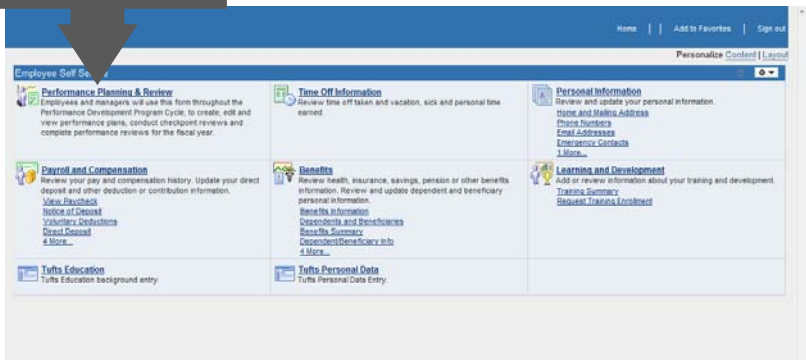



# Steps to Electronically Sign the Performance Review

In Employee Self Service, click on "Performance Planning & Review".



The link to Employee Self Service is found on the "eserve" tab on the HR Website

Performance Planning / Review



Performance Development Program

### Welcome to Performance Planning and Review

Welcome to Performance Planning and Review online. The @Work Performance Development Cycle has four major phases, as well as ongoing coaching and feedback provided by the manager. This online tool is used to document two of these major phases, Performance Planning and Performance Review.

- Performance Planning typically starts in July, at the beginning of the fiscal year.
- During Checkpoint review time in December and January, managers and employees review the plan, discuss accomplishments to date, and challenges, or changes in key performance area priorities.
- Annual Performance Reviews are written by managers, and delivered to employees in May. The online Performance Review is open for managers to start drafting employee performance reviews beginning **March 1**.
  - Note, Employees are strongly encouraged to submit their own Performance Summary to their manager, and can easily access their Performance Plan to assist in writing their

**Note: The Review you are signing is for the current fiscal year.**

Performance Review.

Fiscal Year: 20xx	Fiscal Year: 20xx
Performance Planning Continue to Performance Plan - View Only	Performance Planning Continue to Performance Plan - View Only
Performance Review Continue to Your Performance Review	

Your review is ready  
Access your Review and add comments if desired

Click on "Continue to Your Performance Review"

Performance Planning / Review Employee Review Detail

### Performance Areas and Results

Display only, Update not allowed

Employee **Erica Smith** Training and Development Spec

#	Created	Erica Smith	07/01/20xx	8:05AM	Last Update	Eric Smith	06/30/20xx	8:55AM
---	---------	-------------	------------	--------	-------------	------------	------------	--------

Key Performance Area **Performance Period: 07/01/20xx to 06/30/20xx**  
Key Performance Area populates automatically from performance plan.

Organizational Competencies

- Expertise
- Interaction with Others
- Continuous Improvement
- Customer Focus
- Resourcefulness and Results
- Leadership

Results

Indicate what was accomplished and how it was accomplished (forwarding to employee)

Manager's feedback on accomplishments for this key performance area

Indicate steps for employee to take for continuous improvement

Manager's feedback on areas of improvement or sustained performance is written

Click on "Next KPA" and "Previous KPA" to navigate the pages to review the Key Performance Area feedback.

Return to Performance Review page

<< Previous KPA Next KPA >>  
Proceed to comments and rating

**Performance Areas and Results** Display only, Update not allowed.

Employee: **Erica Smith** Training and Development Spec

**Performance Planning**

#	Created	Erica Smith	00/00/20xx	8:05AM	Last Update	Erica Smith	00/00/20xx	4	8:55AM
1									

Key Performance Area: **Performance Period: 07/01/20xx to 06/30/20xx**

Key Performance Area populates automatically from performance plan.

**Organizational Competencies**

- Expertise
- Interaction with Others
- Continuous Improvement
- Customer Focus
- Resourcefulness and Results
- Leadership

**Results**

Indicate steps for employee to take for continuous improvement

Manager's feedback on areas of improvement or sustained performance is written

[Return to Performance Review page](#) [Proceed to comments and rating](#)

**Callout 1:** The electronic signature and employee comments field are also found on the Additional Comments and Rating page.

**Callout 2:** Click on "Proceed to comments and rating" to view additional comments and Performance Review Category.

**Performance Rating**

Employee: **Erica Smith** Training and Development Spec

Performance Period: 07/01/20xx to 06/30/20xx

Areas for continuous improvement or development:  
Type areas for continuous improvement or development in this text box.

Other accomplishments and summary:  
Type other accomplishments and the employee performance feedback summary in this text box.

**Overall Annual Performance Review Rating**

- Consistently Exceeds Expectations
- Successfully Meets Expectations
- Meets Some Expectations
- Does Not Meet Expectations

Do you wish to add comments to your review? Yes  No

Employee Comments (optional):  
Type employee comments here.

[Return to Review Summary page](#)  
[Return to Employee Key Performance Areas](#)

**Note:** Employee comments are part of the permanent employee record.

**Callout:** To add comments, click on "Yes", type your comments, and click "Save". If you don't have comments, click "No" and click "Save".

**Performance Rating**

Employee **Erica Smith** Training and Development Spec  
Performance Period: 07/01/20xx to 06/30/20xx

Areas for continuous improvement or development:  
Type areas for continuous improvement or development in this text box.

Other accomplishments and summary:  
Type other accomplishments and the employee performance feedback summary in this text box.

**Overall Annual Performance Review Rating**

- Consistently Exceeds Expectations
- Successfully Meets Expectations
- Somewhat Meets Expectations
- Does Not Meet Expectations

Do you agree with your review? Yes  No

Results have been updated. [Return to Review Summary page](#)  
[Return to Employee Key Performance Areas](#)

**Electronic Signature** ← Press Electronic Signature button to sign the review form.  
*I have received a written and verbal Performance Review. My signature does not indicate agreement or disagreement with the review.*

A callout box with a downward arrow points to the 'Electronic Signature' button. The callout text reads: "Click on 'Electronic Signature' to acknowledge you have received a written and verbal Performance Review."

**Performance Rating**

Employee **Erica Smith** Training and Development Spec  
Performance Period: 07/01/20xx to 06/30/20xx

Areas for continuous improvement or development:  
Type areas for continuous improvement or development in this text box.

Other accomplishments and summary:  
Type other accomplishments and the employee performance feedback summary in this text box.

**Overall Annual Performance Review Rating**

- Consistently Exceeds Expectations
- Successfully Meets Expectations
- Somewhat Meets Expectations
- Does Not Meet Expectations

Do you agree with your review? Yes  No

Form has been signed. [Return to Review Summary page](#)  
[Return to Employee Key Performance Areas](#)

**Print Your Review** ← I have received a written and verbal Performance Review. My signature does not indicate agreement or disagreement with the review.

A callout box with a downward arrow points to the 'Print Your Review' button. The callout text reads: "Click on 'Print Your Review' if you would like a PDF copy for your records."