PE forms are not available year-round. PE forms are generated and released one to two months before the PE due date. For UK HealthCare employees, the release date is in May.

Access the UK Online PE System via myUK

Step	Action	
1	From myUK, click on the Employee Self Service Tab	Launch Pad Employee Self Service Student Services Student / IRIS Systems IRIS Systems Related Links IRIS Launch Pad
2	Click on the Performance Management link	Launch Pad Employee Self Service Student Services Student Administrat Overview Image: Service Services Image: Service Serv
3	Click on the Performance Goals and Evaluations link	Launch Pad Employee Self Service Student Services S Overview Employee Services Area
	This link takes you to the UK Online PE System.	Back

	Home -	U K Two (ukadmin2) on t	what of Nancy Nurse (Narset) - See blue,	
You should now see	To Do - Employee that Evaluation Narry Narry	* Many Nurse Second Second Sec	Links Og Chut Resources UK/PE Page I Ean	
your Home page in the UK Online PE System.	My Goals - 201 Balvershy Goal Plan Your Goal plan is currently empty.	My Admin Favorites You don't hav any Admin Favores shortort Inks yet: Click have to add some	Welcome Provide the series of the system in mid- December for Cangua employees. Compare and provide the series of the system compare and provide the series of the system in the optimal SHE Frahavian. Both find year Allik? In the S SH Plan, the upper provide series in the 2013 University Ged Plan to Campus (on- Halthces) SHE Graup Plan to Heathcare employees. SHE SHE SHE SHE SHE SHE SHE SHE SHE SHE SHE SHE SHE She SHE	
	Tile trowser			

Basic Navigation – Accessing Employee Performance Evaluation Forms

You have two options when accessing your employees' PE forms.

Option One:	My Team		
 Click on the employee record you 	Calamity Forrest	Calloway Dixon	Calmon Ebert
wish to view	Calfred Gardner	T	

UK Online PE System – Managing the PE Process for UK HealthCare Staff Supervisors Basic Navigation – Accessing Employee Performance Evaluation Forms, continued

Click on the Actions link	€ Callowa	ay Dixon 🔹 🔸	
		🛇 Local Time: 11:59:39 AM	
	Acti	ons 🕞 Note	
	Calloway	is on track	
Click on the Performance	Favorites	🕞 Calloway Dixon	
Evaluation link	any Admin Favorites shortcut here to add some	Cocal Time	e: 12:10:02 PM
		Actions D	Note
	Go To Profile Scorecard 2013 University Performance Goal Plan	on track	
 You are taken directly to the employee's PE form, if it 	Performance - Reviews Help & Tutorials	U K Two (ukadmin2)	on behalf of Frank I
has been released	2013 University Calloway Dixon	Performance Evalu	ation for

UK Online PE System – Managing the PE Process for UK HealthCare Staff Supervisors Basic Navigation – Accessing Employee Performance Evaluation Forms, continued

Option Two: From the Home Page, click on the Navigation Menu and choose Performance	Home - Home Goals Performance
 There are four main sections in the My Forms menu 	All Forms: contains all forms, currently active or completed In Progress Inbox - contains active forms requiring your attention
	Completed: contains all completed forms Inbox En Route En Route – contains active forms "currently with" Completed Completed Completed another person in the PE
	Form Status: view form Form Status process, this is normally status the employee
 From any of the sections, Click on the PE link you would like to view in the Form Title column 	Form Title 2013 University Performance Evaluation for Calmon Ebert 2013 University Performance Evaluation for Calfred Gardner 2013 University Performance Evaluation for Calamity Forrest 2013 University Performance Evaluation for Calamity Forrest 2013 University Performance Evaluation for Calamity Forrest
 You are take to the employee's PE form 	Performance UK Two (ukadmin2) on behalf of Frank r Reviews Help & Tutorials 2013 University Performance Evaluation for Calloway Dixon
 To return to the PE form listing, click on the Reviews link 	Performance - Reviews Help & Tur 2013 Unive

Completing the PE Process – Progress Line and Introduction

After accessing the PE form both the employee and supervisor can view the progress line. This gives you a quick update of which step the PE form is currently in.

	Employee Self Evaluation	⇒	Manager Review	-	1:1 Meeting	⇒	Signature	•	Completed
--	--------------------------	---	----------------	---	-------------	---	-----------	---	-----------

There is also an introduction that explains the process from beginning to end.

Performance Evaluation Introduction	3
The employee may complete a self-evaluation and then forward to his or her manager. The manager will complete the evaluation and higher-level review. Once higher-level review is complete, the manager and employee will meet to discuss the evaluation. After the mic comments or rating adjustments can be made. Once this is complete the employee and manager will sign the form.	J make it available for eeting additional

Completing the PE Process - Step One: Employee Self Evaluation

The PE form in the UK Online PE System starts with an Employee Self Evaluation. If the employee chooses not to complete a self evaluation, the PE form still needs to be sent to the manager so the PE process can advance. Per University policy, the self evaluation is optional for the employee unless it is made mandatory by you or your department. You will not be able to enter your ratings and comments until the form is sent to you.

Major Job Responsibilities employee ca In this section employee will self-rate and manage section. MJR and Essential Function updates ca	jor Job Respo an self-rate a lers will rate the nnot be made he	onsibility has nd enter com employee's perfo ere - those update	its own section where the ments to support their rating. rmance of the MJRs. Updates to the job standards can be made in this as must be made in the Position Description System.
1.1			
Goal: UK Major Job Responsibility : Achieve 100% compliance with Sarbanes-Oxley Act data-related regulations by (date)	on plan		Employee fields are open for input. This information will not be visible to the manager until the form is sent to the manager.
Job Standard :			
Weight: 20.0% Start: 01/01/2013			Due : ete : Status : 12/31/2013 00.0% Complete ✓
Rating by Mabeline Manager:		Rati	ng by Cal Abbott:
Manager Rating: unrated		Rati	unrated 👻
Mabeline Manager's Comments: No comments		Sub	jects Comments: at spell check 🌱 legal scan
Manager fields are not one	en for		T
Manager fields are not ope input in this step.	en for		*
Manager fields are not ope input in this step.	en for MJR Nor	Leadersh	ip Rating Scale
Manager fields are not ope input in this step.	en for MJR Nor Scale Value	Leadersh Description	ip Rating Scale Detailed Information
Manager fields are not operating input in this step.	MJR Nor Scale Value 1.0	Leadersh Description Does Not Meet Expectations	 p Rating Scale Detailed Information Employee did not consistently meet the job standards • Performance needs improvement in areas of consistent weakness • Employee requires close supervision to meet expectations • If employee fails to improve, corrective action may be recommended
To review what the rating levels mean, click on the Rating link. The window to the right will open, in which detailed information will be	MJR Non Scale Value 1.0 2.0	Leadershi Description Does Not Meet Expectations Meets Expectations	 Petailed Information Employee did not consistently meet the job standards • Performance needs improvement in areas of consistent weakness • Employee requires close supervision to meet expectations • If employee fails to improve, corrective action may be recommended Employee consistently met the job standards • Results were timely and accurate and were produced with minimum supervision • Employee recognized and adjusted well to changes in work situations and assignments • Solid, good performance was the employee's norm
To review what the rating levels mean, click on the Rating link. The window to the right will open, in which detailed information will be presented for each rating.	MJR Nor Scale Value 1.0 2.0 3.0	Leadersh Description Does Not Meet Expectations Meets Expectations Occasionally Exceeds Expectations	 Exployee did not consistently meet the job standards • Performance needs improvement in areas of consistent weakness • Employee requires close supervision to meet expectations • If employee fails to improve, corrective action may be recommended Employee consistently met the job standards • Results were timely and accurate and were produced with minimum supervision • Employee recognized and adjusted well to changes in work situations and assignments • Solid, good performance was the employee's norm Employee periodically exceeded the job standards • Employee achieved results above expectations • Employee showed exceptional performance and effort from time to time • Performance is sustained and uniformly high with thorough and on time results
To review what the rating levels mean, click on the Rating link. The window to the right will open, in which detailed information will be presented for each rating. Reminder: Only whole numbers are permitted for MJR rating levels.	MJR Nor Scale Value 1.0 2.0 3.0 4.0	Leadersh Description Does Not Meet Expectations Meets Expectations Occasionally Exceeds Expectations Consistently Exceeds Expectations	 Detailed Information Employee did not consistently meet the job standards • Performance needs improvement in areas of consistent weakness • Employee requires close supervision to meet expectations • If employee fails to improve, corrective action may be recommended Employee consistently met the job standards • Results were timely and accurate and were produced with minimum supervision • Employee recognized and adjusted well to changes in work situations and assignments • Solid, good performance was the employee's norm Employee periodically exceeded the job standards • Employee achieved results above expectations • Employee showed exceptional performance and effort from time to time • Performance is sustained and uniformly high with thorough and on time results Employee clearly and consistently exceeded the job standards • Employee achieved results well beyond expectations • Employee contributed unique, innovative and workable solutions to projects and/or problems

Completing the PE Process - Step One: Employee Self Evaluation, continued

Below the MJR sections, you will find the Behavioral Expectations for UK HealthCare employees. These can be rated on a 1 to 3 level and are not included in the overall PE score, unless you are UK HealthCare Leadership.

Behavioral Expectations		2
UK HealthCare's Behavioral Expect everyone we come into contact with HealthCare as a preferred patient c provide supporting comments for th	ations are the tenets around which the commitment to service excellence can be organized. These commitments prescribe our during our work day and the actions we will take to provide excellent customer service. By following these commitments, we w are provider and workplace of choice. Click on the Writing Assistant link for examples of describing the Behavioral Expectation I we rating.	interactions with our patients and If promote a positive image of UK evels. The manager needs to
Section Summary		
Customer Centered		unrated
Growth Oriented	The Writing Assistant gives you examples of behaviors exemplifying the	unrated
Quality Driven		unrated
Resource Wise	Benavioral Expectations at each rating level.	unrated
Service Focused		unrated
Customer Centered		
Our customer is every patient and e work with integrity to present our far expressions and concerns for our p	every other person with whom we come into contact during our work day. Being co cility and ourselves in a manner that promotes trust and confidence in UK HealthCare provide our patients, as well place of choice.	fessionalism, requiring that we as our appearance, manner,
Rating by Manager Nurse:	Rating by Nancy Nurses	
Rating: unrated	Rating: unrated	
Comments by Nancy Nurse:	Writing assistant al spell	check Ilegal scan
	The Legal Scan can be used to identify words or phrases that might be and unnecessary. It does not prevent the employee from using the wo	inappropriate rds or phrases.

Any professional development goals entered on the Professional Development Goal Plan will be included at the bottom of the PE form. There are no rating fields for these goals as they are not included in the overall PE score.

1.1				Remove Goa
Professiona	al Development:			Results/Notes:
work harde	rl			These records can be removed from the DE form
Status:	Start:	Due:	Complete:	These records can be removed from the reform.
Complete	▼ 01/01/2013	12/31/2013	0.0%	
Comments	by Cal Abbott:			al spell check 🥞 legal scan

	The PE form can be saved at any time by clicking on the Save button at the top of the screen.
Save and Close	The PE form can also be saved and closed to allow for multiple work sessions. To do this, click on
	the Save and Close button at the bottom of the screen.
	The employee sends the PE form to their manager by clicking on the Send to Manager button
🔿 Send to Manager	which is at the top and bottom of the PE form. After the Legal Scan, there is a second
	confirmation step that must be completed before the form is sent to the manager.

Completing the PE Process - Step Two: Manager Review

After the employee sends the PE form to the manager, it is now time for the manager to input their ratings and comments related to the employee's performance.

The manager fields are now open for input. The generation of the section and section and the fields are now open for input. The generation of the form	mployee's performance of the MJRs. Updates to the job standards can be made in this re - those updates must be made in the Position Description System. Employee fields are now viewable by the manager. These fields are locked and the manager cannot make any changes to what the employee entered. Due : 12/31/2013 Rating by Cal Abbott: Rating: 2.0 - Meets Expectations Subjects Comments:
n this section employee will self-rate and managers will rate the ensection. MJR and Essential Function updates cannot be made her 1.1 Goal: UK Major Job Responsibility : Achieve 100% compliance with Sarbanes-Oxley Act data-related regulations by (date) Job Standard : SOX compliance rate Weight : 20.0% Start : 01/01/2013 Rating by Mabeline Manager: Manager Rating: unrated Mabeline Manager's Comments: The manager fields are now open for input. The employee until the form	mployee's performance of the MJRs. Updates to the job standards can be made in thi re - those updates must be made in the Position Description System. Employee fields are now viewable by the manager. These fields are locked and the manager cannot make any changes to what the employee entered. Due : 12/31/2013 Rating by Cal Abbott: Rating: 2.0 - Meets Expectations Subjects Comments:
1.1 Goal: UK Major Job Responsibility : Achieve 100% compliance with Sarbanes-Oxley Act data-related regulations by (date) Job Standard : SOX compliance rate Weight : 20.0% Start : 01/01/2013 Rating by Mabeline Manager: Manager Rating: unrated Mabeline Manager's Comments: al spell check ≪]legate The manager fields are now open for input. The employee until the form	Employee fields are now viewable by the manager. These fields are locked and the manager cannot make any changes to what the employee entered. Due: 12/31/2013 Rating by Cal Abbott: Rating: 2.0 - Meets Expectations Subjects Comments:
Goal: UK Major Job Responsibility : Achieve 100% compliance with Sarbanes-Oxley Act data-related regulations by (date) Job Standard : SOX compliance rate Weight : 20.0% Start : 01/01/2013 Rating by Mabeline Manager: Manager Rating: unrated ▼ Mabeline Manager's Comments: al spell check ¶lega The manager fields are now open for input. The employee until the form	Employee fields are now viewable by the manager. These fields are locked and the manager cannot make any changes to what the employee entered. Due : 12/31/2013 Rating by Cal Abbott: Rating: 2.0 - Meets Expectations Subjects Comments:
Major Job Responsibility : Achieve 100% compliance with Sarbanes-Oxley Act data-related regulations by (date) Job Standard : SOX compliance rate Weight : 20.0% Start : 01/01/2013 Rating by Mabeline Manager: Manager Rating: unrated Mabeline Manager's Comments: Alspell check Signal The manager fields are now open for input. The employee until the form	Employee fields are now viewable by the manager. These fields are locked and the manager cannot make any changes to what the employee entered. Due: 12/31/2013 Rating by Cal Abbott: Rating: 2.0 - Meets Expectations Subjects Comments:
Responsibility : Achieve 100% compliance with Sarbanes-Oxley Act data-related regulations by (date) Job Standard : SOX compliance rate Weight : 20.0% Start : 01/01/2013 Rating by Mabeline Manager: Manager Rating: unrated Mabeline Manager's Comments: al spell check Signal The manager fields are now open for input. The employee until the form	Employee fields are now viewable by the manager. These fields are locked and the manager cannot make any changes to what the employee entered. Due: 12/31/2013 Rating by Cal Abbott: Rating: 2.0 - Meets Expectations Subjects Comments:
Active Floom compliance with Sarbanes-Oxley Act data-related regulations by (date) Job Standard : SOX compliance rate Weight : 20.0% Start : 01/01/2013 Rating by Mabeline Manager: Manager Rating: unrated Mabeline Manager's Comments: al spell check Image fields are now open for input. The employee until the form	These fields are locked and the manager cannot make any changes to what the employee entered.
Sarbanes-Oxley Act data-related regulations by (date) Job Standard : SOX compliance rate Weight : 20.0% Start : 01/01/2013 Rating by Mabeline Manager: Manager Rating: unrated Mabeline Manager's Comments: al spell check If legal The manager fields are now open for input. The employee until the form	Due: e: Status: 12/31/2013 0% Complete 9 Subjects Comments: 0
Act data-related regulations by (date) Job Standard : SOX compliance rate Weight : 20.0% Start : 01/01/2013 Rating by Mabeline Manager: Manager Rating: unrated Mabeline Manager's Comments: al spell check Image fields are now open for input. The employee until the form	make any changes to what the employee entered. Due : 12/31/2013 0% Complete Rating by Cal Abbott: Rating: 2.0 - Meets Expectations Subjects Comments:
regulations by (date) Job Standard : SOX compliance rate Weight : 20.0% Start : 01/01/2013 Rating by Mabeline Manager: Manager Rating: unrated Mabeline Manager's Comments: al spell check Image fields are now open for input. The employee until the form	Due: 12/31/2013 Rating by Cal Abbott: Rating: 2.0 - Meets Expectations Subjects Comments:
Job Standard : SOX compliance rate Weight : 20.0% Start : 01/01/2013 Rating by Mabeline Manager: Manager Rating: unrated Mabeline Manager's Comments: al spell check Image fields are now open for input. The employee until the form	Due :
Sob Standard: SOX compliance rate Weight: 20.0% Start: 01/01/2013 Rating by Mabeline Manager: Manager Rating: unrated Mabeline Manager's Comments: alspell check ¶lega The manager fields are now open for input. The employee until the form	Due : e : Status : 12/31/2013 0% Complete Rating by Cal Abbott: Rating: 2.0 - Meets Expectations Subjects Comments:
SOX compliance rate Weight : 20.0% Start : 01/01/2013 Rating by Mabeline Manager: Manager Rating: unrated Mabeline Manager's Comments: alspell check Signal The manager fields are now open for input. The employee until the form	Due : e : Status : 12/31/2013 0% Complete Rating by Cal Abbott: Rating: 2.0 - Meets Expectations Subjects Comments:
Weight: 20.0% Start: 01/01/2013 Rating by Mabeline Manager: Manager Rating: unrated Mabeline Manager's Comments: al spell check Slega The manager fields are now open for input. The employee until the form	Due : Image: Complete 12/31/2013 0% Rating by Cal Abbott: Rating: 2.0 - Meets Expectations Subjects Comments:
Rating by Mabeline Manager: Manager Rating: unrated Mabeline Manager's Comments: al spell check Spell check Spell check	12/31/2013 0% Complete Rating by Cal Abbott: Rating: 2.0 - Meets Expectations Subjects Comments: Subjects Comments:
Rating by Mabeline Manager: <u>Manager Rating</u> : unrated Mabeline Manager's Comments: at spell check Spell check Spell check The manager fields are now open for input. The employee until the form	Rating by Cal Abbott: <u>Rating</u> : 2.0 - Meets Expectations Subjects Comments:
Manager Rating: unrated Mabeline Manager's Comments: at spell check Implement The manager fields are now open for input. The employee until the form	Rating: 2.0 - Meets Expectations Subjects Comments:
Mabeline Manager's Comments: al spell check If a spell check	Subjects Comments:
Mabeline Manager's Comments: al spell check Spell check The manager fields are now open for input. The employee until the form	Subjects Comments:
The manager fields are now open for input. The employee until the form	
The manager fields are now open for input. The employee until the form	<u>il scan</u>
The manager fields are now open for input. The employee until the form	Can include additional comments to support self-rating.
abaularal Expectations	is sent to the employee for signature.
enavioral Expectations	
K HeathCare's Behavioral Expectations are the tenets around which the commitment veryone we come into contact with during our work day and the actions we will take to leathCare as a preferred patient care provider and workplace of choice. Click on the rovide supporting comments for the rating.	It to service excellence can be organized. These commitments prescribe our interactions with our patients and provide excellent customer service. By following these commitments, we will promote a positive image of UN Writing Assistant link for examples of describing the Behavioral Expectation levels. The manager needs to
Section Summary The Rehavioral Expect	tations need to be part of the DE
Rowth Opented	
Conversation even though	they are not included in the overall
PE rating, with the excert	otion of UK HealthCare Leadership.
Service Focused	unrated
Customer Centered	
Our customer is every patient and every other person with whom we come into contact work with integrity to present our facility and ourselves in a manner that promotes trust	t during our work day. Being customer centered demands a high level of professionalism, requiring that we and confidence in UK HealthCare. The care we provide our patients, as well as our appearance, manner, be a confidence destination of a work force of choice.
Rating by Mabeline Manager	be a preferred patient care provider and a workplace or choice.
Rating: 2.0. Execute Executetions	Rating by Cal Abbott:
3.0 - Exceeds Expectations *	Rating by Cal Abbott: Rating: 2.0 - Meets Expertations
Comments by Cal Abbott: Add comments to support self-rating. Comments by Mabeline Manager:	Rating by Cal Abbott: Rating: 2.0 - Meets Expectations
Add commonto to cumpart your roting. Dravida avarrates I	Rating by Cal Abbott: <u>Rating</u> : 2.0 - Meets Expectations Wwriting assistant at spell check Slegal scan

Completing the PE Process - Step Two: Manager Review, continued

The Methods of Evaluation section allows you to document how you gathered information used for the employee's rating and performance feedback. You can select all methods that apply.

Methods of Evaluation
Please select from the following Methods of Evaluation that will be used in evaluating the employee's performance. Additional methods of evaluation and/or additional explanations of those methods may be added if necessary.
Supervisory Observation - Supervisor evaluates the employee's performance by direct observation of work
Third Party Feedback - Supervisor evaluates the employee's performance by in part based on relevant feedback from outside customers, vendors, or others
🔲 Peer Feedback - Supervisor evaluates the employee's performance in part based on relevant feedback from the employee's peers
🔲 Spot Checks - Supervisor evaluates the employee's performance in part based on random spot checks of work
Sampling Statistics - Supervisor evaluates the employee's performance in part based on sample's of the employee's work or statistical data that indicates the employee's level of work of demostrated competence
Project Results - Supervisor evaluates the employee's performance in part based on actual results of projects or assignments the employee has managed or participated in
📃 Self Report - Supervisor evaluates the employee's performance in part based on the employee's own evaluation of his/her work
Other

Professional Development/Other Goals

1.1				Remove Goal
Professional	Development:			Results/Notes:
work harder				The manager can also add comments to any professional
Status:	Start:	Due:	Complete:	The manager can also add comments to any professional
Complete	• 01/01/2013	12/31/2013	0.0%	development goals that appear on the employee's PE form.
Comments	by Mabeline Manag	er:		al spell check 🍕 legal scan
				÷

Summary

Ratings for each MJR and Behavioral Expectation are listed here. The overall rating is calculated from the MJR scores. The Behavioral Expectation ratings are not calculated into the overall rating. Professional Development goal results are also included but not rated. Overall comments on the employee's performance can be entered in this section.

Overall Form Rating: 2.2

		Rating	Weights
Major Job Responsibilities		2.2/4.0	100.0%
Quality and Safety for Patient Care, Documentation		2.50	25.0%
Service	The overall PE rating won't be	2.00	25.0%
Teamwork	calculated until the PE form is saved.	2.25	20.0%
Efficiency		2.00	20.0%
Professional Development and Competency	Click on the Save button [1] at the top	2.00	10.0%
Behavioral Expectations	of the screen to calculate the PE rating		0.0%
Customer Centered	and reveal the individual MJR ratings.	unrated	

2

Completing the PE Process - Step Two: Manager Review – continued



Completing the PE Process - Step Three: 1:1 Meeting

The PE form is parked at the 1:1 Meeting step until the face-to-face meeting between the manager and employee has occurred. While the form is in this step:

- Upper-level management can review PE forms for employees in their direct reporting line
- Employees cannot view any ratings or comments entered by their manager
- The manager can use the Online PE System to display the PE form, or print a hard copy for use during the faceto-face meeting
- Managers can make edits to their fields on the PE form based on information gained during the face-to-face meeting with the employee

Send to Employee for Signature	After the face-to-face meeting has occurred and any edits made, the manager
	will send the PE form to the employee for signature using the Send to Employee
	for Signature button. This button can be found at the top and bottom of the PE
	form.

Completing the PE Process - Step Four: Employee Signature

In this step, the employee can view the completed PE form, seeing the manager's ratings and comments, methods of evaluation, and the overall PE rating. These fields are now locked and no changes can be made.

1.1							
Goal: UK Major Job Responsibility : Achieve 100% compliance with Sarbanes-Oxley Act data-related requisions by (data)	Essential Function : create action plan						
	Job Standard : SOX compliance rate						
Weight : 20.0%	Start: 01/01/2013		Due: Complete: Status: 12/31/2013 100.0% Complete				
Rating by Mabeline M <u>Manager Rating</u> : 2.0 - Mabeline Manager's Explain rating. Provide your rating.	lanager: · Meets Expectations Comments: e examples of employee's performance to support	Rating by Cal Abbott: Rating: 2.0 - Meets Expectations Subjects Comments: Can include additional comments to s	upport self-rating.				
Methods of Evaluation	1						
Please select from the and/or additional expl	e following Methods of Evaluation that will be used in e anations of those methods may be added if necessary	valuating the employee's performance. A	Additional methods of evaluation				
🗹 Supervisory Obse	rvation - Supervisor evaluates the employee's perform	ance by direct observation of work					
Third Party Feedb others	ack - Supervisor evaluates the employee's performant	e by in part based on relevant feedback f	from outside customers, vendors, or				
📃 Peer Feedback - S	Supervisor evaluates the employee's performance in p	art based on relevant feedback from the	employee's peers				
🗹 Spot Checks - Su	pervisor evaluates the employee's performance in par	based on random spot checks of work					
Sampling Statistics - Supervisor evaluates the employee's performance in part based on sample's of the employee's work or statistical data that indicates the employee's level of work of demostrated competence							
Project Results - managed or participat	🗹 Project Results - Supervisor evaluates the employee's performance in part based on actual results of projects or assignments the employee has managed or participated in						
📃 Self Report - Supe	ervisor evaluates the employee's performance in part t	ased on the employee's own evaluation	of his/her work				
Other							

Summary

Ratings for each MJR and Behavioral Expectation are listed here. The overall rating is calculated from the MJR scores. The Behavioral Expectation ratings are not calculated into the overall rating. Professional Development goal results are also included but not rated. Overall comments on the employee's performance can be entered in this section.

	Rating	Weights
Major Job Responsibilities	2.2 / 4.0	100.0%
Quality and Safety for Patient Care, Documentation	2.50	25.0%
Service	2.00	25.0%

2

Completing the PE Process - Step Four: Employee Signature – continued

Overall Comments Comments by Mabeline Manager: Add summary of employee's performance.	The employee can view the overall comments entered by the manager.
Signature	2
The electronic signature belows represent your acknowledgement of	this form. The employee's signature acknowledges the
Employee:	the DE forms have been reviewed. The size time
Cal Abbott Managar	the PE form has been reviewed. The signature
Mabeline Manager	does not necessarily mean the employee agrees with the content of the PE form.
Section Comments:	
Comments by Cal Abbott:	at <u>spell check</u> 🥞 legal scan
The employee has the opportunity to add final comments of their own.	Save and Close Close Without Saving Sign Mabeline Manager Click on the Sign button to electronically sign the PE form and send it to the manager.

Completing the PE Process - Step Five: Manager Signature

Overall Comments Comments by Mabeline Manager: Add summary of employee's performance.	
Signature	9
The electronic signature belows represent your acknowledgement of this form.	The manager can view any final comments added
Employee: Cal Abbott 11/27/2013 Cal Abbott	by the employee during the previous step.
Manager:	
Mabeline Manager	
Section Comments:	
Comments by Cal Abbott: Employee can now add additional comments	Click on the Sign button to electronically sign
Comments by Mabeline Manager:	the PE form to complete the process.
The manager can now add their	Save and Close Close Without Saving) 📝 Cal Abbott 📝 Sign)
final comments before signing.	

HR Training & Development As of 04/30/2014

Viewing Completed PE Forms and Completion Status

To view completed PE forms, go to your Performance page, click on the Completed section,	My Forms All Forms In Progress Completed Create New Folde Un-Filed Form Status	ttems p Cr ■ ■ ■ ■ ■ ■ ■ ■	er page: 10 eate New Folder lay Options orm Title Emp	Showing 1–7 c	of 7 Start Date 📝	Move to Fold Form End Date 🗹	er: Select Folder Form Due Date	✓ ▼ Move
Click on the				Farm Title			Form Sta	t Form End
link in the Form Title column to view completed PE forms			<u>∲2013 Univers</u> <u>Abbott</u>	Form Title	Evaluation for C:	al Cal Abbo 展到	e Date t 01/01/2013	Uate 12/31/2013
To get a quick visual								
of your team's completion data, click on the Form Status link	My Forms All Forms In Progress Completed Form Status Aggregate Individual	mance Evaluation						
section.	Employee	Due Da Deeple # of Form	nte ns Employee Self	Evaluation Man	ager Poview	1:1 Mooting Em	lovoo Signaturo	Managor Signaturo
	Frank Manager	1 1	0%	Evaluation Man 0%	ager Review 0	% 0% [loyee Signature	0%
View	Calloway Dixon	1 1	100%	1009	6 1	00% 100%		100%
VIEW	Calmon Ebert	1 1	100%	1009	6 1 4 1			100%
	Calfred Gardner	1 1	100%	1009	6 1			100%
	Direct Reports	4 4	100%	100%				75%
	ream rotai	4 4	100%	100%		10%C/ 2%C		07070
Form Status section: Individual view	2013 University Perfor Employee ➡ Frank Manager Calloway Dixon Calmon Ebert Calamity Forrest Calfred Gardner	mance Evaluation Employee Setf Evaluation Employee	Manager Review Manager	1:1 Meeting Manager	Employee Signature Employee	Manager Signature Manager	Due 08/01/2013 07/18/2013 08/01/2013 08/01/2013 16 07/18/2013 16 07/18/2013	Other N/A N/A N/A N/A N/A
	Legend: ✔ Complete	d 🥡Completed Fo	rm 🔥 Requires You	r Attention 🗟 Enrou	ute			