myPerformance Workflow

- Takes place March 15th – June 30th
- Step due dates are set by unit
- Email notifications at each step

Basic steps of myPerformance:

- **Employee writes self appraisal**
- **Evaluator drafts appraisal**
- **Second level manager approves appraisal**
- **Evaluator and employee discuss appraisal**
- **Employee comments and completes electronic sign-off**
- **Evaluator reviews comments and finalizes**
Writing the Appraisal

Things to remember when completing a self-appraisal

• You are your first and best advocate. State your achievements objectively and accurately, but don’t be shy about letting your supervisor know what you accomplished during the year.

• Don’t embellish your achievements.

• Be proactive about addressing your weaknesses

• Never state a weakness or 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

• Try to use tangible, measurable objectives and examples
Writing the Appraisal

Additional Things to Consider:

• 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
Accessing myPerformance

• Log in to myPerformance using your single sign on
• From the **Home** screen, click on one of the tasks needing completion
## Accessing Your Appraisal

Welcome Samuel Viviano Reitz

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### My Tasks (You have tasks to do)

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
<th>General Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write your self-appraisal</td>
<td></td>
<td>9/30/17</td>
</tr>
</tbody>
</table>

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**Legend:**
- 🚨 Overdue
- ⚡ My To-Do
- 🔖 Sent for Review
- 🚢 Not Ready
- ✅ Completed

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**Additional Resources**

- MU myPerformance Webpage
- UMKC myPerformance Webpage
- Missouri S&T myPerformance Webpage
- UMSL myPerformance Webpage
- UMSYS myPerformance Webpage
• To complete the review, provide a rating and comment for each Success Factor
• Comments must be 20 characters or more
Rate & Comment

Write your self-appraisal

Samuel Viviano Reitz

FY17 TEST Appraisal Process MU
By Samuel Viviano Reitz.

Success Factors

Provide ratings for each of the seven Success Factors below. One additional, optional fill in the blank section also exists. It can be used to capture another competency, job duty, or as a summary of overall goal completion to name just a few options. If this section is left blank, the score will be calculated based on the seven Success Factors.

Accountability

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

- Is attentive and takes responsibility and ownership for tasks, decisions, and related outcomes
- Delivers consistent, accurate results, meeting deadlines and expectations and ensuring team and/or supervisor is aware of completion and/or roadblocks
- Owns individual decisions, outcomes, and work products, monitoring them according to predetermined measures.

Comments:

I met or exceeded the deadlines on 19 out of 20 projects this year. I also met every objective on personal development plan that we discussed at my last review.

Collaboration

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

- Willingly shares relevant information with others in a timely manner and offers support whenever possible
- Recognizes own role on the team and how it contributes to the overall outcomes of the team, ensures own interactions with team are
The Split Screen function is a very useful tool that allows you to view several records—Self-Appraisals, Goals, Development Plans, Journal or Manager notes, Past Appraisals, and Documents.

- Click the **Split Screen** icon
- Select the type of record you wish to review
- The menu will display available content for that record
Write your self-appraisal

Samuel Viviano Reitz

FY17 TEST Appraisal Process MU
By Samuel Viviano Reitz

Accountability
Owns decisions, outcomes within the scope of one's role
- Is attentive and responsive to meeting deadlines and responsibilities
- Owns individual decisions, outcomes, and work products, monitoring them according to predetermined measures

Comments:

Collaboration
Works inclusively to build trust and accomplish tasks, goals, and initiatives
- Willingly shares relevant information with others in a timely manner and offers support whenever possible
- Recognizes own role on the team and how it contributes to the overall outcomes of the team; ensures own interactions with team are collaborative and respectful
- Builds relationships with colleagues through working cooperatively towards accomplishing objectives, being reliable, and demonstrating trust

Comments:
Accountability
Owens decisions, outcomes, work products, etc. that are within the scope of one's role.
- Is attentive and takes responsibility and ownership for tasks, decisions, and related outcomes
- Delivers consistent, accurate results, meeting deadlines and expectations and ensuring team and/or supervisor is aware of completion and/or roadblocks
- Owns individual decisions, outcomes, and work products, monitoring them according to predetermined measures

Comments:

Journal Note
Sam: Thanks so much for this report. I really do appreciate your response...
Goals (optional) and Submission

• Add any Goals for the coming year you would like to share with your supervisor
• Click Submit when finished
• You may also click Save for Now at any point if you would like to exit the appraisal and come back to it later
Setting SMART Goals

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

**S**pecific
- Emphasize action/results
- Use specific action verbs

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

**A**ttainable
- Consider resources available
- Helps you prioritize

**R**elevant
- Meaningful to you and the University
- Consistent with department goals

**T**ime-bound
- Includes start and end points
- Timelines need to be measurable
Goals (optional) and Submission

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New Performance Goals

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.

Goal: Increase Individual Fundraising to $10,000,000.

Quarterly goals of:
- 1st Q: 2,000,000
- 2nd Q: 2,000,000
- 3rd Q: 3,000,000
- 4th Q: 3,000,000

Start: 7/1/17  Due: 6/30/18

Weight: 100%

Supervisor Final Comments

Employee Acknowledgment

I have discussed my performance appraisal with my supervisor. My signature does not necessarily indicate agreement with the appraisal, but does acknowledge that I have received and reviewed this information.

Employee Final Comments
Next Steps in the Process

- Your supervisor drafts their appraisal of your performance
  - They will see your self-appraisal ratings and comments
- Your supervisor's supervisor reviews and approves the appraisal
  - They will see your self-appraisal ratings and comments
- You and your supervisor meet to discuss the approved appraisal
After you and your supervisor meet to discuss your appraisal, you complete the electronic sign-off acknowledging receipt. At this time, you also have the option to make comments.

- If desired, comment
- Simply click “Sign Off” to complete
<table>
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<tbody>
<tr>
<td>Add final comments and sign off your appraisal</td>
<td>9/30/17</td>
</tr>
</tbody>
</table>

Legend:  
- **Overdue**  
- **My To-Do**  
- **Sent for Review**  
- **Not Ready**  
- **Completed**
Sign-Off and Comment (optional)

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

Self: I have read every HR book and employment case law ever written.
Comments:

Overall Rating
Rating: Not Rated

New Performance Goals
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.

Supervisor Final Comments

Employee Acknowledgment
I have discussed my performance appraisal with my supervisor. My signature does not necessarily indicate agreement with the appraisal, but does acknowledge that I have received and reviewed this information.

Employee Final Comments
Your supervisor will be prompted to log in to review your comments (if applicable) and finalize.
Follow-Up Throughout the Year

• Remember that annual reviews are only a small part of the performance management process
• Day to day conversations are most important
• Create goals and development plans with scheduled check-in dates; Use Outlook
• Create a record of notable events