

Methods for Capturing and Conducting Performance Evaluations in VSys



Knowledge Level



What's Cooking in the VSys Kitchen



Performance Evaluation “Recipes”

01

Simple

- Enhancing existing paper-version evaluation tools by recording and reporting in VSys



02

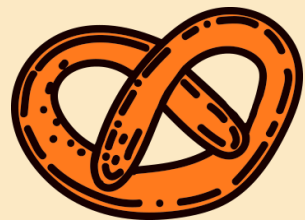
Seasoned Chef

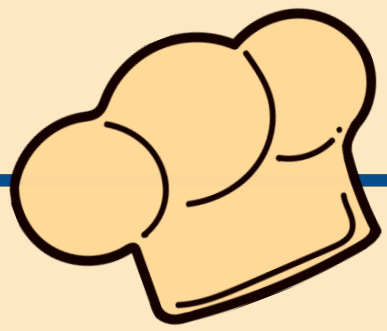
- Using certifications, applications, and notifications to create a paper-less evaluation tool with some automation

03

Master Chef

- Complex yet versatile way of creating rolling evaluations for volunteers for each role they execute



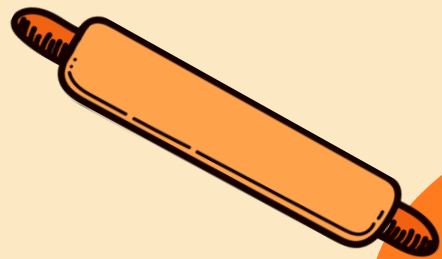
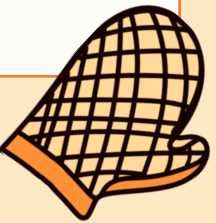


Simple Recipe

- Complete the performance evaluation externally (e.g. paper version or PDF version)
- Upload the completed evaluation into volunteer profile as an attachment
- Setup the attachment type to create a certification that allows for easier reporting and filtering

Ingredients

- Certification
- Attachment



Variations of the “Simple Recipe”



Add a “Job” field in the certification if you want to capture the role



Use a “Status” field in the certification to capture review/completion progress



Seasoned Chef Recipe

- Turn your paper version into a certification that includes all the fields the volunteer and the staff would fill out
- Include fields for the staff's name and email address
- Does not require the staff member to have a VSys license to complete it
- Can be automate as it moves from the volunteer to their supervisor for completion



Ingredients

- Specialized Certification Definition
- 2 Application Forms (volunteer input, staff input)
- Notification Subscription



Variations of the “Complex Recipe”



Add a “Job” field in the certification if you want to capture the role



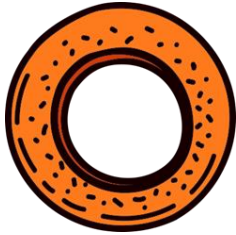
Capture information in a series or independently



Limitations to these ideas



Things to think about...



Simple Recipe

- Manual work scanning/uploading the attachment
- Unable to run reports based on specific answers, only on basic certification fields

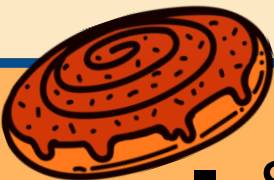
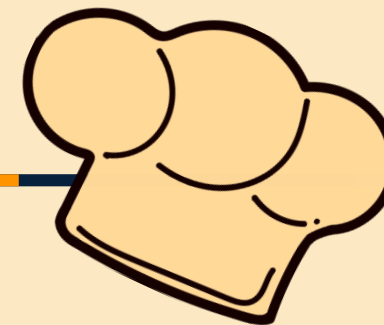


Seasoned Chef Recipe

- Volunteer can enter wrong name/email of supervisor, jeopardizing the automation
- The automation means letting go of some control



Master Chef Recipe



- Similar to the previous option, but uses a specialized job association to manage the volunteer's connection to a role, a local supervisor and the questions for that specific job
- Reportable and filterable based on role, supervisor, location, time frame in which the volunteer was connected to that role
- “Exclusive” because it is a paid feature (planning and implementation work required)

Ingredients

- Specialized Job Associations Fields (Status and Local Supervisor)
- Job Definitions to use for Performance Evaluation
- Custom Fields
- Various Application Forms (one per level of completion)
- Notification Subscriptions



Questions? Open Discussion

