



2022-2023 *myPERFORMANCE* EVALUATION CYCLE TIMELINE SUMMARY

Non-Teaching Employee Performance Evaluations

MARCH 1-31, 2022

2022-2023 PLANNING

MANAGERS

- PLAN Expectations, Competencies, and Goals
- SAVE and SUBMIT Evaluation
- PROVIDE a Copy of Evaluation to Employee
- MEET with Employee to Review Planning

SEPTEMBER 1-30, 2022

2022-2023 MID-REVIEW

MANAGERS

- UPDATE Expectations, Competencies, and Goals
- SAVE and SUBMIT Evaluation
- PROVIDE a Copy of Evaluation to Employee
- MEET with Employee for Mid-Review

JANUARY 16-31, 2023

2022-2023 EMPLOYEE SELF-EVALUATION

EMPLOYEES

- ENTER Job Performance Info and Accomplishments
- SAVE and SUBMIT Evaluation

FEBRUARY 1-28, 2023

2022-2023 MANAGER REVIEW

MANAGERS

- PROVIDE SUMMARY Comments
- SELECT RATING for Competencies
- SAVE and SUBMIT Evaluation
- PROVIDE a Copy of Evaluation to Employee
- MEET with Employee to Review

FEBRUARY 1-28, 2023

2023-2024 EVALUATIONS AVAILABLE

MANAGERS

- ★ 2023-2024 evaluations are available in myPerformance so that Managers may meet with their employees for both 2022-2023 end-of-year (Manager Review) and 2023-2024 beginning-of-year (Planning) at the same time.

MARCH 1-7, 2023

2022-2023 EMPLOYEE SIGNATURE

EMPLOYEES

- REVIEW Evaluation
- ADD Additional/Final Comments
- Electronically SIGN, SAVE, and SUBMIT Evaluation

MARCH 1-31, 2023

2023-2024 PLANNING

MANAGERS

- PLAN Employee Expectations, Competencies, and Goals
- SAVE and SUBMIT Evaluation
- PROVIDE a Copy of Evaluation to Employee
- MEET with Employee to Review Planning

MARCH 8-14, 2023

2022-2023 MANAGER SIGNATURE

MANAGERS

- REVIEW Employee Comments
- ADD Additional/Final Comments
- Electronically SIGN, SAVE, and SUBMIT Evaluation

MYPERFORMANCE TRAINING

Our *myPERFORMANCE* training is available online! Access the any of the following training modules in [myTraining](#) or [WICHITA.EDU/MYPERFORMANCE](#)

AVAILABLE ONLINE TRAINING MODULES

- ★ MYPERFORMANCE TRAINING (Full Module)
- ★ MYPERFORMANCE FOR MANAGERS (Condensed)
- ★ MYPERFORMANCE FOR EMPLOYEES (Condensed)

NEED HELP?

[WICHITA.EDU/MYPERFORMANCE](#) is where you can find myPerformance [Training](#), [Reference Guides](#), [FAQs](#), and more about [non-teaching employee performance evaluations!](#)

You can also send us an email at MYPERFORMANCE@WICHITA.EDU or call the HR Service Center at (316) 978-3065 to leave a message for the myPerformance team.



WHO HAS ACCESS TO CURRENT CYCLE MYPERFORMANCE EVALUATIONS, AND WHEN?

★ **INDIRECT MANAGERS** have access to view evaluations throughout the entire evaluation cycle. No action is required.

MARCH 1-31: PLANNING

MANAGERS

- Managers have unlimited access to their Direct Report evaluations through January 15 to continuously update performance and goals throughout the year.
- Employees do not have access to their current year evaluations until January 16.

AUTOMATIC ROLLOVER TO NEXT STEP?

- Yes. myPerformance will automatically rollover to the Mid-Review step on September 1.

SEPTEMBER 1-30: MID-REVIEW

MANAGERS

- Managers have unlimited access to their Direct Report evaluations through January 15 to continuously update performance and goals throughout the year.
- Employees do not have access to their current year evaluations until January 16.

AUTOMATIC ROLLOVER TO NEXT STEP?

- Yes. myPerformance will automatically rollover to the Employee Self-Evaluation step on January 16.

JANUARY 16-31: EMPLOYEE SELF-EVALUATION

EMPLOYEES

- Employees have unlimited access to their current year evaluation during the Employee Self-Evaluation step from January 16-31.
- Managers will not have access to their Direct Report evaluations during the Employee Self-Evaluation step.

AUTOMATIC ROLLOVER TO NEXT STEP?

-
- Yes. myPerformance will automatically rollover to the Manager Review step on February 1.

FEBRUARY 1-28/29: MANAGER REVIEW

MANAGERS

- Managers have unlimited access to their Direct Report evaluations throughout the entire month of February to complete the Manager Review step.
- Employees do not have access to their current year evaluations again until the Employee Signature step on March 1.

AUTOMATIC ROLLOVER TO NEXT STEP?

- NO. Manager action is required for the evaluation to push to the Employee Signature step on March 1.

MARCH 1-7: EMPLOYEE SIGNATURE

EMPLOYEES

- Employees have access to their current year evaluation for Employee Signature on March 1, provided that the Manager Review step has been completed.
- Managers do not have access to their Direct Report evaluations during this step. Managers will have access to these evaluations again for Manager Signature on March 8, provided that their Direct Report has completed the Employee Signature step.

AUTOMATIC ROLLOVER TO NEXT STEP?

- NO. Employee action is required for the evaluation to push to the Manager Signature step on March 8.

MARCH 8-14: MANAGER SIGNATURE

MANAGERS

- Managers have access to their Direct Report evaluations for Manager Signature on March 8, provided that the Employee Signature step has been completed.
- Employees do not have access to their evaluations during this step. Employees will have access to this evaluation again once Manager Signature has been completed.

AUTOMATIC ROLLOVER TO NEXT STEP?

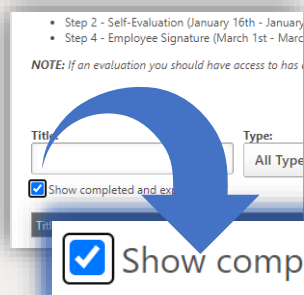
- NO. Manager action is required for the evaluation to push to Completed status.

CAN'T FIND AN EVALUATION?

TRY THIS!

CHECKMARK

Show completed and expired tasks



NOTE

Please email us at MYPERFORMANCE@WICHITA.EDU if an Employee is assigned to the wrong Manager, or the type of evaluation assigned (Employee, Manager, or Budget Officer) is not correct.