

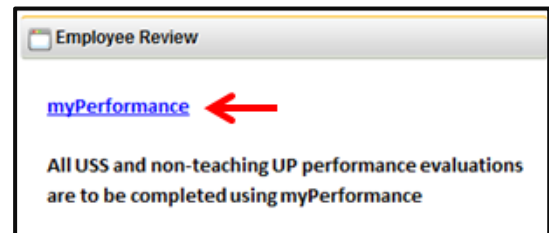
myPerformance

EMPLOYEE INSTRUCTIONS Steps 2 & 4

In the Employee role, you will be completing the Self-Evaluation and Signature for either an Annual evaluation or a USS New Employee/Position 12-month probationary evaluation. The following employee directions are for all annual and probationary evaluations. Any specific instructions for a specific type of evaluation will be noted in the directions.

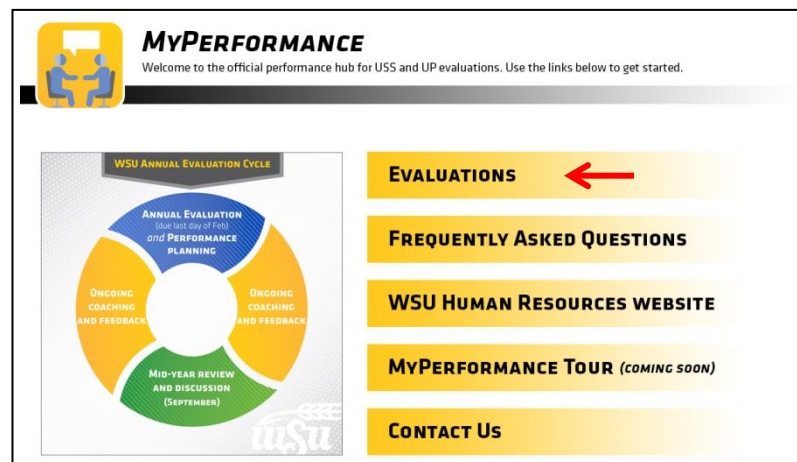
Login to myPerformance

1. Login to myWSU **Faculty/Staff** page with your myWSU ID and password.
2. Select [myPerformance](#) in the Employee Review box.

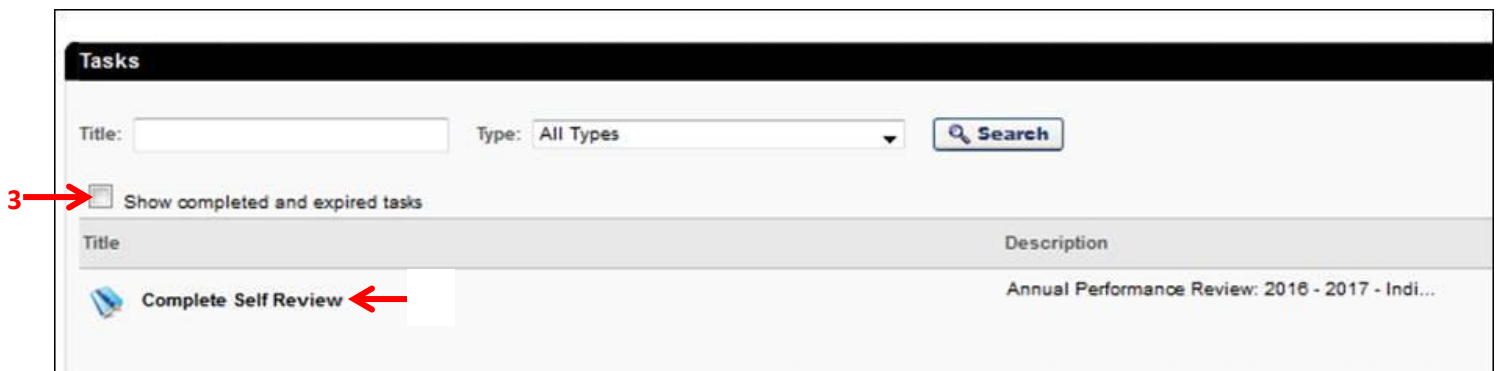


Select the Review

1. Select the Evaluations link.




2. To access your evaluation before first submission in a step, select the evaluation in the **Tasks** list.
3. To access your evaluation **if you have already submitted information into it previously, check the box for "Show completed and expired tasks"**, then select the evaluation in the **Tasks** list.



STEP TWO – EMPLOYEE SELF-EVALUATION

During the Employee Self-Evaluation, the employee will submit any notes, comments, achievements, or concerns regarding the entire review period. This aids the manager in their decisions in rating the employee for the review period.

The Overview page shows the employee's name, position, date of evaluation, and an overview of the process for the type of review being completed.



Employee Name
Position
3/1/2017 - 2/28/2018

0%

Overview

Welcome to the 2017-2018 Performance Review!

This review cycle starts on March 1, 2017 and ends on February 28, 2018.

The due dates for each step are as follows:

Manager Planning and Mid-Review Documentation: March 1, 2017- January 15, 2018
The manager submits expectations for new review period including competencies and goals and meets with employee to communicate expectations in March and again for Mid-Review in September. The manager may then submit comments and notes to competencies and goals throughout the review cycle before the January 15th deadline.

Employee Self-Evaluation: January 16-January 31, 2018
The employee completes a self-evaluation. This allows the employee to provide comments and notes on job performance and accomplishments. This step is optional and if the self-evaluation is not submitted by January 31st, it will automatically route to the manager for the next step.

Manager Evaluation: February 1-February 28, 2018
The manager submits summary comments for competencies and goals and must select ratings for all competencies. The manager then meets with the employee to discuss all sections of the evaluation and the overall rating before the last day of February.

Employee Signature: March 1-March 7, 2018
The employee reviews the evaluation, adds comments, and electronically signs showing they have received the evaluation.

Manager Signature: March 8-March 14, 2018
The manager reviews the employee comments, makes any needed additional comments, and electronically signs showing their approval of completion. The completed evaluation will be automatically forwarded to Human Resources. The completed evaluation will also be accessible to the Manager and Employee in myPerformance.

For step-by-step instructions on how to complete the steps in myPerformance, [please refer to myPerformance Quick Reference Guides for Employee, Manager, and Indirect Manager.](#)

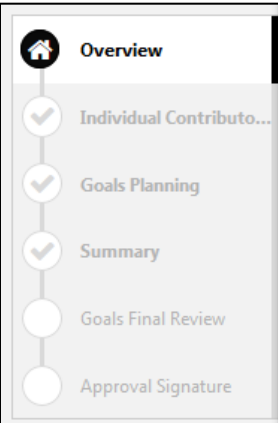
For questions regarding the myPerformance software or process, [contact the Performance Management team.](#)

For more information on USS and non-teaching UP evaluations and FAQs, [please refer to Performance Evaluations information page.](#)

For live instruction, myPerformance training classes are regularly scheduled. Please register through myTraining in [myWSU](#).
HR is here to help!

Review Step Progression

The Overview screen also shows Review Step Progression and designates the current step. A side bar shows your progression through the current step. Click the **Get Started** button.



- Overview
- Individual Contributo...
- Goals Planning
- Summary
- Goals Final Review
- Approval Signature

Review Step Progression

✓	Planning and Mid-Review	✓	Planning and Mid-Review: Indirect Mgr View	✓
✓	Employee Self-Evaluation	✓	Employee Self-Evaluation: Indirect Mgr View	✓
✓	Manager Review	✓	Manager Review: Indirect Mgr View	✓
✓	Employee Signature	✓	Employee Signature: Indirect Mgr View	✓
✓	Manager Signature	✓	Manager Signature: Indirect Mgr View	✓

Get Started

Competencies

All employees are evaluated on competencies aligned with the University's Strategic Plan and the employee's position knowledge. There are six core competencies. Managers and Budget Officers/Budget Review Officers have additional competencies.

Each competency is defined by a set of desired behaviors. During the planning session, managers and employees should discuss how the competencies apply to the employee's position and identify examples of how specific competencies tie into the employee successfully completing their job duties. During the self-evaluation the employee should provide comments and notes on job performance and accomplishments as they relate to each competency.

Read the comments and expectations that were added during the Planning and Mid-Review Step by your manager. To add comments, type in the open text boxes. When finished with each Competency, click **Save and Continue**.

Teamwork

Works cooperatively and effectively with others to achieve common goals. Participates in building a group identity characterized by pride, trust and commitment.

- Reports to work at the assigned time, workstation, and remains at work until the end of the scheduled work day/shift.
- Provides timely notification to supervisor of tardiness or absence.
- Deals honestly and fairly with others, showing consideration and respect for individual differences.
- Does own fair share of the work.
- Seeks assistance from other team members, as needed.
- Assists other team members.
- Shares all relevant information with others.
- Initiates collaboration with others.
- Seeks input from other team members on matters that affect them.
- Assumes additional responsibilities to facilitate the achievement of team goals.
- Makes outstanding efforts to help other team members.
- Fosters team spirit.

Comments:

Sheryl Propst (Manager) Review: Annual Performance Review: 2016 - 2017 Time: 9/12/2016 10:21 AM

- Collaborate with leadership and subject matter experts to determine a training roadmap for key users on relevant system functions to enhance skills.
- Collaborate with business units to assess, recommend, design, develop, and maintain a... **more...**

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Navigation buttons: Back Save and Exit **Save and Continue** Submit

Goals

This section is optional and will not be weighed or rated during the end of the review period. Your manager may have added goals during the Planning and Mid- Review. Some examples include:

- For specifics in helping an employee "fix" a weakness in their position knowledge
- To help an employee develop to the next level
- To let the employee choose their own goals for self-development
- For work on a specific project

If you wish to comment on any goals at this time, a comment box is available in the lower half of the screen. When finished, click **Save and Continue**.

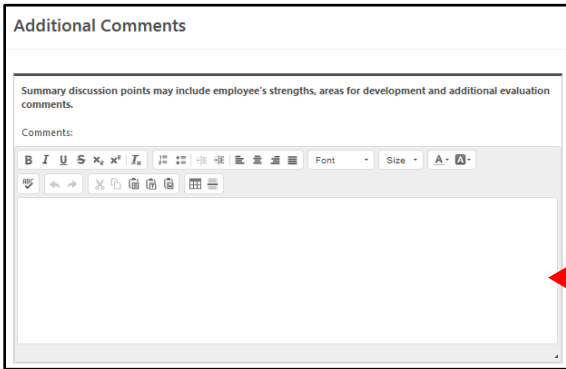
Comments: Goal 1

Comments:

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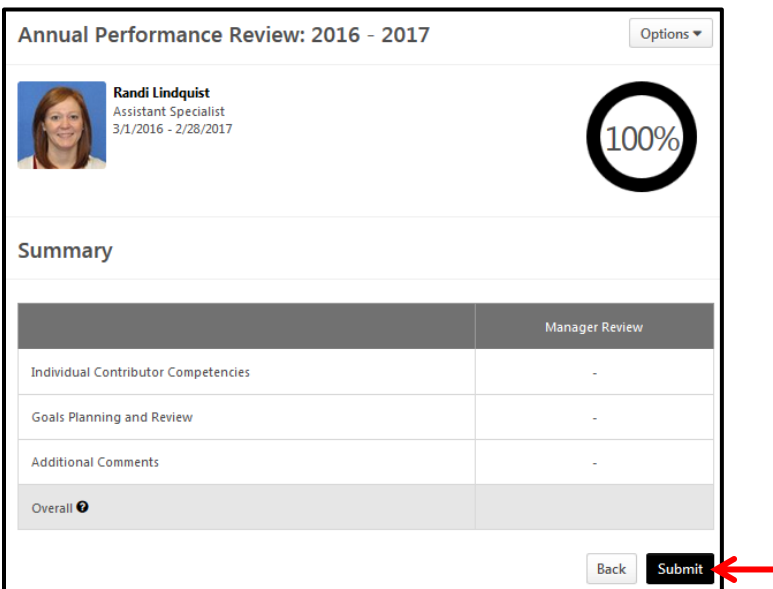
Additional Comments

Read the additional comments that were added during the Planning and Mid-Review Step by your manager. To add comments, type in the open text box. When finished, click **Save and Continue**.



Summary

The Summary section will have no content until Step 3. **YOU MUST CLICK THE Submit BUTTON.**

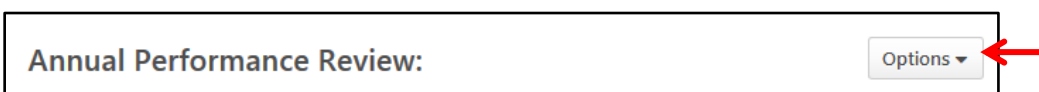


	Manager Review
Individual Contributor Competencies	-
Goals Planning and Review	-
Additional Comments	-
Overall	

****Employees should follow these same instructions above to access the evaluation anytime during Step 2 of the evaluation period to add additional comments and/or edit existing comments. On the due date for Step 2, the review will advance to the manager to complete Step 3- Manager Review. Upon the due date for Step 3, the evaluation will return to the employee to complete Step 4 – Employee Signature.**

Options

By selecting the Options menu, the employee will be able to print the review or view/add an attachment.



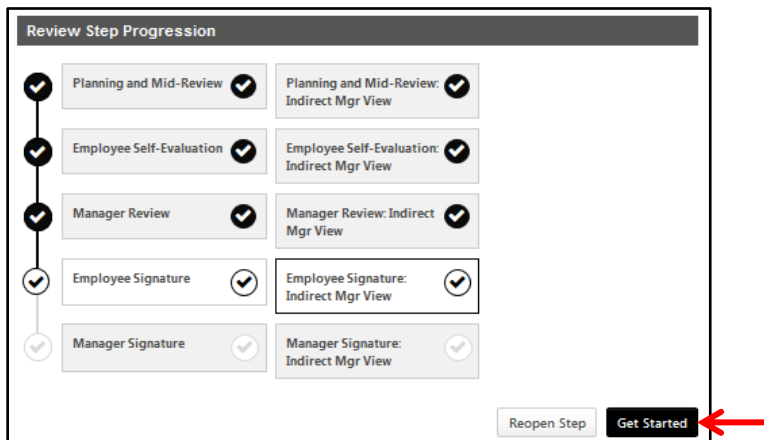
STEP FOUR – EMPLOYEE SIGNATURE

The employee reviews the evaluation, adds comments, and electronically signs showing they have received the evaluation.

Login through myWSU and access the review (see page 1 for instructions).

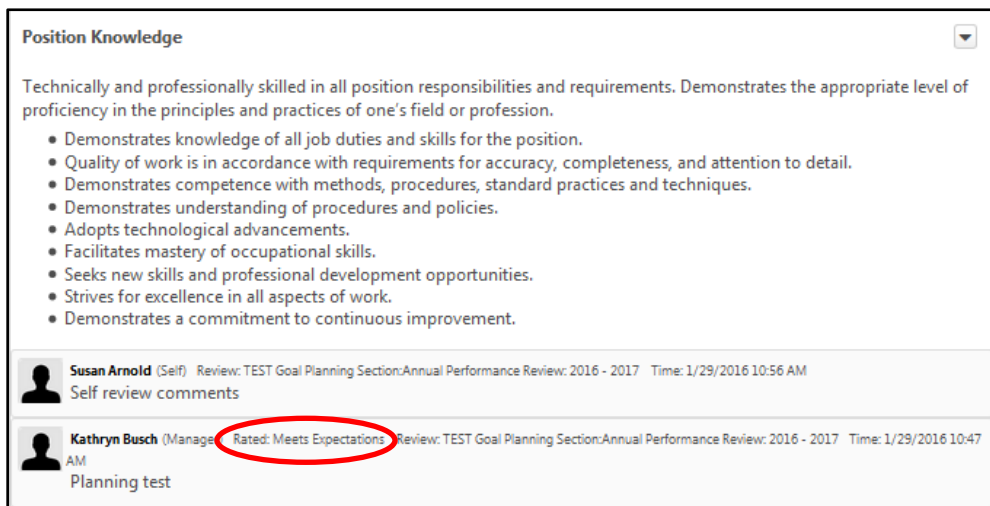
Review Step Progression

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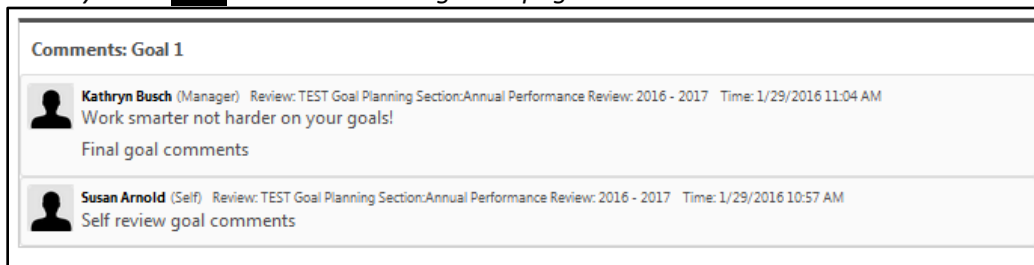
Competencies

This section allows the employee to view previous comments and the ratings for each competency. This section is view-only. Click **Next** to advance to next page.



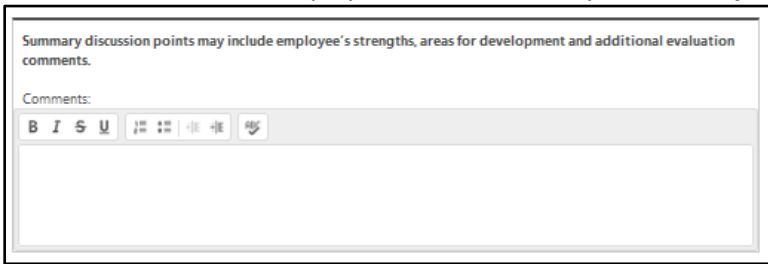
Goals

This section allows the employee to view previous comments for each goal in the lower section of the screen. This section is view-only. Click **Next** to advance through this page.



Additional Comments

This section allows the employee to view summary comments for the overall review period. Click **Next**.

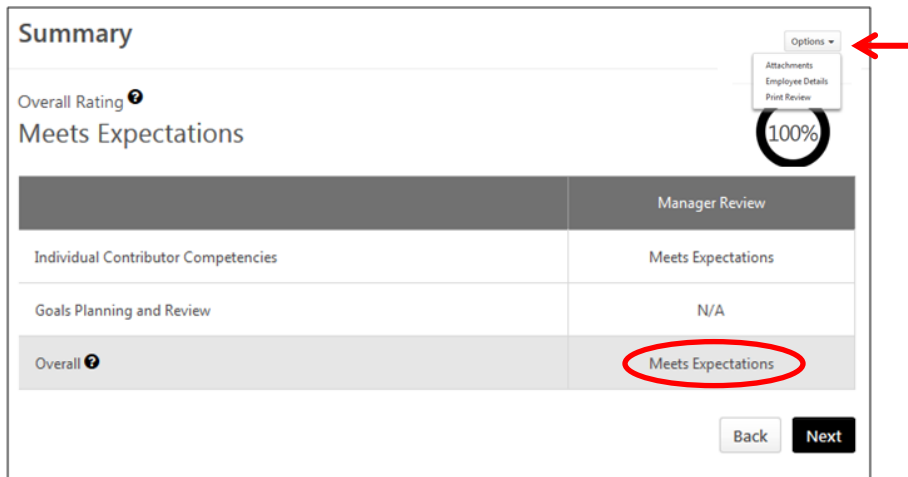


Summary discussion points may include employee's strengths, areas for development and additional evaluation comments.

Comments:

Rating Summary

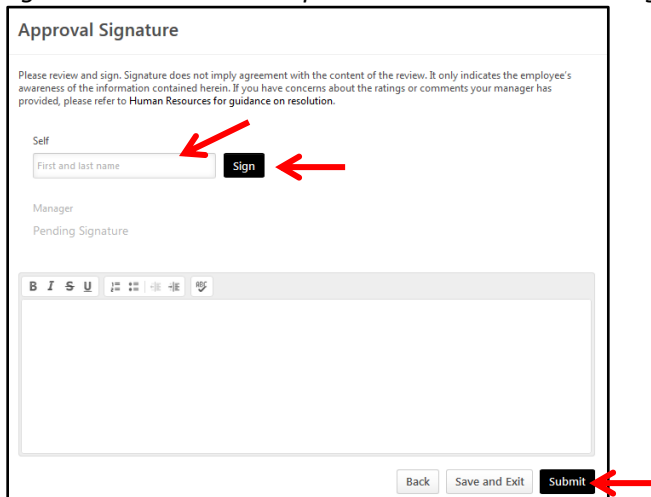
In the Summary section, the employee will be able to view the overall rating calculation. The employee can also print the review or view attachments at the end of the review period. Click the Options button to print the evaluation or view attachments, if desired. Otherwise, click the **Next** button.



	Manager Review
Individual Contributor Competencies	Meets Expectations
Goals Planning and Review	N/A
Overall	Meets Expectations

Sign the Review

The employee will electronically sign the review by typing their name into the text box. Type first and last name, then click the **Sign** button. The employee will also be able to add additional comments in a comments box before submitting the signed review. Once completed with comments and signature, click **Submit**.



Approval Signature

Please review and sign. Signature does not imply agreement with the content of the review. It only indicates the employee's awareness of the information contained herein. If you have concerns about the ratings or comments your manager has provided, please refer to Human Resources for guidance on resolution.

Self

First and last name **Sign**

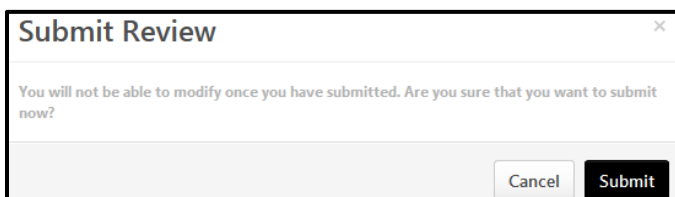
Manager

Pending Signature

Back Save and Exit **Submit**

Submit Review

A box will appear asking if you are sure you want to continue. Click the **Submit** button.



Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel **Submit**