## Accessing the Total Employee and Management Source (TEAMS) system

The url is https://jobs.oakland.edu/hr  You can also log into the site from the main OU website.  Click on Faculty & Staff, click on Human Resources & Employee Resource Groups, click on University Human Resources, click on Performance, click on Performance Review Process for MEA/NEA Employees, click on T.E.A.M.S. link.  TIP: bookmark this site.

## Probationary Reviews

Must be completed prior to the end of the three month probation period.  The Supervisor begins the review and meets with the employee.  The employee completes the comments section and acknowledges the review.  The review is moved to Completed.

## Annual Reviews

Completed annually for the previous year.  The Supervisor begins the annual review and meets with the employee. The employee completes the comments section and acknowledges the review.  The review is moved to Completed.

## Process to Complete Probation or Annual Review

Log into the TEAMS system at https://jobs.oakland.edu/hr
Enter User Name and Password - NetID and password used for SAIL and email.
Click on "Go to Performance Management".
Click on "Supervisor Approves Plan".
Click on "Complete".
Click on "Supervisor Evaluation".
Complete Performance Areas by selecting "Successful" or "Needs Improvement" for the three categories.
Click on "Next".
Enter "Supervisor Comments".
Click on "Complete".
Click on "Home" to go back to Performance Management.
OR:  If going back to the Review from log in, click on "Go to Performance Management".
Click on "Review Meeting".
Click on "Supervisor Evaluation" to review with Employee.
Click on "Home" to get back to "Review Meeting".
Click on "Review Meeting" and mark "Complete".
The Employee will receive an email to log into the system, review the evaluation and mark "Acknowledge".

## Review Chart for Probationary Reviews and Yearly Reviews

| CALENDAR | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| HIRE MONTH | | | | | | | | | | | | | |
| JANUARY | | | | 3 Month | | | | | | | | | Annual |
| FEBRUARY | | | | | 3 Month | | | | | | | | Annual |
| MARCH | | | | | | 3 Month | | | | | | | Annual |
| APRIL | | | | | | | 3 Month | | | | | | Annual |
| MAY | | | | | | | | 3 Month | | | | | Annual |
| JUNE | | | | | | | | | 3 Month | | | | Annual |
| JULY | | | | | | | | | | 3 Month | | | Annual |
| AUGUST | | | | | | | | | | | 3 Month | | Annual |
| SEPTEMBER | | | | | | | | | | | | 3 Month | Annual |
| OCTOBER | 3 Month | | | | | | | | | | | | Skip |
| NOVEMBER | | 3 Month | | | | | | | | | | | Skip |
| DECEMBER | | | 3 Month | | | | | | | | | | Skip |

Department changes after October 1st of each year will not be evaluated until the following January

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### Supervisor Responsibilities

➢ Complete Performance Areas sections and Supervisor Comments section of review.
➢ Meet with employee.
➢ Mark Complete – review is automatically submitted to employee.
➢ Ensure employee acknowledges and completes the review.

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### Additional Help

Kiosks are available in UHR to complete the review. Employees are available to help complete the reviews.

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### Quick Tips and Reminders

If the system is not in use for 60 minutes, you will be logged out and will lose anything that has not been saved.

Your user name and password is your NetID and password – the same user name and password used for SAIL and your email.

Use the navigational buttons identified on the screen and always "Logout" when you are finished.

Any item with a red * is a required field and must be completed.

Once the Review is "Acknowledged", the Review becomes "Completed". You can view previous reviews by clicking on "Completed" reviews.