• A third party review can be used in any case where a supervisor would like to get feedback on an employee from someone outside of their reporting line
  – For instance, if an employee has two supervisors (e.g. dual positions or a matrix reporting environment), one manager would likely want the other’s feedback

• Third party reviewers are not able to edit the appraisal; they can only provide annotations

• Supervisors can recall a third party review at any time during the step of the process where the appraisal is drafted
Sending an Appraisal for Third Party Review
Third Party Review Assignment

- Open the employee’s appraisal
- Select **Third Party Review (optional)** at the top right
  - Please note, any ratings and/or comments you have made will be visible to the third party reviewer
- Type the **Last Name** and **First Name** of the person you desire to be the third party reviewer and click **Search**
- Find their name in the Available Employees list, select it, and click **Send**
Write appraisals for your employees

Landon halogenEmployee
FY16 TEST Appraisal Process MU
By Samuel Viviano Reitz

Form Navigator
Employee Performance Appraisal FY16
Demographics
General Instructions
Rating Scale
Success Factors
Accountability
Collaboration
Communication
Customer Focus
Diversity & Inclusion
Judgment
Time Management
Fill in the blank
Overall Rating
New Performance Goals
Supervisor Final Comments
Employee Acknowledgment
Employee Final Comments

Indicates required field

Save for Now  Third Party Review (optional)  Submit

myPerformance
Employee Performance Appraisal FY16

Demographics
Name: Landon halogenEmployee
Job Title: VP of Support
Employee ID:
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 next year. Two sections of the form count toward overall rating: Success Factors and Key Responsibilities. Use the rating scale definitions below to help accurately document performance. Use the comment boxes to provide specific examples that support the rating. A comment must be provided if a rating of "Outstanding" or "Unacceptable" is given.

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 break through 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.
Write appraisals for your employees

Landon halogenEmployee

FY16 TEST Appraisal Process MU
By Samuel Viviano Reitz

Form Navigator

Employee Performance Appraisal FY16
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Fill in the blank
Overall Rating
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Employee Final Comments

Third Party Review (optional)

Select the employee to perform the review.

Last Name: Halogen
First Name: Lars

Employee Information:
No Filter = None

Available Employees, 1 result(s)
halogenManager, Lars

Show:
No Additional Information

Send
Cancel
Providing Feedback as a Third Party Reviewer
The Third Party Feedback feature uses annotations similar to the Second Level Approver

- As the Third Party Reviewer, type your annotation and click OK
- After completing all necessary annotations, click Complete

Feedback will be routed back to the supervisor for consideration
Provide feedback for an employee appraisal

Landon halogen Employee

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By Samuel Viviano Reitz

Form Navigator

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  Judgment
  Time Management
  Fill in the blank
Overall Rating
New Performance Goals
Supervisor Final Comments
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.

Self:

Comments:

Collaboration

Works inclusively to build trust and accomplish tasks, goals, and initiatives.
  Offers information and support to team members, peers, and leaders and participates in cross-functional/departmental teams.
  Communicates effectively within and across teams to streamline efficiency; ensure collaboration, and achieve team goals.
  Collaborates with all team members, peers, and leaders to integrate various viewpoints; encourages and acknowledges others' contributions.

Self:

Comments:
Provide feedback for an employee appraisal

Landon halogenEmployee

FY16 TEST Appraisal Process MU
By Samuel Vivian Reitz

Annotation Details

Section: Success Factors MGMT

Previous Annotations: (Most Recent First)

New Annotation: TEST: Landon is generally meets all his goals and takes a high level of pride in his work.

Entered By: Samuel Vivian Reitz

OK Cancel
Provide feedback for an employee appraisal

Landon halogenEmployee

FY16 TEST Appraisal Process MU
By Samuel Viviano Reitz

Form Navigator

Save for Now Complete

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.

Self: Outstanding, Exceeds Expectations, Successful, Improvement Expected, Unacceptable

Collaboration

Works inclusively to build trust and accomplish tasks, goals, and initiatives.

- Offers information and support to team members, peers, and leaders and participates in cross-functional/departamental teams.
- Communicates effectively within and across teams to streamline.

Self: Outstanding, Exceeds Expectations

Comments:
As a supervisor, you will not be able to edit the appraisal while it is in “Sent for Review” status unless the request for feedback is cancelled.

- To cancel a Third Party Review, select **View Appraisal** next to the individual's name.
- Click **Cancel Review** at the top right of the page and then click **OK** when the dialogue box opens.
## Cancelling Third Party Review

### FY16 TEST Appraisal Process MU

<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/30/16</td>
<td>Employee writes self-appraisal</td>
<td>2 To-Do</td>
<td></td>
</tr>
<tr>
<td>11/30/16</td>
<td>Write appraisals for your employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/30/16</td>
<td>Additional feedback</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/30/16</td>
<td>Review appraisals for second level reports</td>
<td>1 Not Ready</td>
<td></td>
</tr>
<tr>
<td>11/30/16</td>
<td>Meet and discuss appraisal with the employee</td>
<td>5 Not Ready</td>
<td></td>
</tr>
<tr>
<td>11/30/16</td>
<td>Employee final comment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Appraisal Tasks

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Task Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landon</td>
<td>halogenEmployee</td>
<td>Write appraisals for your employees</td>
<td>‣ Sent for Review</td>
</tr>
<tr>
<td>Larissa</td>
<td>halogenVicePresident</td>
<td>Edit Appraisal</td>
<td>View Status: 11/4/16, Modified Date: 11/30/16, Complete Date: 11/30/16</td>
</tr>
<tr>
<td>Lars</td>
<td>halogenManager</td>
<td>Samuel Viviano Reitz</td>
<td>View Status: 9/29/16, Modified Date: 11/30/16, Complete Date: 11/30/16</td>
</tr>
<tr>
<td>Layla</td>
<td>halogenSenior</td>
<td>Edit Appraisal</td>
<td>View Status: 9/29/16, Modified Date: 11/30/16, Complete Date: 11/30/16</td>
</tr>
</tbody>
</table>

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*myPerformance*
Cancelling Third Party Review

myPerformance

Employee Performance Appraisal FY16

Demographics
Name: Landon halogenEmployee
Employee ID: 
Job Title: VP of Support
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 next year. Two sections of the form count toward overall rating: Success Factors and Key Responsibilities. Use the rating scale definitions below to help accurately document performance. Use the comment boxes to provide specific examples that support the rating. A comment must be provided if a rating of "Outstanding" or "Unacceptable" is given.

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• Identifies break through 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.
Reviewing Third Party Feedback
If Third Party Review was used, the appraisal will highlight at the top that there are “Annotations to review”

- Scroll through the review, look for the red exclamation mark over the notes icon below the comment section
  - This exclamation mark indicates there is an annotation that needs to be reviewed
Reviewing Third Party Feedback

Write appraisals for your employees

Landon halogenEmployee

FY16 TEST Appraisal Process MU
By Samuel Viviano Reitz

Form Navigator

Employee Performance Appraisal FY16
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Fill in the blank
Overall Rating
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Supervisor Final Comments
Employee Acknowledgment
Employee Final Comments

Annotations to review: 1

Indicates required field

myPerformance

Employee Performance Appraisal FY16

Demographics

Name: Landon halogenEmployee

Job Title: VP of Support

Department:

General Instructions

The annual Performance Appraisal is intended to summarize employee performance over the past year and provide an opportunity to plan for next year. Two sections of the form count toward overall rating: Success Factors and Key Responsibilities. Use the rating scale definitions below to help accurately document performance. Use the comment boxes to provide specific examples that support the rating. A comment must be provided if a rating of “Outstanding” or “Unacceptable” is given.

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Reviewing Third Party Feedback

Write appraisals for your employees

Landon halogenEmployee

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Save for Now  Third Party Review (optional)  Submit

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.

- Creates opportunities for employees to grow, assume more responsibility, and/or gain decision-making authority
- Motivates employees to achieve goals, including departmental/functional goals and initiatives by giving them direct ownership and accountability for overall outcomes
- Connects with other leaders to identify and define goals/objectives, exemplifies accountability for achieving goals/objectives and managing expectations

Self:

Outstanding
Exceeds Expectations
Successful
Improvement Expected
Unacceptable

Comments:
Considerations

• It is important to note that annotations are only viewable until the appraisal is approved by the second level approver.

• If you wish to make the annotations available to the employee, you need to copy and paste the annotation into the comments section for that Success Factor.