Tips to Help You Complete Your Annual Review
(For Employees)

Before You Start

The Goal Setting Document must be complete before you can start the annual review process.

Ask your manager to mark the Goal Setting Document Complete, if it is in a status of In Progress.

See the Completing the Goal Setting Document Quick Start Guide.

Recommend Reviewers

Both you and your manager can nominate reviewers, but your manager decides who will provide feedback and submits the feedback requests. Note: Feedback is returned to your manager, not to you.

On the Document Details screen, click Start in the Select Reviewers row, click to add reviewers, then click Save.

See the Completing Your Annual Review work instruction.

Provide Feedback for Others

You may be requested to provide feedback for others.

Access your evaluation requests by clicking Evaluation Requests for Others in Quick Links - Self Service menu.

You can find accepted but incomplete evaluations in Current Evaluations for Others and completed evaluations in Historical Evaluations for Others.

See the Evaluation Requests for Others work instruction.

Complete the Self Evaluation

Navigate to the Self Evaluation Document:

-- Enter comments and ratings.
-- Review the ratings descriptions by clicking the icon. The ratings description is more accurate than the number.
-- Use Writing Tools to incorporate Performance Notes

-- Click Complete twice and then click OK.

See the Completing Your Annual Review work instruction.

Review the Manager’s Document

Review each section of the Manager’s Document.
-- Ratings and comments for goals and competencies
-- Feedback sections
-- Overall Summary and the Overall Rating.

Note: For the Overall Rating, your manager selects the rating that best reflects your overall performance for the year.

See the Completing Your Annual Review work instruction.

Meet with Your Manager

Your manager may share the Manager’s Document during a face-to-face meeting or before you meet, depending on the guidelines of your school or unit.

Note: The face-to-face meeting is a critical component of the Annual Review process.

See the Completing Your Annual Review work instruction.

Acknowledge Your Review

After you meet with your manager, you can acknowledge that you met and reviewed the Manager’s Document. At any point until you acknowledge the document, you can edit the Employee Comments section.

Click Acknowledge Review, then click OK in the Manager’s Document. Your manager completes the document.

See the Completing Your Annual Review work instruction.

View Completed Documents

View completed Self Evaluation and Manager’s Documents - Click the My Team Historical Documents page.

See the Completing Your Annual Review work instruction.