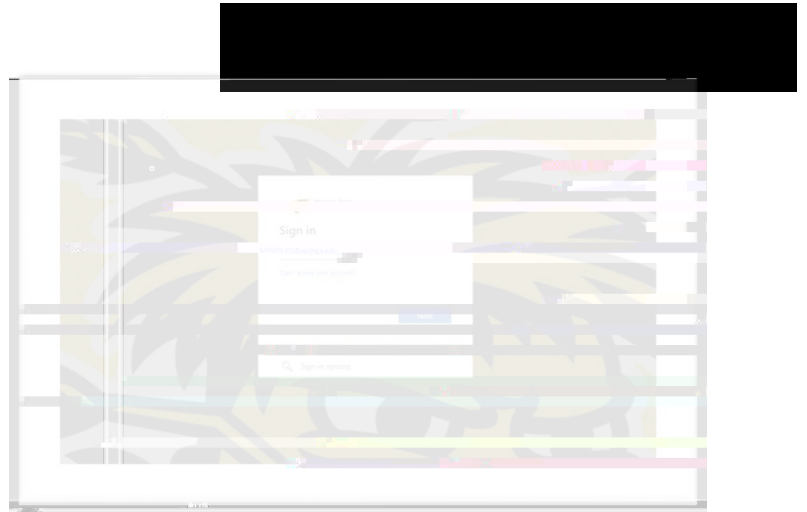# myPerformance
INDIRECT MANAGER INSTRUCTIONS

The following instructions are for an Indirect Manager reviewing an annual evaluation for a non-teaching indirect report

Login to myPerformance

1. Login to myPerformance

Select the Review

1. Select the Evaluations link.

2. To access an employee's evaluation before first submission in a step, select the evaluation the Task list.

3. To access an employee's evaluation if you have already submitted your viewing capability previously, check the box for "Show completed and expired tasks", then select the employee evaluation in Task list.

INDIRECT MANAGER REVIEW

The Indirect Manager will be able to view all comments that have been submitted from both the manager and employee throughout the review process. The Indirect Manager cannot add comments to the review in Steps 4 and 5. The Indirect Manager can access the review at any time during the evaluation process and review contents of the evaluat

Competencies

All employees are evaluated on competencies aligned with the University's strategic plan and the employee's position knowledge. There are six core competencies. Managers and Budget Officers/Budget Review Officers have additional competencies.

Each competency is defined by a set of desired behaviors. During the planning session, managers and employees should discuss how the competencies apply to the employee's position and identify examples of how specific

- i competencies) tie i nto s>BDC -0d03.7 ( )]1 (tl -9e 36 6392 1 (t)1.7)h)-5e(h)-4.1 (9w sh3l72n)-1.3 .91)3 0 Td 4l361.6 (io-a(

Additional Comments

Managers may add general comments during Step 1 and Step 3. Employees may enter general comments during Step 2. After viewing Additional Comments, cl█ Save and Con█.

Steps 4 and 5: Employee and Manager Signatures

During these steps, the Indirect Manager can view the evaluation and comments. The Indirect Manager can also add comments during these two steps

Comptenecies, Goals and Comments

View all comments once again by the manager and employee during Step 3 for all Competencies, Goals, and Additional Comments. Click the Next button to advance through these sections. Next Tf 0.001 Tc 32 [(7d ( )Tj EMC /P <</MCID 4 >>BDC