

Complete Employee Performance Review Manager Guide

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



In myHR, click on the *Team Talent* tab. Select the Performance icon.

$\equiv \underline{\underline{Creighton}}_{UNIVERSITY}$				_	
	Good afternoon,				
	About Me Team Talent	My Workforce	My Enterprise Tools		
		APPS			
	Change Manager			_	
	Seniority Dates	Team Tale	nt Performance Overview	Career Overview	Performance
	V Transfer				
	Employment Contracts				
	Employee Summary	Career Developm	Talent Review ent	Talent Review	Workforce Compensation
	Employment Info				

Select the Employee's review by clicking on the blue, hyperlinked review title:

Search Person	0	Hide Filters	
Saved Search		Actions V	Sort By End Date - Latest to Oldest
ManagerViewFacetedS	i 🗸 Save	B 23 - 24 Staff Perform	ance Review
Filters	Reset 🔅		
	A 11	Current Task	Task Completion
Expand All Collapse /		Self-Evaluation	0/4
^ Employees	Clear	Employee	
		All Tasks	
All Evaluatees		>> Self-Evaluation	
Directs Only		Manager Evaluation of	f Employee
		O Share Review with Em	iployee
		0	



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.

Review and evaluate the contents of	each section of the evaluation. Click submit when you're done.		
Document Details		~	
Summary		🖍 Edit	
Manager Rating Meets Objectives	Employee Rating Exceeds Objectives		
Manager Comments			
Testing			
Employee Comments			
Testing Final Comments			
Show Additional Info			
Evolution Tonico			
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		~	
fission, Vision and Values connects to the mission by engaging in miss	ion-centered on and off campus offerings. Understands, articulates and exercises Ignatian mission, vision and values;		
exercises Cura Personalis, care for the whole promotes the dignity of all persons, regardle displaying accountability.	, person by being minorul of the needs and perspectives of others, responding and acting appropriately, respects and as of level, status or diversity. Contributes to Creighton's mission and vision by reporting to work as assigned and on time,		
Manager Proficiency Level	Employee Proficiency Level Meets Objectives		
Rating Rating Description			
Exceeds Objectives Exceeds Objectives	S & T		
Meets Objectives Meets Objectives			
Needs Improvement Needs Improvement			
	Words: 1 Characters (with HTML): 14		

Please Note: The "Questionnaire" section is optional. If you requested that other individuals provide feedback for the employee's evaluation, their information will be shared in the Manager's View of the Questionnaire section. If you did not request Feedback from others, 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). If the Employee included any attachments, those will be listed in the Attachments section.

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.

Review and evaluate the contents of each section	of the evaluation. Click submit when you're done.		
Document Details		\checkmark	
Summary		🖍 Edit	
Manager Rating Meets Objectives Manager Comments	Employee Rating Exceeds Objectives		
Testing			
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		~	

Once you have completed your ratings and comments, click "Submit" in the top right corner.



When you are ready to share the review with the employee, you must go back into the review document. Along the top of the Summary page, you will see the following banner. Choose "**Share and <u>Release</u>**" to share the document with the employee. NOTE: Share and Retain will allow the employee to view the manager ratings and comments within the system, but prevent the employee from signing the review and completing the process.

Information Share the evaluation for employee review. Retain control or release to progress to the next task.
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Enter any comments, and then click "Submit." Share and Release will share the review with the employee.

omments	
	Words: 0 Characters (with HTML): 0

This completes the process for the manager evaluation. The final step in the process is for the employee to review and sign the document.

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