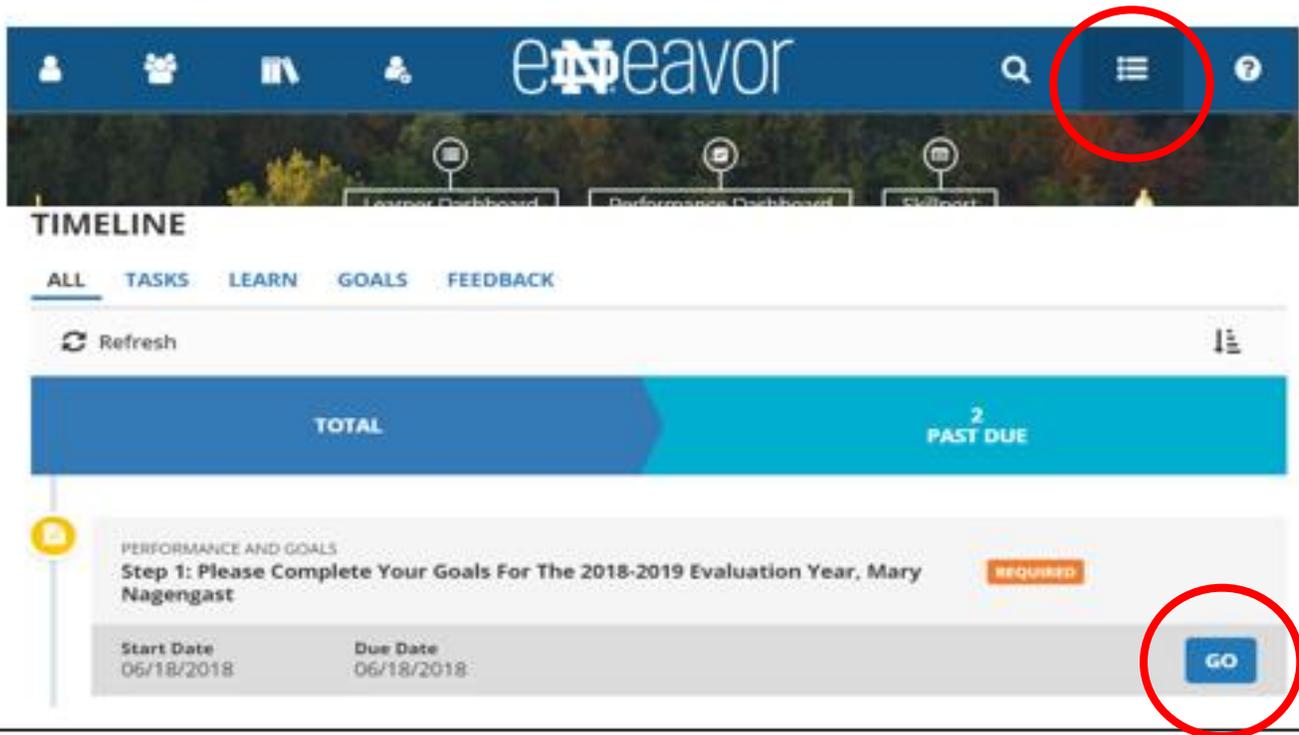


STEP 1

From the Home Dashboard, click on the timeline icon in the upper right hand corner. You will see a list of all tasks and upcoming classes. Navigate to the performance task and then click "Go" on the right hand side.



STEP 2

To start entering your expectations, click on the "Expectations" tab. Scroll down to and click on the "+Add" to start.

OVERVIEW

Save Send Forward Print Preview

EXPECTATIONS

UNIVERSITY VALUES

ATTACHMENT(S)

Step 3: ENTER information regarding progress to "University Values" tab.

Year-End (Employee Due Date: March 31)

Step 5: ENTER updated information in the "Empl "University Values" tab.

During any step you may click the "Save" button.

+ Add Expand All

STEP 3

There are 2 required fields that you must enter. The expectation title and the description. You also have the ability to enter a start date, end date, and percent complete. The required fields have red asterisks next to them. Click "+Add" to continue adding expectations.

Expectation *

Start Date

Description *
 Tahoma

Due Date

Percent Complete

STEP 4

Once you are finished on the expectations tabs, click on the "University Tab" to review. Be sure to reference this page when documenting conversations between employee and manager.

OVERVIEW

EXPECTATIONS

UNIVERSITY VALUES

ATTACHMENT(S)

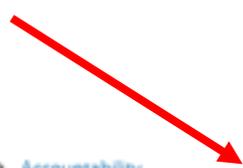
Accountability

Takes responsibility and ownership for decisions, actions and results. Accountable for both how and what is accomplished.

Integrity

Demonstrates honest and ethical behavior that displays a high moral standard. Widely trusted, respectful and honorable.

Leadership in Excellence



STEP 5

Once you are ready, click "Send Forward" to move the performance review to the next step. This will send it to you manager for them to complete their part.

Save Send Forward Print Preview Notes Go To Spell/Legal Check

STEP 6

You will get a pop up asking if you are sure you want to submit this. Click "Yes" and the form will be sent to the next step.

Confirm

Are you sure you want to submit this?

NO

YES