



Glossary

HR Rep and HR Admin – have the required access that is necessary to view notification and activity logs, view appraisal status, rollback the process, and mark steps complete.

Administrator – have the required access that is necessary to set up appraisals for the organization; and is the person to contact with questions regarding the appraisal process/workflow. Administrators have the ability to change user passwords, view notification and activity logs, re-assign a manager, view appraisal status, rollback the process, and mark steps complete

Appraisal Forms –This form has all of the evaluation criteria in one place. The form in the myPerformance tool is only accessible when the process is open.

Development Plans – are designed to support employees while they work towards achieving goals, demonstrating competencies, career development, and/or higher-level organizational goals. Development Plans can be tracked in the myPerformance tool under the “My Performance” or “My Employees” tabs.

Goals – are intended achievements (e.g., I will generate 500K in revenue by the end of Q1). Goals can be tracked in the myPerformance tool under the “My Performance” or “My Employees” tabs.

Process – refers to a review period. For example, the FY17 Appraisal Process refers to the period of time from March 15 to June 30 of 2017 in which employees will be reviewed for their performance during the July 1, 2016 to June 30, 2017 fiscal year.

Workflow – The set of ordered steps that make up your appraisal process. An example of a simple workflow is:

1. Employee writes self-appraisal
2. Manager writes employee appraisals
3. Second-level manager approves appraisal
4. Manager meets and discusses with employee
5. Employee sign-off
6. Manager sign-off

Rating Scale – the scale used in myPerformance to generate the overall performance appraisal score. The rating scale used by the myPerformance is: Outstanding, Exceeds Expectations, Successful, Improvement Expected, and Unacceptable.

Second Level Approver – an individual within the organization who is at the next level of management than the manager of the employee. This person may not have direct supervision of the employee being evaluated, but does have supervision over the person who is evaluating the employee.



Success Factors – measurable or observable knowledge, skills, abilities, and behaviors (KSABs) critical to successful job performance. myPerformance uses the following Success Factors to evaluate an employee’s performance: Accountability, Collaboration, Communication, Customer Focus, Diversity and Inclusion, Judgment, and Time Management plus one optional, equally weighted eighth factor can be added.

Task – an action assigned to a user of the myPerformance tool. Each workflow step has an associated task. The task is assigned to the appropriate user (or users) when the workflow reaches that step.

Third Party Reviewer (optional) – an individual within the organization from which the manager can solicit additional information regarding the employee’s performance. This optional step is useful when an employee has multiple managers and/or the primary manager wants feedback from other people that work with the employee.

Statuses

1. **Overdue** means an employee’s appraisal was not complete prior to the process deadline. For the FY17 Appraisal Process, reviews would not display as Overdue until July 1, 2017. It is important to distinguish this status from any separate completion deadline your college, school, or division sets.
2. **My To-Do** simply means you are the responsible party for a task that requires completion.
3. **Their To-Do** indicates another individual is the responsible party for a task that requires completion.
4. **Sent for Review** indicates an appraisal has been sent to another person for Third Party Feedback and that person has not submitted their feedback.
5. **Not Ready** refers to a future task you are responsible for that is not currently available because a prior step (or steps) in the process is not complete. For example, if your employee has not completed a self-appraisal, they will display as Not Ready in your “Write appraisals for your employees” tasks.
6. **Completed** indicates that the task for that step is complete and no further action is required. Note that you may have other tasks in other steps to complete for an individual.