2020 CoE Performance Review Process

2. Employee completes review form and routes electronically to supervisor via Performance Review tool.
3. Supervisor completes their part of the review form.
4. Supervisor conducts review session with employee (VIRTUALLY).
5. Supervisor electronically routes review form to employee for acknowledgement. (This can be done prior to or following the review session, based on supervisor preference.)
6. Employee electronically signs review, adding optional comments.
7. Review is automatically added to ePersonnel and rating is recorded in HR system.

All CoE reviews must be complete (electronically signed by employee) no later than October 15, 2020.
HOW TO USE THE PERFORMANCE REVIEW TOOL

Accessing the Performance Review Tool. Performance Reviews are completed via a tool accessible in Employee Self Service under My Career.
STEP 1 – Employee Comments. There are three steps in the performance review process. The first step is the employee self-evaluation. The employee initiates the review form and completes their part of it before sending on to the supervisor.

The first time you access the system, you will have an empty inbox. To start a performance review for YOU (the employee), click Create New Review. There are also links to prior reviews (both your own reviews as well as any you completed as supervisor) for your reference.

When you open up the review form, this is what you will see. You can scroll down past this summary information. Note: as you progress through the form, there are red or green boxes in each section telling you whether that section requires entry.

If you wish to look at your last year’s review, there is a link to do so.
Enter your self-evaluative comments about the 3 Universal Competencies. These three text boxes are required to be completed.

Scroll down to the Goals & Accomplishments section. Enter your self-evaluative comments about the achievement of any goals that were set for you in the text box. If you prefer, you can write up a summary of your goal achievement in a separate document and attach it to the review. If you do that, simply type “See Attachment”.

Scroll down to the Employee Performance Documents section. This is where you can attach documents about your goals, as well as other review-related documents. It is optional to attach documents.
Scroll down to the Additional Comments section. Enter any overall comments you have about your personal performance this year. You’ll also be able to add comments at the end of the review process (after you’ve met with your supervisor and read his/her comments) when you electronically sign the finalized review form.

Once you have completed all of the review form sections, you are done with STEP 1 – Employee Comments and are ready to send the form on to your supervisor. To do that, click the GREEN button (Submit Performance Review) to send it to your supervisor so they can read your comments and enter their own. If you aren’t able to finish your review in one sitting, clicking Save for Later will save the draft for you to come back to.
STEP 2 – Supervisor Comments & Rating. In the second step, the supervisor provides comments about their assessment of the employee’s performance. They will also provide a performance rating.

Once an employee has submitted their review to the supervisor, it will appear in the supervisor’s inbox. Click on the employee name to access the review form.

Scroll past the summary information at the top of the form to the Universal Competencies section. Note: as you progress through the form, there are red or green boxes in each section telling you whether that section requires entry.

You will see the employee’s comments on each competency and there will be a text box under each competency where you enter your supervisor comments. Comments in each of these three text boxes is required.
Scroll down to the Employee Goals & Accomplishments section (optional). You will see any comments the employee provided about goal achievement. Enter your comments about the employee’s achievement of any goals you set for them in the text box or create an attachment that provides that information.

Write a summary of the employee’s accomplishments & goal achievement during this performance period

Scroll down to the Supervisor Performance Review Documents section (optional). This is a place to attach other information about the employee’s performance that is relevant to this review. Any documents that the employee attached during Step 1 will be listed here as well.
Any documents that the employee attached during Step 1 will be listed here as well. The supervisor can then decide if any of the attached documents should be added to the ePersonnel file (since they will not be part of the pdf of the review that gets attached in ePersonnel). The supervisor can also remove attachments if needed. Remember, it is optional to attach documents.

Scroll down to the Request Feedback section (optional). If you would like to have the system send an email requesting performance feedback from colleagues of the employee, click on the Request Some Feedback button and then fill out the boxes provided.

You will have the ability to customize the email that is sent. Below is an example of a feedback request email. Responses to these feedback requests will appear in this section and you will have the option of making them visible to the employee if you wish. Remember there are a myriad of ways outside of the performance review system to gather feedback about staff performance and you are welcome to use whatever method you choose, if any.

Scroll down to Supervisor Comments. You will be able to see the Employee’s additional comments here. Enter your overall comments about the employee’s performance in the text box. This is a good place to add or confirm the employee's goals for next year.
Scroll down to Overall Rating. Enter the date you and the employee will be discussing their review. A reminder that CoE reviews must be completed no later than 10/15/20.

Select a performance rating for the employee by clicking the appropriate radio button.

Once you have completed your portion of the review, you are ready to discuss it with the employee and move on to Step 3 – Employee Acknowledgement (see below).

However, if, after reading the employee’s comments, you or the employee determine that they should make changes to their self-evaluation comments, you can return the review to the employee by clicking Return Review to Employee (white button). The employee will only be able to see their own comments, not yours, but can make changes to the comments they originally provided.

When the employee is done making changes, they click on Submit (as before) to send the review form back to you, their supervisor.

Once the review is complete (i.e. both you and the employee’s comments, etc. are finished and no more changes are needed), you are ready to send it to the employee so he/she can read your comments and see their rating. It is a good idea to do this prior to the performance review discussion so the employee
2020 PERFORMANCE REVIEWS –QUICK REFERENCE

has a chance to read the full review ahead of time. Note there is a Print Review button in the left-hand menu if you’d prefer to print a hard copy to give to the employee to read. Click Finalize Performance Review to send the review form (including both your comments and the employee’s) to the employee. This is the end of Step 2.

STEP 3 – Employee Acknowledgement. In this step, the employee reads the supervisors comments, sees the performance rating they have been given, and electronically signs the review. Typically, the performance review discussion takes place immediately before or during this step.

After the employee has read the full review and had the formal performance review discussion with their supervisor, the employee electronically signs the performance review by clicking Finalize Performance Review. Note that there is also a place to provide additional employee comments if you want to add anything in response to the review. These comments are optional. At the bottom of the form you will also see the workflow path and be able to click the Finalize Performance Review button to complete the process.

To avoid inadvertent submittal, a second confirmation will pop up. The employee should again click Finalize Review.
The system will then record the rating and date of completion and attach the review as a document within the employee’s ePersonnel file. *The performance review process is now complete!*

**HELPFUL HINTS**

No merging of supervisor and employee forms. Please note – the employee must initiate the review. If a supervisor wants to get a head start on writing an employee’s review it is recommended you do so in a Word document and then cut and paste into the review form once sent to you by the employee.

No auto spell check. There does not appear to be spell check functionality in the tool. Please take care when typing your comments and be sure to proofread. Alternately, you may wish to type your comments in a Word document first where they can be spellchecked, and then cut and paste the comments into the review form.

Navigation menu. Within the review tool, there is a menu on the left side you can use to quickly jump to each section.
Workflow. As a form moves through each step, the routing history will be added to the form. Here is an example:

<table>
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</tr>
</thead>
<tbody>
<tr>
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<td>Status</td>
</tr>
<tr>
<td>--</td>
<td>Initiated</td>
</tr>
<tr>
<td>1</td>
<td>In Inbox</td>
</tr>
</tbody>
</table>

Notifications. When a review form is sent to you (i.e. employee submits to supervisor, supervisor sends to employee for signature), the system will send you an email notification. You can then log in to Employee Self Service → Personal → Performance Review to access the form, which will appear in your workflow inbox.

Reports. Supervisor will have a link on the left side of their Inbox called Reports. This will allow you to see the status of your direct reports’ reviews.

Questions? Contact Cathy Koebrick (x55078 or cathy-koebrick@uiowa.edu) or your CoE HR Generalist.