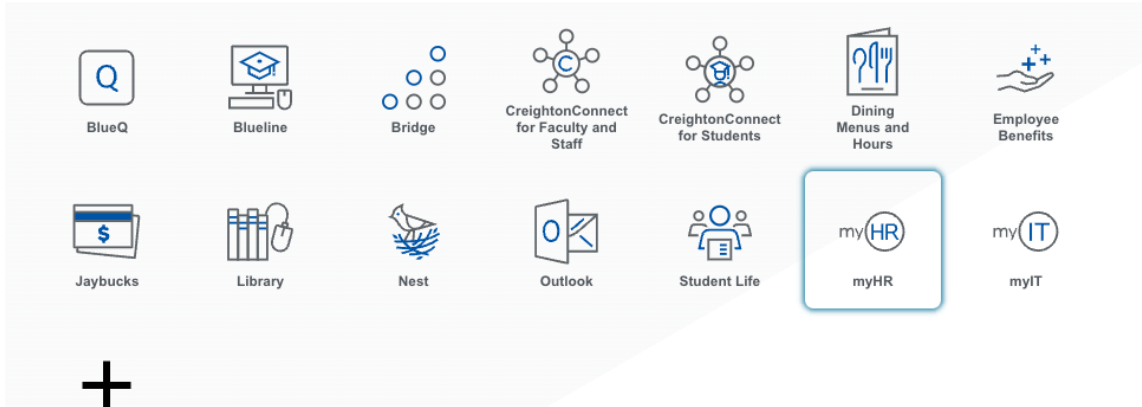
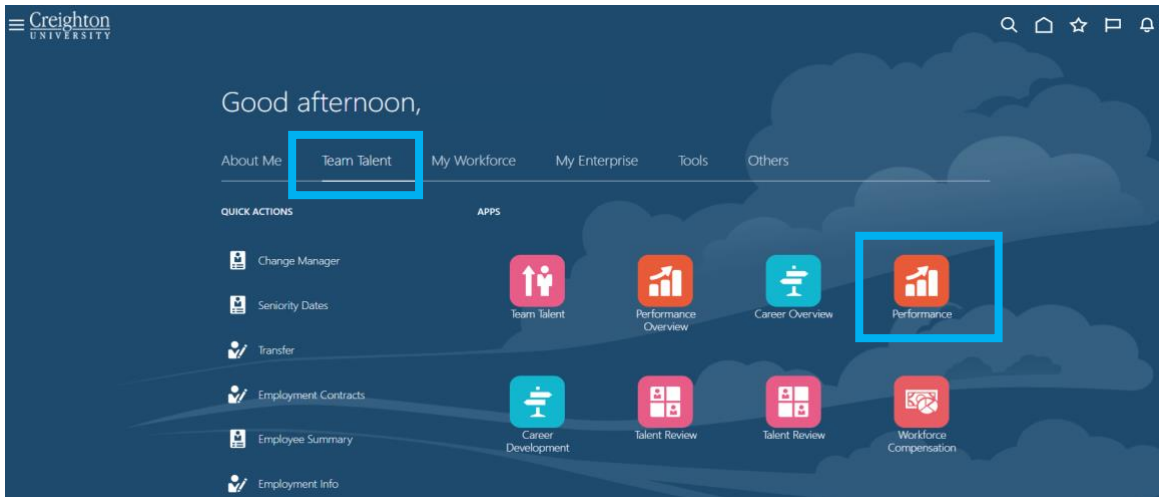


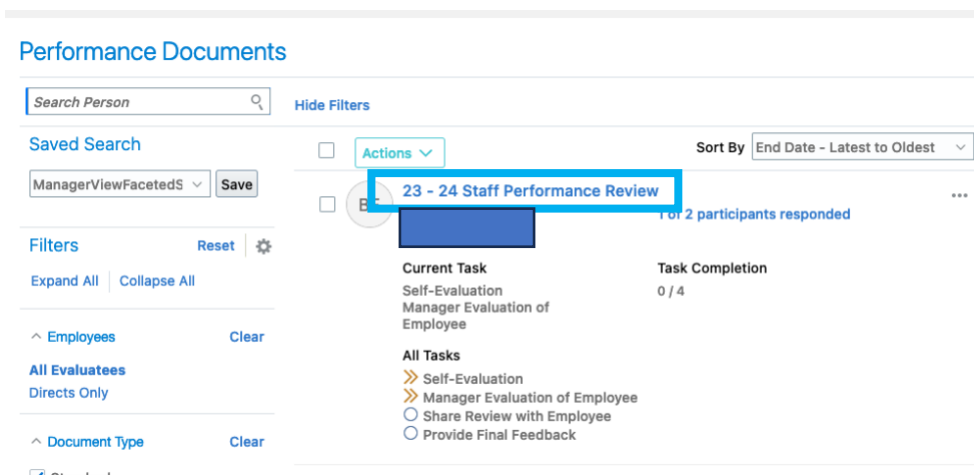
Navigate to [my.creighton.edu](http://my.creighton.edu) and select the myHR icon



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



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



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** [dropdown arrow]

**Summary** [Edit button] [up arrow]

<b>Manager Rating</b> Meets Objectives	<b>Employee Rating</b> Exceeds Objectives
<b>Manager Comments</b> Testing	
<b>Employee Comments</b> Testing Final Comments	

[Show Additional Info](#)

**Evaluation Topics** [up arrow]

<b>Competencies</b> 4 of 4 rated   4 of 4 commented	<a href="#">Evaluate</a>
<b>Goals</b> 3 of 3 rated   3 of 3 commented	<a href="#">Evaluate</a>
<b>Questionnaire</b>	<a href="#">Evaluate</a>

**Attachments** [dropdown arrow]



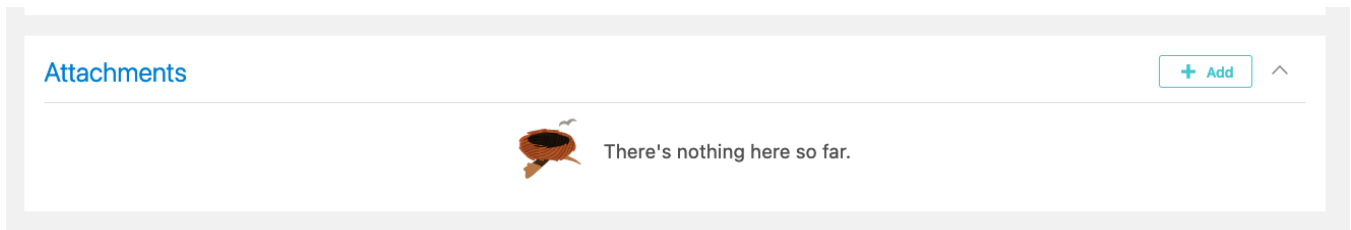
Mission, Vision and Values  
Connects to the mission by engaging in mission-centered on and off campus offerings. Understands, articulates and exercises Ignatian mission, vision and values; Exercises Cura Personalis, care for the whole, person by being mindful of the needs and perspectives of others, responding and acting appropriately. Respects and promotes the dignity of all persons, regardless of level, status or diversity. Contributes to Creighton's mission and vision by reporting to work as assigned and on time, displaying accountability.

<b>Manager Proficiency Level</b>	<b>Employee Proficiency Level</b>								
Meets Objectives [dropdown arrow]	Meets Objectives								
<table border="1"> <thead> <tr> <th>Rating</th> <th>Rating Description</th> </tr> </thead> <tbody> <tr> <td>Exceeds Objectives</td> <td>Exceeds Objectives</td> </tr> <tr> <td>Meets Objectives</td> <td>Meets Objectives</td> </tr> <tr> <td>Needs Improvement</td> <td>Needs Improvement</td> </tr> </tbody> </table>	Rating	Rating Description	Exceeds Objectives	Exceeds Objectives	Meets Objectives	Meets Objectives	Needs Improvement	Needs Improvement	
Rating	Rating Description								
Exceeds Objectives	Exceeds Objectives								
Meets Objectives	Meets Objectives								
Needs Improvement	Needs Improvement								

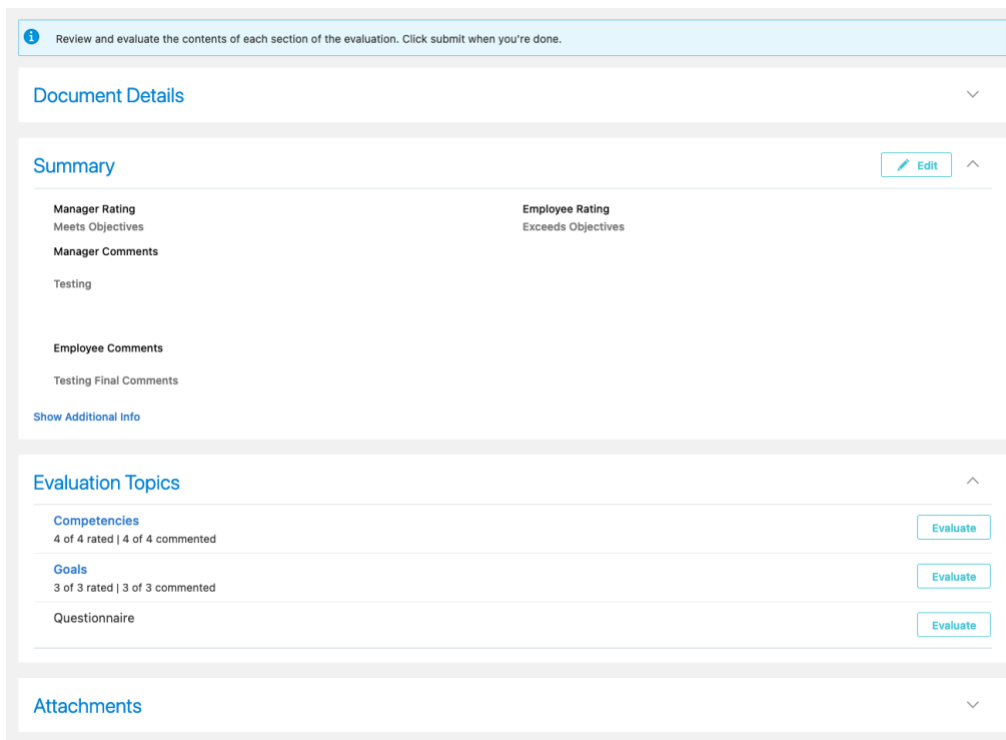
Words: 1 Characters (with HTML): 14

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.



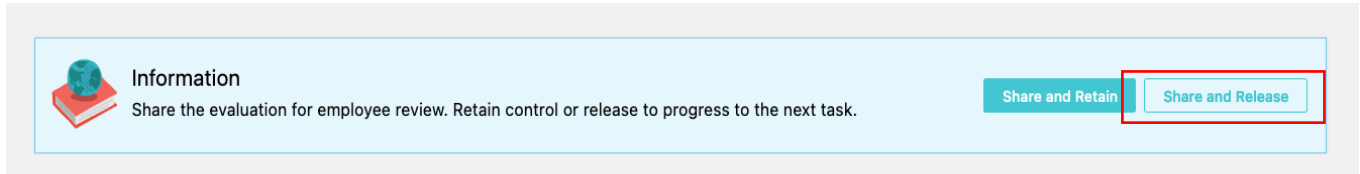
To complete your evaluation, on the Summary Page, you must provide an overall rating and comments under the “Summary” section. Click the pencil/Edit icon in the right corner to provide your overall rating and comments.



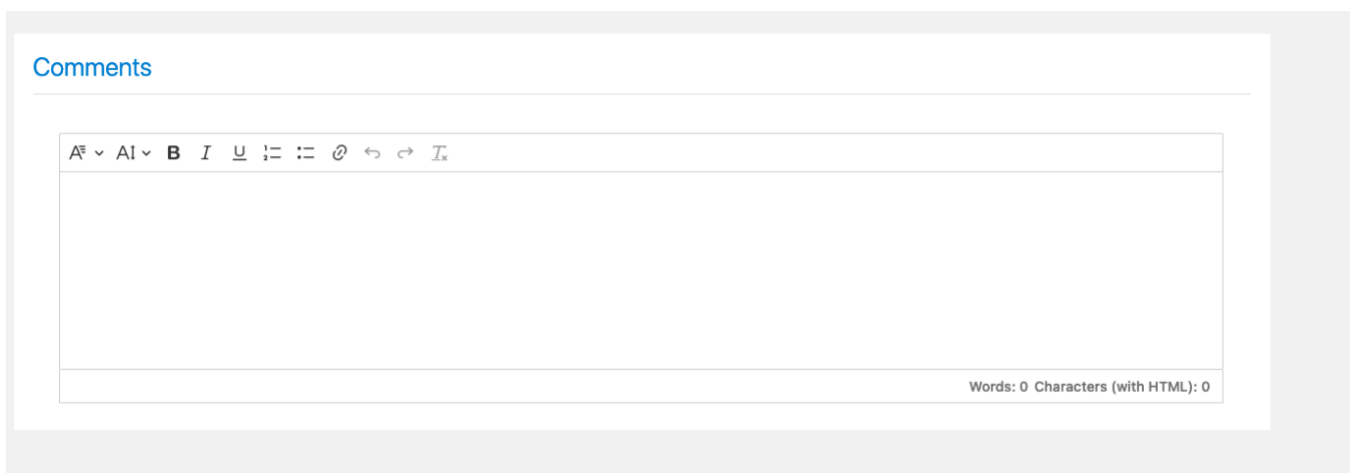
Once you have completed your ratings and comments, click “Submit” in the top right corner.



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 Release**” 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.



Enter any comments, and then click “Submit.” Share and Release will share the review with the employee.



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 [hr@creighton.edu](mailto:hr@creighton.edu) or 402-280-2709.*