



NASDA Performance Review

**(NASDA Enumerator Acknowledging and Signing Performance
Evaluation Instructions)**



Welcome to NASDA's New Performance Review System!

NASDA is very excited to implement an online tool to manage all performance evaluations through iSolved. There are couple of upgrades we have made to the old evaluation process.

New Metric Rating

- 1) Unsatisfactory
- 2) Needs Improvement
- 3) Effective
- 4) Highly Effective
- 5) Exceptional

Addition of new categories

- 1) Job knowledge
- 2) Quality of Work
- 3) Accountability
- 4) Motivation
- 5) Teamwork
- 6) Communication

Please visit the NASDA NASS website [Personnel Resources > Handbooks](#) to view a list of training materials

Videos

- 1) NASDA Enumerator Acknowledging and Signing Performance Evaluation Tutorial
- 2) How to Evaluate NASDA Employees Tutorial

Written Instructions

- 1) NASDA Enumerator Acknowledging and Signing Performance Evaluation Instructions
- 2) NASDA Metric Rating Handout

Step 1: Check Email

Once your Supervisor or NASDA Coordinator has completed your Performance Evaluation, you will receive an email to Acknowledge/Sign the form.

From: NASDA's NASS Program Director <payrollnetwork@mysolved.com>
To: NASDANASS@gmail.com
Cc:
Subject: Acknowledge/Sign NASDA Performance Evaluation

Test,

Your Performance Evaluation is ready for you to acknowledge. Please log into iSolved to acknowledge your Performance Evaluation.

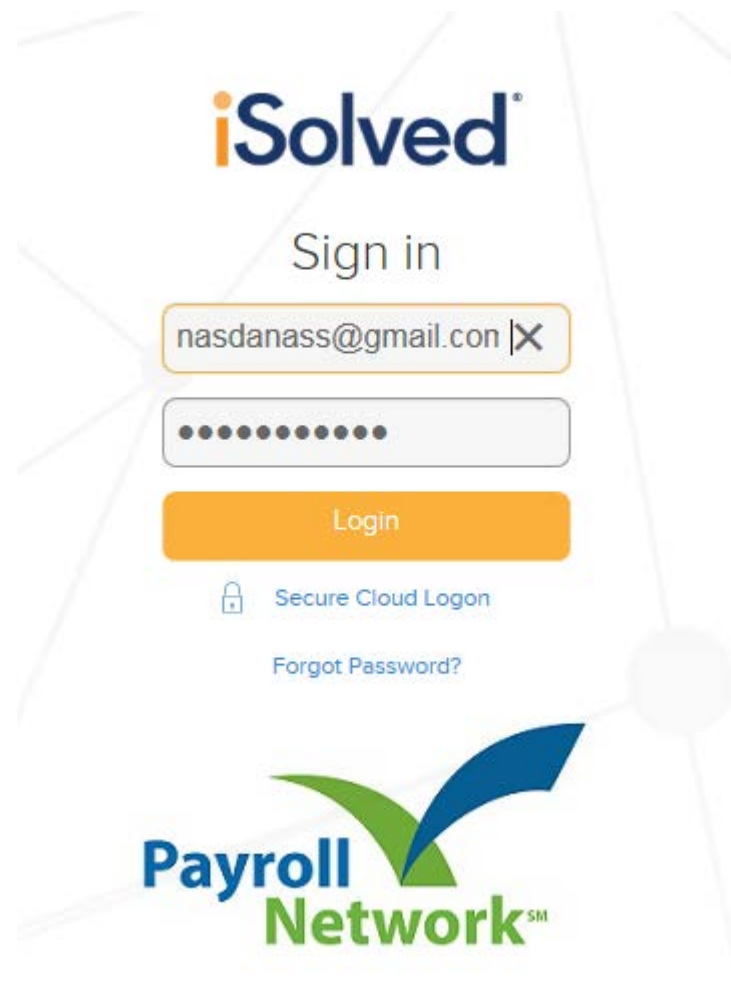
- 1) Log into iSolved
- 2) Under Employee Self Service >Pending Review
- 3) Select the Performance Review that has the status Pending Acknowledgment
- 4) Click NEXT to review Performance Evaluation
- 5) Once you have reached the last question click Agree or Disagree and you may make a comment
- 6)Next click SAVE
- 7) You have completed acknowledging your Performance Evaluation

Should you have any questions regarding your evaluation please contact your NASDA Supervisor

Thank you!

Charlie Ingram
NASDA's NASS Program Director

Step 2: Log into iSolved



Step 3

1. Under the **EMPLOYEE SELF SERVICE** tab, click on **Pending Reviews**
2. Select the performance review with the status **“Pending Acknowledgement”**
3. Click **NEXT** to begin reviewing the performance review

Client: 1500 - NASDA

Pending Reviews

Next View

Employee	Review	Review Type	Status
Test Employee	6/26/2017	NASDA Enumerator, Supervisor, Coach Annual Review	Pending Acknowledgement
Test Employee	6/26/2017	NASDA Enumerator, Supervisor, Coach Annual Review	Pending Acknowledgement
Test Employee	6/27/2017	NASDA Enumerator, Supervisor, Coach Annual Review	Pending Acknowledgement

EMPLOYEE SELF SERVICE

- Time >
- Employee Welcome
- Employee Messages
- SS Misc Data Sets
- Miscellaneous Data
- Pay History
- W2/ACA/1099 Forms
- Address Only Updates
- Certifications/Licenses
- Direct Deposit Updates
- Pending Reviews**

Step 4

You can click **Previous** to move to a previous question or **Next** to move to the next question to review your evaluation.

Pending Reviews

[← Previous](#) [→ Next](#) [🖨 View](#)

If survey evaluation, please note survey name.

Comments:

Step 5

- Once you have reached the last question, select the circle next to **Agree** or **Disagree**. You may make comments in the comment box.
- To see a printed version of your performance evaluation, you can click the **View** button. It will produce a PDF version of the form.
- Click **SAVE** to complete the process and acknowledge your review

Pending Reviews

[← Previous](#) [Save](#) [View](#)

Employee Acknowledgement

I agree

I disagree

Comments:

Congratulations! You have successfully acknowledged/signed your Performance Evaluation. Should you have any questions regarding your evaluation please contact your NASDA Supervisor.