

Staff Performance Evaluation Submission Process



A streamlined process for submitting staff performance evaluations.

Follow the steps below to securely upload a completed staff performance evaluation. Divisions will be notified when staff evaluations are submitted.

1

To access the OnBase Staff Performance Evaluation Upload form, click [here](#).

At the campus single sign on (SSO) authentication page, log in with your CPP credentials.



2

Enter the Bronco ID (BID) of the employee whose evaluation is being submitted.

- If the BID is correct, the employee's name will auto-populate.
- If needed, find employee BID in this [Crosswalk Table](#).

Enter Bronco ID (BID)

123456789



Employee Name (auto-populated)

Jane Doe



Crosswalk Table

3

Click the "Attach Performance Evaluation" button.



Attach Performance Evaluation



4

Select the file to upload, then click "Open," then click "Submit."



File Upload

Choose File

Open



Submit



5

An email from hrscsc@cpp.edu is sent to the Division's designated contact, confirming the staff performance evaluation has been submitted.



Division Notification (via email)



Greater Visibility for Divisions

To provide Divisions with greater visibility into the pace of staff evaluations submission, each Division will receive:

1

List of Divisional Employees to Receive an Evaluation

2

Email Notification When Each Staff Performance Evaluation is Submitted

