myPerformance
EMPLOYEE INSTRUCTIONS Steps 2 & 4

In the Employee role, you will be completing the Self-Evaluation and Signature for an Annual evaluation.

Login to *myPerformance*

1. *Login to myPerformance*

Select the Review

1. *Select the Evaluations link.*

2. *To access your evaluation before first submission in a step, select the evaluation in the Tasks list.*
3. *To access your evaluation*

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.

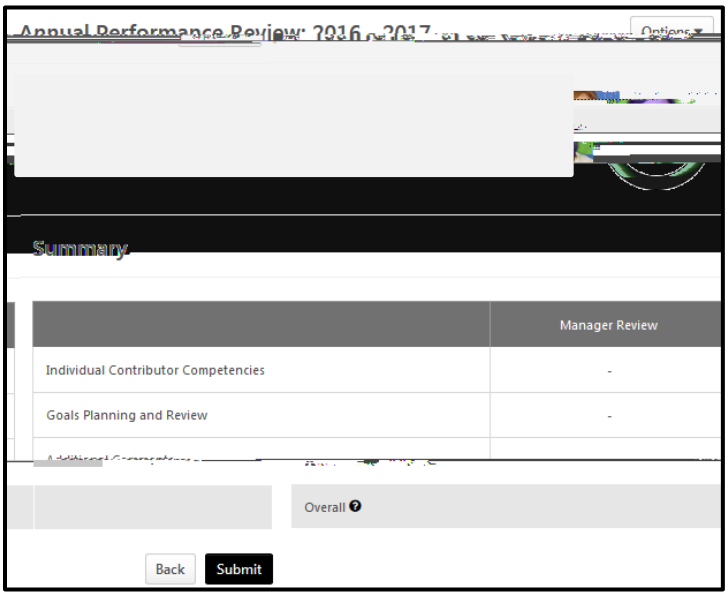
Each competency is defined by a set of desired behaviors. During the planning session, managers and employees should discuss how the competencies apply to the employee's position and identify examples of how specific competencies tie into the employee successfully

Additional Comments

Read the additional comments that were added during the Planning and Mid-Review Step by your manager. To add comments, type in the open text box. When finished, click Save and Continue.

Summary

The Summary section will have no content until Step 3. ***YOU MUST CLICK THE Submit BUTTON.***



****Employees should follow these same instructions above to access the evaluation anytime during Step 2 of the evaluation period to add additional comments and/or edit existing comments. On the due**

Options

By selecting the Options menu, the employee will be able to print the review or view/add an attachment.

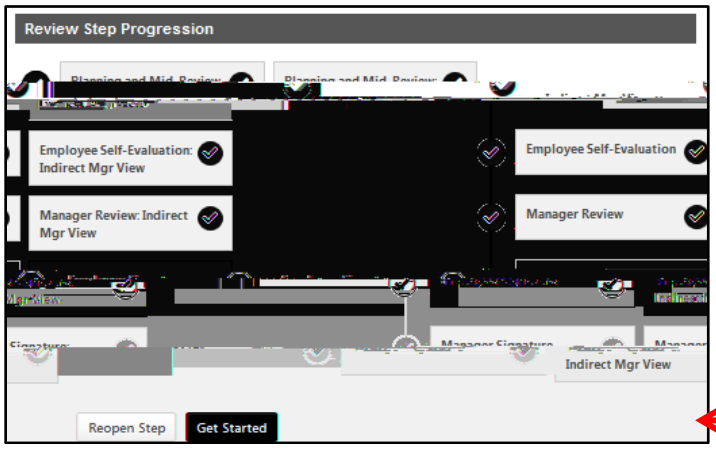
STEP FOUR – EMPLOYEE SIGNATURE

The employee reviews the evaluation, adds comments, and electronically signs showing they have received the evaluation.

Login through myWSU and access the review (see page 1 for instructions).

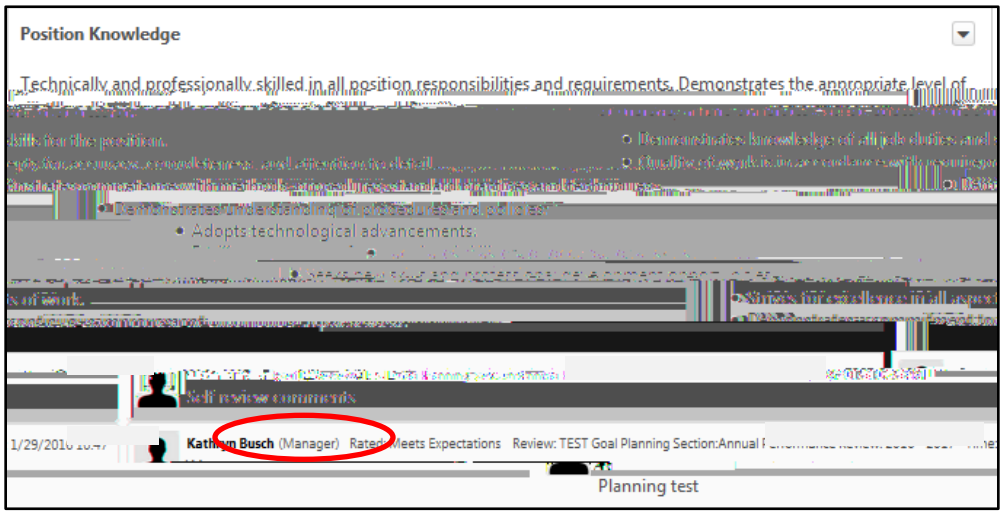
Review Step Progression

The Overview screen also shows Review Step Progression and designates the current step. A side bar shows your progression through the current step. Choose the Get Started *button.*



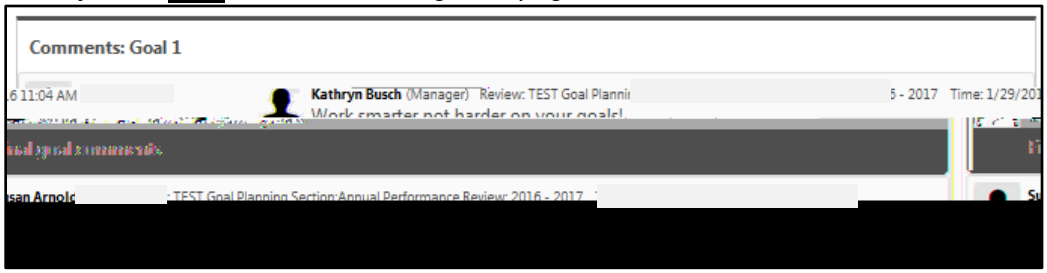
Competencies

This section allows the employee to view previous comments and the ratings for each competency. This section is view-only. Click Next *to advance to next page.*



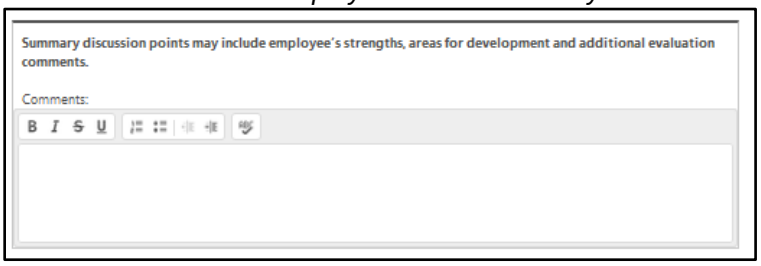
Goals

This section allows the employee to view previous comments for each goal in the lower section of the screen. This section is view-only. Click Next *to advance through this page.*



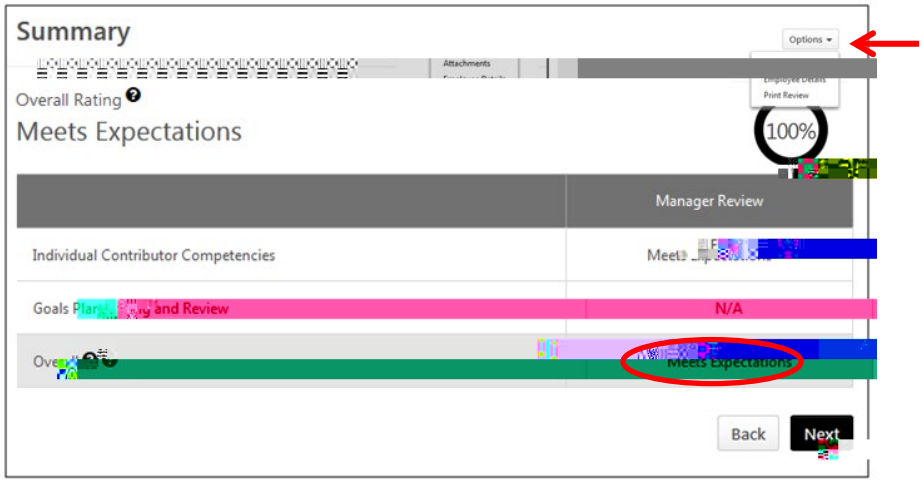
Additional Comments

This section allows the employee to view summary comments for the overall review period. Click Next *.*



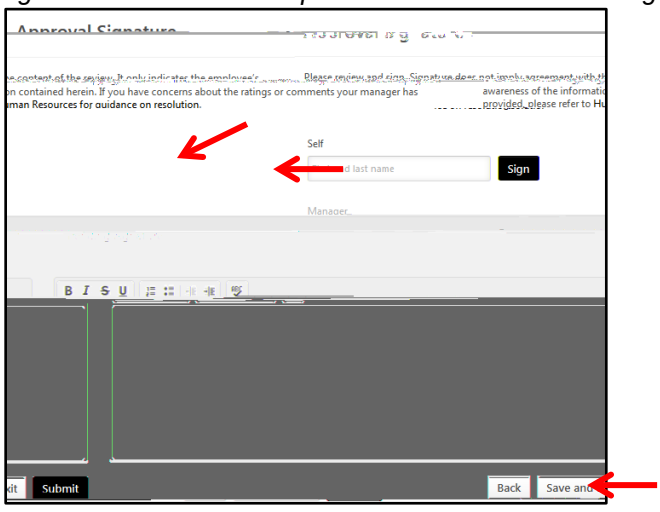
Rating Summary

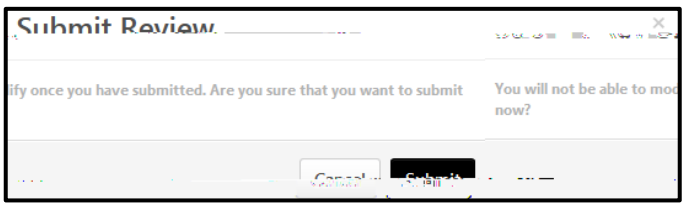
In the Summary section, the employee will be able to view the overall rating calculation. The employee can also print the review or view attachments at the end of the review period. Click the Options button to print the evaluation or view attachments, if desired. Otherwise, click the Next *button.*



Sign the Review

The employee will electronically sign the review by typing their name into the text box. Type first and last name, then click the Sign *button. The employee will also be able to add additional comments in a comments box before submitting the signed review. Once completed with comments and signature, click* Submit*.*



Submit Review

A box will appear asking if you are sure you want to continue. Click the Submit *button.*