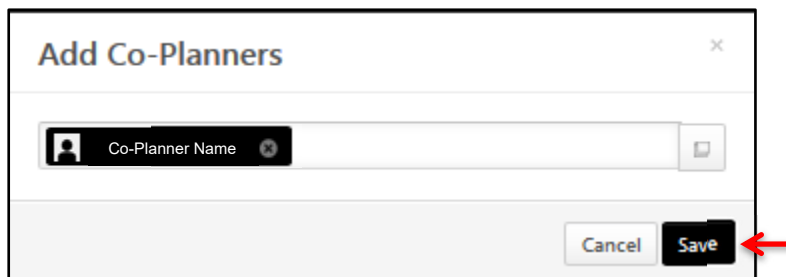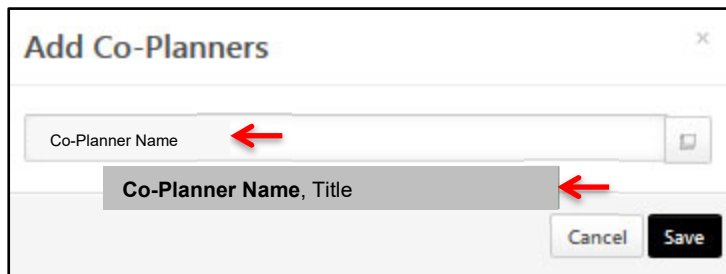# myPerformance
MANAGER ASSIGNING CO-PLANNER INSTRUCTIONS

A manager can add co-planners to an employee evaluation during Step One: Planning and Mid-Review and Step Three: Manager Review. A co-planner is one who has managed a portion of the employee's work assignment during the evaluation period. If there is a dual reporting relationship both leaders need to have input into an employee evaluation or if there are multiple reporting relationships during the evaluation period then all leaders need to have input into an employee evaluation. The employee's manager can use the co-planner input when they are evaluating the employee's performance and assigning ratings. This is a key factor for a complete performance evaluation and for employee development.

1) On the drop-down Options Menu, select **Add Co-Planners.**

2) Enter the name of the co-planner to search for options, select the co-planner from the list and select **Save.**
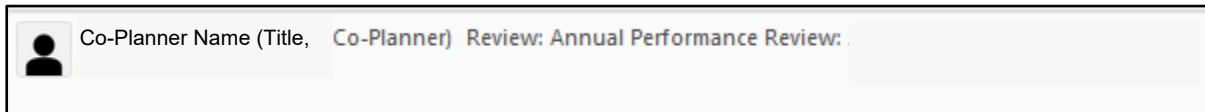

3) The co-planner will receive an email notifying them of being assigned as a co-planner to an employee evaluation.

You have been assigned as a Co-Planner in myPerformance for **Employee Name** . You now have access to this review in myPerformance. **Manager Name** is the manager for this position and you may refer to him or her with any questions.
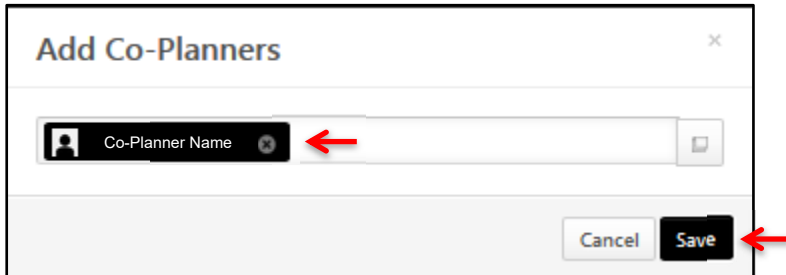
Thank you,

myPerformance Team

4) A separate comment box is assigned to clearly identify each co-planner and they can enter comments on competencies, goals, and general comments assessing the employee's work performed under their direction or on their team.

Co-Planner Name (Title,   Co-Planner) Review: Annual Performance Review: .

5) The Manager can remove a co-planner at any time during the evaluation. The co-planner comments box will remain in the employee's evaluation.

Add Co-Planners   ×

Co-Planner Name   ⊗   ←

Cancel   **Save**   ←