myPerformance Training

FOR USS AND NON-TEACHING UP EMPLOYEES
Performance Evaluations
For USS and UP employees

Managers of University Support Staff (USS) and Unclassified Professionals (UP) use the online performance management software called *myPerformance*, accessed through *myWSU*, to evaluate their employee(s). Launched in March of 2016, *myPerformance* is a step in employee development contributing to accomplishing the vision and goals of the University's strategic plan that will shape the future of the University – a way for managers to inspire great work, motivate employees, and deliver results.
myPerformance Evaluations

- University Support Staff (USS) Annual
- Non-teaching Unclassified Professional (UP) Annual
- USS 6-month Probationary
- USS 12-month Probationary
Transition Timeline for University Support Staff (USS) Annual Evaluations

1. Complete 2015-16 evaluations in CEEDS. Due 2/29/16
2. Begin planning for 2016-17 evaluation using myPerformance in March 2016
3. Complete 2016-17 evaluation using myPerformance by February 28, 2017
Transition Timeline for University Support Staff (USS) Probationary Evaluations

- USS probationary evaluations that are currently in process in CEEDS will be completed in CEEDS.
- Annual evaluation will begin in myPerformance upon completion of probationary evaluation in CEEDS.
- Starting March 1, all probationary evaluations will be started and completed in myPerformance for all new USS employees or employees who start a new USS position.
- New USS employees hired in February will start the 6-month evaluation in myPerformance on March 1.
myPerformance Transition Options for Non-teaching UP Employees

**Option 1**
Complete 2015-16 evaluations using current format

→ Complete and submit current evaluation by 2/29/2016

→ Begin planning for 2016-17 evaluation using myPerformance in March 2016

→ Complete 2016-17 evaluation using myPerformance by February 28, 2017

**Option 2**
Complete 2015-16 evaluations using current format

→ Complete and submit current evaluation by 4/30/2016

→ Begin planning for 2016-17 evaluation using myPerformance in May 2016

→ Complete 2016-17 evaluation using myPerformance by February 28, 2017
## Competency Based Evaluation

<table>
<thead>
<tr>
<th>Individual Contributor</th>
<th>Manages Employees</th>
<th>Budget Officer/Budget Review Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teamwork</td>
<td>Teamwork</td>
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<tr>
<td>Inclusiveness</td>
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<tr>
<td>Initiative</td>
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<td>Adaptability</td>
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<tr>
<td>Customer Focus</td>
<td>Customer Focus</td>
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<tr>
<td>Position Knowledge</td>
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<tr>
<td></td>
<td>Leadership</td>
<td>Leadership</td>
</tr>
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<td></td>
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<td>Financial Management</td>
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</tbody>
</table>
User Groups

• Employee
  – The individual who is evaluated

• Manager
  – The direct manager who evaluates the employee

• Indirect Manager
  – The next level manager who can view the evaluation
## Annual Review Process

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning and Mid-Review</td>
<td>Employee Self-Evaluation</td>
<td>Manager Review</td>
<td>Employee Signature</td>
<td>Manager Signature</td>
</tr>
<tr>
<td>March 1 to January 15</td>
<td>January 16-January 31</td>
<td>Due February 28/29</td>
<td>Due March 7</td>
<td>Due March 14</td>
</tr>
</tbody>
</table>

**Planning: Manager inputs expectations for new review period including competencies and goals. Manager meets with the employee to review planning and should provide a copy to the employee.**

Mid-review: Manager may add comments to competencies and goals and complete a comments section. Manager meets with employee to review mid-year and should provide a copy to the employee.

The evaluation will not move to the next step of the process until the due date has expired.

**Indirect Manager (Optional)**

Indirect Manager has access to view evaluation throughout the process. This is not required and no action is needed.

The evaluation will not move to the next step of the process until the due date has expired.

Employee completes self-evaluation. This allows employee to provide input on job performance and accomplishments. Employees do not apply ratings.

The self-evaluation step is optional.

Manager provides summary comments for competencies and goals. Manager selects ratings for all competencies.

Manager meets with employee to discuss all sections of the evaluation.

Employee reviews evaluation, adds comments, and electronically signs in the system.

Manager reviews the employee comments, makes any needed additional comments, and electronically signs in the system.
myPerformance Login

myPerformance

All USS and non-teaching UP performance evaluations are to be completed using myPerformance

Click here for CEEDS reviews

No employees available for review
myPerformance

Welcome to the official performance hub for USS and UP evaluations. Use the links below to get started.

WSU Annual Evaluation Cycle

- Annual Evaluation (as last day of Feb)
- Ongoing Coaching and Feedback
- Mid-Year Review and Discussion (September)
- Ongoing Coaching and Feedback

Evaluations

Frequently Asked Questions

WSU Human Resources Website

MyPerformance Tour (*coming soon*)

Contact Us
myPerformance – Select the Review
Overview

Welcome to the 2016-2017 Performance Review!

This review cycle starts on March 1, 2016 and ends on February 28, 2017.

The due dates for each step are as follows:

**Manager Planning and Mid-Review Documentation:** March 1, 2016 - January 15, 2017
The manager inputs expectations for the new review period including competencies and goals and meets with employee to communicate expectations. The manager may then add comments and notes to competencies and goals throughout the review cycle before the January 15th deadline.

**Employee Self-Evaluation:** January 16 - January 31, 2017
The employee completes a self-evaluation. This allows the employee to provide comments and notes on job performance and accomplishments. This step is optional and if the self-evaluation is not completed by January 31st it will automatically route to the supervisor for the next step.

**Manager Evaluation:** February 1 - February 28, 2017
The manager provides summary comments for competencies and goals and must select ratings for all competencies. The manager then meets with the employee to discuss all sections of the evaluation before the last day of February.

**Employee Signature:** March 1 - March 7, 2017
The employee reviews the evaluation, adds comments, and electronically signs showing they have received the evaluation.

**Manager Signature:** March 8 - March 14, 2017
The manager reviews the employee comments, makes any needed additional comments, and electronically signs showing their approval of completion. The completed evaluation will be automatically forwarded to Human Resources.

Instructions for completion: Need help completing a section?
For questions regarding the myPerformance software or process, please contact Joan Antes at joan.antes@wichita.edu or Lloyd Hatfield at lloyd.hatfield@wichita.edu. For questions regarding an employee's performance or behavior, please contact Matthew Johnston at matthew.johnston@wichita.edu. HR is here to help!
Step One – Review Step Progression
Step One – Planning and Mid-Review Competencies

Teamwork

Works cooperatively and effectively with others to achieve common goals. Participates in building a group identity characterized by pride, trust and commitment.

- Reports to work at the assigned time, workstation, and remains at work until the end of the scheduled work day/shift.
- Provides timely notification to supervisor of tardiness or absence.
- Deals honestly and fairly with others, showing consideration and respect for individual differences.
- Does own fair share of the work.
- Seeks assistance from other team members, as needed.
- Assists other team members.
- Shares all relevant information with others.
- Initiates collaboration with others.
- Seeks input from other team members on matters that affect them.
- Assumes additional responsibilities to facilitate the achievement of team goals.
- Makes outstanding efforts to help other team members.
- Fosters team spirit.

Comments:
Goals Planning and Review

Employee goals are optional. The purpose of adding goals is to ensure documentation and tracking within myPerformance, however goals have no weight in the overall evaluation rating. Goals should be developed to manage or support work and be clearly tied to at least one of the employee’s competencies. Managers and employees should meet to discuss and adjust goals throughout the performance cycle. For further guidance, please register for a myPerformance Training through myTraining.

Goal 1: Title

Develop and

Goal 1: Description

Complete all development and testing for myPerformance. Develop and roll-out training. Launch myPerformance Live on March 1. Continue to monitor and update myPerformance during March.

Goal 1: Due Date

3/1/2016
Step One – Planning and Mid-Review Goals Planning and Review

Comments: Goal 1

Comments:

February 18 - Randi is progressing very well on her goal. She has been focused on managing issues arising during the development. The project is still on schedule to launch March 1.
Step One – Planning and Mid-Review Summary

Summary

Overall Rating
N/A
Step Two – Employee Self-Evaluation

MyPerformance
Welcome to the official performance hub for USS and UP evaluations. Use the links below to get started.

WSU Annual Evaluation Cycle
- Annual Evaluation (the last day of Feb) and Performance Planning
- Ongoing Coaching and Feedback
- Mid-Year Review and Discussion (September)
- Ongoing Coaching and Feedback

Evaluations
Frequently Asked Questions
WSU Human Resources Website
MyPerformance Tour (coming soon)
Contact Us
Step Two – Employee Self-Evaluation

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Self Review</td>
<td>Annual Performance Review: 2016 - 2017 - Indi...</td>
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</tbody>
</table>
Step Two – Employee Self-Evaluation Overview

Overview

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For questions regarding the myPerformance software or process, please contact Joanie Antes at extension 6151 or lloyd.nafie@wichita.edu at extension 3556.
For questions regarding an employee’s performance or behavior, please contact Matthew Johnston@wichita.edu at extension 6123.
HR is here to help!
Step Two – Employee Self-Evaluation Review Step Progression
Step Two – Employee Self-Evaluation Competencies

Teamwork

Works cooperatively and effectively with others to achieve common goals. Participates in building a group identity characterized by pride, trust and commitment.

- Reports to work at the assigned time, workstation, and remains at work until the end of the scheduled work day/shift.
- Provides timely notification to supervisor of tardiness or absence.
- Deals honestly and fairly with others, showing consideration and respect for individual differences.
- Does own fair share of the work.
- Seeks assistance from other team members, as needed.
- Assists other team members.
- Shares all relevant information with others.
- Initiates collaboration with others.
- Seeks input from other team members on matters that affect them.

Comments:

- Works with Micah on orientation.
- Partners with HR team members on website updates.
- Takes photos for team to use.

Save and Continue
Step Two – Employee Self-Evaluation Goals

Comments: Goal 2


2/3/16 - 11:18am This is the comments Sheryl is entering on Randi’s evaluation.

Save and Continue
Step Two – Employee Self-Evaluation Summary

Summary

Overall Rating
N/A

Back  Submit
Step Three – Manager Review

Review Step Progression

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Manager Review of Randi Lindquist</td>
<td>Annual Performance Review: 2016 - 2017 - Indi...</td>
</tr>
</tbody>
</table>
Position Knowledge

Technically and professionally skilled in all position responsibilities and requirements. Demonstrates the appropriate level of proficiency in the principles and practices of one’s field or profession.

- Demonstrates knowledge of all job duties and skills for the position.
- Quality of work is in accordance with requirements for accuracy, completeness, and attention to detail.
- Demonstrates competence with methods, procedures, standard practices and techniques.
- Demonstrates understanding of procedures and policies.
- Adopts technological advancements.
- Facilitates mastery of occupational skills.
- Seeks new skills and professional development opportunities.
- Strives for excellence in all aspects of work.
- Demonstrates a commitment to continuous improvement.

Exceptional

Amy Belden (Self)  Review: Pilot Test: 12 Month New Hire Performance Review  Time: 2/2/2016 8:30 AM
I know it all!
Step Three – Manager Review
Rate Competencies

Adaptability

Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.

- Expresses willingness to do things differently.
- Understands and recognizes the value of other points of view and ways of doing things.
- Displays a positive attitude in the face of ambiguity and change.
- Changes own behavior or approach to suit the situation.
- Flexibly applies rules or procedures, while remaining guided by the organization's values.
- Adapts behavior to perform effectively under changing or unclear conditions.
- Adapts to new ideas and initiatives across a wide variety of issues or situations.
- Supports and adapts to major changes that challenge traditional ways of operating.
- Adapts interpersonal style to highly diverse individuals and groups in a range of situations.
- Anticipates change and adapts own plans and priorities accordingly.

Select:

- Select
- Does Not Meet Minimum Requirements
- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- Exceptional

28
Step Three – Manager Review
Goals Planning and Review

Comments: Goal 1

2/3/16 - 11:18am This is the Step 3 comments Sheryl is entering on Randi’s evaluation.

Randi is commenting on Goal 1 only.
Ann is an excellent employee and has excelled in her position during the past year. She volunteered to lead several team functions and small projects. She is now ready for an opportunity to lead a team.
Step Three – Manager Recommendation for 6 or 12 Month Probationary

Manager Recommendation

Please select a rating for this employee based on your recommendation regarding their future employment status.

Select

- Recommend Regular Status
- Recommend Extend Probation
- Not Recommend Regular Status

Enter your recommendation below:

[Next]
## Step Three – Manager Review Summary

### Summary

<table>
<thead>
<tr>
<th>Overall Rating</th>
<th>Meets Expectations</th>
</tr>
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<tbody>
<tr>
<td><strong>Manager Review</strong></td>
<td></td>
</tr>
<tr>
<td>Individual Contributor Competencies</td>
<td>Meets Expectations</td>
</tr>
<tr>
<td>Goals Planning and Review</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Overall</strong></td>
<td>Meets Expectations</td>
</tr>
</tbody>
</table>

- [Submit]
  - [Back]
Step Four – Employee Signature Review Step Progression
Step Four – Employee Signature Competencies

Position Knowledge

Technically and professionally skilled in all position responsibilities and requirements. Demonstrates the appropriate level of proficiency in the principles and practices of one’s field or profession.

- Demonstrates knowledge of all job duties and skills for the position.
- Quality of work is in accordance with requirements for accuracy, completeness, and attention to detail.
- Demonstrates competence with methods, procedures, standard practices and techniques.
- Demonstrates understanding of procedures and policies.
- Adopts technological advancements.
- Facilitates mastery of occupational skills.
- Seeks new skills and professional development opportunities.
- Strives for excellence in all aspects of work.
- Demonstrates a commitment to continuous improvement.

Self review comments

Planning test
Step Four – Employee Signature Goals

Comments: Goal 1

Work smarter not harder on your goals!

Final goal comments

Self review goal comments
Step Four – Employee Signature
Additional Comments

Ann is an excellent employee and has excelled in her position during the past year. She volunteered to lead several team functions and small projects. She is now ready for an opportunity to lead a team.
Step Four – Employee Signature Summary

Summary

Overall Rating
Meets Expectations

<table>
<thead>
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<th></th>
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</tr>
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<td>Individual Competencies</td>
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</tr>
<tr>
<td>Overall</td>
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</tbody>
</table>

Options:
- Attachments
- Employee Details
- Print Review
Step Four – Employee Signature

Sign the Review

Approval Signature

Please review and sign. Signature does not imply agreement with the content of the review. It only indicates the employee’s awareness of the information contained herein. If you have concerns about the ratings or comments your manager has provided, please refer to Human Resources for guidance on resolution.

Self

First and last name

Sign

Manager

Pending Signature

Submit
Step Five – Manager Signature Review Step Progression
Step Five – Manager Signature

Sign the Review

Approval Signature

Please review and sign. Signature does not imply agreement with the content of the review. It only indicates the employee’s awareness of the information contained herein. If you have concerns about the ratings or comments your manager has provided, please refer to Human Resources for guidance on resolution.

Self
Anita Barrett  Date: 1/29/2016

Manager
First and last name  Sign

Pilot test

Back  Save and Exit  Submit
myPerformance - Indirect Managers

Review Step Progression

- Planning and Mid-Review
- Employee Self-Evaluation
- Manager Review
- Employee Signature
- Manager Signature

- Planning and Mid-Review: Indirect Mgr View
- Employee Self-Evaluation: Indirect Mgr View
- Manager Review: Indirect Mgr View
- Employee Signature: Indirect Mgr View
- Manager Signature: Indirect Mgr View
myPerformance

- Email reminders
- Managers should meet with their employees to discuss planning, mid-review, and the final evaluation
- Merit based increases
- What happens if a manager does not complete an employee’s review?