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

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

To work on your employee’s 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 forms link under Supervisor Tools.

You will not be able to open or view an employee’s review form until the employee has completed their self-evaluation.

You may need to click on “All Forms” in my My Forms to find your employee’s 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 EMPLOYEE’S NAME HERE</td>
<td>EMPLOYEE NAME HERE</td>
<td>Discussion/ Finalizes</td>
<td>SUPERVISOR’S NAME HERE</td>
</tr>
</tbody>
</table>

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

To complete the form you need to provide ratings and comments about Universal Competencies, comments on Accomplishments/Goals, Section Comments and review the new goals provided by your employee for the upcoming review period and suggest other applicable goals. To complete the review you need to meet with your employee to discuss his/her performance and development, enter a date of the meeting and return the form for their signature to indicating the meeting took place.

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) and you need to provide a rating on the competency scale (top left above Supervisors Comment box). The different ratings are Continue to Develop (Improvement Needed), Competent (Effective), Accomplished (Commendable), and Advanced (Distinguished).

When writing your comments about goals you will not have access to the writing assistant and rating accomplishments/goals is optional. However it is recommended that you view the employee’s comments (located lower right of Supervisor Comment box) before adding your comments.

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

The Performance Summary is where you may enter your comments about an employee’s overall performance over the review period. You are also required to enter an overall rating based on a four point scale of: Improvement Needed, Effective, Commendable, and Distinguished.

To progress to finalizing the review you need to schedule and conduct a discussion with your employee about their performance review and next year’s goals. After the discussion the form is sent to the employee for their signature. Once signed the Performance Review is complete.