Entering and Editing Comments in My UI Career Performance Review (Staff View)

(Complete software instruction are found at: http://hr.uiowa.edu/myuicareer/instructions)

To work on your Performance Review, log into Self Service and under the Personal tab click on Annual Goals and Performance review.

From the My UI Career homepage click on the Performance Review link.

The Performance Review is an annual event where both the employee and supervisor review the Goal Plan and comment on the past year’s progress, growth, and accomplishments.

You may need to click on “All Forms” in my My Forms to find your Performance Review form.

<table>
<thead>
<tr>
<th>Form Title</th>
<th>Employee</th>
<th>Step</th>
<th>Currently With</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016 Annual Performance Review for YOUR NAME HERE</td>
<td>YOUR NAME HERE</td>
<td>Self-Evaluation</td>
<td>YOUR NAME HERE</td>
</tr>
</tbody>
</table>

Click on the appropriate link under the “Form Title” column to open your performance review.

To complete the form you should provide comments about Universal Competencies, Accomplishments/Goals, Section Comments and enter new or continuing goals for the next review period. To complete the review you will meet with your supervisor to discuss your review and sign the form to acknowledge receipt of the review and make final comments if you desire.

The method for entering your comments is basically the same for competencies, accomplishments/goals and section comments. There is a text entry box with basic editing controls for fonts and lists. The main differences are that for competencies you have access to a writing assistant (top right of comment box).

When writing your comments about goals you can access the comments and notes that you entered during the year by clicking on the Goal Details (lower right of comment box) and open the "Other Details" tab.

The Section Comments at the end of Goal Comments is intended for you to write about other accomplishments, achievements, or other important events that were not covered by your goals or universal competencies.

The last section of the review form is for you to enter your goals for the upcoming review period. You enter your goals here the same way as shown in creating a goal plan.

At any time you can save and return to the form. Once you are finished with the form you can send it to your supervisor for review by clicking on the “Send to Supervisor” button at the bottom of the form. Your supervisor will not see your comments while you are working on the form, but once you send the form you will not be able to make any edit unless you request that your supervisor return the form to you or if your supervisor returns the form to you for additional edits or comments.

The review process is not complete until you have had a discussion about your performance development with your supervisor and your supervisor has forwarded the form to you for your final signature.