



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

Dawn Ardent					
Skills and Qualifications	Goals	Performance Evaluations	Performance		
Build your talent profile by adding skills and qualifications.	Set and manage performance goals.	View performance documents and complete related tasks.	View performance documents and complete related tasks.		
Career Development	Career Planning	Feedback			
View details about your development plan, career interest, and career exploration.	Manage your career by stating your objectives, listing your work preferences, and finding opportunities that match your interests.	View or request feedback about yourself.			

3. Click the performance link

Performance Documents		^
Current v		
20 - 21 Staff Performance Review	Meets Objectives By Jubal Harshaw 1 of 2 participants responded	
Current Task Provide Final Feedback	Task Completion 3 / 4	
All Tasks Self-Evaluation Manager Evaluation of Employee Share Review with Employee Provide Final Feedback		





Page 2 of 3

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

Summary		^
Manager Rating Meets Objectives Manager Comments completed the review Employee Comments completed Show Additional Info	Employee Rating Exceeds Objectives	
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 Competencie Dawn Ardent	2S	
		Ratings and Comments Communication, Mutual Respect and Profes communicates in an accurate, concise, respectful awareness. Represents the University in a professi	sionalism and organized manner, both orally and in writing. Maintains confidentiality. Navigates conflict effectively and demonstrates self- nal 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	Employee Proficiency Level	
		Meets Objectives	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



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