

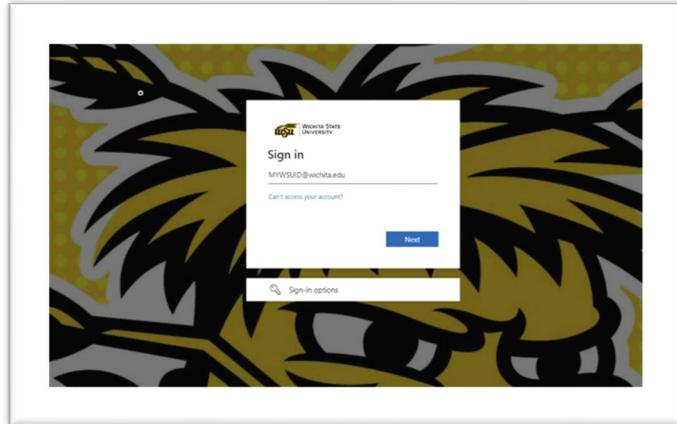
myPerformance

INDIRECT MANAGER INSTRUCTIONS

The following instructions are for an Indirect Manager reviewing an annual evaluation for an non-teaching indirect report.

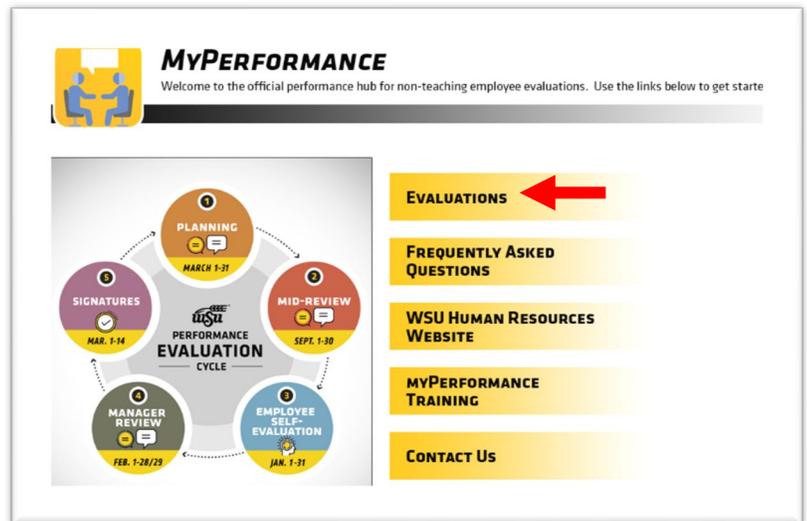
Login to myPerformance

1. Login to [myPerformance](#)

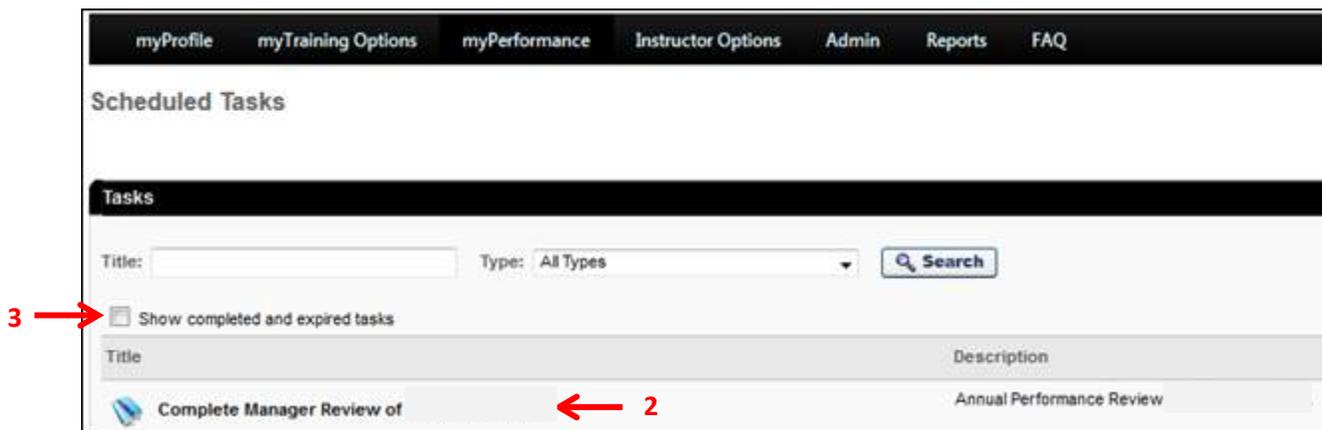


Select the Review

1. Select the Evaluations link.



2. To access an employee's evaluation before first submission in a step, select the evaluation in the **Tasks** list.
3. To access an employee's evaluation **if you have already submitted your viewing capability previously**, check the box for "Show completed and expired tasks", then select the employee evaluation in the **Tasks** list.



INDIRECT MANAGER REVIEW

The Indirect Manager will be able to view all comments that have been submitted from both the manager and employee throughout the review process. The Indirect Manager cannot add comments to the review until Steps 4 and 5. The Indirect Manager can access the review at any time during the evaluation process and view contents of the evaluation submitted prior to that time.

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.

Overview

Welcome to the 2023-2024 Performance Review!
This review cycle starts on March 1, 2023 and ends on February 29, 2024.
The due dates for each step are as follows:

Manager Planning and Mid-Review Documentation: March 1, 2023-December 31, 2023
The manager inputs expectations for new review period including competencies and goals and meets with the employee to communicate expectations in March and again for Mid-Review in September. The manager may then add comments and notes to competencies and goals throughout the review cycle before the December 31st deadline.

Employee Self-Evaluation: January 1-January 31, 2024
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 completed by January 31st, it will automatically route to the manager for the next step.

Manager Evaluation: February 1-February 29, 2024
The manager provides 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 overall rating before the last day of February.

Employee Signature: March 1-March 7, 2024
The employee reviews the evaluation, adds comments, and electronically signs showing they have received the evaluation.

Manager Signature: March 8-March 14, 2024
The manager reviews the employee comments, makes any needed additional comments, and electronically signs showing their approval of completion. The completed evaluation will continue to be accessible to the manager and employee in myPerformance.

- For step-by-step instructions on how to complete the steps in myPerformance or add a co-planner, [please refer to the myPerformance Quick Reference Guides](#).
- For questions regarding the myPerformance software or process, [contact the Performance Management team](#).
- For more information on Non-Teaching evaluations and FAQs, [please refer to the Performance Evaluations information page](#).
- For myPerformance training, please register in myTraining in [myWSU](#).

Review Step Progression

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

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 ✓

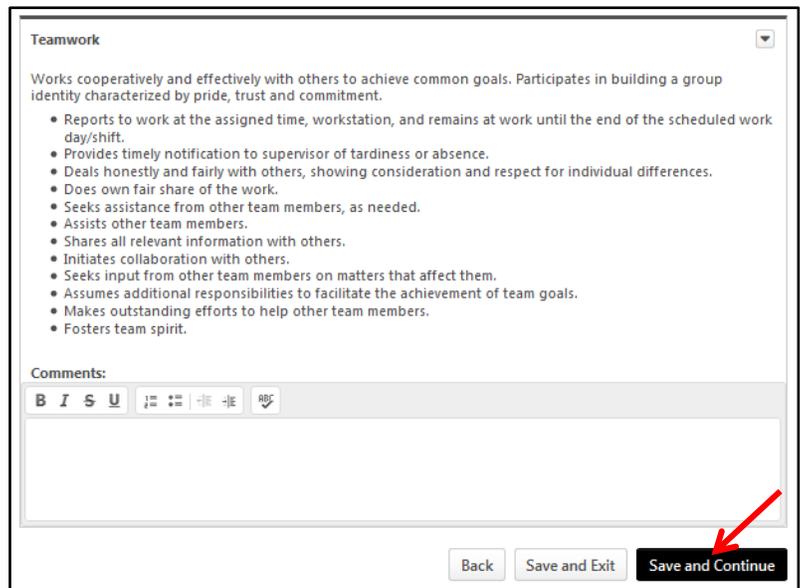
Get Started

Steps 1, 2 and 3 – Planning & Mid-Review / Employee Self-Evaluation / Manager Review

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 may provide comments and notes on job performance and accomplishments as they relate to each competency.



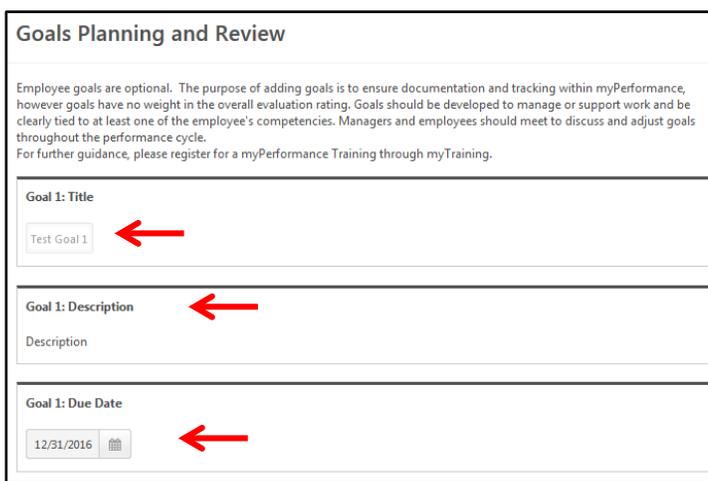
When finished viewing Competencies, click **Save and Continue** at the bottom of the Competencies page.

Goals Planning and Review

This section is optional and will not be weighed or rated during the end of the review period. Managers may add additional goals to the employee's evaluation for development and/or documentation. Some examples include:

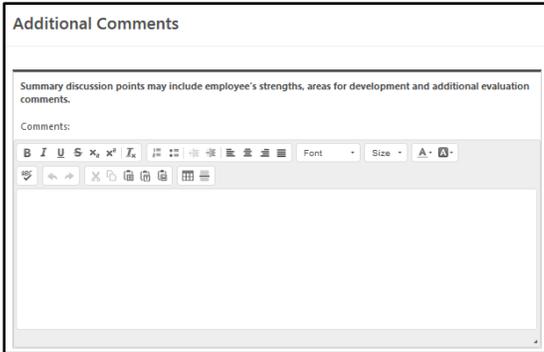
- For specifics in helping an employee in their position knowledge
- To help an employee develop to the next level
- To let the employee choose their own goals for self-development
- For work on a specific project

Managers can input goals during planning or at various times throughout Step 1. After viewing Goals, click **Save and Continue**.



Additional Comments

Managers may add general comments during Step 1 and Step 3. Employees may enter general comments during Step 2. After viewing Additional Comments, click **Save and Continue**.



Steps 4 and 5 - Employee and Manager Signatures

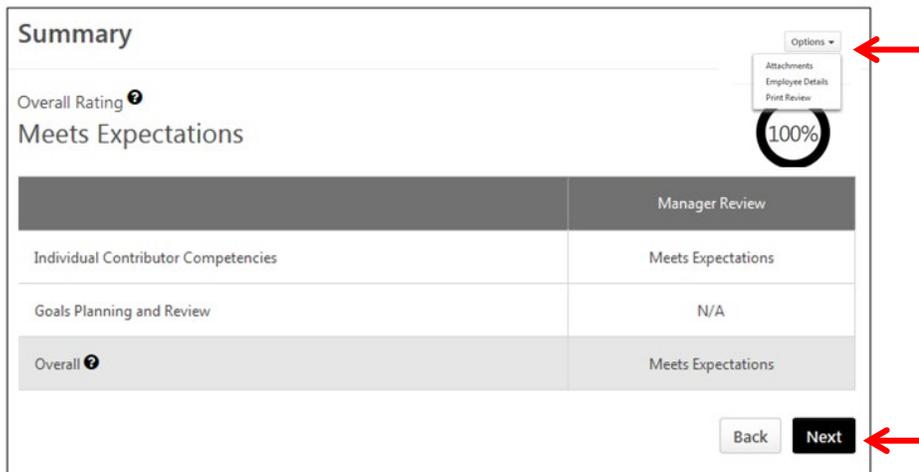
During these steps, the Indirect Manager can view the evaluation and comments. **The Indirect Manager can also add comments during these two steps.**

Competencies, Goals and Comments

View all comments once again by the manager and employee during Steps 1-3 for all Competencies, Goals, and Additional Comments. Click the **Next** button to advance through these sections.

Summary

In the Summary section, the Indirect Manager will be able to view the overall rating calculation. The Indirect Manager can also view print the review or 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

Signature Page

The Indirect Manager does not sign the review. There is an optional comment box available to add comments in Steps 4 and 5.