myPerformance Employee Guide
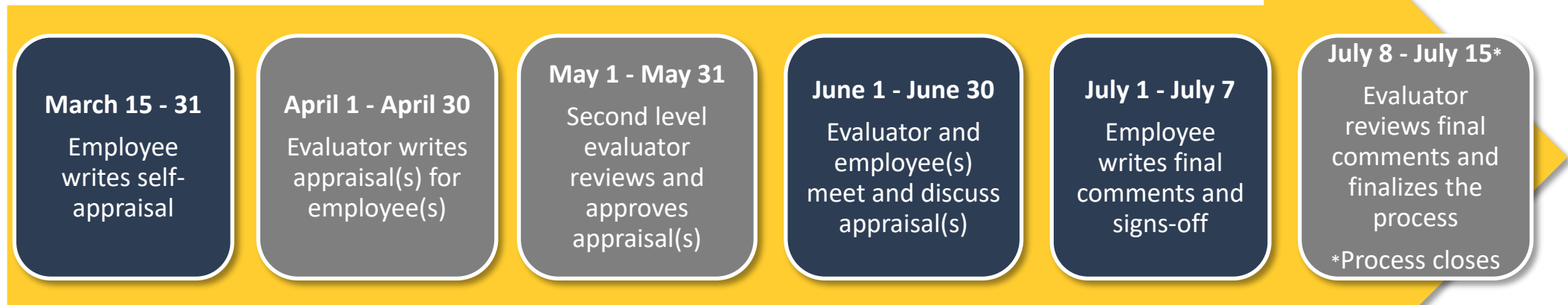
University of Missouri System

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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:

March 15 - 31	April 1 - April 30	May 1 - May 31	June 1 - June 30	July 1 - July 7	July 8 - July 15*
Employee writes self-appraisal	Evaluator writes appraisal(s) for employee(s)	Second level evaluator reviews and approves appraisal(s)	Evaluator and employee(s) meet and discuss appraisal(s)	Employee writes final comments and signs-off	Evaluator reviews final comments and finalizes the process

*Process closes |

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

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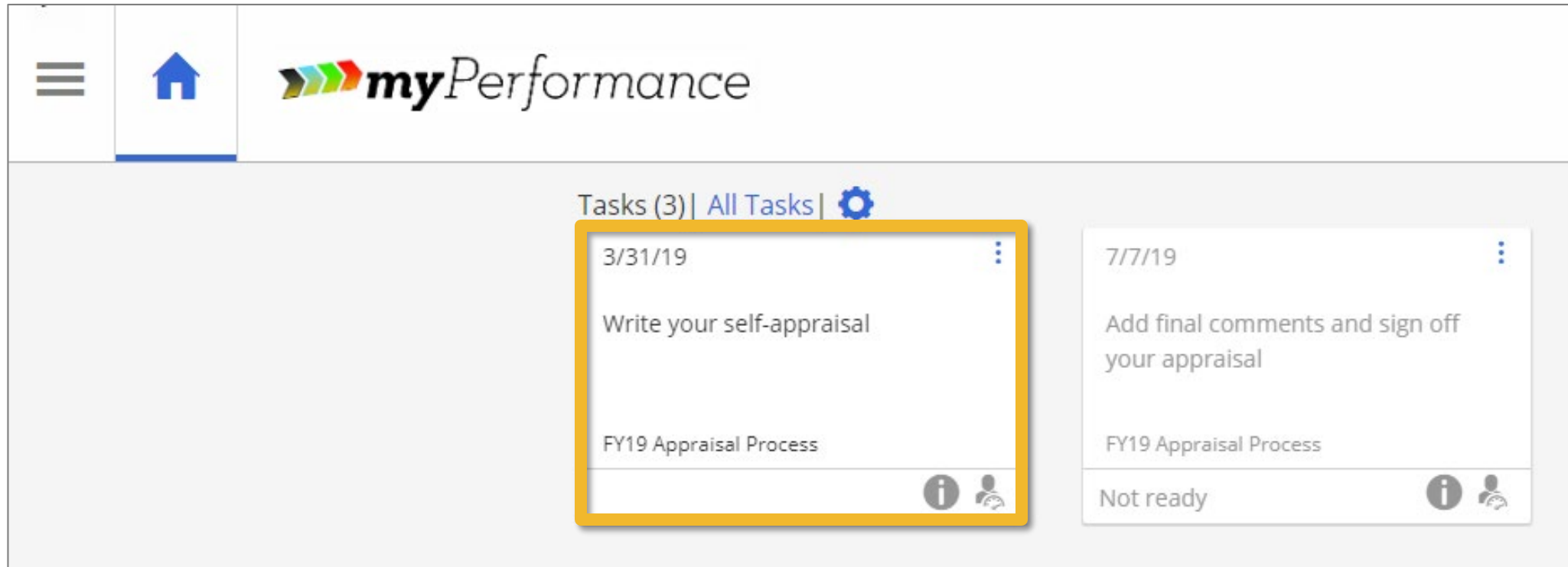
- From myHR, choose the **Training & Performance** tile
- Log in to myPerformance using your single sign on

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

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

Feature: Split Screen
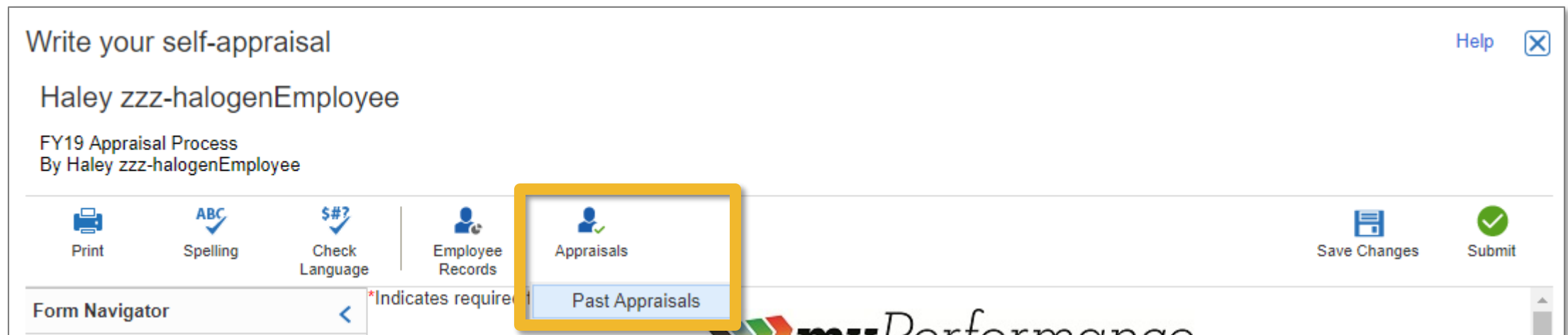
- Click the **Employee Records** icon to see available **Goals**, **Development Plans**, **Feedback**, and **Documents**

- 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

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

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

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

Self-Appraisal: Goals (optional)

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

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

Measureable
- 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

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

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

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

Appraisal: Sign-Off and Final Comments

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

- 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, myPeformance can help you keep track

Questions?

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