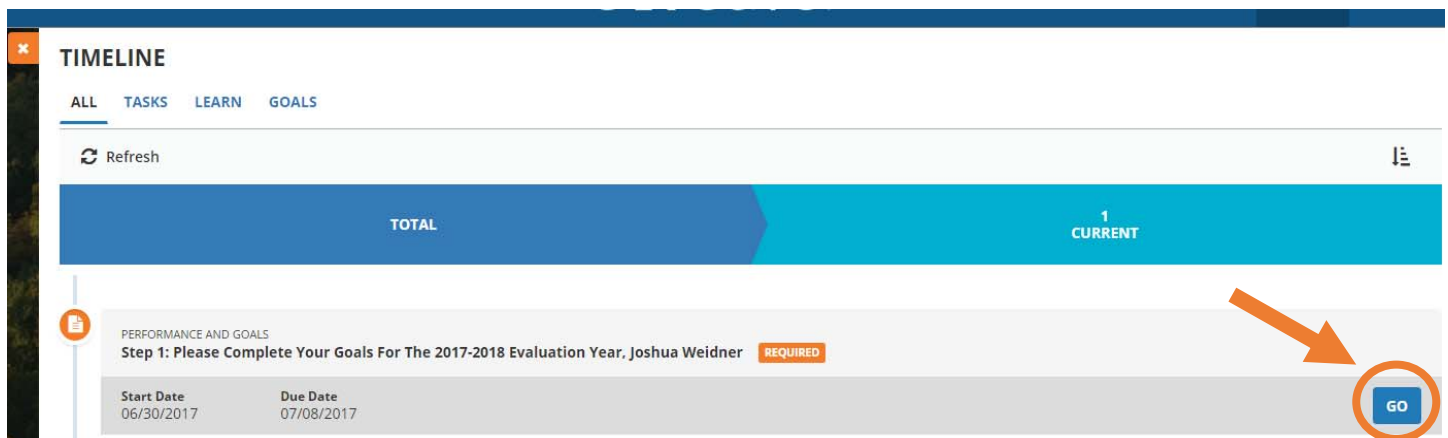


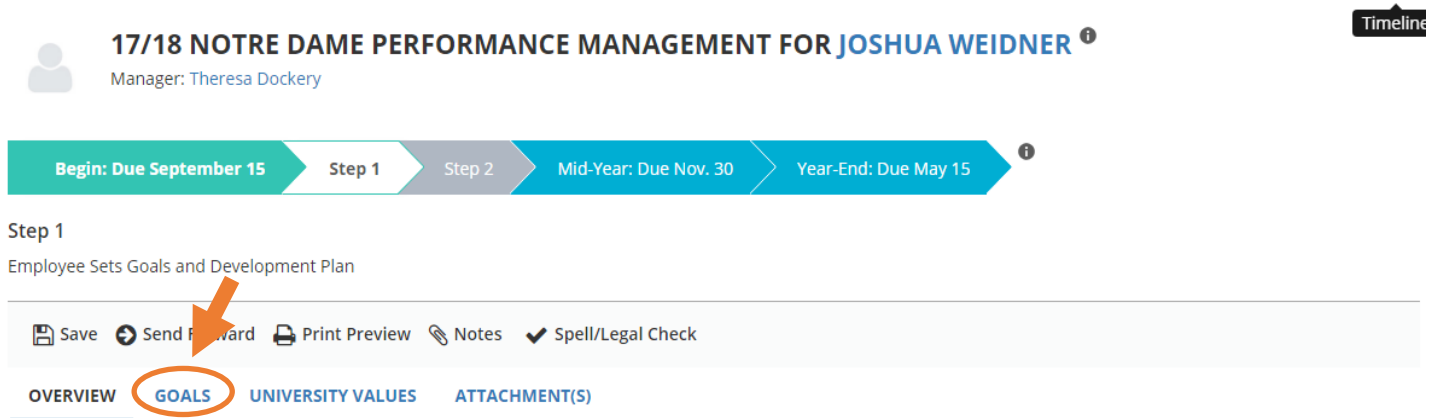
1. From the Home Dashboard, click on the timeline icon in the upper right hand corner. You will see a list of all tasks and upcoming classes. Navigate to the performance task and then click "Go" on the right hand side.



2. You will be sent to the overview tab of the performance review. To start entering your goals, click on the goals tab.



3. To start entering your goals, click on the goals tab.




The annual Performance Management process will be used to establish the year's performance goals and development activities, to document results, and to evaluate your level of achievement. To add a goal click on the "add" button at the bottom of the page. Please note, you cannot add any additional values.

Three Phases - Seven Steps

The performance management process includes three phases comprised of seven steps which require you to enter your Goals & Development Plan at the beginning of the performance year and work with your manager to complete an assessment at both the mid-year and year-end.

Click on the "Goals" tab to begin.

4. Once on the goals tab, click the “Add” button to enter your goals.

 **17/18 NOTRE DAME PERFORMANCE MANAGEMENT FOR JOSHUA WEIDNER** ¹ Timeline
Manager: Theresa Dockery

Begin: Due September 15 → **Step 1** → **Step 2** → **Mid-Year: Due Nov. 30** → **Year-End: Due May 15** ¹

Step 1
Employee Sets Goals and Development Plan

Save Send Forward Print Preview Notes Spell/Legal Check

OVERVIEW **GOALS** UNIVERSITY VALUES ATTACHMENT(S)

Begin (Employee Due Date: September 15)
Step 1: DISCUSS your goals with your manager. Enter up to eight goals for the performance year here. Please make sure your goals are specific, measurable, attainable, realistic and timely. When finished with your goals, click on the "University Values" tab.

Mid-Year (Employee Due Date: November 30)
Step 3: ENTER information regarding progress toward your goals in the "Mid-Year Employee Comments" text box. When finished with your comments, click on the "University Values" tab.

Year-End (Employee Due Date: March 31)
Step 5: ENTER updated information in the "Employee Year-End Comments" text box and SELECT a rating for your goals. When finished with your goals, click on the "University Values" tab.

During any step you may click the "Save" button at any time to save your work and return to it later.


+ Add Expand All


No records to display

5. There are 2 required fields that you must enter. The goal 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. After you finish a goal you simply click “add” to continue adding goals.

+ Add Expand All

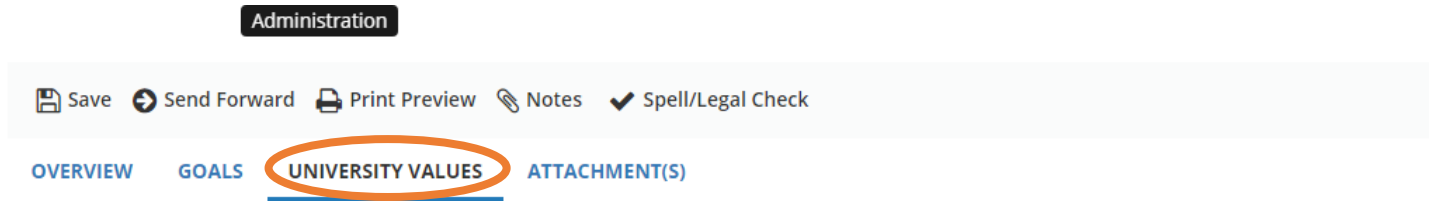
Delete S.M.A.R.T Wizard Cascade

Goal * [!] **Start Date** 

Description * [!] **Due Date** 

Percent Complete
- Select -

6. Once you are finished on the goals tab, click on the university values tab to go over the values. You won't have anything to fill out until mid-year and year end when you will be required to fill out a comment box.



University Values provide guidance and direction for behavior.

Begin: Step 1 (Employee) and Step 2 (Supervisor) Review definitions of the University Values. Keep documentation regarding actions related to Values.

Mid-year: Step 3 (Employee) and Step 4 (Supervisor) Provide specific examples and comments on the Values.

Year-end: Step 5 (Employee) and Step 6 (Supervisor) Enter comments for year-end and reference Appraisal Wizard for assistance. Add your overall rating for the Values.

During any step you may click the "Save" button at any time to save your work and return to it later.

Values

▶ [Accountability](#)

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

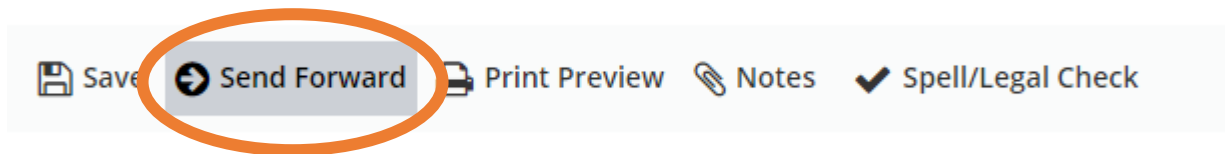
▶ [Integrity](#)

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

▶ [Leadership in Excellence](#)

Demonstrates energy and commitment to improving results, takes initiatives often involving calculated risks while considering the common good.

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



8. 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?