



### **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 “Employee Acknowledge Review Feedback”.  
Review the Supervisor’s ratings and comments.  
Enter “Comments” (optional).  
Click on “Acknowledge”.  
Click on “Logout”.



## PERFORMANCE REVIEWS SERVICE MAINTENANCE

## EMPLOYEES QUICK REFERENCE GUIDE

### 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													

#### Employee Responsibilities

- Meet with supervisor.
- Complete Comments section of review (if desired).
- Acknowledge the review.
- If you want a copy of the completed review placed in your personnel file, it is your responsibility to print the review and turn it in to Personnel Records.

#### Additional Help

Contact University Human Resources at 248-370-3480

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

#### 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.