- Problem Solving
- Teamwork

Development Opportunities / Goals

- Current evaluation period
- Next evaluation period

Review

- Review
- Additional comments
- Printable View [↗](#)

Accountabilities: Recruitment

Recruitment

1. Assist with CSA and NFE "how to" establish and recruit questions. Backup for: posting CSA and NFE positions, turn over applications on the review date, obtain approvals for hiring proposals, request background check and visual compliance, write CSA and NFE offer memo.
2. Provide faculty recruit information. Post faculty positions, turn over applications on the review date, obtain approvals for hiring proposals, track hiring proposals to be sure it is moving along, request background check and visual compliance, give the ok for the Provost to write the offer memo.
3. Place ads in the RC Journal. Post positions on Higheredjobs.com and South Dakota Association of College Career Centers (SDACCC). Review department ads to be sure they are in compliance.
4. Make up interviewee packets as applicable. Visit with interviewees re: benefits. Create flyers and other materials to advertise events.
5. Assist applicants with applying for positions online and answer questions re: positions.
6. Provide ideas and suggestions to enhance department initiatives, efforts and overall effectiveness

Performance rating (Supervisor) S2—Successful Performance 2

Performance rating (Employee) S2—Successful Performance 2

Supervisor comments **3** Employee comments **2**

Month: January [i](#)

Test

Month: February [i](#)

Test

Month: February [i](#)

Test

← Previous Next →

View Supervisor and Employee Comments by clicking on the appropriate tab.

To move to another Accountability or Competency, either click on the link in the left column or "Previous" and "Next" buttons at the bottom of the page.

Click the hyperlinks to view current period and next period Development Opportunities /Goals.

The Review link or "Go Back" button takes the Supervisor back to the summary screen.

Click Additional Comments or Comments and signature to view Supervisor comments, add Employee comments, and sign.

The Printable View function allows Employee to print the ACE Form; includes Supervisor and Employee comments/ratings.

Final Comments and Signature:

Click [Additional Comments](#) or [Comments and signature](#) to view Supervisor comments, add Employee comments, and sign.

Navigation

Accountabilities

- Recruitment
- New Hire Administration & Orientation
- Employees
- Benefits & Payroll
- Customer Service
- Training

Competencies

- Professionalism
- Adaptability
- Attention To Detail
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- Developing Others
- Information Seeking
- Initiative
- Planning & Organization
- Problem Solving
- Teamwork

Additional comments

Supervisor's comments

test

Your comments

Signatures

Supervisor's signature: Your supervisor has not yet signed the ACE form.

Your signature: You have not yet signed the ACE form.

Administrator's signature: Your administrator has not yet signed the ACE form.

I acknowledge that clicking the **Save and sign** button is placing my electronic signature on this ACE form.

[← Previous](#) [x Save and close](#) [✓ Save and sign](#)

Following the Employee's annual review meeting, make sure a minimum of one Additional Comment is entered, check the Acknowledge box, and click Save and Sign. The ACE Form will now be pending your Supervisor's final comments and signature.

The ACE Form will then be routed for the Next-Level Supervisor's signature and sent on to HR for finalization and reporting.

Notification emails are sent when an Employee, Supervisor, Next-Level Supervisor and HR receives an ACE Form. This will occur at the beginning of the year when creating the annual form, and at the end of the year when ACE Forms are being routed for approval and signatures. Emails will look similar to this: (the @dsu.edu will be changing to @sdbor.edu)

Reply Reply All Forward
Fri 1/27/2017 5:56 PM
ACES-NoReply@dsu.edu
[ACES] There is a new form definition to review
To VanDaalen, Crystal L.; Shuman, Kelli R.; DeVries, Lisa M.; Feiler, Nancy L.; Schell, Sherry L.
You forwarded this message on 1/31/2017 9:01 AM.

There is a new form definition to review.

Employee: Feiler, Nancy L.
Supervisor: VanDaalen, Crystal L.
Administrator: Shuman, Kelli R.
ACE Form: Annual CY2018 – ME9580 HR Generalist I N. Feiler A000 [REDACTED]

[Review the form definition.](#)