Mizzou

myPerformance Supervisor Training

Human Resource Services
University of Missouri
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
FY16 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 only
    • 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
FY16 Appraisal Forms

- Appraisal forms are assigned based on the 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
COMMUNICATION: *Provides information clearly and accurately in various settings, ensuring understanding and participation.*

**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 have a chance to provide input.

Behavioral descriptions vary by subfunction.
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
Support Task Expert Performance Appraisal FY16

Demographics

Name: 
Employee ID: 
Job Title: 
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. 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 breakthrough 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. Acts as a mentor, guide and teacher. Seeks new and improved ways to perform the job. Openly shares information and resources. Actively promotes cooperation, understanding and team building.

Exceeds Expectations
Performance consistently exceeds expectations in specified criteria. Sets and meets challenging professional goals and shows initiative in meeting them. Assumes extra responsibilities and participates in projects often. Proactive in planning, problem solving and initiating solutions within work group. An exceptional contributor to the success of the work group and organization.

Successful
Performance consistently meets expectations in specified criteria. Requires minimal supervision and complies with work rules and regulatory requirements. Performance consistently meets the demands placed upon the position. Reliably completes routine assignments in an accurate and timely fashion. Assumes additional responsibilities when requested or assists in extra project work. Meets the University’s high performance standards. Contributes positively to the success of the work group and organization.

Improvement Expected
Performance meets some but not all expectations in specified criteria. Performance requires occasional supervisory intervention. Does not consistently complete job assignments in some areas in an accurate and timely fashion. Performance or behavior causes occasional problems for students, customers, department/unit and/or co-workers.

Unacceptable
Overall performance does not meet expectations in specified criteria. Often requires supervision, redirection and/or re-instruction. Does not consistently complete job assignments in an accurate and timely fashion. Performance or behavior causes problems for students, customers, department/unit and/or co-workers.
Using myPerformance Year Round
Ongoing Feedback

- Performance appraisals should never be a surprise
- Employees need **timely** and regular feedback
  - Acknowledging positive behavior increases its frequency
  - Not addressing concerns reinforces the negative behaviors

- While feedback should always be done in person, myPerformance provides many optional features for supervisors and employees to track feedback throughout the year
- Using myPerformance year round will make writing appraisals much easier for both the employee and supervisor
Here's your annual performance review, Tina.

I focused on your performance for the past two weeks because I don't remember anything farther back.

I was on vacation for the past two weeks!!!
No time to chat. I need to spread some motivation over here.
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Direct Manager</th>
<th>Relationships</th>
<th>Type</th>
<th>Goals</th>
<th>Developm.</th>
<th>Feedback</th>
<th>Evaluations</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landon</td>
<td>halogenEmployee</td>
<td>Samuel Viviano Reitz</td>
<td></td>
<td>Direct report</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Larissa</td>
<td>halogenVicePres</td>
<td>Samuel Viviano Reitz</td>
<td></td>
<td>Direct report</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lars</td>
<td>halogenManager</td>
<td>Layla halogenSecondlevel</td>
<td></td>
<td>Indirect report</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Laura</td>
<td>halogenHRRep</td>
<td>Larissa halogenVicePres</td>
<td></td>
<td>Indirect report</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Layla</td>
<td>halogenSecondlev</td>
<td>Samuel Viviano Reitz</td>
<td></td>
<td>Direct report</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lucy</td>
<td>halogenEmployee</td>
<td>Lars halogenManager</td>
<td></td>
<td>Indirect report</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Mark</td>
<td>halogenEmployee</td>
<td>Samuel Viviano Reitz</td>
<td></td>
<td>Direct report</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>
## My Employees > Landon halogenEmployee

### Goals

<table>
<thead>
<tr>
<th>Employee Goal</th>
<th>% Complete</th>
<th>Weight</th>
<th>Entered By</th>
<th>Modified Date</th>
<th>General Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>100,000,000,000 Fundraising Target</td>
<td>0%</td>
<td>0</td>
<td>Lars halogenManager</td>
<td>11/4/16</td>
<td>4/30/17</td>
</tr>
</tbody>
</table>

- **Legend:**
  - Green: On Track
  - Orange: At Risk
  - Red: Not on Track
  - Empty: No Flag Set
  - Blue: Linked to Organizational Goal
Adding/Modifying Goals

Goal Details

Employee: Landon halogenEmployee

Title: 100,000,000,000 Fundraising Target

Description/Metric: Description of goal

Start Date: 11/1/16 General Timeline: 4/30/17 Completed Date: 

Status: Select

Percent Complete: 0%

Progress Flag:
- On Track
- At Risk
- Not on Track
- No Flag Set

Last Modified: 11/10/15 Created Date: 11/10/15

Notes
Add a note...
Adding/Modifying Development Plans

My Employees > Landon halogenEmployee

Use this section to view and manage your employee's personal development plans.

Development Plans

<table>
<thead>
<tr>
<th>Development Plan</th>
<th>Competency</th>
<th>Status</th>
<th>Entered By</th>
<th>Due Date</th>
<th>Compl...</th>
</tr>
</thead>
<tbody>
<tr>
<td>new development</td>
<td></td>
<td>Not Started</td>
<td>Lars halogenManager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Adding/Modifying Development Plans

Development Plan

- Employee: Landon
- Title: new development
- Description/Metric: this is a new development plan
- Related Competency:
- Entered By: Lars
- Created Date: 2/19/14
- Last Modified: 2/19/14
- Allow Editing
- General Timeline:
- Status: Not Started
- Completed Date:

Notes
Add a note...
<table>
<thead>
<tr>
<th>Note</th>
<th>Sharing</th>
<th>Entered By</th>
<th>Modified Date</th>
</tr>
</thead>
</table>
| Manager Note  
Very successful meeting, good feedback and participation by all. So happy ... |  | Lars halogenManager | 5/6/14 |
| Manager Note  
manager note blah blah |  | Layla halogenSecondline | 4/11/14 |
| test journal note  
Great job! | Shared | Landon halogenEmployee | 5/2/14 5/2/14 |
Manager Notes

Add Feedback - Manager Note

For: Landon halogenEmployee

Find Recipients

Suggestions: Direct Reports

Title: Manager Note

This is a manager note!

Share feedback with employee.

Last Modified:
### Past Appraisals

<table>
<thead>
<tr>
<th>Past Appraisal</th>
<th>Project</th>
<th>Evaluator</th>
<th>Date</th>
<th>Self Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>MU UAT FY14 Appraisal Process</td>
<td></td>
<td>Lars halogenManager</td>
<td>1/26/15</td>
<td></td>
</tr>
</tbody>
</table>
Appraisal

Landon halogenEmployee

MU UAT FY14 Appraisal Process
By Lars halogenManager

myPerformance

Employee Performance Appraisal FY14

Demographics

Name: Landon halogenEmployee
Job Title: VP of Support
Employee ID:
Supervisor:
Department:

General Instructions

The annual Performance Appraisal is intended to a) summarize employee performance over the past year, and b) provide an employee and evaluator an opportunity to discuss performance and future development. Two sections of the form count toward the employee’s overall rating: Success Factors and Key Responsibilities. The rating scale definitions, provided below, can help the evaluator accurately document an employee’s performance. The comment boxes should be used to indicate specific examples that support the rating. If a rating of “Outstanding” or “Unacceptable” is given, a comment must be provided.

Rating Scale

Outstanding
Is a role model in the job Exhibits mastery in all facets of a job Puts the customer at the center of every activity Stays 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 Is universally regarded by others as a knowledgeable resource and true asset Acts as a mentor, guide and teacher Seeks new and improved ways to perform the job Openly shares information and resources
### Adding/Reviewing Documents

#### myPerformance

- **Home**
- **My Performance**
- **My Employees**
- **Task Status**
- **Reports**

#### My Employees > Landon halogenEmployee

**Documents**

<table>
<thead>
<tr>
<th>Document</th>
<th>File Size</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCQ</td>
<td>46 KB</td>
<td>1/26/15</td>
</tr>
</tbody>
</table>

- **Add** button

Viewing: Landon halogenEmployee

Displaying 1 - 1 of 1
Accessing Your Tasks
### Accessing Your Tasks: Option 1

**Welcome Samuel Viviano Reitz**

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

<table>
<thead>
<tr>
<th>Task</th>
<th>General Timeline</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Evaluation: FY16 TEST Appraisal Process MU</td>
<td>Status</td>
<td>11/30/16</td>
</tr>
<tr>
<td>Write your self-appraisal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY16 TEST Appraisal Process MU</td>
<td>Status</td>
<td>11/30/16</td>
</tr>
<tr>
<td>Write appraisals for your employees (3 To-Dos)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Legend:**
- ⚠️ Overdue
- 🔴 My To-Do
- 🔵 Sent for Review
- 🔴 Not Ready
- ✔️ Completed

#### Additional Resources
- Missouri S&T myPerformance Webpage
- MU myPerformance Webpage
- UMKC myPerformance Webpage
- UMSL myPerformance Webpage
- UMSYS myPerformance Webpage

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**HALOGEN**

**myPerformance**

Be Confident. Be Strategic.
## Accessing Your Tasks: Option 1

### FY16 TEST Appraisal Process MU

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Description</th>
<th>To-Dos</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/30/16</td>
<td>Employee writes self-appraisal</td>
<td>3</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>1</td>
<td>Not Ready</td>
</tr>
<tr>
<td>11/30/16</td>
<td>Review appraisals for second level reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/30/16</td>
<td>Meet and discuss appraisal with the employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/30/16</td>
<td>Employee fine comment end</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Appraisal Tasks

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Write appraisals for your employees</th>
<th>Appraisal Status</th>
<th>Modified Date</th>
<th>General Title</th>
<th>Complete Date</th>
<th>Employee writes self-appraisal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landon</td>
<td>halogenEmployee</td>
<td><a href="#">Edit Appraisal</a></td>
<td>View Status</td>
<td>11/3/16</td>
<td>11/30/16</td>
<td></td>
<td>View Self-Appraisal</td>
</tr>
<tr>
<td>Lantissa</td>
<td>halogenVicePres</td>
<td><a href="#">Edit Appraisal</a></td>
<td>View Status</td>
<td>11/30/16</td>
<td></td>
<td></td>
<td>View Self-Appraisal</td>
</tr>
<tr>
<td>Lars</td>
<td>halogenManager</td>
<td>Samuel Viviano Reitz</td>
<td>View Status</td>
<td>9/29/16</td>
<td>11/30/16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Layla</td>
<td>halogenSecretary</td>
<td><a href="#">Edit Appraisal</a></td>
<td>View Status</td>
<td>9/29/16</td>
<td>11/30/16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Accessing Your Tasks: Option 2
Third Party Review (Optional)
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

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 contribute towards 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.
- Put the customer at the center of every activity.
- Steps outside of existing responsibilities to add value to the University.
- Identifies breakthrough 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.
Third Party Review Assignment

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

Third Party Review (optional)

Select the employee to perform the review.

Last Name: Halogen
First Name: Lars

Employee Information:
No Filter
Search

Available Employees: 1 result(s)

halogenManager, Lars

Show:
No Additional Information

Send
Cancel
Provide feedback for an employee appraisal

Landon halogen

Employee

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

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 halogen

FY16 TEST Appraisal Process MU
By Samuel Viviano 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 Viviano Reitz

[OK] [Cancel]
Provide feedback for an employee appraisal

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

Success Factors

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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

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

Self:

Outstanding
Exceeds Expectations

Complete
### FY16 TEST Appraisal Process MU

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

**Appraisal Tasks**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Task Description</th>
<th>Appraisal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landon</td>
<td>halogenEmployee</td>
<td>Sent for Review</td>
<td>View Appraisal</td>
</tr>
<tr>
<td>Larissa</td>
<td>halogenVicePrez</td>
<td>Edit Appraisal</td>
<td>View Self-Appraisal</td>
</tr>
<tr>
<td>Lars</td>
<td>halogenManager</td>
<td>Samuel Viviano Reitz</td>
<td>View Self-Appraisal</td>
</tr>
<tr>
<td>Layla</td>
<td>halogenScondi</td>
<td>Edit Appraisal</td>
<td>View Self-Appraisal</td>
</tr>
</tbody>
</table>
Cancelling Third Party Review

Write appraisals for your employee:

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

Employee Performance Appraisal FY16

Demographics

Name: Landon halogenEmployee
Employee ID:

Job Title: VP of Support
Supervisor:

Department:

General Instructions

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- 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.
Writing an Appraisal
Writing the Appraisal

Things to Consider:

• Goals, manager notes, development plans, past appraisals, documents, and journal notes
• Progressive discipline (if any) and other historical performance information
• Provide specific examples to support your ratings
• Read the Rating Scale definitions before starting the review and read the behavior statements for each success factor before considering a rating.
• Ratings should reflect the entire year’s performance—not just the most recent or significant events
Reviewing Third Party Feedback

Write appraisals for your employees

Landon halogenEmployee
FY16 TEST Appraisal Process MU
By Samuel Viviano Reitz

Annotations to review: 1

Indicates required field

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.

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.
Reviewing Third Party Feedback

Write appraisals for your employees
Landon halogenEmployee

FY16 TEST Appraisal Process MU
By Samuel Viviano Reitz

Form Navigator

- Overall performance does not meet expectations in Key Responsibility or Success Factor.
- Often requires supervision, redirection and/or re-instruction.
- Does not consistently complete job assignments in an accurate and timely fashion.
- Performance or behavior causes problems for students, customers, department/unit and/or co-workers.

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:

Comments:
Reviewing Third Party Feedback

Annotation Details

Section: Success Factors LEAD
Previous Annotations: [Mackenzie Jane Moorefield - 9/29/16] Test annotation

New Annotation:

Entered By: Samuel Viviano Reitz

OK  Cancel
Write appraisals for your employees

Landon halogenEmployee

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By Samuel Viviano Reitz

Form Navigator

Employee Performance
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

Employee Records - Past Appraisals

Processes:

MU UAT FY14 Appraisal Process

[Options]

Next Employee

Help

Submit

OK

Cancel

myPerformance
Evaluator Appraisal – Split Screen

Write appraisals for your employees

Landon halogenEmployee

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By Samuel Viviano Reitz

Form Navigator

Employee Performance Appraisal FY
Demographics
General Instructions
Rating Scale
Success Factors
Accountability
Collaboration
Communication
Customer Focus
Diversity & Inclusion

Accountability

Owens 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

Employee Records: Landon halogenEmployee (Read Only)

Success Factors

Accountability

Maintains an acceptable attendance record and is punctual. Takes ownership of tasks and assignments. Reliably produces results with little need for oversight.

Manager

- Outstanding
- Exceeds Expectations
- Successful
- Improvement Expected
- Unacceptable

Self

- Outstanding
- Exceeds Expectations
- Successful
- Improvement Expected
- Unacceptable

Next Employee
Landon does a fantastic job at communicating with his team members and leaders and follows up on actions when he makes commitments. He always offers support when needed.
Suggested Comments

Write appraisals for your employees

Landon halogen
Employee

FY16 TEST Appraisal Process MU
By Samuel Viviano Reitz

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.
- 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

Comments:

Collaboration

Works inclusively to build trust and accomplish tasks, goals, and initiatives.
- Shares information and support to team members, peers, and leaders and...
Suggested Comments

Employee: halogenEmployee, Landon
Competency: Accountability

Performance Comments

Select Category:

- Accepting accountability for actions and decisions

Meeting attendance requirements
Produces an amount of work that meets or exceeds job expectations
Carries own share of the workload when working on teams

Employee's Gender: Male
Comment Level: Outstanding

Nuance: [slider]

Suggested Comment:

(He/She) is always willing to accept accountability for (his/her) actions and decisions.

Add to Your Comments

Your Comments:

- He is always willing to accept accountability for his actions and decisions.

[OK] [Cancel]
Coaching Tips

Suggested Comments

Employee: halogenEmployee, Landon
Competency: Accountability

Performance Comments  Coaching Tips

Select Category:
- Accepting accountability for actions and decisions
- Meeting attendance requirements
- Produces an amount of work that meets or exceeds job expectations
- Carries own share of the workload when working on teams

Employee’s Gender: ☐ Male  ☐ Female
Comment Level: Outstanding

Select Title:
- Keep being extremely reliable
- Encourage the same from others

Suggested Comment:
You have demonstrated that you are true to your word when you make a commitment. You take on a fair share of the teams commitments and fulfill these on or before the deadline. Team members see you as reliable and as a person who carries his or her own weight and then some.

Add to Your Comments

Your Comments:
He is always willing to accept accountability for his actions and decisions.

Coaching Tip: You have demonstrated that you are true to your word when you make a commitment. You take on a fair share of the teams commitments and fulfill these on or before the deadline. Team members see you as reliable and as a person who carries his or her own weight and then some.
Write appraisals for your employees

Landon halogenEmployee

FY16 TEST Appraisal Process MU
By Samuel Viviano Reitz

Form Navigator

Save for Now  Third Party Review (optional)  Submit

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 will populate in the employee's My Performance tab in the Goals sub-tab.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase Fundraising by $100,000,000,000</td>
<td>100 %</td>
</tr>
</tbody>
</table>

The University of Missouri wants to be the first to put a human on Mars and needs to significantly increasing fundraising to do so.

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

Supervisor Final Comments

Landon is an overall excellent employee with a bright future ahead.
Second Level Manager
## FY16 TEST Appraisal Process MU

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee writes self-appraisal</td>
<td>11/30/16</td>
</tr>
<tr>
<td>Write appraisals for your employees</td>
<td>11/30/16</td>
</tr>
<tr>
<td>Additional feedback</td>
<td>11/30/16</td>
</tr>
<tr>
<td>Review appraisals for second level reports</td>
<td>11/30/16</td>
</tr>
</tbody>
</table>

**Appraisal Tasks**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Task</th>
<th>Status</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura</td>
<td>halogenHR Rep</td>
<td>Review &amp; Approve</td>
<td>11/30/16</td>
<td></td>
</tr>
</tbody>
</table>

**Legend:**
- 🟢 Overdue
- 🔴 My To-Do
- 💡 Their To-Do
- 🚚 Sent for Review
- 🚷 Not Ready
- 🔴 Completed
Second Level Manager

Review appraisals for second level reports

Laura halogenHRRep

FY16 TEST Appraisal Process MU
By Larissa halogenVicePres

Form Navigator

Send Back to Author  Approve

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.

- Is attentive/available, responds to directions, and completes job-related tasks in a timely fashion
- Delivers expected results following specified timelines and/or procedures
- Works closely with supervisor to understand expectations for assignments; executes accordingly

Self: Outstanding  Exceeds Expectations  Successful  Improvement Expected  Unacceptable

Comments: She will not accept accountability for her actions and decisions. She attempts to deflect responsibility to others, and makes excuses for her behavior. For example, she failed to complete her self-appraisal and blamed it on HR for not giving enough notice despite the fact several communications were sent months and weeks in advance.
Preparing for the Conversation
Share the Review with the Employee

FY16 TEST Appraisal Process MU

<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/30/16</td>
<td>Write appraisals for your employees</td>
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<tr>
<td>11/30/16</td>
<td>Meet and discuss appraisal with the employee</td>
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</table>

Appraisal Tasks

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<th>First Name</th>
<th>Last Name</th>
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<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landon</td>
<td>halogenEmployee</td>
<td>Meet and discuss appraisal...</td>
<td>View Status</td>
</tr>
<tr>
<td>Larissa</td>
<td>halogenVic ePres</td>
<td></td>
<td>View Status</td>
</tr>
<tr>
<td>Lars</td>
<td>halogenManager</td>
<td></td>
<td>View Status</td>
</tr>
<tr>
<td>Layla</td>
<td>halogenSecond level</td>
<td></td>
<td>View Status</td>
</tr>
</tbody>
</table>

myPerformance
Meet and discuss appraisal with the employee

Layla halogenSecondlevel
FY16 TEST Appraisal Process MU
By Samuel Viviano Reitz

Form Navigator

Employee Performance Appraisal FY16
Demographics
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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

myPerformance

Employee Performance Appraisal FY16

Demographics

Name: Layla halogenSecondlevel
Employee ID: 

Job Title: Support Analyst
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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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.

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Preparing for the Conversation

Schedule the meeting in a quiet, private location where interruptions will not occur.

Avoid rescheduling or pushing back the meeting.

Provide a copy of the appraisal to the employee ahead of time.

Be prepared to discuss goals and development plans, especially if expectations are not met on one or more factors.
Conducting the Conversation

- Give objective and specific examples
- Encourage discussion
- Actively listen
- Be open to what the employee has to say
- Create a positive, forward-looking environment
- Build on the employee’s strengths
- Keep the meeting on track
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
• Address positive and negative behavior as it occurs
• Create goals and development plans with scheduled check-in dates; Use Outlook
• Encourage professional growth opportunities
• Create a record of notable events