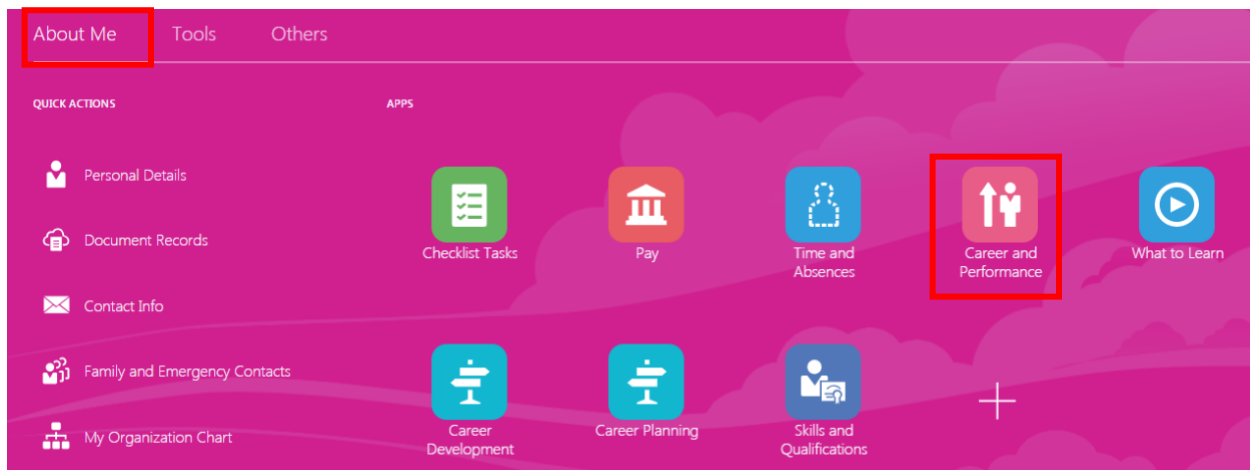


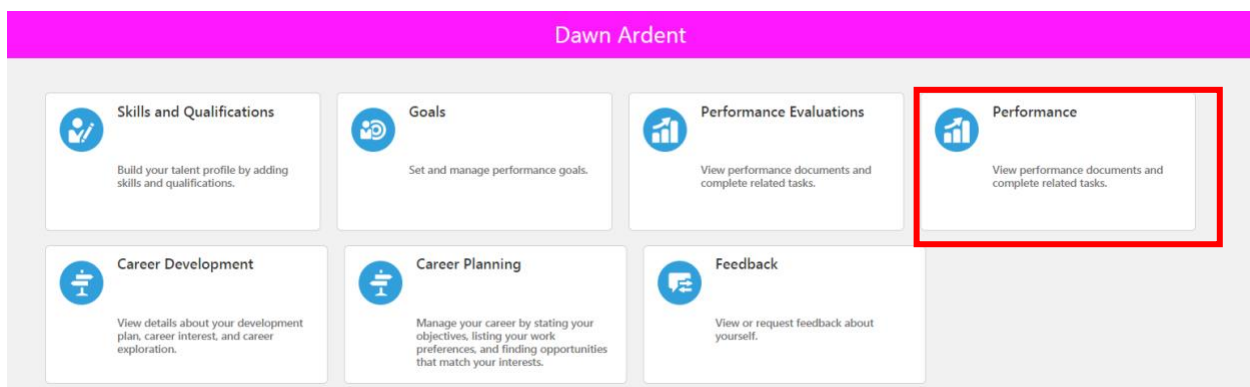
Sign Performance Review

Purpose: Review feedback provide by your manager, provide final comments and acknowledge that the review has been completed: **Note:** Signing the review is not indicating that you agree with the feedback.

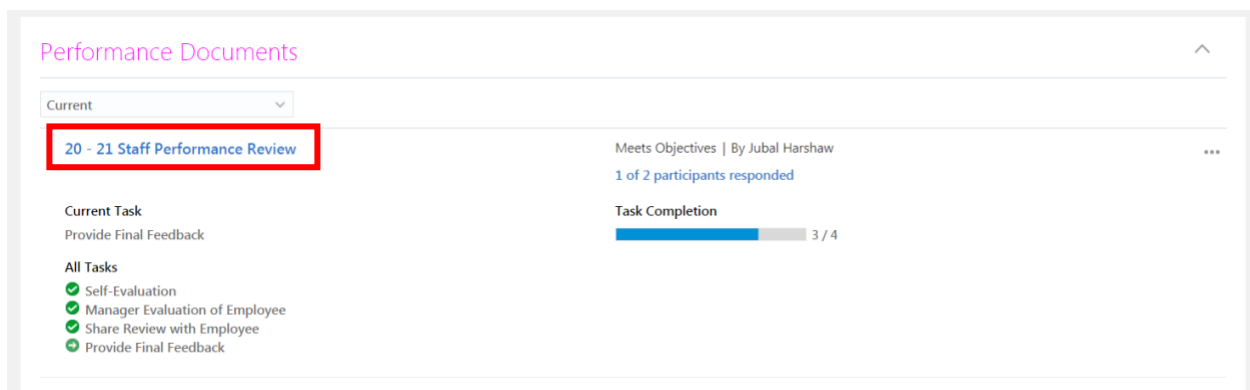
1. In 'About Me' click 'Career and Performance'



2. Click the 'Performance' tile



3. Click the performance link



4. View summary feedback. Click 'View' to see comments and ratings of 'Goal' and 'Competencies'

Summary

Manager Rating
Meets Objectives

Employee Rating
Exceeds Objectives

Manager Comments
completed the review

Employee Comments
completed

[Show Additional Info](#)

Evaluation Topics

Competencies 4 of 4 rated 4 of 4 commented	View
Goals 3 of 3 rated 3 of 3 commented	View
Questionnaire	View

5. View feedback and click the back arrow to return to overview

[<](#)

DA

Evaluated Topic Competencies
Dawn Ardent

Ratings and Comments

Communication, Mutual Respect and Professionalism

Communicates in an accurate, concise, respectful and organized manner, both orally and in writing. Maintains confidentiality. Navigates conflict effectively and demonstrates self-awareness. Represents the University in a professional manner. Maintains a professional appearance based on department objectives. Establishes and maintains positive working relationships within department and across campus. Actively contributes to the achievement of team and University initiatives. Assists other members of the team. Provides timely feedback and follow up to management as appropriate.


Manager Proficiency Level
Meets Objectives

Employee Proficiency Level
Meets Objectives

Manager Comments
Meets

Employee Comments
Meets

6. Click 'Yes' to provide final feedback and acknowledge review.



Information
Provide any final feedback comments on your evaluation

[Yes](#)





Document Details

Summary

7. Enter comments, click the checkbox indicating your identity

Comments

Employee Comments

Font 2 B I U      

☐ By clicking on this box, I verify that I am Dawn Ardent.

8. Click 'Submit' and then 'Yes' when finished.