

## Complete Self-Evaluation Staff Guide

Navigate to my.creighton.edu and select the myHR icon



In myHR, click on the About Me tab, then select the Career and Performance icon.

About Me	Team Talent	My Workforce	My Enterprise	Tools	Configuration	Others	
QUICK ACTIONS		APPS					
Personal	Details					<b>1</b> <sup>™</sup>	
Docume	nt Records	Checklist Ta	asks Pa	ay	Time and Absences	Career and Performance	What to Learn
🔀 Contact	nfo						
🐴 Family ar	d Emergency Contacts		4	_			
My Organ	nization Chart	Celebrat	e				

Select the Performance Tile

<b>②</b>	Skills and Qualifications Build your talent profile by adding skills and qualifications.	20	Goals Set and manage performance goals.	6	Performance View performance documents and complete related tasks.	0	Talent Ratings Set and manage talent assessments
•	Career Development View details about your development plan, career interest, and career exploration.	6	Feedback View or request feedback about yourself.	L			



Choose the performance review document for the current year, by clicking on the blue, hyperlinked name of the review.

Review Period	2023 - 2024 Review Period V	
Performan	nce Documents	
All	~	
23 - 24 Stat	iff Performance Review	
Current Task Self-Evaluatio Manager Eva	c lon aluation of Employee	
All Tasks Self-Evalu Manager I Share Rev Provide Fi	uation Evaluation of Employee View with Employee inal Feedback	

On the Summary Page, begin by choosing "Evaluate" for the Competencies and Goals. Enter Comments and Ratings for each Competency and Goal. Be sure to save your work as you evaluate each Competency and Goal. The Save button appears in the top right corner.

<ol> <li>Review and evaluate the contents of each set</li> </ol>	ction of the evaluation. Click submit when you	pu're done.	
Document Details			~
Summary			🖊 Edit
Employee Rating Needs Improvement			
Employee Comments Testing Final Comments			
Show Additional Info			
Evaluation Topics			^
Competencies 4 of 4 rated   4 of 4 commented			Evaluate
Goals 3 of 3 rated   3 of 3 commented			Evaluate
Questionnaire			Evaluate
Attachments			~
Mission, Vision and Values Connects to the mission by engaging in missi Cura Personalis, care for the whole, person by of all persons, regardless of level, status or di Employee Proficiency Level Meets Objectives Rang Rang Bating Description Exceeds Objectives Exceeds Objectives Meets Objectives Meets Objectives	on-centered on and off campus offerings being miniful of the needs and perspec- versity. Contributes to Control ton's mission	s. Understands, articulates and exercises Ign ctives of others, responding and acting appro ion and vision by reporting to work as assigne	atian mission, vision and values; Exercises priately. Respects and promotes the dignity d and on time, displaying accountability.
Needs Improvement Needs Improvement			
			Words: 1 Characters (with HTML): 14

Please Note: The "Questionnaire" section is optional for the Staff and Leadership Performance Reviews. If you requested that other individuals provide feedback for your evaluation, their information will be shared in the manager's view of the Questionnaire section only. For the employee, this section will be blank.

After you have evaluated all of the Competencies and Goals, you have the option to add attachments (if you wish to do so).

Attachments		+ Add
	There's nothing here so far.	

To complete your evaluation, on the Summary Page, you must provide an overall rating and comments under the "Summary" section. Click the pencil/Edit icon in the right corner to provide your overall rating and comments.

Document Details	~	
Summary Employee Rating Meets Objectives	Edit ^	
Employee Comments Testing Final Comments Show Additional Info		
Evaluation lopics Competencies	Evaluate	
Evaluation lopics Competencies 4 of 4 rated   4 of 4 commented Goals 3 of 3 rated   3 of 3 commented Questionnaire	Evaluate	
Evaluation lopics Competencies 4 of 4 rated   4 of 4 commented Goals 3 of 3 rated   3 of 3 commented Questionnaire	Evaluate Evaluate	

Once you have completed all of your ratings and comments, click "Submit" in the top right corner. This transmits the self-evaluation to your manager.



This completes the self-evaluation step. After your manager completes and shares your evaluation with you, you must go back into the document to provide final comments and sign the review. Guides for those steps are available at <a href="https://my.creighton.edu/hr/about-myhr/performance-management/training-resources">https://my.creighton.edu/hr/about-myhr/performance-management/training-resources</a>.

If you need additional assistance, please contact Human Resources at <u>hr@creighton.edu</u> or 402-280-2709.