

Performance Review Tool

2016-17 Updates

College of Engineering

Overview of Changes

- ▶ Both P&S and Merit staff are able to use the tool
- ▶ New 5 point Rating scale, includes “no rating” option for Merit employees
- ▶ Documents can be attached (optional)
- ▶ Connects to ePersonnel file
- ▶ For HR Reps and supervisors: User friendly reports with added features and consistency with HRIS

Review Process Overview


1. Supervisor or employee "Create(s) Review" for employee.
2. Employee updates goal progress in Goal Plan.
3. Employee completes self evaluation comments and "Submits Performance Review" .
4. Supervisor completes comments and rating (does not finalize).
5. Supervisor has discussion with employee.
6. Supervisor enters meeting date, clicks "Finalize Performance Review."
7. Employee adds final comments and electronically signs.
8. Performance Review is automatically uploaded into employee's ePersonnel file.


Log In


- ▶ Access via Employee Self Service





Inbox




 **Inbox** 7

 **History** 2

 **Create New Review**

 **Reports**

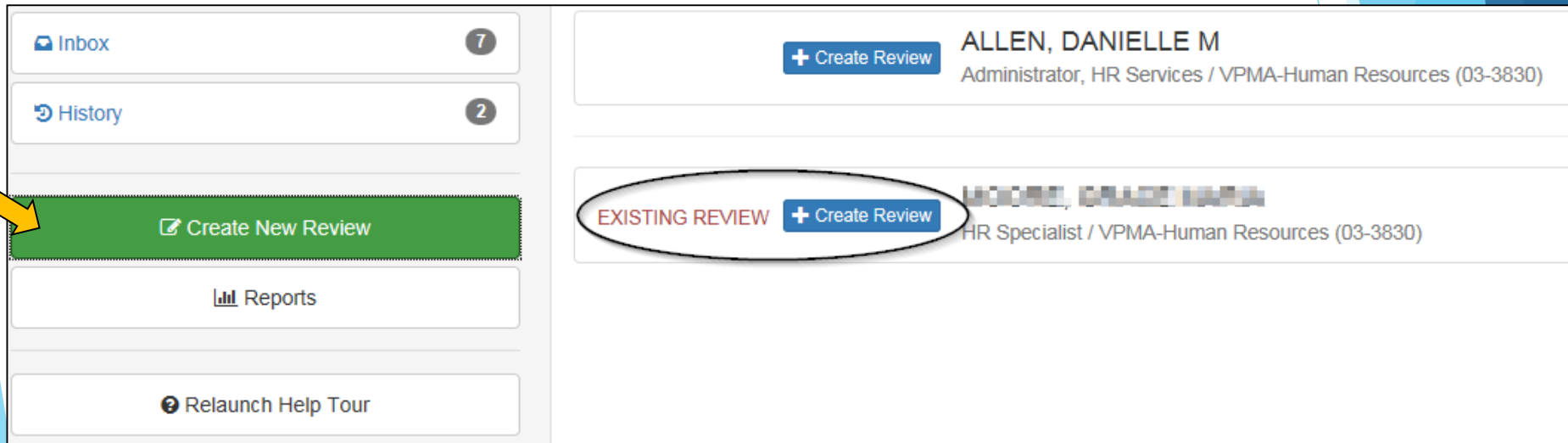
 **Relaunch Help Tour**

 DRAFT	ALLEN, DANIELLE M 2016 - #1 Administrator, HR Services / VPMA-Human Resources (03-3830)
 DRAFT	ALLEN, DANIELLE M 2016 - #2 Administrator, HR Services / VPMA-Human Resources (03-3830)
 DRAFT	MOORE, CARIAN M 2016 - #2 Staff Nurse / Uihc-Nursing Service (70-7000)
 DRAFT	AUSTIN, JENNIFER LEE 2016 - #1 Staff Nurse / Uihc-Nursing Service (70-7000)
 DRAFT	BUSHAWKA, CHRISTINA LYNN 2016 - #1 Nursing Unit Clerk / Uihc-Nursing Service (70-7000)
 DRAFT	FESTER, SHILANA 2016 - #1 Clerk III / Uihc-Nursing Service (70-7000)
 DRAFT	MOORE, GRACE MARIA 2016 - #2 HR Specialist / VPMA-Human Resources (03-3830)

Create New Review

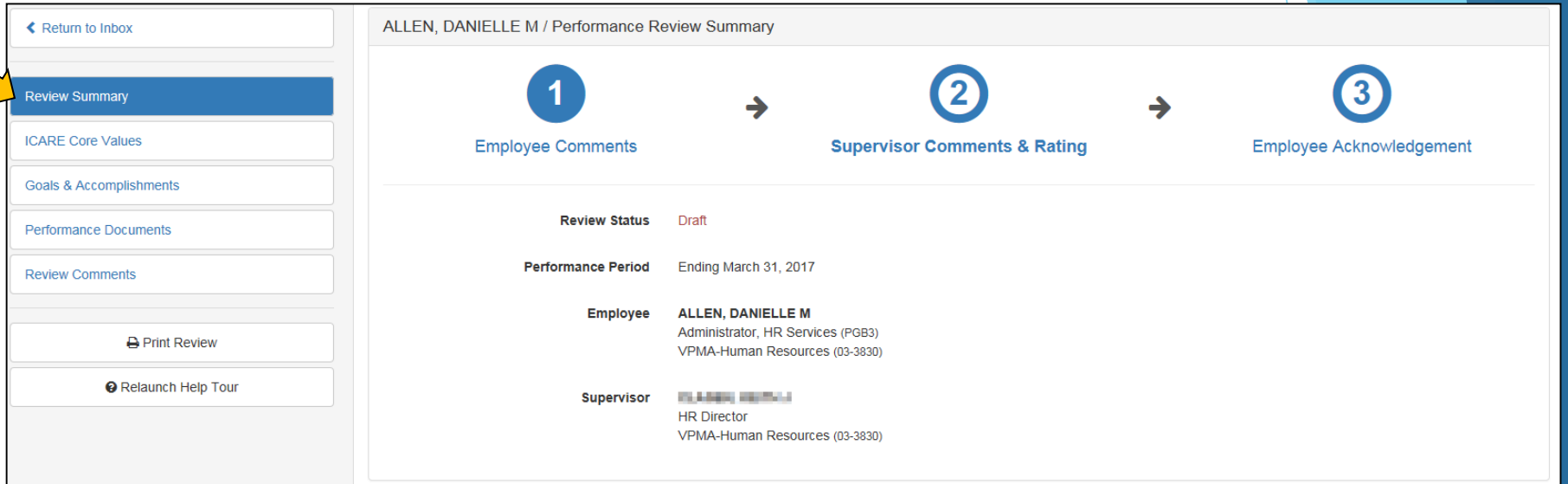
For Merit & SEIU employees, the supervisor must initiate the review.

For non-bargaining P&S employees, either the supervisor or employee can initiate the review.



The screenshot displays a web application interface. On the left is a navigation sidebar with four items: 'Inbox' (7), 'History' (2), 'Create New Review' (highlighted in green with a yellow arrow pointing to it), and 'Reports'. On the right is a main content area with a header for 'ALLEN, DANIELLE M' (Administrator, HR Services / VPMA-Human Resources (03-3830)) and a '+ Create Review' button. Below this is a list of reviews. The first review is for 'MORRE, BRADY WARD' (HR Specialist / VPMA-Human Resources (03-3830)), which is circled in black and includes the text 'EXISTING REVIEW' and a '+ Create Review' button.

Review Summary



← Return to Inbox

Review Summary

ICARE Core Values

Goals & Accomplishments

Performance Documents

Review Comments

Print Review

Relaunch Help Tour

ALLEN, DANIELLE M / Performance Review Summary

1 → 2 → 3

Employee Comments Supervisor Comments & Rating Employee Acknowledgement

Review Status Draft

Performance Period Ending March 31, 2017

Employee ALLEN, DANIELLE M
Administrator, HR Services (PGB3)
VPMA-Human Resources (03-3830)

Supervisor [REDACTED]
HR Director
VPMA-Human Resources (03-3830)

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10/18/16

Universal Competencies

Universal Competency: Collaboration & Embracing Diversity

Required

Describe efforts the employee took to ensure the acceptance of diversity in your workplace, fostering positive work relationships and successful results

Collaboration & Embracing Diversity: Ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity.

Universal Competency: Positive Impact & Achieving Results

Required

Share results achieved that demonstrates the employee's willingness to create positive outcomes despite challenges or difficulties

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10/18/16

Goals & Accomplishments

Attach 2015-2016 goals from Success Factors to your 2016-2017 review

Employee Goals & Accomplishments Optional

Employee 2016-2017 Success Factors Goals

[View 2016-2017 Employee Goals](#)

Attach Employee Goals to ePersonnel File

2015-2016 Success Factors Review

[View / Download 2015-2016 Review](#)

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

[Print Review](#)

[Relaunch Help Tour](#)

successfactors™
An SAP Company

Performance Documents

[← Return to Inbox](#)

Review Summary

ICARE Core Values

Goals & Accomplishments

Performance Documents

Request Feedback

Review Comments

Overall Rating

[Print Review](#)

[Relaunch Help Tour](#)

Supervisor Performance Evaluation Documents Optional

Performance Evaluation Documents may be added to provide additional details to this evaluation. Below are some standardized template that you may use. Your unit/department may also provide documents that are not listed below. If you are not sure which templates (if any) to use, please consult with your supervisor or HR Representative. **All uploaded documents have the option to be added to the ePersonnel file once the evaluation is complete..**

Required Performance Evaluation Documents

Please download, complete and upload the following documents to this performance evaluation.

Drag & drop files here to upload

[Select a File to Upload](#)

Current Supervisor Performance Evaluation Documents

All attachments will be added to the Employee's ePersonnel File

ALLEN, DANIELLE M has not uploaded any performance documents

Performance Documents

[Return to Inbox](#)

[Review Summary](#)

[ICARE Core Values](#)

[Goals & Accomplishments](#)

Performance Documents

[Request Feedback](#)

[Review Comments](#)

[Overall Rating](#)

[Print Review](#)

[Relaunch Help Tour](#)

Review last saved a few seconds ago

Supervisor Performance Evaluation Documents Optional

Performance Evaluation Documents may be added to provide additional details to this evaluation. Below are some standardized template that you may use. Your unit/department may also provide documents that are not listed below. If you are not sure which templates (if any) to use, please consult with your supervisor or HR Representative. **All uploaded documents have the option to be added to the ePersonnel file once the evaluation is complete..**

Drag & drop files here to upload

[Select a File to Upload](#)

Current Supervisor Performance Evaluation Documents

	File Name	ePersonnel File	Uploaded By	Uploaded At	
Download	Additional Resources for new Faculty_Selfsame 10.18.16.docx	<input checked="" type="checkbox"/> Attach to ePersonnel File	1225050	10/31/2016 10:36 AM	Remove

The supervisor decides if the attachment will be uploaded to the ePersonnel file.

Review Comments

Employee Initial Comments

Optional

Please add any additional comments to your review

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10/18/16

Request Feedback

[← Return to Inbox](#)

- 1 Review Summary
- 2 ICARE Values
- 3 Goals & Accomplishments
- 4 Performance Documents
- 5 Request Feedback**
- 6 Review Comments
- 7 Overall Rating

Request Feedback Optional

Use this feature to request feedback from other individuals. This feedback can be added as part of the employee's evaluation.

Current Feedback Requests

ALLEN, DANIELLE M has not requested any feedback

Supervisor Comments Required

Please provide your overall comments for this review

Request Feedback

[← Return to Inbox](#)

[Review Summary](#)

[ICARE Core Values](#)

[Goals & Accomplishments](#)

[Performance Documents](#)

[Request Feedback](#)

[Review Comments](#)

[Overall Rating](#)

[Print Review](#)

[Relaunch Help Tour](#)

Review last saved 15 minutes ago

Request Feedback Optional

Send Request to University of Iowa Individual
 Send Request to a Non-University Individual

Person Search

Search by Name, University ID or Employee ID

Search must be a minimum of 3 characters

Deadline for Feedback

Additional Text for the Feedback Request

Use this to request specific information from the individual above.

2000 characters left.

Current Feedback Requests

ALLEN, DANIELLE M has not requested any feedback

Request Feedback Email

Feedback Email Preview ✕

██████████ has requested your feedback regarding the work of ██████████ as part of the annual performance evaluation process.

Please consider this employee's strengths as well as any opportunities for improvement.

After an initial review by the supervisor, your response may become part of the performance review.
Please indicate if you do not want your comments to be shared with the employee.

The supervisor has provided the following additional guidance:

test

Follow this link before Thursday, 3 November 2016 to provide feedback (no login is required):

<https://talenttrn.hr.uiowa.edu/performance/feedback/00000000-0000-0000-0000-000000000000>

Review Comments

[← Return to Inbox](#)

[Review Summary](#)

[ICARE Core Values](#)

[Goals & Accomplishments](#)

[Performance Documents](#)


[Request Feedback](#)

[Review Comments](#)

Supervisor Comments Required

Please provide your overall comments for this review

Overall Rating Required

Date of Performance Review 

Overall Rating

[← Return to Inbox](#)

[Review Summary](#)

[ICARE Core Values](#)

[Goals & Accomplishments](#)

[Performance Documents](#)

[Request Feedback](#)

[Review Comments](#)

[Overall Rating](#)

[Print Review](#)

[Relaunch Help Tour](#)

Please provide your overall comments for this review

Overall Rating Required

Date of Performance Review

Overall Employee Rating

- Outstanding**
Employee considerably and consistently surpassed performance expectations and goals in all areas, made a significant contribution to the department's and/or University's success through unique and exceptional accomplishments; and excelled beyond their peer group. This rating is reserved for an extraordinary year, is seldom earned year after year.
- Exceeds Expectations**
Employee surpassed performance expectations and goals, demonstrated unique understanding of work well beyond job requirements, work was done independently and completed on schedule with a high degree of accuracy
- Successfully Meets Expectations**
Employee met job performance standards, was reliable in attaining expected results, and was timely and efficient, work outputs met expectations, and the employee is capable and knowledgeable of their work
- Needs Improvement**
Employee has not satisfactorily completed the assigned duties in most areas and needs to demonstrate improvement toward meeting performance standards, work results were inconsistent.
- Unsatisfactory**
Employee has not met expected standards or goals set for the position, does not demonstrate knowledge or ability to perform the majority of assigned duties, must show immediate and significant improvement toward satisfactory achievement of performance standards in order to continue University employment.

Overall Rating

- ▶ **No Rating (MERIT ONLY)**
Overall rating is not required for this employee.
- ▶ **Outstanding**
Employee considerably and consistently surpassed performance expectations and goals in all areas, made a significant contribution to the department's and/or University's success through unique and exceptional accomplishments; and excelled beyond their peer group. This rating is reserved for an extraordinary year, is seldom earned year after year.
- ▶ **Exceeds Expectations**
Employee surpassed performance expectations and goals, demonstrated unique understanding of work well beyond job requirements.
- ▶ **Successfully Meets Expectations**
Employee met job performance standards, was reliable in attaining expected results, and is capable and knowledgeable of their work, and work was completed on schedule with a high degree of accuracy.
- ▶ **Needs Improvement**
Employee has not satisfactorily completed the assigned duties in some areas and needs to demonstrate improvement toward meeting performance standards, work results were inconsistent.
- ▶ **Unsatisfactory**
Employee has not met expected standards or goals set for the position, does not demonstrate knowledge or ability to perform the majority of assigned duties, and must show immediate and significant improvement toward satisfactory achievement of performance standards in order to continue University employment.

Send Review to Employee

Please Note: The employee will not be shown your provided answers above when you click "Send Review to Employee". They will be presented with a blank review form. Your answers will not be revealed until you "Finalize" on a later step.

Send Review to Employee

Save For Later

Delete This Review

Finalize Performance Review

Employee must acknowledge by March 31st

When you "Finalize Performance Review" all of your answers will be shown to the employee during the Employee Acknowledgement Step.

Finalize Performance Review

Save For Later

 Delete This Review

Final Comment

[Return to Inbox](#)

- 1 Review Summary
- 2 iCare Values
- 3 Goals & Accomplishments
- 4 Performance Documents
- 5 Review Comments
- 6 Overall Rating
- 7 Final Comment**

[Relaunch Help Tour](#)

Overall Employee Rating **Exceeds Expectations**
Employee surpassed performance expectations and goals, demonstrated unique understanding of work well beyond job requirements, work was done independently and completed on schedule with a high degree of accuracy.

Overall Supervisor Comments

Donec nec arcu finibus, condimentum augue finibus, fringilla ex. Pellentesque sit amet mi a eros elementum pharetra nec quis leo. Duis id dui ut felis mattis luctus pellentesque at orci. Etiam aliquet lectus eu pellentesque convallis. Sed finibus urna metus, eu egestas libero consequat nec. Sed id leo a nunc pretium lacinia suscipit quis ante. Phasellus blandit nunc ut leo tincidunt tincidunt. Nulla dictum ipsum at magna interdum, tincidunt ullamcorper lacus accumsan. In et dolor hendrerit, viverra risus elementum, pretium libero. Phasellus viverra sem at libero venenatis ultrices.

Employee Comments Required

Please add your comments to your review

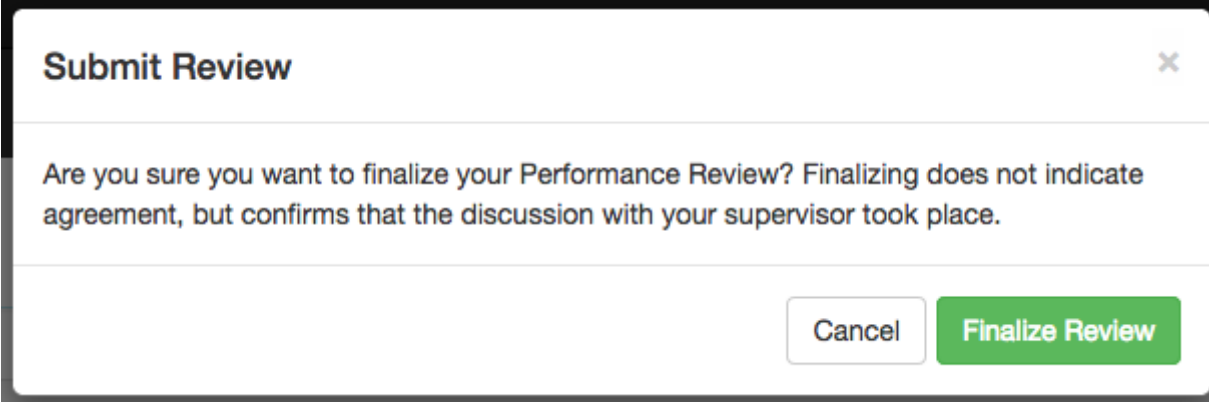
Workflow Routing History Workflow ID #10421394

Stop #:	Status	Name	Context & Rights	Action Date
--	Initiated	Performance Review by [redacted]		Initiated on 10/17/2016 1:01 PM
1	In Inbox ■ Signature Required	[redacted] Clerk III	Employee Final ■ Signature Required	--

Finalize Performance Review [Save for Later](#)

Employee Acknowledgement

- ▶ Final step to complete the review before posted to ePersonnel file
- ▶ Employee must acknowledge by March 31st



Submit Review ✕

Are you sure you want to finalize your Performance Review? Finalizing does not indicate agreement, but confirms that the discussion with your supervisor took place.

The image shows a modal dialog box titled "Submit Review" with a close button (✕) in the top right corner. The main text asks for confirmation to finalize a performance review, noting that finalization confirms a discussion with a supervisor but does not indicate agreement. At the bottom, there are two buttons: "Cancel" and "Finalize Review".

Questions and Resources

- ▶ Technical Questions: ITS Help Desk
 - ▶ its-helpdesk@uiowa.edu
 - ▶ 319-384-4357
- ▶ Performance Review Process and Content: HR Rep
- ▶ Resources:
 - ▶ Help Tour within the Performance Review Tool
 - ▶ [University Human Resources Performance Management](#) website