

# ACES Online Supervisor Guide

Go to <https://aces.sdbor.edu/>.

- Use your SD Mines network username and password.

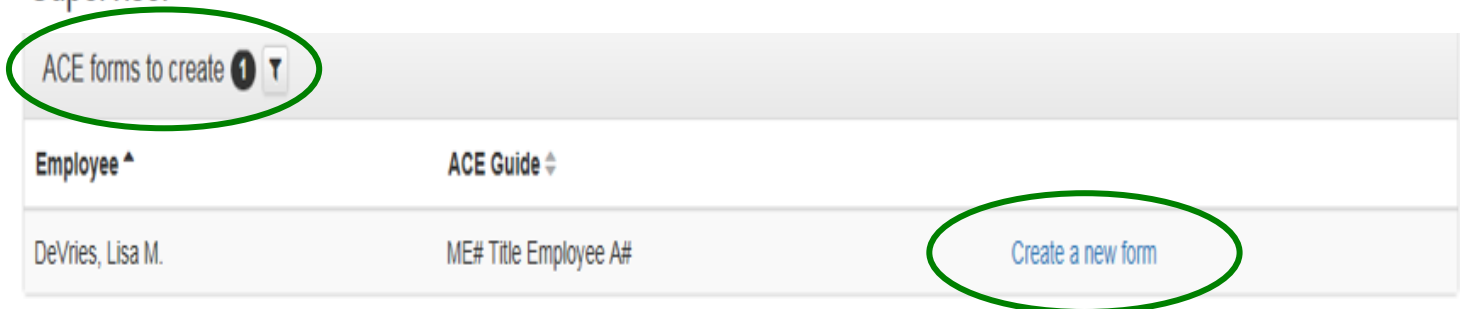
## Creating ACE Form:

Click on your Supervisor tab at the top. Employees will be listed under ACE Forms to Create.

Click the Create a New Form.



## Supervisor



Create a new ACE form

**Employee**  
DeVries, Lisa M.

**Guide**  
ME# Title Employee A#

**Form type**

- Annual Review
- 3-Month Review
- 5-Month Review

Shuman, Kelli R.

Change Form Type to Annual Review (3- and 5-month forms used for new employees during the probationary period). Your supervisor will be listed as the Administrator (Next-Level Supervisor).

Click Create Form.

The next screen will look similar to the example; listing all Accountabilities (job duties), 22 Competencies, and Development Opportunities/Goals to the left, and full descriptions to the right.

ACES
Home
Supervisor
HR
Welcome, Crystal
Sign out

## Form Editor

DeVries, Lisa M. – Annual CY2017 – ME# Title Employee A#
[Go back](#)

Select the accountabilities and competencies to appear on the ACE form you and your employee will complete.

Some accountabilities and competencies may be required. You will not be able to unselect those entries.

If any changes need to be made to the guide questions or descriptions, please contact Human Resources.

### Selection Summary

#### Accountabilities

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

#### Competencies

- ☒ Professionalism
- ☐ Adaptability
- ☐ Assertiveness
- ☐ Attention To Detail
- ☐ Communication
- ☐ Composure
- ☐ Conflict Management
- ☐ Continuous Learning
- ☐ Creativity
- ☐ Customer Service
- ☐ Decisiveness
- ☐ Developing Others
- ☐ Empathy
- ☐ Influence

### Accountabilities

☒ Recruitment (Rating with comments)

#### Supervisor form question and guide text

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

#### Employee form question and guide text

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

Verify the Accountabilities are correct. These tasks were pulled from the employee's online job description.

- The title is the overall task and the specific tasks are numbered just below the title.
- You will see that each overall task currently shows two sections "Supervisor form question and guide text" and "Employee form question and guide text." These sections are exactly the same. This shows up separately to show what both the supervisor and employee will see. Once this ACE Form is approved, each person will only see their appropriate questions and text.

If any changes need to be made to the Accountabilities, contact Human Resources.

For the Competencies, Professionalism is already checked as it is required. Select 7-9 other Competencies.

**Competencies**

☒ Professionalism

☐ Adaptability

☐ Assertiveness

☐ Attention To Detail

☐ Communication

☐ Composure

☐ Conflict Management

☐ Continuous Learning

☐ Creativity

☐ Customer Service

☐ Decisiveness

☐ Developing Others

☐ Empathy

☐ Influence

☐ Information Seeking

☐ Initiative

☐ Organizational Awareness

☐ Planning & Organization

☐ Problem Solving

☐ Relationship Building

☐ Teamwork

☐ Team Leadership

Once you have verified the Accountabilities are correct and selected 8-10 Competencies, click Save and submit to HR.

Cancel changes

Save for later

Save and submit to HR

HR will then review and approve the ACE Form.

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:

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:**

**Supervisor:**

**Administrator:**

**ACE Form:**

Feiler, Nancy L.

VanDaalen, Crystal L.

Shuman, Kelli R.

Annual CY2018 – ME9580 HR Generalist I N. Feiler A00

[Review the form definition.](#)

## Activating Employee's ACE Form:

Once approved by HR, click on the link provided in the email, or the Supervisor tab on the ACES website. The employee will be listed under ACE Forms in Development.

Click Activate Form.



### Supervisor

ACE forms in development 3		
Employee ^	ACE Form ^	Status ^
DeVries, Lisa M.	Annual CY2017 – ME9926 HR Generalist I L. DeVries A00 [REDACTED]	Approved by HR
		<a href="#">Activate form</a>

Verify by clicking Activate this form.

Activate an ACE form

Activating this form will make it available to both you and your employee.

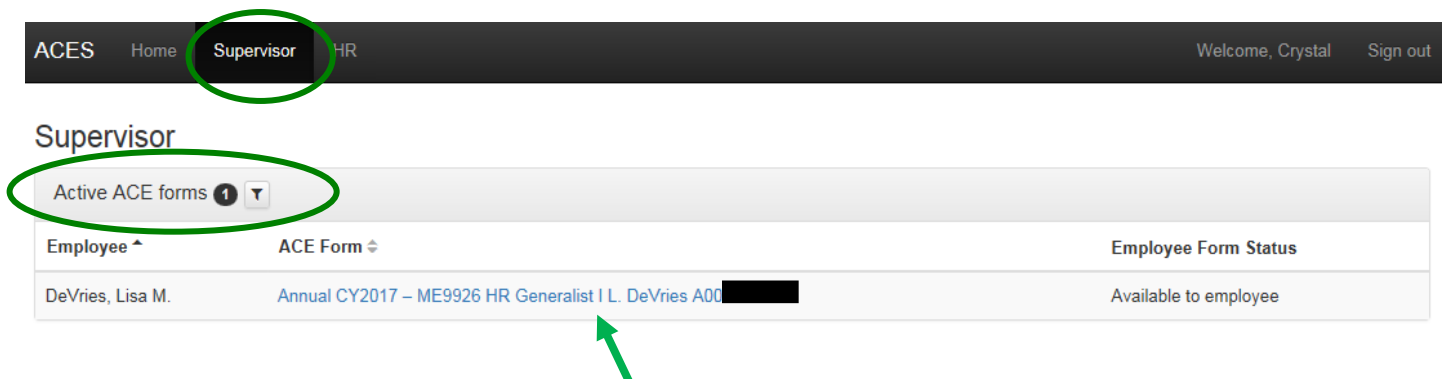
**Employee**  
DeVries, Lisa M.

**Form**  
Annual CY2017 – ME9926 HR Generalist I L. DeVries A00 [REDACTED]

✕ Cancel

✓ Activate this form

The ACE Form will now be under Active ACE Forms under the Supervisor tab. The supervisor and employee now have access to the ACE Form to enter comments and ratings. The ACE Form is also available under the Home tab.



To enter comments and ratings, click on the hyperlink to open the employee's ACE Form.

## Entering Comments and Ratings to 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 each Accountability or Competency for the entire year. Comments and ratings can be edited throughout the year; ratings should not 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.

### 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](#)

### 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

N/A U S1 **S2** S3 E ?

#### Month

February

#### Documentation supporting the performance rating

New documentation

[+ Add documentation](#)

Month: February

[i](#) [edit](#) [x](#)

Test

Month: January

[i](#) [edit](#) [x](#)

Test

[← Previous](#)

[Next →](#)

## Entering Goals and Viewing ACE Form:

The screenshot displays the ACE Form interface. On the left is a 'Navigation' sidebar with three main sections: 'Accountabilities', 'Competencies', and 'Development Opportunities / Goals'. The 'Development Opportunities / Goals' section is circled in green and contains two links: 'Current evaluation period' and 'Next evaluation period'. Below this is a 'Review' section with 'Review and Submit' and 'Printable View' links. The main content area on the right is titled 'Accountabilities: Recruitment' and shows a list of six tasks. Below the tasks is a 'Performance rating' section with buttons for N/A, U, S1, S2 (selected), S3, E, and ?. Underneath is a 'Month' dropdown menu set to 'February'. A 'Documentation supporting the performance rating' section contains a text area for 'New documentation' and an '+ Add documentation' button. Below this are two rows for 'Month: February' and 'Month: January', each with a 'Test' label and edit/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: Current evaluation period' section. The 'Navigation' sidebar on the left is partially visible. The main content area has a title 'Development opportunity or goals for the current evaluation period.' followed by the instruction 'Report significant accomplishments for each development opportunity or goal for the current evaluation period.' Below this 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.

The Printable View function allows supervisor's to print the employee's ACE Form.

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

## Reviewing and Submitting 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
<a href="#">Recruitment</a>	S2	3
<a href="#">New Hire Administration &amp; Orientation</a>		0
<a href="#">Employees</a>	S2	0
<a href="#">Benefits &amp; Payroll</a>		0
<a href="#">Customer Service</a>		0
<a href="#">Training</a>	S2	1

Competencies	Rating	Comments
<a href="#">Professionalism</a>		0
<a href="#">Adaptability</a>		0
<a href="#">Attention To Detail</a>		0
<a href="#">Communication</a>		0
<a href="#">Customer Service</a>		0
<a href="#">Developing Others</a>		0
<a href="#">Information Seeking</a>		0
<a href="#">Initiative</a>		0
<a href="#">Planning &amp; Organization</a>		0
<a href="#">Problem Solving</a>		0
<a href="#">Teamwork</a>		0

Development Opportunities / Goals	Rating	Comments
<a href="#">Current evaluation period</a>		0
<a href="#">Next evaluation period</a>		0

← Previous

✓ Submit to Kelli Shuman

EMPLOYEE MUST SUBMIT THEIR SELF-ASSESSMENT TO THE SUPERVISOR BEFORE THE SUPERVISOR CAN SUBMIT THEIR ACE FORM TO NEXT-LEVEL SUPERVISOR. Supervisor must have Employee self-assessment before sending on to Next-Level Supervisor for approval. To verify if the supervisor has received ACE Form from the employee, go to the Homepage.

If status shows “submitted to supervisor,” the Supervisor has received the employee Self-Assessment and can submit to the Next-Level Supervisor.

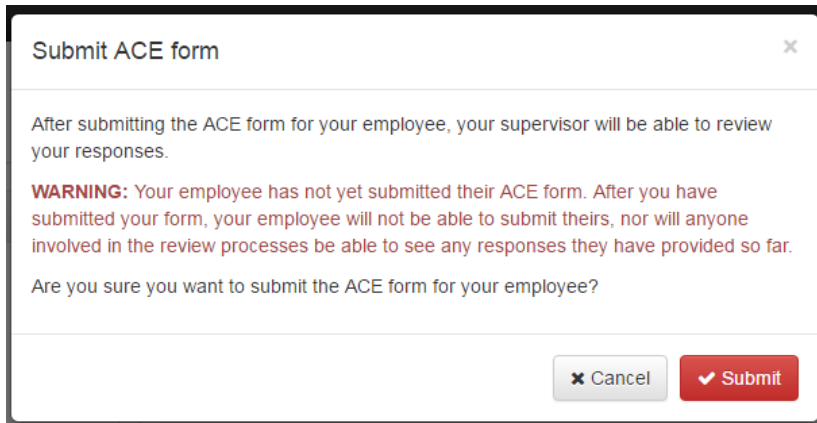
ACES Home Supervisor HR Welcome, Crystal Sign out

### Home

Employee ACE forms

Employee	ACE Form	Employee Form Status
DeVries, Lisa M.	Annual CY2017 – ME9926 HR Generalist I L. DeVries A0 [REDACTED]	Submitted to supervisor

If you submit to Next-Level Supervisor before receiving the Employee self-assessment, you will receive a warning message: Click Cancel. If you submit in error, contact HR.



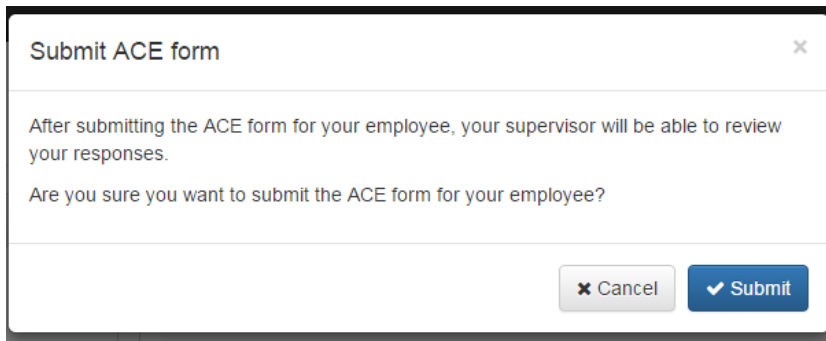
Submit ACE form

After submitting the ACE form for your employee, your supervisor will be able to review your responses.

**WARNING:** Your employee has not yet submitted their ACE form. After you have submitted your form, your employee will not be able to submit theirs, nor will anyone involved in the review processes be able to see any responses they have provided so far.

Are you sure you want to submit the ACE form for your employee?

When you have received the Employee's self-assessment and completed/reviewed the form, submit the completed ACE Form to the Next-Level Supervisor for review/approval. This should show the first and last name of the Next-Level Supervisor.



Submit ACE form

After submitting the ACE form for your employee, your supervisor will be able to review your responses.

Are you sure you want to submit the ACE form for your employee?

The Form Status can be seen on the Supervisor tab.

## Supervisor

ACE forms being reviewed 1		
Employee ^	ACE Form ⇅	Form Status ⇅
DeVries, Lisa M.	Annual CY2017 – ME9926 HR Generalist I L. DeVries A00 [REDACTED]	Submitted to administrator for review.

## 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. Click “Release to Employee,” found under the Supervisor tab.

### Supervisor

ACE forms ready to release 1		
Employee ^	ACE Form	
DeVries, Lisa M.	Annual CY2017 – ME9926 HR Generalist I L. DeVries A000	<a href="#">Release to employee</a>

Verify the release of results by clicking Release to employee.

Release ACE form results

Releasing this ACE form will make the results available to your employee.  
Once the ACE form results have been released, you may add your final comments and sign the review.

**Employee**  
DeVries, Lisa M.

**Form**  
Annual CY2017 – ME9926 HR Generalist I L. DeVries A000

Cancel

Release to employee

Review the ACE Form prior to the Employee’s Annual Review meeting by clicking on the ACE Form title. The Supervisor and Employee will then meet to discuss Employee’s annual review.

## Final Review (completed after the Annual Review Meeting):

Employee and Supervisor will add additional comments and sign following the Employee's Annual Review Meeting. If changes need to be made to the comments or ratings, contact HR.

Supervisor view before Employee has signed:

Supervisor

ACE forms ready to sign <span>1</span> <span>▼</span>		
Employee ^	ACE Form ⇅	Form Status ⇅
DeVries, Lisa M.	Annual CY2017 – ME9926 HR Generalist I L. DeVries A [REDACTED]	Waiting on employee's signature

Supervisor view after Employee has signed:

Supervisor

ACE forms ready to sign <span>1</span> <span>▼</span>		
Employee ^	ACE Form ⇅	Form Status ⇅
DeVries, Lisa M.	Annual CY2017 – ME9926 HR Generalist I L. DeVries A00 [REDACTED]	Waiting on your signature.

Once the Employee has signed, Click on the ACE Form title for a final review.

Click the Accountability or Competency links to review Supervisor and Employee comments and ratings.

Click Review to see a summary of all ratings.

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

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..

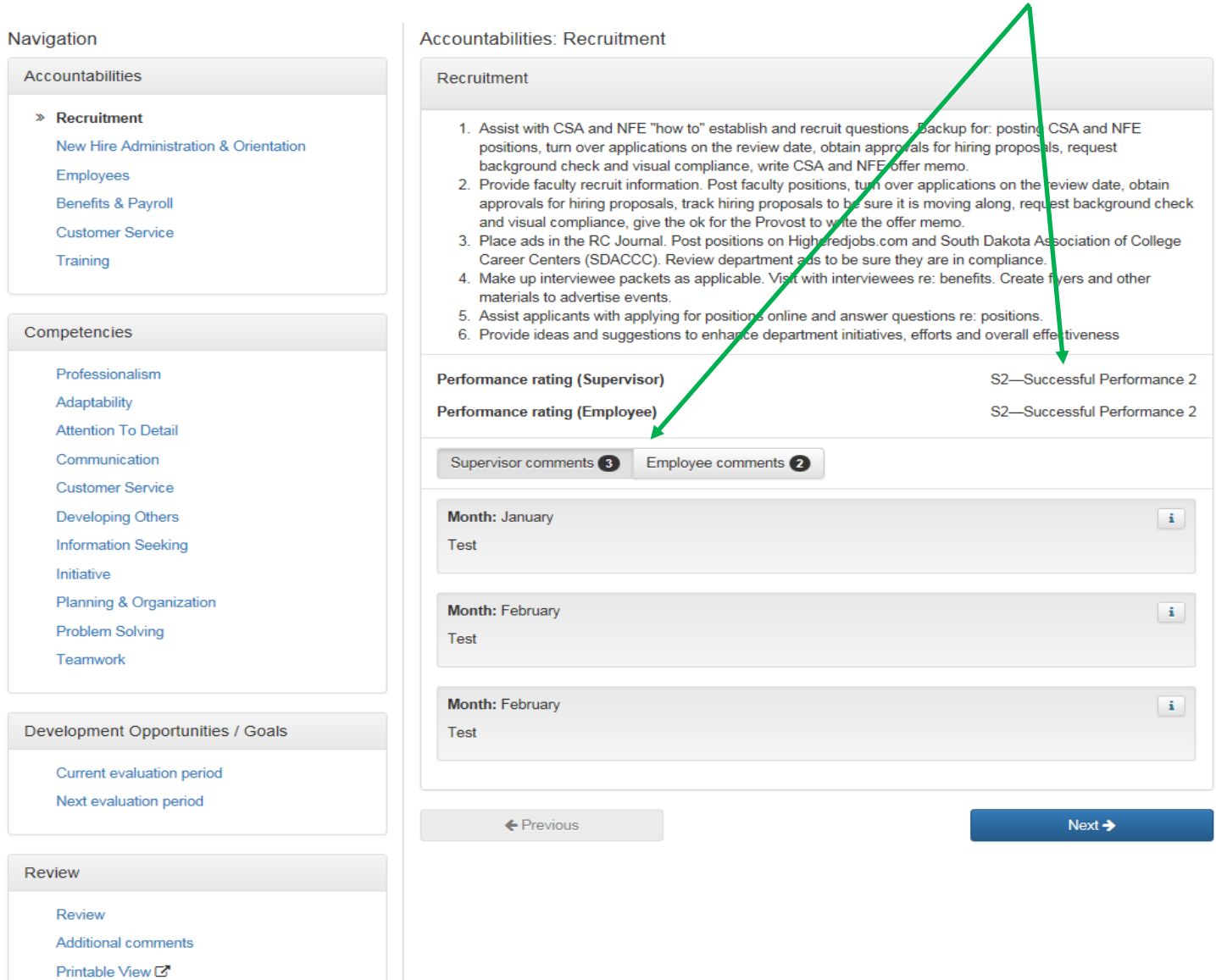
Supervisor submitted: Submitted on 2/22/2017 by VanDaalen, Crystal L..

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

← Previous

Comments and signature →

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



The screenshot displays a web interface for viewing individual Accountability or Competency. On the left is a 'Navigation' sidebar with four main sections: 'Accountabilities', 'Competencies', 'Development Opportunities / Goals', and 'Review'. The 'Accountabilities' section is expanded, showing a list with 'Recruitment' selected. The 'Competencies' section lists various skills like Professionalism and Adaptability. The 'Development Opportunities / Goals' section shows links for current and next evaluation periods. The 'Review' section includes links for Review, Additional comments, and Printable View. The main content area is titled 'Accountabilities: Recruitment' and contains a list of six tasks related to recruitment. Below the list, performance ratings for both Supervisor and Employee are shown as 'S2—Successful Performance 2'. There are two tabs for comments: 'Supervisor comments' (with 3 items) and 'Employee comments' (with 2 items). The 'Employee comments' tab is active, showing three comment entries for January and February. At the bottom, there are 'Previous' and 'Next' navigation buttons.

**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 fliers 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 Employee comments, add Supervisor comments, and sign.

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

## Final Comments and Signature:

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

Following the Employee's Annual Review Meeting, a minimum of one additional comment must be entered. (If desired, add comments before Employee's Annual Review Meeting.)

**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

**Additional comments**

Your comments

test

Employee's comments

test

Your comments

**Signatures**

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

**Employee's signature:** Signed on 2/23/2017 by DeVries, Lisa M..

**Administrator's signature:** The 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   **✖ Save and close**   **✓ Save and sign**

Check the Acknowledge box.

Click Save and Sign. The ACE Form will now be pending the Next-Level Supervisor's review and signature, and sent onto HR for finalization and reporting.

The Supervisor tab will show a Form Status of "Waiting on Administrator's signature."

### Supervisor

ACE forms ready to sign 1		
Employee ^	ACE Form ⇅	Form Status ⇅
DeVries, Lisa M.	<a href="#">Annual CY2017 – ME9926 HR Generalist I L. DeVries A00 [REDACTED]</a>	Waiting on administrator's signature

Once the Next-Level Supervisor signs the Final ACE Form, it will move to Completed ACE Forms under the Supervisor tab.

Completed ACE forms 1	
Employee ^	ACE Form ⇅
DeVries, Lisa M.	<a href="#">Annual CY2017 – ME9926 HR Generalist I L. DeVries A00 [REDACTED]</a>