

myPerformance Employee Guide



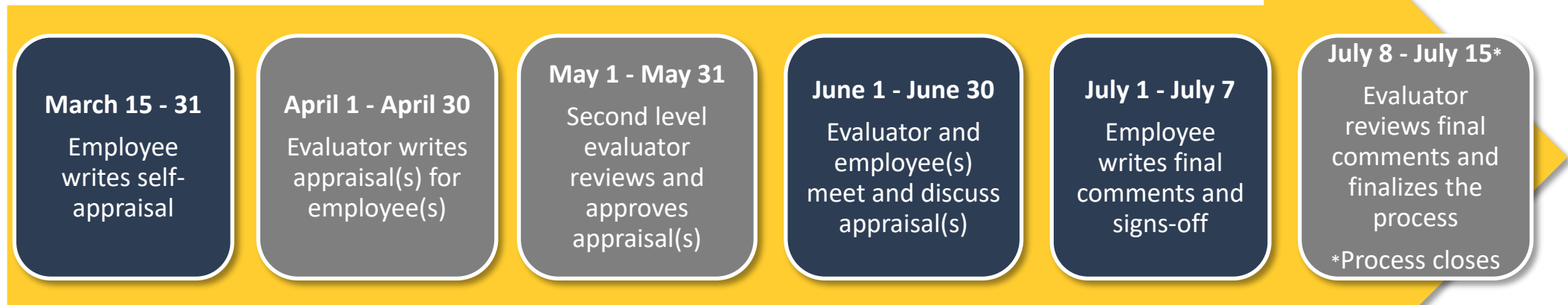
University of Missouri System

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Overview: myPerformance Workflow

- Takes place March 15th – July 15th
- Step deadlines are consistent across the system
- Email notifications are sent at each new step and as deadlines are approaching

Basic steps of myPerformance:



Overview: FY19 Appraisal Forms

Appraisal forms for all employees consist of the following rated criteria:

- Success Factors
 - Accountability
 - Collaboration
 - Communication
 - Customer Focus
 - Diversity & Inclusion
 - Judgment
 - Time Management
- One optional fill in the blank section (non-union eligible) or Pre-populated Key Responsibilities (union eligible)
 - Equally weighted
 - Can be used to capture another competency, job duty, or as a summary of overall goal completion to name just a few options



Overview: FY19 Appraisal Forms

- Appraisal forms continue to be assigned based on your job title's subfunction within the organization
 - Union Eligible
 - Food Service Worker II, Power Plant Electrician
 - Support Task Expert
 - Office Support Assistant I, Student Recruitment Specialist
 - Subject Matter Professional
 - Instructional Designer, Advancement Officer
 - Management
 - Manager II Student Support Services, Associate Registrar
 - Leadership
 - Director II Finance, Director IT



Overview: Scaled Success Factor Example

COMMUNICATION: *Provides information clearly and accurately in various settings, ensuring understanding and participation.*

Definition is the same for all

Union-Eligible

- Documents work clearly, correctly, and completely using the appropriate method
- Exchanges information in a straightforward, clear manner; changes tone and message as necessary
- Demonstrates thoughtfulness and attention when listening to others, responding appropriately to questions

Leadership

- Communicates highly complex or unusual circumstances appropriately, ensuring that content is shared and understood at all function/department levels
- Uses a variety of communication tactics/ methods and adjusts messages and tone to more effectively communicate to various function/department levels
- Models and encourages others to actively listen, allow for questions and discussion, and reflect on key messages, while ensuring stakeholders has a chance to provide input


Behavioral descriptions vary by subfunction



Overview: Rating Scale and Overall Score

- Each component of the appraisal is rated on a five point scale
 - Outstanding
 - Exceeds Expectations
 - Successful
 - Improvement Expected
 - Unacceptable
- Overall Scores are based on the calculated average
- The detailed rating scale is available on the first page of the appraisal for reference

*Indicates required field


Support Task Expert Performance Appraisal FY19

Demographics

Name: Employee ID:

Job Title: Supervisor:

Department:

General Instructions

The annual Performance Appraisal is intended to summarize employee performance over the past year and provide an opportunity to plan for the coming year. Use the rating scale definitions below to help accurately document performance. Use the comment box at the end of the appraisal to provide specific examples that support your ratings. An overall comment must be provided.

Rating Scale

Outstanding
Is a role model in the job. Exhibits mastery in all facets of the job. Puts the customer at the center of every activity. Steps outside of existing responsibilities to add value to the University. Identifies breakthrough concepts. Is sought out by colleagues for advice on issues. Models the values of the University on a daily basis. Is in sync with the strategic direction of the University. Is universally regarded by others as a knowledgeable resource and true asset. Acts as a mentor, guide and teacher. Seeks new and improved ways to perform the job. Openly shares information and resources. Actively promotes cooperation, understanding and teambuilding.


Exceeds Expectations
Performance consistently exceeds expectations in specified criteria. Sets and meets challenging professional goals and shows initiative in meeting them. Assumes extra responsibilities and participates in projects often. Proactive in planning, problem solving and initiating solutions within work group. An exceptional contributor to the success of the work group and organization.

Successful
Performance consistently meets expectations in specified criteria. Requires minimal supervision and complies with work rules and regulatory requirements. Performance consistently meets the demands placed upon the position. Reliably completes routine assignments in an accurate and timely fashion. Assumes additional responsibilities when requested or assists in extra project work. Meets the University's high performance standards. Contributes positively to the success of the work group and organization.

Improvement Expected
Performance meets some but not all expectations in specified criteria. Performance requires occasional supervisory intervention. Does not consistently complete job assignments in some areas in an accurate and timely fashion. Performance or behavior causes occasional problems for students, customers, department/unit and/or co-workers.

Unacceptable
Overall performance does not meet expectations in specified criteria. Often requires supervision, redirection and/or re-instruction. Does not consistently complete job assignments in an accurate and timely fashion. Performance or behavior causes problems for students, customers, department/unit and/or co-workers.

1/5



Tip: Writing Your Self-Appraisal

- You are your first and best advocate.
- State your achievements objectively and accurately, but don't be shy about letting your evaluator know what you accomplished during the year.
- Don't embellish your achievements.
- Be proactive about addressing your opportunities for improvement.
- Don't state a problem without a solution. This demonstrates that you take responsibility and can self-manage.
- Identify the ways in which you have been able to enhance your skills and how they helped your career development.
- Use tangible, measurable objectives and examples.



Tip: Writing Your Self-Appraisal

- Gather information from Goals, Journal Notes, Development Plans, Past Appraisals, and Documents within myPerformance and/or from other sources.
- Read the Rating Scale definitions and behavioral statements for each Success Factor before rating.
- Ratings should reflect the entire year's performance—not just the most recent or significant events.



Access: myPerformance

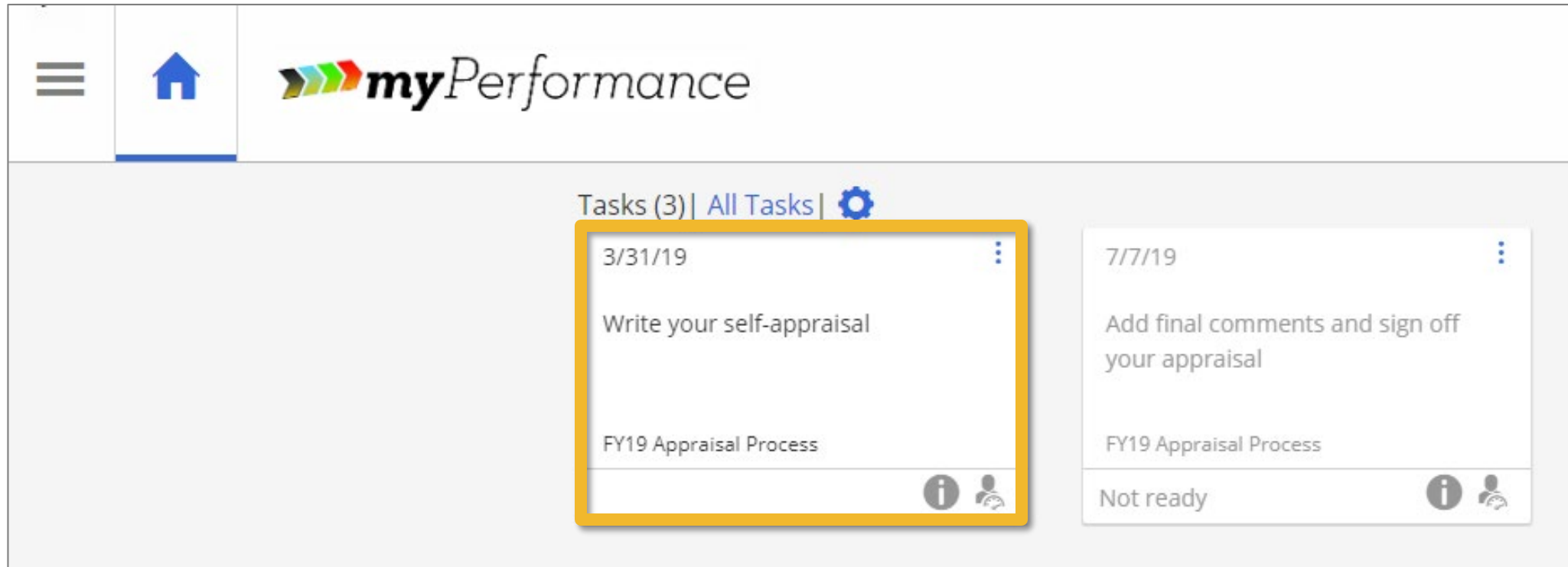
- From myHR, choose the **Training & Performance** tile
- Log in to myPerformance using your single sign on

The screenshot displays the 'myHR: Employee Self Service' interface. At the top, there is a navigation bar with a home icon, a search icon, a menu icon, and a refresh icon. Below the navigation bar, the text 'UM SYSTEM' is prominently displayed. The main content area is a grid of eight tiles, each representing a different HR function. The tiles are: 'Benefits' (with a heart and money bag icon), 'Careers' (with a magnifying glass over the word 'JOB'), 'Time' (with a person and clock icon), 'Personal Details' (with a document and pencil icon), 'Payroll' (with a stack of money icon and the text 'Last Pay Date 02/28/2019'), 'Employee Actions' (with the University of Missouri seal), 'Additional Employee Info' (with a document and pencil icon), and 'Training & Performance' (with a stack of books and an apple icon). The 'Training & Performance' tile is highlighted with a yellow border. In the bottom right corner, there is a refresh icon and the University of Missouri seal.



Access: Your Self-Appraisal

- From the Home screen, click on **Write your self-appraisal**
- You can also choose **All Tasks** to see the entire process



The screenshot displays the 'myPerformance' app interface. At the top, there is a navigation bar with a hamburger menu icon, a home icon, and the 'myPerformance' logo. Below the navigation bar, the main content area shows a task list under the heading 'Tasks (3) | All Tasks | [gear icon]'. The first task is highlighted with a yellow border and contains the following information: '3/31/19', 'Write your self-appraisal', 'FY19 Appraisal Process', and a 'Not ready' status. The second task is '7/7/19', 'Add final comments and sign off your appraisal', 'FY19 Appraisal Process', and 'Not ready'. Each task card includes an information icon and a user profile icon at the bottom right.



Appraisal: The Form

- Use the **Form Navigator** to go to specific sections, such as Rating Scale or Success Factors
- Use the buttons across the top to **Save Changes** and **Submit** the appraisal

Print Spelling Check Language Employee Records Appraisals Save Changes Submit

Indicates required field

myPerformance

Management Performance Appraisal FY19

Demographics

Name: Employee ID:

Job Title: Supervisor:

Department:

General Instructions

The annual Performance Appraisal is intended to summarize employee performance over the past year and provide an opportunity to plan for the coming year. Use the rating scale definitions below to help accurately document performance. Use the comment box at the end of the appraisal to provide specific examples that support your ratings. An overall comment must be provided.

Rating Scale



Feature: Split Screen

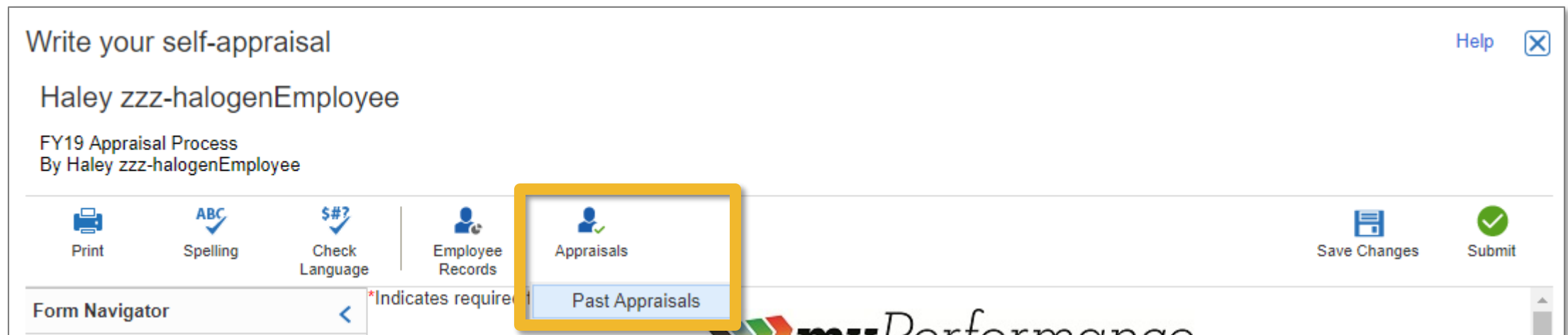
- Click the **Employee Records** icon to see available **Goals, Development Plans, Feedback, and Documents**
- Select the type of record you wish to review
- The menu will display available content for that record
- If there are no past records, the split screen option will not be available


The screenshot displays a web application interface for writing a self-appraisal. The main heading is "Write your self-appraisal" with a "Help" link and a close icon in the top right. Below the heading, the user's name "Haley zzz-halogenEmployee" and the process details "FY19 Appraisal Process By Haley zzz-halogenEmployee" are shown. A toolbar contains icons for "Print", "Spelling", "Check Language", "Employee Records", and "Appraisals". The "Employee Records" icon is highlighted with a yellow box, and a dropdown menu is open, listing "Goals", "Development Plans", "Feedback", and "Documents". To the right of the menu are "Save Changes" and "Submit" buttons. A "Form Navigator" on the left lists "Management Performance Appraisal F", "Demographics", "General Instructions", "Rating Scale", and "Success Factors". The "myPerformance" logo and "Management Performance Appraisal FY19" are centered at the bottom.



Feature: Split Screen








- Similarly, click on the **Appraisals** icon to see **Past Appraisals**
- Click on **Past Appraisals**
- The menu will display available content for that record
- If there are no past records, the split screen option will not be available




Write your self-appraisal Help 

Haley zzz-halogenEmployee

FY19 Appraisal Process
By Haley zzz-halogenEmployee

 Print  Spelling  Check Language  Employee Records  Appraisals  Save Changes  Submit

Form Navigator  *Indicates required Past Appraisals Performance



Self-Appraisal: Success Factors

- To complete your self-appraisal, provide a rating for each Success Factor
- A detailed Rating Scale is provided on the first page of your self-appraisal

The screenshot displays a web-based self-appraisal form. At the top, there are utility icons for Print, Spelling, Check Language, Employee Records, Appraisals, Save Changes, and Submit. A 'Form Navigator' sidebar on the left lists various sections, with 'Success Factors' currently selected. The main content area is titled 'Success Factors' and contains instructions: 'Provide ratings for each Success Factor below. Success Factors are "how" one goes about doing their job. The last competency is an optional, fill in the blank section to be used for an additional competency, performance goal, or key responsibility.' Below this, the 'Accountability' section is defined as 'Owns decisions, outcomes, work products, etc. that are within the scope of one's role.' It includes three bullet points: 'Ensures employees are aware of own responsibilities and those of others, while integrating all responsibilities to accomplish goals and objectives', 'Measures and tracks performance of individual and/or team(s) against goals and objectives, ensuring each employee contributes to overall outcomes', and 'Conducts status updates with employees to manage work, including changes, delays and/or risks; ensures realistic and achievable results; coaches individuals on how to manage expectations'. To the right of these bullet points is a rating scale with five radio button options: Outstanding, Exceeds Expectations, Successful, Improvement Expected, and Unacceptable. The 'Outstanding' option is highlighted with a yellow box.

Print Spelling Check Language Employee Records Appraisals Save Changes Submit

Form Navigator <

Management Performance Appraisal Form
Demographics
General Instructions
Rating Scale
Success Factors
Accountability
Collaboration
Communication
Customer Focus
Diversity & Inclusion
Judgment
Time Management
Fill in the blank (optional)
Overall Rating
Supporting Comments
New Performance Goals (optional)
Employee Acknowledgment
Employee Final Comments

Success Factors

Provide ratings for each Success Factor below. Success Factors are "how" one goes about doing their job. The last competency is an optional, fill in the blank section to be used for an additional competency, performance goal, or key responsibility.

Accountability
Owns decisions, outcomes, work products, etc. that are within the scope of one's role.

- Ensures employees are aware of own responsibilities and those of others, while integrating all responsibilities to accomplish goals and objectives
- Measures and tracks performance of individual and/or team(s) against goals and objectives, ensuring each employee contributes to overall outcomes
- Conducts status updates with employees to manage work, including changes, delays and/or risks; ensures realistic and achievable results; coaches individuals on how to manage expectations

Outstanding
 Exceeds Expectations
 Successful
 Improvement Expected
 Unacceptable



Self-Appraisal: Fill-in-the-blank

- The last rated component of the form is the optional fill in the blank section
- Check with your evaluator to see if you should utilize this section
- If you are a union-eligible employee, Key Responsibilities for your title will be pre-populated

Print Spelling Check Language Employee Records Appraisals Save Changes Submit

Form Navigator <

Management Performance Appraisal F
Demographics
General Instructions
Rating Scale
Success Factors
Accountability
Collaboration
Communication
Customer Focus
Diversity & Inclusion
Judgment
Time Management
Fill in the blank (optional)

Fill in the blank (optional)

Outstanding
 Exceeds Expectations
 Successful
 Improvement Expected
 Unacceptable
 Not Applicable









Self-Appraisal: Goals (optional)

- Add any Goals for the coming year you would like to share with your evaluator

New Performance Goals (optional)

Establish new Performance Goals in the boxes below by providing a title, description, and weight for each goal. To add more than one goal, click on the Add Goal link. Note that once the process is complete, goals entered in this section on the manager version of the form will populate in the employee's My Performance tab in the Goals sub-tab.

	Weight
 Goal <input type="text"/>	<input type="text"/> %
<input type="text"/>	
Start: <input type="text"/> 	Due: <input type="text"/> 

 Add New Goal  



Tip: Setting SMART Goals

- SMART goals answer the question: “What needs to be done, When, Why, and to What Standard?”

Specific

- Emphasize action/ results
- Use specific action verbs

Measurable

- Objective, measurable goals can be tracked
- Helps you know when goal is complete

Attainable

- Consider resources available
- Helps you prioritize

Relevant

- Meaningful to you and the University
- Consistent with department goals

Time-bound

- Includes start and end points
- Timelines need to be measurable



Self-Appraisal: Supporting Comment

- One overall comment is required
- Use this opportunity to provide justification for your ratings using detailed examples

The screenshot displays a web-based self-appraisal form. At the top, there are utility icons for Print, Spelling, Check Language, Employee Records, Appraisals, Save Changes, and Submit. A 'Form Navigator' on the left lists various sections, with 'Supporting Comments' selected. The main content area shows an 'Overall Rating' section with a 'Rating: Successful' and a 'Supporting Comments' section. The 'Supporting Comments' section is highlighted with a yellow border and contains a text box for providing examples that support the ratings. A note states: '* Comments: Use the comment box at the end of the appraisal to provide specific examples that support your ratings. An overall comment must be provided.' The 'Supporting Comments' section also includes a 'Rating: Successful' label and a 'Rating: Successful' label.

Print Spelling Check Language Employee Records Appraisals Save Changes Submit

Form Navigator

Management Performance Appraisal F
Demographics
General Instructions
Rating Scale
Success Factors
Accountability
Collaboration
Communication
Customer Focus
Diversity & Inclusion
Judgment
Time Management
Fill in the blank (optional)
Overall Rating
Supporting Comments
New Performance Goals (optional)
Employee Acknowledgment
Employee Final Comments

Unacceptable
Not Applicable

Overall Rating Rating: Successful

Supporting Comments

Use this comment box to provide specific examples that support your Success Factor ratings. A comment is required.

* Comments: Use the comment box at the end of the appraisal to provide specific examples that support your ratings. An overall comment must be provided.

ABC



Self-Appraisal: Save Changes or Submit

- You may click **Save Changes** at any point if you would like to exit the appraisal and come back to it later
- Click **Submit** when finished
- Spelling and language check are automatic when submitted

Print Spelling Check Language Employee Records Appraisals

Save Changes Submit

Form Navigator

- Management Performance Appraisal Form
- Demographics
- General Instructions
- Rating Scale
- Success Factors
 - Accountability
 - Collaboration
 - Communication
 - Customer Focus
 - Diversity & Inclusion
 - Judgment
 - Time Management
 - Fill in the blank (optional)
- Overall Rating
- Supporting Comments
- New Performance Goals (optional)
- Employee Acknowledgment
- Employee Final Comments

Unacceptable

Not Applicable

Overall Rating Rating: Successful

Supporting Comments

Use this comment box to provide specific examples that support your Success Factor ratings. A comment is required.

* Comments: Use the comment box at the end of the appraisal to provide specific examples that support your ratings. An overall comment must be provided.



Self-Appraisal: Completed

- After the self-appraisal is completed it can still be accessed, but not edited
- Should you need to make a revision contact the HR Service Center:
 - (573) 882-2146 or myPerformance@umsystem.edu

Print | Employee Records | Appraisals

Form Navigator <

- Management Performance Appraisal F
- Demographics
- General Instructions
- Rating Scale
- Success Factors
 - Accountability
 - Collaboration
 - Communication
 - Customer Focus
 - Diversity & Inclusion
 - Judgment
 - Time Management
 - Fill in the blank (optional)
- Overall Rating
 - Supporting Comments
- New Performance Goals (optional)
- Employee Acknowledgment
- Employee Final Comments

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Management Performance Appraisal FY19

Demographics

Name: Haley zzz-halogenEmployee	Employee ID:
Job Title: Support Analyst	Supervisor: HalManager
Department:	

General Instructions

The annual Performance Appraisal is intended to summarize employee performance over the past year and provide an opportunity to plan for the coming year. Use the rating scale definitions below to help accurately document performance. Use the comment box at the end of the appraisal to provide specific examples that support your ratings. An overall comment must be provided.

Rating Scale

Completed



Next Steps:

- Your evaluator drafts their appraisal of your performance
 - They will see your self-appraisal ratings and comments
- Your second level approver reviews and approves the appraisal
 - They will see your self-appraisal ratings and comments along with your evaluator's
- You and your evaluator meet to discuss the approved appraisal



Appraisal: Sign-Off and Final Comments

- After you and your evaluator meet to discuss your appraisal, you complete the electronic sign-off acknowledging receipt
 - At this time, you also have the option to make comments

The screenshot displays the myPerformance web application interface. At the top, there is a navigation bar with a home icon, the myPerformance logo, and a dropdown arrow. Below the navigation bar, the main content area is titled "Tasks (1) | All Tasks | [gear icon]". A task card is highlighted with a yellow border, showing the date "7/7/19", the text "Add final comments and sign off your appraisal", and "FY19 Appraisal Process" with an information icon and a user icon. Below the task card, there are two sections: "Shortcuts" with a "View Reports" button, and "Bookmarks" with links for "MU myPerformance Webpage" and "UMKC myPerformance Webpage".



Appraisal: Sign-Off and Final Comments

- Add comments if desired, **Save Changes** (as a draft if needed), or **Sign-Off** (acknowledging receipt)

The screenshot displays a software interface for an appraisal. At the top, there is a toolbar with icons for 'Print', 'Spelling', 'Check Language', 'Employee Records', and 'Appraisals'. On the right side of this toolbar, 'Save Changes' and 'Sign Off' buttons are highlighted with a yellow box. Below the toolbar is a 'Form Navigator' with a left arrow and a list of sections: 'Management Performance Appraisal F' and 'Demographic'. The main content area is divided into two sections. The first section, titled 'Overall Rating', shows a 'Rating: Successful'. The second section, titled 'Employee Final Comments', contains a text input field with the placeholder text 'Add additional comments if desired.'

- Once complete, your evaluator will be prompted to review your comments and finalize the appraisal



Tip: myPerformance Throughout the Year

- Remember that annual appraisals are only a small part of the performance management process, day to day conversations and timely feedback are most important
- Create goals and development plans with scheduled check-in dates
- Document notable events, myPerformance can help you keep track



Questions?

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